

# MAP Grant Follow Up Guidelines

## **Deadline:**

The deadline to submit the MAP Grant Follow Up report and all associated documentation is **midnight on October 30<sup>th</sup>**.

## **Eligibility:**

To be eligible for SSA MAP Grant funding, Regular and Associate Members must:

1. Complete their follow-up report by the deadline along with all related requirements, and
2. Be in [good standing](#) with SSA as per sub-section 1.6 of Section Two Member Rights and Responsibilities of the SSA Policy manual, and
3. Have 100% of their participants (i.e. players, coaches and team personnel, referees) registered with the SSA, and
4. Have received [MAP Grant eligibility](#) confirmation from the SSA as per Section 11, sub-section 2.1 of the SSA Grants Policy. received approval in writing to be eligible for MAP funding, as described in the SSA Bylaws
5. Must hold, at a minimum, Quality Sport Provider (QSP) status or actively working towards QSP through Canada Soccer Club Licensing.
  - a. Members who have not achieved QSP must provide an annual update on progress against SSA defined standards.
  - b. Members have 2 years to complete the process to remain eligible for MAP Funding.

## **Ineligible Expenses**

The following ineligible expenses will not be accepted, as defined by the Saskatchewan Lotteries Trust Fund:

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

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

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

1. Any construction, upgrading, maintenance or operating costs of facilities

2. Expenditures for which other grant dollars have been used
3. Social events (barbecues, lunches, etc.)
4. Alcoholic beverages
5. Research projects or feasibility studies
6. Out-of-province travel
7. Provincial or university CIS team expenses
8. Wages
9. Other expenses deemed as ineligible as identified by SSA

### Unallocated Funding Availability

1. A Member Organization's minimum funding level is based on their application, which was confirmed by the SSA to each applicant, during the application process.
2. If any allocated MAP Grant funding remains unspent, SSA may choose to provide additional funding to Member Organizations for any expenses submitted that exceed their minimum eligible amount.
3. Only those Member Organizations that are approved for more than the minimum MAP Grant amount are eligible to receive Unallocated MAP Grant funding.
4. Member Organizations that are eligible to receive Unallocated MAP Grant funding, are encouraged to submit any eligible expenses that exceed their minimum eligible amount if Unallocated MAP Grant funding becomes available.
  - a. *Example: If you have been approved for \$1,000.00 PBF Grant and you have eligible receipts for \$1,500.00, please submit receipts for all expenses.*
5. Member Organizations eligible to receive Unallocated MAP Grant funding may not be fully funded for all expenses submitted.
6. Member Organizations that do not properly complete their follow up will be deemed ineligible and any previously approved funding will become available for re-distribution as Unallocated MAP Grant funding.

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

### Follow up Receipt and Documentation Standards

1. Follow-up reports and receipts shall be submitted electronically ONLY through the online Submittable platform's Follow Up Form.
2. Include receipts, invoices or other appropriate documentation described below, which verifies all expenses incurred and which must only be for the activities approved in the application.
3. The Receipt Tracking Table must be completed, which is part of the follow up report in the Submittable online platform.
  - a. This table is formatted the same as the Receipt Tracking Spreadsheet that applicants could download from the [SSA MAP Grant web page](#) to track their MAP Grant purchases.
  - b. The information in this table must include the vendor/business name, the date (must be from current calendar year) of the receipt/invoice, the receipt/invoice #, description of items/services purchased, cost from each receipt/invoice and the grand total of all receipts.

- c. Receipts must be entered in the table with the corresponding vendor/business name as that of the uploaded copy of the receipt.
4. All uploaded electronic files must be named with the title of the document or receipt, corresponding to the Receipt Tracking Table.

### Payment Process

To receive MAP Grant payments, Member Organizations must:

1. Be in [good standing](#) with SSA as per Section 2, sub-section 1.6 of the SSA Member Rights and Responsibilities Policy, including payment of full of any outstanding Accounts Receivable.
2. Complete all registration requirements for the Outdoor Season by September 30.
3. Complete all registration requirements for the Indoor Season by November 7.
4. Meet SSA Club Licensing requirements.
5. Submit the MAP Grant Follow Up reports and upload all required receipts/documents for review and approval by the SSA.

MAP Grant payments will be processed by December 15, unless requested earlier by member organization. If early payment prior to December 15 is requested and approved by the SSA, the Member Organization requesting early payment is not eligible to receive any available Unallocated MAP Grant funding.

It is the goal of the Saskatchewan Soccer Association that all eligible Member Organizations receive, and appropriately spend, their allocated MAP Grant funding. Therefore, we will work cooperatively with Member Organizations to make the MAP Grant a success for each Member Organization.

If you have any questions or require clarification, please contact Darcy McLeod, Coordinator of Member Services at: [d.mcleod@sasksoccer.com](mailto:d.mcleod@sasksoccer.com) or 306-975-0870.