



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

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2026

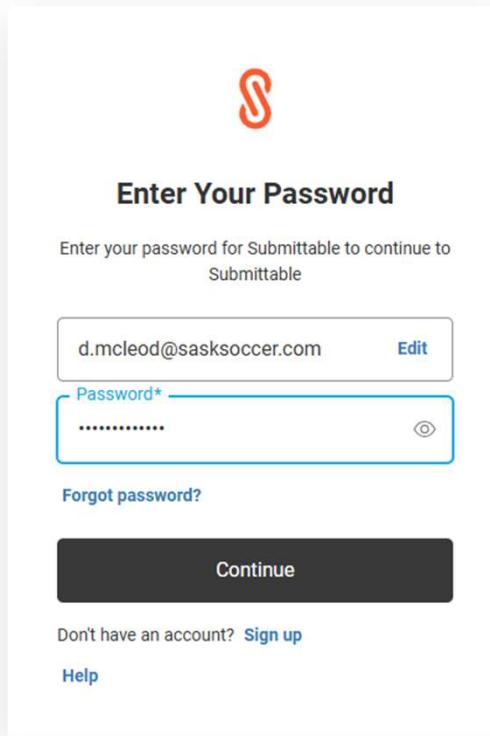
MAP Follow Up – Step by Step



Login:

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

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

A screenshot of a Submittable login page. The page has a light gray background with a large, stylized red letter 'S' at the top center. Below it, the text "Enter Your Password" is displayed in a bold, black font. A sub-instruction "Enter your password for Submittable to continue to Submittable" is shown in a smaller, gray font. There are two input fields: one for "Email" containing "d.mcleod@sasksoccer.com" with an "Edit" link, and another for "Password*" containing a redacted password with a "Show" link. Below the fields are links for "Forgot password?", "Continue", and "Help". At the bottom, there is a link "Don't have an account? Sign up".

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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](#)

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.

[Save Draft](#) [Submit Form](#)

 Last Saved a minute ago

MAP Follow Up – Step by Step



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: *

 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 Remove

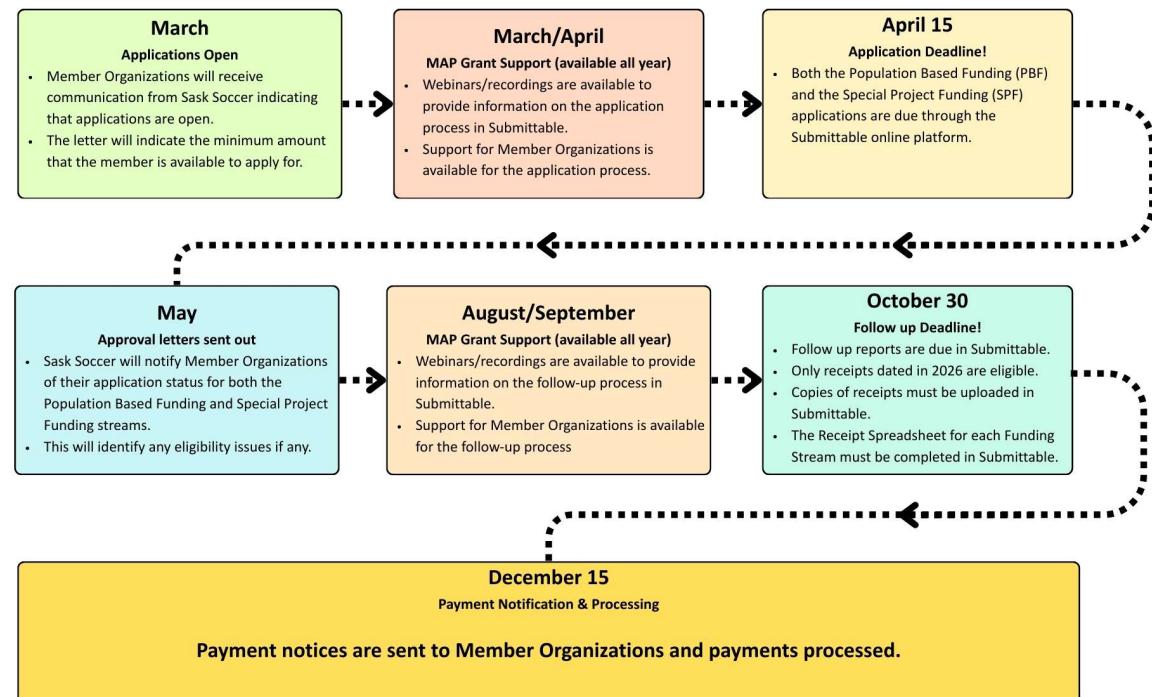
Select up to 40 files to attach. You have attached 1. You may add 39 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .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:
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 was 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

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](#).





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