

Saskatchewan Rowing Association

MEMBERSHIP ASSISTANCE PROGRAM (MAP)

Overview

MAP stands for Membership Assistance Program.

MAP Funding will be used for grassroots or club level sport development of existing clubs in good standing with the Sask Rowing Association (SRA).

The SRA wishes to acknowledge & recognize the support that is received from the Saskatchewan Lotteries Trust Fund in regards to this grant. It is from the proceeds of the sale of lottery tickets sold in Saskatchewan that helps makes sport more than a game.

Eligibility

To be eligible for MAP funds, clubs or programs must meet the following criteria:

- Be an SRA club member in good standing. Only SRA member clubs may apply for MAP funding.
- Complete one application (spending plan)
http://www.sasksport.sk.ca/pdf/funding/MAP_Application.pdf
- Provide a minimum of 25% self-help for each project

Eligible Requests

Preference will be given to projects that aim to increase the clubs membership, as well as efforts to increase the profile of rowing and increase the quality of rowing activities in the club.

Any project which has a demonstrable benefit to the participants, the club, the community and the sport of rowing will be considered.

Sample Projects:

- Learn To Row Courses
- Open House at Rowing Facility
- Workshop or Conference
- Host a Regatta
- Purchase of Club Equipment
- Instructor/coach/officials clinics
- Instructor/coach summer employment

Ineligible Requests

MAP funds are to be used to support community and club-level sport development. Therefore, expenditures within the following areas are ineligible for support:

- Any construction, upgrading, maintenance or operating costs of facilities.
- Expenditures for which other **grant** dollars have been used. Two different grants 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 CIS team expenses.
- Other expenses deemed as ineligible as identified by the SRA.

Application Procedure

- Correctly fill out a MAP Application & Spending Plan form:
http://www.sasksport.sk.ca/pdf/funding/MAP_Application.pdf and mail or email to the SRA office:

Sask Rowing Association – MAP grant
510 Cynthia St,
Saskatoon, SK
S7J 3J4
saskrowing@sasktel.net

- MAP Applications & Spending Plans must be received no later than **June 30th** of the current year.

Review & Payment Process:

The Development Committee shall be appointed by the VP Development to review MAP applications and spending plans.

- Considerations will include: value of the project to the club and rowing community, availability of funds, ability to generate self-help, history of club in conducting rowing programs that generate new members.
- Clubs shall be notified of successful or unsuccessful applications no later than **July 15th** of the current year. All other applicants will be notified upon review of the application.
- For approved applications, 50% of the funds will be forwarded with this notification.

Follow-Up Procedure:

- Submission deadline for the MAP Grant Follow Up report shall be no later than **December 31st**, of the year in which the grant was provided.
- Follow-up report forms are available at:
http://www.sasksport.sk.ca/pdf/funding/MAP_Followup.pdf
or by contacting the SRA office.
- Follow-up reports must include receipts or other appropriate documentation to verify the expenses for which MAP funds were used.

Documentation (receipts) to verify expenses can take various forms but should at a minimum:

- Indicate name of 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 was 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: Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the PSGB but should be maintained by the member club/team submitting the MAP grant follow-up report.

- Completed follow-up reports, including receipts should be returned by mail or e-mail to:
Sask Rowing Association – MAP grant
510 Cynthia St,
Saskatoon, SK
S7J 3J4
saskrowing@sasktel.net
- Upon completion of the project and submission of a completed Follow up report, including receipts, the SRA will forward the remaining 50% of approved funds to the applicant.

Please note:

Funds will be required to be returned to the SRA if a project as described in the application and spending plan is not carried out OR if a follow-up report is not submitted or completed OR if adequate or appropriate receipts are not provided with the follow-up report.

The SRA reserves the right to reallocate MAP funds if applications or follow-up reports are not submitted by the deadlines noted above.

For further information, MAP guidelines can be found on the Sask Sport web site:
<http://www.sasksport.sk.ca/pdf/funding/map.pdf>

Or, contact the SRA office:
510 Cynthia St.
Saskatoon, SK
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306-965-0842
saskrowing@sasktel.net