



SCOREKEEPING CLINIC – 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 financial assistance to member Associations/Leagues and organizations hosting a scorekeeping clinic to prepare and educate local volunteers who will be involved in hosting a Provincial, Western, or Canadian Championship.

Goals:

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

MAP Grant Application and Spending Plan:

Organizations wishing to host a Scorekeeping Clinic 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. Follow-up reports must be signed by a signing authority for the host organization.

MAP Grant Procedures:

- **Host communities/organizations receiving a MAP grant to Host a Scorekeeping**
- **The 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 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 and Softball Saskatchewan.

Eligible Expenditures: (receipts must be provided)

- a) Facility rental
- b) Rental of clinic aids (TVs, LCDs, etc.)
- c) Instructor costs (including honorarium, meals, mileage, and 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.

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