



POLICIES AND PROCEDURES

Grant & Funding Policy

Effective: November 2017

1 Membership Assistance Program

1.1 Purpose

- 1.1.1 The purpose of the Membership Assistance Program (MAP) is to enable the Saskatchewan Soccer Association (SSA) to allocate funds directly to members, to support efforts to increase the number of participants, expand sport and organizational development opportunities, strengthen local capacity to grow the game, and assist with promotion of soccer in Saskatchewan.
“MAP funds are to be used to support community and club-level sport development” (Sask Sport MAP Guidelines)

1.2 Support

- 1.2.1 SSA’s & VSA’s goal is to enable 100% of Member Organizations (M.O.) to receive MAP funding each year. SSA MAP processes have been revised to make it easier for all M.O. to access funding.
- 1.2.2 VSA Staff are available at all points in the process to assist you with your application and follow up.
- 1.2.3 To benefit from MAP funding the VSA recommends that all applicants read the Funding Policy in detail and ask questions in advance of deadlines to seek clarification.

1.3 Eligibility

- 1.3.1 MAP funding is determined primarily through the registration process which will be managed through the province wide implementation of GoalLine.
- a) As of Outdoor 2017, and at the time of the distribution of funds, priority will be given to those following the VSA registration and RIS policies. Failure to follow these policies may result in the loss of MAP grant funding.
- 1.3.2 MAP funding is only available to Regular and Associate Member Organizations.
- a) M.O. are responsible to distribute funding within their organizations (as applicable) to Clubs and Entities that they are working with on MAP approved projects.
- 1.3.3 Regular Members that are not in attendance at the Annual General Meeting forfeit 50% of their MAP eligibility annually.
- 1.3.4 Special Projects Funding may be available if M.O. organizations can clearly demonstrate how their MAP project will:
- a) benefit the growth of soccer in their area, or focus on community service, reducing barriers to participation for special needs groups including, but not limited to: inner city, athletes with disabilities, Aboriginal, new Canadians and others who may not otherwise be able to participate without additional support.
- 1.3.5 At the time of application and follow up, M.O. **MUST:**
- a) be in good standing (i.e. have no debt or discipline related matters that are outstanding),
- b) register 100% of participants that are served by your organization (i.e. players, coaches and team personnel, referees),
- c) have paid all outstanding invoices with the VSA,
- d) have met all VSA deadlines and obligations outlined in the Bylaws and Policies of the VSA.
- 1.3.6 **TO BE ELIGIBLE FOR MAP FUNDING ALL RETURNING M.O. MUST RENEW AFFILIATION WITH THE VSA AT THE ANNUAL GENERAL MEETING & BY COMPLETING A MEMBER ORGANIZATION FORM.**

1.4 Types of MAP Funding Available

- 1.4.1 Member Organizations are eligible to submit one MAP Application in which they may request funding in two areas: Population Based Funding (PBF) or Special Projects Funding (SPF).

1.4.2 Population Based Funding (PBF)

- a) PBF MAP eligibility is based on the total participants that are registered in each of the following areas in the previous calendar year:
 - i. # of players;
 - ii. # of aboriginal players;
 - iii. # of coaches;
 - iv. # of aboriginal coaches;
 - v. # of referees; and,
 - vi. # of aboriginal referees.Note: Aboriginal participants should only be counted once.
- b) Beginning in 2015, **ONLY** those Coaches & Team Personnel that meet Respect in Sport and SSA certification standards may be included in MAP funding calculations. It is the MO's responsibility to be able to accurately report RiS totals to the VSA.
- c) The SSA will calculate PBF funding levels and notify VSA of the minimum they are eligible for each year prior to their application. **M.O. are always encouraged to submit applications over and above that total to position your M.O. for over-submission eligibility. (See 1.4.3)**
- d) All returning members that complete MAP requirements will receive an amount of funding

1.4.3 Over-Submission

- a) **Members are encouraged to make broad applications and to over-submit their PBF funding requests and follow-up reports over and above their eligible level.**
- b) To be eligible to receive Over-submission funds you must have room in your initial application.
 - i. Example: You apply for \$3,000 in Coaching but receive approval for \$2,000. You are then eligible for up to \$1,000 in Over-submission funding.
 - ii. Example 2: You apply for \$2,000 and spend \$2,000 you are then NOT eligible for over-submission since you have no more room from your original application. (i.e. **You cannot get approved for funding or projects that were not in your original application**).
- c) Once all follow-up reports are received any remaining funds will be re-distributed to M.O.s that are eligible and have provided receipts over and above their minimum level of PBF funding, according to the over-submission in the PBF application.

