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**LEARN TO PLAY (LTP) PROGRAM ORIENTATION – MAP Grant Policies**

**Overview:**

To be eligible to receive MAP funds, your organization must offer community or club-level sport development initiatives within the province. The LTP Softball Program provides coaches and communities with a program which promotes SAFETY, FUN ACTION, AND SKILL DEVELOPMENT, in a positive environment, that will nourish self-esteem by allowing players, under 9, to participate at ability level.

**Goals:**

1. To provide a developmental program, for children under 9, with the focus on fun and skill development, rather than adult-type competition.

2. To provide coaches with a softball mobile app containing the philosophy of the LTP program, Lesson Plans of fun games and drills, skills checklists, game modifications, and progressions for teaching the skills.

3. To provide communities, wishing to instigate the program, with an orientation day for coaches and follow-up monitoring service.

**MAP Grant Application and Spending Plan:**

Organizations wishing to host a LTP Clinic must complete and submit the MAP Application and Spending Plan to the Softball Sask. office no later than May 1st. Organizations are required to acknowledge and publicly recognize that the MAP support received is derived from the proceeds of the sale of lottery tickets in Saskatchewan. Applications must also indicate how Sask Lotteries will be promoted. Applications must be signed by a signing authority for the Host organization.

**MAP Grant Follow-up Report:**

Organizations are required to acknowledge and publicly recognize that the MAP support received is derived from the proceeds of the sale of lottery tickets in Saskatchewan. Applications must also indicate how Sask Lotteries will be promoted. Follow-up Reports must be signed by a signing authority for the Host organization.

**MAP Grant Procedures**

Host community must have at least 1 team affiliated or going to affiliate.

**Host communities/organizations receiving a MAP grant to Host a LTP Clinic must complete and submit a MAP Follow-up Report following the completion of the clinic and in all cases, no later than October 1st**.

The Follow-Up Report must include appropriate support documentation to verify expenditures. Only cancelled cheques bearing bank clearing stamp and/or valid\* receipts indicating expenses will be accepted in support of the Follow-Up Report.

\* Valid 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 MAP grant 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)

NOTE: **Copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are clear and readable.** Original documents are not necessary for submission to the PSGB but should be maintained by the organization submitting the MAP grant follow-up report.
MAP grant payments will be made to approved hosts upon Softball Saskatchewan receiving a completed MAP Follow-up report and supporting receipts/documentation. Follow-Up Reports must be signed and dated by the organizations signing authority.

**Eligible Expenditures: (receipts must be provided)**

a) Facility rental for orientation day.

b) Rental of visual aids (LCD Projector, Laptop, etc.)

c) Instructor Costs (including honorariums, meals, mileage, accommodation)

**Ineligible Expenditures:**

a) Equipment purchase required to implement the program.

b) Any construction, upgrading, maintenance or operating costs of facilities.

c) Expenditures for which other grant dollars have been used. Two different grant sources cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other granting agency.

d) Cash prizes.

e) Social events (barbecues, lunches, etc.).

f) Alcoholic beverages.

g) Research projects or feasibility studies.

h) Out-of-Province travel.

i) Provincial or U Sports team expenses.

j) Other expenses deemed as ineligible as identified by the Sask Lotteries Trust Fund or PSO.

**SOFTBALL SASKATCHEWAN RESPONSIBILITIES**

- Provide the LTP resources and Athlete Era mobile app which are available through Softball Saskatchewan.

- Provide initial instruction to coaches at orientation

**HOST RESPONSIBILITIES**

- Recruit coaches/parents, who support the philosophy of the LTP Program, and who possess the attributes necessary to work with young children.

- Arrange for an orientation day for participating coaches/parents a minimum of 10 required.

- Responsible to pay the Instructor Honorarium and expenses prior to the Instructors leaving. (These expenses are covered under the MAP Grant)

- Provide and assume all costs of facility rental for orientation (this cost is covered under the MAP Grant).

- Have ongoing communication with Program Coordinator regarding date and requirements of orientation day.

- **Associations/Leagues receiving MAP funding must publicly acknowledge they are supported by Saskatchewan Lotteries.**

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