

# MEMBERSHIP ASSISTANCE PROGRAM

## I. Purpose

The purpose of MAP (Membership Assistance Program) is to provide financial assistance to our affiliated Sailing Clubs so that they may operate programs that will encourage and promote membership for their Clubs. This grant is made available to the SSCA through the assistance of Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, which derives proceeds from the sale of lottery tickets in Saskatchewan. The MAP grant from Sask Sport is based on factors such as membership numbers, number of coaches and officials, and athletes' performance at Regional and National events.

## II. Eligibility

Funds will be available to all SSCA member Clubs in good standing.

## III. Availability of MAP Funds

1. In the interest of fairness to all member Clubs, the SSCA will establish a funding schedule for all Clubs on the basis of a payment per member.
2. If a Club does not have an appropriate funding program, SSCA will reallocate their portion of the funds.

## IV. Application Policies and Procedures

1. Application forms (MAP Spending Plan) should be signed by the Club Commodore or Chairperson, and sent to:  
Executive Director,  
Sask. Sailing Clubs Association  
Attn: MAP Requests  
510 Cynthia Street  
Saskatoon, SK  
S7L 7K7
2. One completed spending plan application form is required for each type of program assistance required. Contact the SSCA office if additional forms are required.

Some expenditures are NOT eligible for MAP Funding. These include: construction, upgrading and maintenance of clubhouse, docks and other property, social events (banquets, barbecues, lunches, food, drink, etc.), full-time wages, expenses paid for by other grant funds, cash prizes, research or feasibility studies, out-of-province travel, Provincial Team expenses.

3. Acknowledgment of Sask Lotteries support should be made for all projects and at all events supported by MAP funding. The SSCA office can supply Sask Lotteries logos for newsletters and programs.

4. All applications are subject to approval.
5. Each Club requiring assistance should be able to provide some self-help towards the funding of their project.
6. All funds must be used within the current fiscal year of the SSCA, November 1 to October 31.

V. Approval and Payment of Grants

1. A Club is eligible to submit a MAP application upon payment of SSCA annual dues in January or later.
2. The MAP application must be received in the SSCA office no later than April 1 of the applicable year.
3. The MAP application must include a detailed spending plan outlining the project description and budget.
4. A Club may receive 75% of the MAP grant upon approval of the application.
5. A Club will receive the remaining 25% of the MAP grant upon approval of the follow-up report. The follow-up report must include details of the project expenses, **including receipts**, and be signed by the Commodore or Chairperson. DEADLINE FOR RECEIPT OF MAP FOLLOW-UP REPORTS IS SEPTEMBER 15. Receipts must include the name of the recipient of the funds, a description of the goods or services provided, the amount of payment received, the date on which the goods or services were purchased, and include third party verification such as supplier logo on an invoice, signature of recipient on expense claim, or, rarely, a copy of the cheque with bank clearing stamp on the back. Legible copies of relevant documents are accepted, with the originals to be kept by the Club applying.
6. MAP funds are paid to Clubs with the understanding that they are to be used only for the purposes as outlined in the application.
7. In the event funds are unused, or do not adhere to these guidelines, they will be required to be returned.