1.4.4 Special Project Funding (SPF)

- a) SPF provides all organizations, regardless of size, with significant funding opportunities to improve their operations through a special project(s) that will enhance their capacity to grow the game.
- b) Member Organizations are eligible to submit one SPF application in which they may request funding for one project that is new and unique to the M.O. A project may only qualify for SPF once. A project may qualify for funding under PBF in subsequent years.
- c) Due to the number of applications received and the total amount requested M.O.s may not receive SPF each year or may be funded to a certain percentage, depending on the SPF applications received.

1.5 Application Details and Requirements

1.5.1 **April** is the **deadline** for VSA to submit their MAP Application to the SSA.

- a) MO organization deadlines are set prior to April. ALL deadlines set by the VSA are **FIRM** and are in place so that M.O. can benefit from funding.

1.5.2 MAP allocations will be aligned with priorities identified in the SSA strategic plan. Priority will be given to the M.O. that:

- a) Provide all the required details in the application and follow up,
- b) Have a strong record of partnering with the VSA
- c) Offer self-declaration for aboriginal participants in the registration process,
- d) Facilitate partnerships and encourage growth (rural),

- e) Use funds to support club level development (urban),
- f) Offer programming to groups with barriers to participation,
- g) Attend the VSA Annual General Meeting and VSA membership meetings
- h) Ensure all registered coaches & team personnel meet all coaching and Respect in Sport (RiS) standards.

1.5.3 M.O. are required to outline their spending requests in four **strategic priority areas**. **Applications for funding outside of these strategic areas will not be considered.**

- i. Coaching Development
- ii. Grassroots and/or Recreational Development
- iii. Organizational Development
- iv. Referee Development

1.5.4 In-eligible Expenses:

- a) MAP funds should not be considered as “core” funding; rather they are intended to strategically enhance operations and grow organizational capacity to develop soccer in your area.
 - i. **PLEASE NOTE: As of 2014 - general operating costs such as annual administrative costs, facility rental costs and referee game fees will not typically be approved as an eligible expenditure** without strong rationale to align these expenditures to the strategic priority areas (See 1.5.3).
- b) **Ineligible Expenses** - expenditures in the following areas are ineligible:
 - i. Any construction, upgrading, maintenance or operating costs of facilities,
 - ii. Expenditures for which other grant dollars have been used,
 - iii. Social events (barbecues, lunches, etc.),
 - iv. Alcoholic beverages,
 - v. Research projects or feasibility studies,
 - vi. Out-of-province travel,
 - vii. Provincial or university CIS team expenses,
 - viii. Wages, and,
 - ix. Other expenses deemed as ineligible as identified by the SSA.

1.5.5 **Eligible Expenses** – in general most expenses related to the strategic development of soccer in the four priority areas are eligible under MAP, except as noted in 1.5.4 b. above.

- a) If you have any specific questions about eligible/ineligible expenses please ask for clarification before making the expenditure.

1.6 Approval

1.6.1 The VSA receives approval for MAP funding by early May and are held to these stipulations:

- a) New in 2015, funds will now be approved specifically in each of the four strategic areas, according to what was requested in the original spending plan. **Only those projects and expenses which have been included / approved in the original spending plan will be considered eligible unless a request for an amended application has been received and approved prior to Sept. 30th.**
 - i. Example: Application: An eligible Coaching request is received for \$2,000 and is subsequently approved for a maximum of \$2,000. Zero is requested / approved in Referee Development. Follow Up: The M.O.S spends \$3,000 in Coaching but has not requested an amendment. Only \$2,000 would be approved on follow up. The M.O. claims \$1,000 in Referee Development but has not received an approval, they would not be eligible for MAP funding without an approved amendment.
- b) M.O. should view the amounts approved as an estimate of the potential funding available to them.
- c) Final amounts will not be confirmed until final payments are issued.
- d) Any areas that are considered as in-eligible expenses and any specific conditions of approval will be highlighted in the approval letter.

