



## **SOFTBALL DEVELOPMENT – MAP Grant Policies**

### **Overview:**

To be eligible to receive MAP funds, your organization must offer community or club-level sports development initiatives within the province. To provide support for programs and services offered by our member Softball Leagues and Associations and their teams.

### **Goals:**

1. To purchase new equipment.
2. To help provide aids that will enhance teaching methods.
3. To assist with operating expenses incurred with league and tournament operations.

### **MAP Grant Procedures:**

Applicants must be affiliated with leagues/associations of Softball Saskatchewan. Individual teams may not apply.

### **MAP Grant Application and Spending Plan:**

Organizations must complete and submit the MAP Application and Spending Plan to the Softball Sask. office no later than June 1<sup>st</sup>. 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.

**Host communities/organizations receiving a MAP Development Grant to support their programs and initiatives must complete and submit a MAP Follow-up Report no later than October 31<sup>st</sup>.**

The follow-up report must include appropriate support documentation to verify expenditures. Only canceled cheques bearing bank clearing stamp and/or valid (see below) 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 the name of the 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 were 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 (i.e. receipts, canceled 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 organization's signing authority.

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

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

- Purchase of softballs (**Rawlings**), equipment, bases, and uniforms.
- Teaching aids (e.g. pitching machine, batting tee, throwing target).
- Umpire game fees and expenses for league play and league tournaments.
- Facility rental cost for league schedule and or year-end tournaments.
- Membership fees with Softball Saskatchewan
- Merchandise prizes for end-of-year league tournaments and championships
- Personal Protective Equipment (PPE) to assist in dealing with COVID-19.

**Ineligible Expenditures:**

- Any construction, upgrading, maintenance, or operating costs of facilities.
- 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.
- Cash prizes.
- Social events (barbecues, lunches, etc.).
- Alcoholic beverages.
- Research projects or feasibility studies.
- Out-of-province travel.
- Provincial or university sports team expenses.
- Other expenses deemed as ineligible as identified by the Sask Lotteries Trust Fund or PSO.

**MAXIMUM AMOUNT OF ASSISTANCE:**

**Up to a maximum of \$130.00 per team that is a member of the league/association.**

**Revised October 2023**