Membership Assistance Program (MAP) Policy

Saskatchewan Artistic Swimming 2018-19

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 intended to allow clubs/programs to provide programs and services to their athletes/ participants and have greater access to facilities, competitions, coaching and training.

Who is eligible to receive MAP funds from Saskatchewan Artistic Swimming?

The Membership Assistance Program is designed for affiliated clubs of Saskatchewan Artistic Swimming. In order to receive MAP funds, the club must be a member in good standing of Saskatchewan Artistic Swimming.

Acknowledgment of Assistance

All clubs are to recognize the support they received from Saskatchewan Lotteries and Saskatchewan Artistic Swimming. 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 (ie. 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 club's percentage of total coaching credits. One credit for each fully level 1 certified coach, two credits for each fully certified level 2 coach, three credits for each fully level 3 certified coach.
- 45% distributed based on club's percentage of total membership fees
- 45% distributed based on 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 Saskatchewan Artistic Swimming 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 Saskatchewan Artistic Swimming recognized partnership clinics (ie 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 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 (ie. receipts, etc.) additional funds when submitting MAP grant follow-up reports to Saskatchewan Artistic Swimming.*

Eligible and Ineligible Expenses

1. Some examples of eligible expenses for MAP funding are:

- training of club coaches
- advertising
- training camps
- pool rental

This is not an exclusive list. Clubs are encouraged to apply for projects which contribute to the overall development of the club and participants.

2. Some examples of ineligible expenses for MAP funding are:

- development or upgrading of facilities, capital expenditures such as construction, upgrading or maintenance of facilities
- purchase of uniforms, club or individual clothing
- subsidization of a salaried position
- team travel
- research projects or feasibility studies
- cash prizes and social events including barbeques, meals, alcoholic beverages, etc.
- membership fees

*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 (Saskatchewan Artistic Swimming's fiscal year).

How to apply for MAP funds? Spending Plan....

1. Applications must be made on a MAP Spending Plan obtained from the Saskatchewan Artistic Swimming office and should be signed by the Club President, Chairperson or other authorized individual of the member club and forwarded with any supporting documentation to Saskatchewan Artistic Swimming. Provide as much detail as possible regarding how your club, program or facility will utilize the funds for the benefit of the participants.

* 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:

Winter Programs:	December 31
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 at the end of the Association's 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.

What Happens After Applying? Follow-Up....

1. A document outlining MAP grant calculations to-date and a MAP Follow-up form will be sent to each affiliated fall/winter club in April or May of each season and to each affiliated summer club in August of each season.

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 Saskatchewan Artistic Swimming. 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 show recognition of Saskatchewan Lotteries and Saskatchewan Artistic Swimming when offering programs, etc. using MAP funds.

4. MAP follow-up report deadlines to Saskatchewan Artistic Swimming are as follows:

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

When is MAP grant funding distributed?

1. When the follow-ups are received by Saskatchewan Artistic Swimming and all criteria have been met, the approved MAP Grant funds will be distributed to clubs upon conclusion of the fiscal year (August 31st). 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.

Where to send MAP Grant forms and get information or help?

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