1.6.2 M.O. may be required to submit additional information prior to MAP approvals being finalized.

1.7 MAP Best Practices

- 1.7.1 There are several Best Practices that will assist you to manage your MAP Follow-up report:
- a) **Always look over requests on your application.** This will allow room for eligibility for over-submission funding.
 - b) Maintain a MAP GRANT folder
 - c) Track Outputs and Outcomes – at the end of your project you will be required to submit a Follow-up report. This will be much easier if, during the year, you track the outputs (e.g. purchased 20 uniforms, trained 10 coaches, distributed 200 recruitment posters) and outcomes related to the project (e.g. What is the overall result of the funding - The Any Town Soccer Association hosted a Learning to Train Clinic for 30 Coaches. The hosting of the clinic will significantly increase the confidence and skills set of our coaches....).
 - d) Organize receipts and make copies to submit into your MAP folder
 - e) VSA Staff are available to support all MAP questions and are available to assist in completing your application or follow up.

1.8 Follow Up and Payment

- 1.8.1 **LATE FOLLOW-UP SUBMISSIONS CAN NOT BE ACCEPTED.**
- 1.8.2 All applicants **MUST** submit a Follow-up report when requested by VSA
- 1.8.3 Applicants' Follow-up reports **must include appropriate receipts**. Eligible receipts **MUST** be dated within the calendar year, receipt from previous years are not eligible. This must include a summary page with explanation of expenses (see 1.7.1c). All receipts should be numbered to match this summary page.
- 1.8.4 To facilitate over-submission eligibility MAP funds will be dispersed by SSA in December.
- 1.8.5 **PLEASE NOTE: MAP Funding may be forfeited if there are outstanding debts (invoices past 30 days) at the time of the final payment. It is the M.O. responsibility to ensure all payments owed to VSA are received prior to September 30th.**

1.9 Acknowledgement of Lottery Support

- 1.9.1 MAP funding is derived from the sales of lottery tickets in Saskatchewan. As such, all MAP recipients **MUST** publicly acknowledge that funds received are from the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation. This could include identifying Sask Lotteries on printed material, adding logos on event posters and websites, signage at facilities and other appropriate means to recognize the significant contribution the lottery plays in supporting Soccer in Saskatchewan.
- a) Please contact VSA upon MAP grant approval to obtain Sask Lotteries approved logos to add to any communication materials that you have related to your MAP project.

2 Sponsorship and Donations

2.1 Receipts and Charitable Tax Receipts

2.1.1 The following applies:

- a) A receipt is simply a record of the amount that has been sponsored and/or donated to the Valley Soccer Association (VSA) and has no value in terms of a tax deduction. This is similar to the receipt you would receive from a store if you were to purchase something. A receipt is available to anyone who sponsors or donates to the VSA. Businesses or individuals who wish to receive a receipt from the VSA should indicate so on a separate note when submitting their donation.
- b) No official tax receipts can be issued by VSA
- c) All Donations to VSA are considered “unconditional donations”. The donor may request that the donation go to a specific program, however, as the donation is unconditional in nature, it will go into a general donation fund separate of the VSA’s general operating account and donation records will be kept separate.

2.2 Additional Grants, Sponsorship, Awards

2.2.1 Additional funds can be applied for directly through SSA and Sask Sport.

These include but are not limited to:

- PSGB Student Athlete Awards Program
- University Athletic Assistance Program
- Adopt an Athlete
- Athlete Assistance Program
- Female Development Grant
- Professional Development Coaching Grant
- Referee Development Grant
- CSA Active Start Soccer Fests Grant

Additional funds can be applied for through individual town recreation boards:

- Community Grant Program