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**SCOREKEEPING CLINIC – MAP Grant Policies**

**Overview:**

Provide organizations hosting a Provincial, Western or Canadian Championship a clinic for teaching volunteers how to keep score.

**Goals:**

1. To train local volunteers on how to correctly and accurately score keep a softball game.

**MAP Grant Procedures:**

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

Spending Plan applications must be submitted once approved to Host the Clinic.

**Host communities/organizations receiving a MAP grant to Host a Scorekeeping**

**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)

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NOTE:Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the PSGB but should be maintained by the member 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.

**We ask Associations/Leagues receiving MAP funding to publicly acknowledge**

**they are supported by Saskatchewan Lotteries and Softball Saskatchewan.**

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

a) Facility Rental

b) Rental of Clinic Aids (TV’s, LCD's, etc.)

c) Instructor Costs (including honorarium, meals, mileage, accommodations)

**Ineligible expenditures:**

a) Any other expenses related to Hosting a Provincial, Western or Canadian Championship.

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.

**Revised October 2021**