

Saskatchewan Artistic Swimming Membership Assistance Program (MAP) Policy

Statement of General Aim

The Membership Assistance Program (MAP) Grant was initiated by Sask Sport to provide financial assistance to all provincial sport governing bodies to allocate funds directly to their affiliated members. Funding support for the MAP program is derived from lottery ticket sales through the Saskatchewan Lotteries Trust Fund.

MAP funds are to be used to support community and club-level sport development initiatives within the province. Funds are intended to allow clubs/programs to provide programs and services to their athletes/ participants and have greater access to facilities, competitions, coaching and training.

Eligibility to receive MAP funds from Saskatchewan Artistic Swimming

The Membership Assistance Program is designed for affiliated clubs of Saskatchewan Artistic Swimming (SAS). To receive MAP funds, the club must be a member in good standing of SAS.

Acknowledgment of Assistance

All clubs are to acknowledge and publicly recognize the MAP support they received is derived from the proceeds of the sale of lottery tickets by Saskatchewan Lotteries. You may include a notice or use logos provided on any posters, flyers, newsletters, or other printed material which you might produce.

This recognition will greatly enhance our ability to continue to provide these funds to help you provide your programs and services.

Allocation of Membership Assistance Funds

1) MAP funds will be distributed among eligible clubs as follows:

- 85% of total MAP funds will be set aside for fall/winter clubs.
- 15% of total MAP funds will be set aside for summer clubs.

Short-term clubs will be calculated within the group for which they first register (i.e., a club that registers short-term for fall and again in summer will be calculated within the fall/winter grouping)

2) Distribution of the 85% for fall/winter clubs:

- 10% - distributed based on the club's percentage of total coaching credits.
 - two credits for each fully AquaGO! or Competition Introduction certified coach,
 - three credits for each fully Competition Development certified coach,
 - four credits for each coach with their Advanced Coaching Diploma.
- 10% - distributed based on the number of the club's active officials.
 - one or two credits per active official throughout the season
 - Active official is defined as a registered official who has actively participated in an officiating role (judge, DTC, STC, referee, or scorer) in one or more competitions throughout the season. (The Official's Committee may amend this definition)

- 40% - distributed based on the club's percentage of total membership fees.
- 40% - distributed based on the club's percentage of total affiliated members.

3) Distribution of the 15% for summer clubs:

Summer Clubs (those that affiliate ONLY for the summer) will receive their funding based on the same formula as that for fall/winter above, with the following addition and funding caps in place:

- Those individuals completing the SAS Instructor/Introductory to Coaching Course may also be used in the MAP Grant calculations for the coaching credits.
- Affiliated summer clubs with affiliated members will be eligible to receive up to a maximum of \$250 in MAP funding.
- Affiliated summer clubs without affiliated members will be eligible to receive a maximum of \$100 in MAP funding.
- Communities participating in any SAS recognized partnership clinics (i.e., the joint Artistic Swimming/Waterpolo clinics) will be eligible to receive a maximum of \$100 in MAP funding.

4) In all cases, the final amount allocated will be determined by the amount of available funding and the number of qualified applicants.

5) Unallocated Funds – Should there be unallocated funds once distribution has been completed in Parts #1 to #3, the remaining funds will be distributed as follows:

- a) All Fall and Winter clubs will receive additional funds to ensure a minimum grant of \$250*
- b) Any remaining MAP Funds will be distributed to Competitive Clubs based on club percentages of total MAP funds.
- c) received by the Competitive Clubs in points #1 to #3*

**If a club receives additional MAP funds above and beyond their original approved amount, clubs may only use the additional funds for purposes considered eligible MAP expenditures. Additionally, clubs must account for (i.e., receipts, etc.) additional funds when submitting MAP grant follow-up reports to SAS.*

Eligible and Ineligible Expenses

1) Eligible Expenses – below are some examples (not an inclusive list) for MAP funding:

- Training of club coaches
- Advertising
- Training camps
- Pool rental
- Out-of-pocket meal costs for volunteers, coaches and officials

Clubs are encouraged to apply for current projects which contribute to the overall development of the club and participants.

2) 2. Ineligible Expenses – below are some examples of ineligible expenses for MAP funding:

- Capital expenditures – construction, renovations, upgrading, maintenance or operating costs of facilities.
- Alcoholic beverages
- Cash Prizes

- Out-of-province travel
- Food expenditures for banquets or meals for participants
- Debt repayment
- Excellence level sport development expenses
- Non-program specific equipment such as bleachers, sound system, etc.
- Purchase of uniforms, club, or individual clothing
- Subsidization of a salaried position
- Research projects or feasibility studies.
- Membership fees
- Expenditures for which other grant dollars have been used. Two different grant sources cannot be used to pay the same dollar of expense.

*No retroactive projects will be accepted. Therefore, when you send in your spending plan, it must specify a project your club, program or facility will undertake during the period covered by the MAP grant (SAS' fiscal year – September to August).

Application for Map Funds

- 1) MAP Spending Plan Form – applications must be completed by filling out the MAP Spending Plan Form provided by the SAS office. Please ensure it signed by the Club President, Chairperson or other authorized individual of the member club and forwarded with any supporting documentation to SAS. Provide as much detail as possible regarding how your club, program or facility will utilize the funds for the benefit of the participants.

NOTE: It is imperative that proper receipts are maintained and submitted for follow-up.

- 2) MAP Spending Plans (applications) deadlines to Saskatchewan Artistic Swimming are as follows:

- a. Winter Programs: June 30
- b. Summer Programs: July 31

Applications submitted after these dates will not be considered for Membership Assistance. Funds are limited and shall be paid to clubs after the conclusion of the end of the current fiscal year (August 31st).

- 3) Each club requiring assistance should be able to provide some self-help funding toward the funding of the project.
- 4) Improperly completed requests will be returned to the applicant and may not necessarily be considered for funding allocation.

Process After Application

- 1) A document outlining MAP grant calculations to-date will be sent to each affiliated fall/winter club in July/August of each season and to each affiliated summer club in August/September of each season. Final reporting must be made on a MAP Follow-up Form obtained from the Saskatchewan Artistic Swimming office or the SAS web site. The form will accompany the calculation email also.
- 2) The follow-up form must be completed and signed by the Club President, Chairperson or other authorized individual of the member club and returned to SAS. Provide as much detail regarding how your club, program or facility utilized funds for the benefit of the participants as well as what programs were offered, how long and how many participants attended. Clubs are reminded to acknowledge and publicly recognize the MAP support they received is derived from the proceeds of

the sale of lottery tickets by Saskatchewan Lotteries, etc. using MAP funds.

3) Receipts to verify expenditures must be submitted with the follow-up report. Receipts must be clear and legible and contain the following information:

- 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 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: 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 SAS office but should be maintained by the club submitting the MAP Grant follow-up report.

4) MAP follow-up report deadlines to SAS are as follows:

Fall/winter Programs:	August 31 st
Summer Programs:	August 31 st

MAP grant funding distribution

- 1) Upon the conclusion of SAS's fiscal year (August 31), all follow-up reports with receipts received will be reviewed by the SAS office to ensure all criteria have been met. After the reviews are complete, the approved MAP Grant funds will be distributed to the respective clubs. This is usually completed in September or October.
- 2) In extreme circumstances a club may request a portion of funding in advance with a written request to the executive director.

Contact Information

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