



## **Saskatchewan Baton Twirling Association**

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### **Membership Assistance Program (MAP) Policy**

#### **1. PURPOSE**

The purpose of the Membership Assistance Program (MAP) is to provide financial support to our affiliated membership so that they may support community and club level sport development. The grant is made available to the SBTA from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation which is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

The SBTA Board of Directors will review grant requests and approve funding annually at the AGM.

**MAP Application and Follow-up forms are available on the SBTA website at [www.saskbaton.com](http://www.saskbaton.com)**

#### **2. ELIGIBILITY**

All recreational and competitive clubs that are in good standing with the SBTA and have registered a minimum of 15 active athlete (A, B, BR & C) memberships are eligible to apply for MAP funding.

#### **3. APPLICATION PROCEDURE**

- a) The deadline for MAP applications is October 15th of each year.
- b) Incomplete forms will be returned to the applicant.
- c) MAP funding is calculated according to confirmed membership numbers from June of the previous season.
- d) Each applicant is required to provide a detailed spending plan and also amounts in the self help (income) category.
- e) Applicants are to acknowledge and publicly recognize that MAP funding is derived from the proceeds of the sale of lottery tickets in Saskatchewan.
- f) Full Voting clubs are required to include a copy of their AGM minutes and Corporation documents with the application.

MAP funds are to be used to support community and club-level sport development. Funding is most commonly used for but not limited to facility and coaching expenses.

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 from any other agency.
- Cash prizes or alcoholic beverages.
- Social events (barbeques, lunches, etc.).
- Research projects or feasibility studies.
- Out of Province travel.
- Provincial or University CIS team expenses.

MAP applications and follow-ups reports are to be sent to: Saskatchewan Baton Twirling Association  
510 Cynthia Street  
Saskatoon, SK S7L 7K7

#### **4. FOLLOW-UP REPORT PROCEDURE**

- a) Each applicant having received MAP funding must complete a follow-up form.
- b) Deadline for the submission of the follow-up form is May 31<sup>st</sup> of each year.
- c) Incomplete forms will be returned to the applicant.
- d) Receipts to verify expenses reported must accompany the follow-up – no exceptions.

**5. PAYMENT PROCEDURE**

- a) Payments of MAP funding must take place within the SBTA fiscal year for which the grant funds were approved. Retroactive or pre-funding for projects that take place outside of the fiscal year is not permitted.
- b) Successful applicants will receive 75% of their MAP funding after the application has been approved. The SBTA is required by Sask Sport to retain a 25% holdback of approved funding. Once the follow-up report, AGM minutes and corporation document has been received by the May 31<sup>st</sup> deadline each year; the 25% balance shall be released prior to the SBTA fiscal year end of August 31<sup>st</sup>.
- c) Payments will be made directly from the SBTA to the applicant/club named on the application form.
- d) Any unused or unaccounted for (ie; no receipts) MAP funds received will require a grant return to the SBTA prior to August 31<sup>st</sup>.

Tips for completing the revenue summary portion:

- Amounts in the revenue category are most commonly, but not limited to Bingos, Fundraising and other Grants received by the club.
- The expense category amounts are most commonly, but not limited to Facility Rentals and Coaching Expenses.
- Receipts *MUST* accompany the Follow-up Report which match or exceed the amount received through MAP funding. If back-up documents are not provided; the report will be returned as incomplete.
- The annual MAP funding available is predetermined for the PSGB. Applicants may find it helpful to obtain this amount from the SBTA Treasurer or Sport Coordinator prior to completing the finance portions.

*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.*

*NOTE: Expenditures for which other grant dollars have been used from any other agency will be disallowed. Two different grants cannot be used to pay the same dollar of expense, whether the grant comes from the Trust Fund or any other agency.*

(Application sample):

<b>PROJECTED BUDGET</b>	
MAP GRANT REQUEST \$	4,000.00
<b>CLUB REVENUE:</b>	
Bingos	\$ 4,500.00
Fundraising	\$ 1,000.00
Other Grants	\$ 753.00
	\$
<b>TOTAL REVENUE:</b>	\$ 6,253.00
<b>CLUB EXPENSES:</b>	
Facilities	\$ 9,500.00
Coaching	\$ 3,000.00
	\$
	\$
<b>TOTAL EXPENSES:</b>	\$ 12,500.00

(Follow-up sample):

<b>ACTUAL BUDGET</b>	
MAP GRANT RECEIVED	\$ 2,755.00
<b>CLUB REVENUE:</b>	
Bingos	\$ 4,225.00
Fundraising	\$ 1,255.00
Other Grants	\$ 780.00
	\$
<b>TOTAL REVENUE:</b>	\$ 6,260.00
<b>CLUB EXPENSES:</b>	
<b>Receipts attached</b>	
<input checked="" type="checkbox"/> Facilities	\$ 8,375.00
<input checked="" type="checkbox"/> Coaching	\$ 2,750.00
<input type="checkbox"/>	\$
<input type="checkbox"/>	\$
<b>TOTAL EXPENSES:</b>	\$ 11,125.00