

SASKATCHEWAN KARATE ASSOCIATION (SKA)
Membership Assistance Program (MAP) Policy & Procedures
(Revised – August 2018)

1) PURPOSE OF MAP

The Membership Assistance Program (MAP) is a grant which is intended to provide financial assistance to clubs who are members of the Saskatchewan Karate Association (SKA). MAP funds are to be used to support community and club-level sport development. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from proceeds of lottery ticket sales in Saskatchewan.

2) ELIGIBILITY

SKA affiliated clubs who have passed their probation are eligible to apply.

MAP expenditures allowed (but not limited to) are as follows:

- Advertising
- Athlete equipment purchases
- Seminars/clinics
- Instructor fees/mileage/upgrading (within the province of Sask)

The following types of expenditures or projects are **ineligible** for support:

1. Any construction, upgrading, maintenance or operating costs of facilities.
2. 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.
3. Cash prizes.
4. Social events (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Out-of-Province travel.
8. Other expenses deemed as ineligible as identified by the Saskatchewan Karate Association

3) CLUB NOTIFICATION

The SKA will mail a MAP Application, MAP Follow-Up Report, MAP Policy & Procedures and an SKA Funding / Fundraising Values document to eligible clubs once membership numbers are confirmed by the Auditor.

4) MAP APPLICATION PROCESS

Submit a **detailed** MAP Spending Plan listing your projected budget for the year. MAP Spending Plan application must include detailed spending plans outlining the project description and budget and amounts in the self-help (income) category. In the “Project Budget” box it asks for “MAP Grant Requested”. Please enter the amount indicated for your club that is shown on the SKA Funding / Fundraising Values document. MAP Applications must be signed by the Club President.

MAP APPLICATION DEADLINE

The deadline for submission of the MAP Spending Plan is **MAY 31st** of each year. Clubs submitting MAP applications after the deadline date will not be considered for MAP funding for that fiscal year.

DO NOT submit Follow-up report with spending plan.

5) MAP FOLLOW-UP PROCESS

The deadline for submission of the MAP Follow-Up Report is **December 31st** of each year. Late applications **WILL NOT** be considered for MAP funding for that fiscal year.

All Follow-Up Reports must include:

1. All club activities for which MAP funds were used should be reported on the Follow-Up Report Form.
2. Actual project costs with the receipts verifying expenditures must be included.
3. Signature by the Club President.

Receipts to verify expenditures 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 (i.e. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the SKA but should be maintained by the club submitting the MAP grant follow-up report.

All Expense receipts must fall in the date range of: February 1st - January 31st of that application year.

Submissions can be mailed, e-mailed or faxed to:

Saskatchewan Karate Association
510 Cynthia St.
Saskatoon, SK S7L 7K7
E-mail: sk.karate@shaw.ca
Fax: (306) 374-7334

6) APPROVAL PROCESS

The SKA Executive Director will determine/approve if MAP applications & Follow-Up Reports were filled out correctly and if sufficient receipts were submitted.

7) PAYMENT PROCESS

Once the following has been received, the SKA will send a cheque for the MAP amount allotted to the club which is indicated on the SKA Funding / Fundraising Values sheet.

- MAP Spending Plan: Due May 31st
- MAP Follow-Up Report : Due December 31st
- Expense receipts to cover the MAP amount you are to receive: Due December 31st