



## **TIMBITS PROGRAM ORIENTATION – 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. The Timbits Softball Program provides coaches and communities with a program that promotes SAFETY, FUN ACTION, AND SKILL DEVELOPMENT, in a positive environment, that will nourish self-esteem by allowing players, under 9, to participate at their ability level.

### **Goals:**

1. To provide a developmental program, for children under 9, with a 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 Timbits 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 Timbits Clinic must complete and submit the MAP Application and Spending Plan to the Softball Saskatchewan office no later than May 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.

### **MAP Grant Procedures**

- The host community must have at least 1 team affiliated or going to affiliate.
- **Host communities/organizations receiving a MAP grant to host a Timbits Clinic must complete and submit a MAP Follow-up Report following the completion of the clinic and in all cases, no later than October 1<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.

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

- Facility rental for orientation day.
- Rental of visual aids (LCD projector, laptop, etc.).
- Timbits Program resources (manuals, mobile app, etc.).
- Instructor costs (including honorariums, meals, mileage, and accommodation).

**Ineligible Expenditures:**

- Equipment purchase required to implement the program.
- 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.

**SOFTBALL SASKATCHEWAN RESPONSIBILITIES**

- Provide the Timbits resources that are available from the Softball Saskatchewan Office.
- Provide initial instruction to coaches at orientation.

**HOST RESPONSIBILITIES**

- Recruit coaches/parents, who support the philosophy of the Timbits 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 is required.
- Responsible for paying the instructor honorarium and expenses before the instructors leave. (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 the Program Coordinator regarding the date and requirements of the orientation day.

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

**Revised October 2023**