

BOWLING FEDERATION OF SASKATCHEWAN **2018/2019 MAP GRANT FUNDING GUIDELINES**

PURPOSE

The Membership Assistance Program was developed through the combined efforts of Sask Sport Inc. and the Provincial Sport Organizations to provide direct financial assistance to associations and clubs to support community and club-level sport development.

The MAP Grant Program is a direct benefit of Saskatchewan Lotteries which funds approximately 12,000 sport, culture, and recreation groups-an economic impact over \$1 billion every year while supporting 23,000 jobs in Saskatchewan. Please continue to support the lotteries by making your members aware of Saskatchewan Lotteries commitment to amateur sport.

The MAP grant is based on several factors: registered members, membership fees, coaches, officials and geographic representation. **All MAP funds must be properly accounted for by submitting a properly completed Spending Plan (the budget) and Follow Up Report (actual) along with receipts verifying expenditures.**

ELIGIBILITY

Member Organization's local & zone associations, community/clubs who are members in good standing with their respective Member Organization and the Bowling Federation of Saskatchewan are eligible for assistance.

Eligible Expenditures/Projects:

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| Training: | -bowling clinics (learn to bowl, training).
-team practices (travel, accommodation, lineage, meals). |
| Competition: | -tournaments (excluding national/international or any other tournaments as deemed elite by the Bowling Federation of Saskatchewan. (travel, accommodation, meals, lineage, officiating fees). |
| Clinics: | -Officials & Coaching. (travel, accommodation, meals, facility rental, honorarium). |
| Police Checks: | -Cost charged by Police Department/RCMP Detachment for volunteer Police Check. |
| Meetings: | -attendance of Member Organizations meetings.
Travel, accommodation, meals. |

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Ineligible Expenditures

- No retroactive projects will be funded.
- No late applications will be accepted.
- Travel expenses must conform to be lower or equal to the Bowling Federation of Saskatchewan's established rates. (No out of province travel will be funded).
- The Bowling Federation of Saskatchewan will not accept applications where there is duplicate funding by other organizations or government agencies.
- Any construction, upgrading, maintenance or operating costs of facilities.
- Cash Prizes.
- Social events (barbeques, lunches, etc.).
- Alcoholic beverages.
- Research Projects or feasibility studies.
- Any other expenses as deemed ineligible by the Bowling Federation of Saskatchewan or Sask Trust.

APPLICATION PROCESS

Spending Plans: The Spending Plan must include a detailed budget and description of program/s funding is to be utilized for.

- The report must be signed & dated by the president or treasurer of the member club/organization.

Spending Plans must be submitted to the Federation office November 16th, 2018.

Use the following information as a guideline for writing the program proposal.

- Who and how many will participate/benefit from the program.
- When and where will the program/s take place.
- Will certification result (coaching/official's clinics)
- Detailed balanced budget

Revenue:

- Map amount requested
- Self Help Revenue

Expenditure:

- Mileage rate (per km) for travel
- Accommodation
- Lineage
- Facility rental

The above is intended as a guideline, some parts may not be appropriate and additional information may well be pertinent.

APPROVAL PROCESS

MAP Grant allocation amounts to the Member Organizations are approved by the Bowling Federation of Saskatchewan's Board of Directors on an annual basis and administered by the Executive Director. MAP Grant allocations are included in the overall budget approval for operation in the next fiscal year. (ie) Bowling Federation of Saskatchewan approved Map Grant allocation for the 2018/2019 fiscal year at its Board of Directors meeting April 29th, 2018.

The Executive Director reviews the Spending Plans/applications received and disburses grant funding according to the Bowling Federation of Saskatchewan's Map Grant Policies and Sask Sport Guidelines. All MAP Grant expenditures coincide with the fiscal year the Board of Directors has approved allocations/disbursements.

PAYMENT PROCESS

Upon submission and approval of your spending plan 60% of the approved grant amount will be forwarded to the membership organizations that adhered to the MAP Grant guidelines in the previous two fiscal years. The remaining 40% or balance thereof will be forwarded upon receiving a completed Follow Up Report(s) with actual receipts verifying expenditures. Follow Up Reports and receipts must be received no later than May 15th, 2019.

FOLLOW UP PROCESS

Follow Up Report Form to include:

- Detailed report including the results of the project (good or bad), will the program be continued and/or any improvements that could be implemented.
- The report must be signed & dated by the president or treasurer of the member club/organization.
- Receipts verifying expenditures should include:
 - Indicate name of recipient (person or business) of the funds.
 - Describe goods or services provided for payment
 - Disclose the amount of payment.
 - Include the date that the goods/services were purchased (must be within current fiscal year).
 - Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim form, and if there is no other backup documentation, a copy of the cheque, with the bank clearing stamp on the back.)

Grants are paid to your organization with the understanding that the funds are to be used for the purpose as outlined in your Spending Plan and Follow Up Report as well as the application guidelines required by Sask Trust.

Grant monies will be required to be returned to the Bowling Federation of Saskatchewan in the event that:

- 1. The funds used do not adhere to the guidelines.**
- 2. The organization is unable to submit a Follow Up Report with receipts.**
- 3. Submission deadlines are not adhered to. Late submissions will be inadmissible for funding.**

For questions please contact Rhonda Kurbis, Executive Director, Bowling Federation of Saskatchewan, (306)780-9412, bowling@sasktel.net

