



# **Member Assistance Program (MAP) Grant Follow Up Step-by-Step Guide**

INTEGRITY • INCLUSIVITY • INNOVATION

2026

## MAP Follow Up – Step by Step



### Login:

<https://manager.submittable.com/login>

Use the same credentials used when submitting your MAP Grant application.

A screenshot of the Submittable login interface. At the top is a red 'S' logo. Below it is the heading 'Enter Your Password'. A subtext reads 'Enter your password for Submittable to continue to Submittable'. There are two input fields: the first contains the email 'd.mcleod@sasksoccer.com' with an 'Edit' link to its right; the second is labeled 'Password\*' and contains masked characters with a toggle icon to its right. Below the password field is a 'Forgot password?' link. A dark grey 'Continue' button is centered below the links. At the bottom, there is a 'Don't have an account? Sign up' link and a 'Help' link.

INTEGRITY • INCLUSIVITY • INNOVATION

2026

## MAP Follow Up – Step by Step



- To review your original MAP Grant application “ACTIVITY” or “MESSAGES”, use the tabs listed. Make sure you know what you have been approved for prior to submitting the follow up.
- Locate the MAP Grant Follow Up Report form under “FORMS” and click “Open”

Accepted  
✓ 07/10/2023

### Test Form

Submitted to Saskatchewan Soccer Association - Member Assistance Program (MAP) 2023 - Population Based Funding (PBF) on Tue, Apr 4, 2023 8:14 PM

ACTIVITY

MESSAGES

FORMS

NOTE

AWARDS & PAYMENTS

[Download](#) | [Remove](#)

✓ Member Assistance Program (MAP) 2023 - Population Based Funding (PBF)  
Submitted on April 4, 2023

✉ Member Assistance Program (MAP) Grant - Follow Up Report  
Pending    Deadline: Nov 1, 2023 12:00 AM

Open

INTEGRITY • INCLUSIVITY • INNOVATION

2026

## MAP Follow Up – Step by Step



- Indicate which MAP Grant application you are following up. If you are completing both the PBF & SPF follow ups, check both boxes.
- If you are not able to complete the application in one sitting, click "Save Draft" to save your progress and you can return to finish it later.

← Back to Forms

### Member Assistance Program (MAP) Grant - Follow Up Report

Select which funding category or categories you are following up on: \*

☐ Special Project Funding - Follow Up

☐ Population Based Funding - Follow Up

! The "Select which funding category or categories you are following up on:" field is required.

✓ Last Saved a minute ago

## MAP Follow Up – Step by Step



- Complete the table for each category you are following up with. PBF options include Coach Development, Grassroots and Recreational Development
- Fill in each area required with details regarding your expenses.
- Complete the “Expense Table” for each category this table must total to the total amount of receipts being submitted in the application. The “Receipt Title” must match the name on the receipt/invoice being uploaded

Expenses Table \*

	A	B	C	D	E	F	G	H
1		Receipt Title	Amount	Invoice #	Receipt/Invoice Date	Expense Detail		
2	1	Invoice 345	789	345	April 30, 2023	Course Instructo		
3	2							
4	3							
5	4							
6	5							
7	6							
8	7							
9	8							

PBF - Receipt Table

- PBF Follow-up reports must include the Receipt Table which tracks all the receipts information including, the date of the receipt, the organization or business name, the total of the receipt, and the total of all receipts.
- Within the Receipt Table, receipts must be labelled with the same name of the uploaded receipt. All uploaded electronic files must be named with the title of the document or receipt, corresponding to the Receipt Table.

## MAP Follow Up – Step by Step

- Reminder: The “Receipt Title” in the “Expense Table” **must match** the name on the receipt/invoice being uploaded.
- The “Expenses” amount **must match** the total amount of receipts/invoices being submitted. The total can be found at the bottom of the “Expense Table” grid.



Expenses: List total expense related to Coach Development: \*

785

This amount **must total** the total of all receipts and documentation uploaded.

Upload all receipts and documentation for expenses related to Coach Development: \*



Invoice\_345.pdf



Choose File

Select up to 40 files to attach. You have attached 1. You may add 39 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

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:

- Indicate name of recipient (person or business) of the funds
- Describe goods or services provided for payment
- Disclose the amount of the payment
- Include the date that the goods/services was purchased (must be within the calendar year)
- 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)
- Be documented in the Receipt Spreadsheet

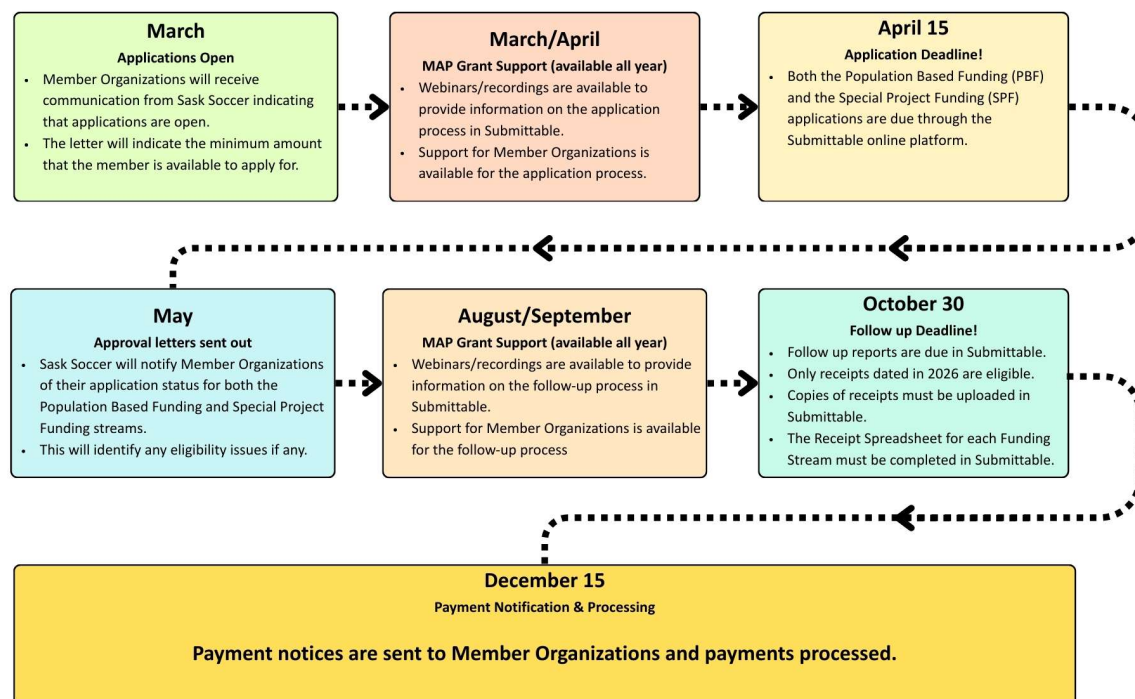
INTEGRITY • INCLUSIVITY • INNOVATION

2026

## MAP Follow Up – Step by Step



- Submit the form once you have completed the follow up report.
- Unless otherwise requested, MAP Grant notices and payments will be processed by December 15th.
- Learn more about the MAP grant [here](#).





# **SASKATCHEWAN**

## **SOCCER ASSOCIATION**

Proudly supported by:



# **SASK LOTTERIES**

[www.sasksoccer.com](http://www.sasksoccer.com)