



PROVINCIAL CHAMPIONSHIP HOSTING – 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 assist member associations, organizations, and leagues with support related to hosting a Provincial Championship.

Goals:

1. To provide financial assistance to member associations/organizations/leagues who host a Provincial Championship.
2. To encourage volunteer recruitment/retention and development at the local level.
3. To encourage the promotion of the game to players, coaches, parents, and spectators.

MAP Grant Application and Spending Plan:

Organizations wishing to host a Provincial Championship must complete and submit the MAP Application and Spending Plan to the Softball Saskatchewan office no later than April 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. Applications must be signed by a signing authority for the Host organization.

Host organizations receiving a MAP Grant for a Provincial Championship must complete and submit a MAP Follow-Up Report following the competition of the Championship and by no later than October 1st.

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.

Eligible Expenditures: (receipts or approved documentation must be provided)

- a) Umpire game fees (including meals, mileage, and accommodation)
- b) Diamond rental & maintenance supplies (bases, quick dry, etc.) including porta-potties
- c) Scorekeeper expense
- d) Purchase of **Rawlings** softballs
- e) Advertising/promotion costs
- f) Personal protective equipment (PPE) to assist in dealing with COVID-19.

Ineligible Expenditures:

- a) Team registration fee's/player team awards
- b) Equipment purchases
- c) Any construction, upgrading, maintenance, or operating costs of facilities.
- d) 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.
- e) Cash prizes.
- f) Social events (barbecues, lunches, etc.).
- g) Alcoholic beverages.
- h) Research projects or feasibility studies.
- i) Out-of-Province travel.
- j) Provincial or U Sports team expenses.
- k) Other expenses deemed ineligible as identified by the Sask Lotteries Trust Fund or PSO.

Amount of MAP Grant Assistant to be Provided:

\$ 250.00/team participating in the Provincial Championship

Revised October 2023