

# MAP Grant Follow Up – Guidelines

## DEADLINE:

The deadline to submit the MAP Grant Follow Up report and all associated documentation is **midnight on November 1.**

## ELIGIBILITY:

As described in the Bylaws, Regular and Associate Members **must meet the follow-up deadline and expectations, be in good standing (all fees paid and SSA Bylaw and policy expectations met), have registered 100% of participants** (i.e. players, coaches and team personnel, referees) and have previously received approval in writing to be eligible for MAP funding. Eligible Regular member organizations must hold a minimum Quality Sport Provider (QSP) status or actively working towards QSP through Canada Soccer Club Licensing. Members who have not achieved QSP - you must provide an annual update on progress against SSA defined standards. Members have 2 years to complete the process to remain eligible for MAP Funding.

The following is a list of ineligible expenses, as declared by Sask Sport, which will not be accepted.

### **Ineligible Expenses:**

#### **Population Based Funding - Ineligible Projects:**

- General operating costs such as facility rental costs and referee game fees
- Any construction, upgrading, maintenance or operating costs of facilities
- Expenditures for which other grant dollars have been used
- Social events (barbecues, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out-of-province travel
- Provincial or university CIS team expenses
- Wages
- Other expenses deemed as ineligible as identified by SSA

#### **Special Project Funding - Ineligible Projects:**

- Any construction, upgrading, maintenance or operating costs of facilities
- Expenditures for which other grant dollars have been used
- Social events (barbecues, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out-of-province travel
- Provincial or university CIS team expenses
- Wages
- Other expenses deemed as ineligible as identified by SSA

## FUNDING AND ELIGIBLE EXPENSES:

Funding levels for your organization have been confirmed previously based on your application. We encourage members to “over submit” on the Follow Up report for Population Based Funding (PBF). Organizations that are eligible for over submission (based on their application) may receive more than they were approved for under PBF. (Example: If you have been approved for \$1,000 but you have eligible receipts for \$1,500, we encourage you to submit them). NOTE: over submission is only applicable to Population Based Funding (PBF) not available for Special Project Funding (SPF) Members that do not properly complete their follow up will lose MAP eligibility and any available funds will be put back into the pool to be split among those Members that have completed all follow up requirements.

**Please note:** Any report that is not completed in full will be sent back for completion or denied funding.

## RECEIPTS AND DOCUMENTATION STANDARDS:

Include receipts or appropriate documentation to verify all expenses incurred and approved in the application. Documentation (receipts) to verify expenditures can take various forms but should at a **minimum**:

- a. Indicate name of recipient (person or business) of the funds
- b. Describe goods or services provided for payment
- c. Disclose the amount of the payment
- d. Include the date that the goods/services were purchased (must be within the calendar year)
- e. Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim, or in the rare case where there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back)
- f. Be documented in the Receipt Spreadsheet within submittable follow up application form.

**Follow-up reports and receipts shall be submitted electronically ONLY through the Submittable Follow Up Form.**

- a. PBF Follow-up reports must include the SSA Receipt Spreadsheet which tracks the strategic priority area, the date of the receipt, the organization or business name, the total receipt, and the total of all receipts for each strategic priority area. (Found in Submittable Form)
- b. SPF Follow-up reports are required for each SPF approved (i.e. 3 SP are approved, and 3 separate follow-up reports are submitted). SPF Follow-up reports must include the Receipt Spreadsheet which tracks the strategic priority area, the date of the receipt, the organization or business name, the total of the receipt, and the total of all receipts for each strategic priority area. (Found in Submittable Form)
- c. Within the Receipt Spreadsheet, receipts must be labelled with the strategic priority area and number (ex. CD 1, GRD 4, OD 10, etc).
- d. Electronic files must be named with the title of the document or receipt, corresponding to the Receipt Spreadsheet.

## PAYMENT PROCESS:

To receive the MAP Grant payment:

- All outstanding Accounts Receivable must be paid in full.
- All registration requirements for Outdoor must be completed by September 30.
- All registration requirements for Indoor must be submitted by November 7.
- Club Licensing requirements are met.
- The Follow Up Report and all associated documentation has been submitted, reviewed, and approved.
- MAP cheques will be mailed out December 15, unless requested earlier by member organization. If requested prior to December 15 over submission payment will be unavailable.

**It is our goal to ensure that all Members receive all funding available to them. Together, we can work cooperatively to make the MAP Program a success!**

Please contact [e.senger@sasksoccer.com](mailto:e.senger@sasksoccer.com) for clarification on or assistance with your MAP Follow-Up.