

# FINANCIAL POLICIES

## A. SASKATCHEWAN LOTTERIES

Bowls Saskatchewan receives Annual Funding, MAP Grant Funding, and other grants from Saskatchewan Lotteries Corporation as administered through Sask Sport Inc. These funds must be used in accordance with the policies provided by Sask Sport. A Sport Profile and Budget must be submitted by February 15<sup>th</sup> of each year, and a Follow-Up Report must be submitted by July 1<sup>st</sup>.

## B. MAP GRANTS (Membership Assistance Program)

### 1. Purpose

The purpose of Membership Assistance Program is to provide financial assistance to our affiliate membership so they may operate programs which will encourage and promote participation and membership for their clubs.

### 2. Eligibility

- a. All member clubs of Bowls Sask are eligible to apply for a MAP Grant.
- b. Funding amounts for each club will be based on number of members registered in the previous program year.
- c. Bowls Sask will allocate money based on home club membership. Only one Map grant allocation per person will be given. Clubs are responsible to determine what membership fees will be for members who belong to more than one club.
- d. Additional funds may be allocated to clubs whose projects cost more than what was originally approved **if** there are funds remaining in the MAP fund.

### 3. Spending Plan

- a. A spending plan will be given to all eligible clubs as well as a letter outlining available funds allocated to each club.
- b. The spending plan must be completed in detail and signed by the President of the club.
- c. Each project will require a separate spending plan.
- d. The spending plan must be submitted to Bowls Sask for approval by July 15th for Outdoor Clubs or by November 30th for Indoor Clubs.
- e. Late or improperly completed requests will be returned to the applicant.
- f. Upon approval the project may proceed.

### 4. Follow-up Report

- a. Upon completion of the project a follow-up report must be submitted. Included in the follow-up will be the actual project cost and receipts pertaining to the project.
- b. Documentation (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 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 PSGB but should be maintained by the member club/team submitting the MAP grant follow-up report.*
- c. The follow-up report must be signed by the president of the club and submitted to the Bowls Sask office by Dec 31<sup>st</sup> (Outdoor club) or March 1<sup>st</sup> (Indoor club).
  - d. Each project will require a separate follow-up.
  - e. All projects must be completed during the Bowls Sask program year in which it was approved.
  - f. Late or improperly completed reports will be returned to the applicant.
  - g. Funds will be paid out after receipt of Follow Up report and before March 31<sup>st</sup>.

## **5. Ineligible Expenditures**

The Membership Assistance Program was developed in order to increase the quality and level of participation in the sport. Therefore, the following categories will not be accepted:

- a. Any construction, upgrading, maintenance or operating costs of facilities
- b. 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.
- c. Cash prizes
- d. Social events (barbecues, lunches, etc.)
- e. Alcoholic beverages
- f. Research projects or feasibility studies
- g. Out-of-Province travel
- h. Provincial or University CIS team expenses
- i. Other expenses deemed as ineligible as identified by Bowls Saskatchewan

## **6. Application**

Application forms (Membership Assistance Program Spending Plan) should be typewritten or clearly printed, signed by the club president and sent to:

Bowls Saskatchewan Inc.  
1734 Elphinstone St  
Regina, Saskatchewan  
S4T 1K1

**Late or improperly completed requests will be returned to the applicant.**

## **7. Sask Lotteries Recognition**

As a beneficiary of the Membership Assistance Program funds you will be required to acknowledge and publicly recognize that the support received through Bowls Sask, from Saskatchewan Lotteries Trust Fund is derived from the proceeds of the sale of lottery tickets in Saskatchewan. Acknowledgment may be in the form of placing a Sask Sport banner at an event or the “Supported by Sask Sport” logo on printed materials you may distribute (logos and banners are available from Bowls Sask).

## **C. VOLUNTEER REIMBURSEMENT POLICY**

General guidelines have not been established for volunteers however, volunteers are reimbursed on the basis of established amounts under the various categories that have been established for members at large.

The maximum rate for hotel accommodation is \$175, but it is expected that volunteers will find the most reasonably priced lodging. Accommodation in a private home will pay \$50. Receipts must be attached to the expense claim form.

Expense Claim Form on next page.

## **D. EXPENSE AND CHEQUE AUTHORIZATION**

All Expense Claims and Cheques must be signed by two of the four approved signing officers as established annually, at least one of which must be a member of the Board of Directors.



**BOWLS SASKATCHEWAN INC.**

Chq # - Office Use

**EXPENSE CLAIM FORM**

Name: \_\_\_\_\_  
 (please print)

Address: \_\_\_\_\_ City: \_\_\_\_\_ PC: \_\_\_\_\_

Phone \_\_\_\_\_ (h) \_\_\_\_\_ (w) E-mail: \_\_\_\_\_

Purpose: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Travel:** \_\_\_\_\_ (specify air/auto/other)

\_\_\_\_\_ (Distance @ .40/km) Total \$ \_\_\_\_\_

**Accommodation:** \_\_\_\_\_

\_\_\_\_\_ (No. of nights) x \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

(share with whom) \_\_\_\_\_

**Meal Allowance:** \_\_\_\_\_ days x \$50/day \_\_\_\_\_

Partial days: \$10, \$15, and \$25 specify amounts \_\_\_\_\_

**Entry Fee:** \_\_\_\_\_ (specify events) \$ \_\_\_\_\_

**Other:** \_\_\_\_\_ (specify) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Facility Rental:** \_\_\_\_\_ (name) \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

**TOTAL CLAIM:** \$ \_\_\_\_\_

**I choose to donate money back to Bowls Sask to support ongoing development.**  
**Area to apply donation to: Sask First, Sport for All, Coaching, Officials.** \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Note: Attach all original receipts to this form and remit to:  
 Bowls Saskatchewan Inc. 1734 Elphinstone St, Regina Sask., S4T 1K1**

## MILEAGE CHART (revised June 2020)

When billing Bowls Saskatchewan Inc. for travel expenses by car, please be governed by the following table of distances. It is understood the least number of cars will be used for travel of delegates, teams, and coach's etc. when expense of transportation is being claimed.

				Round trip	
Saskatoon	→ North Battleford	← return	= 138 km x 2 = 276 km		\$110.40
Saskatoon	→ Craik	← return	= 141 km x 2 = 282 km		\$112.80
Saskatoon	→ Regina	← return	= 259 km x 2 = 518 km		\$207.20
Saskatoon	→ Moose Jaw	← return	= 225 km x 2 = 450 km		\$180
Saskatoon	→ Dysart	← return	= 296 km x 2 = 592 km		\$236.80
Saskatoon	→ Winnipeg	← return	= 830 km x 2 = 1660 km		\$664.00
Regina	→ Craik	← return	= 119 km x 2 = 238 km		\$95.20
Regina	→ Moose Jaw	← return	= 76 km x 2 = 152 km		\$60.80
Regina	→ North Battleford	← return	= 397 km x 2 = 794 km		\$317.60
Regina	→ Winnipeg	← return	= 572 km x 2 = 1144 km		\$457.60
Regina	→ Dysart	← return	= 85 km x 2 = 170 km		\$68.00
Regina	→ Weyburn	← return	= 116 km x 2 = 232 km		\$92.80
Moose Jaw	→ Craik	← return	= 84 km x 2 = 168 km		\$67.20
Moose Jaw	→ North Battleford	← return	= 362 km x 2 = 724 km		\$289.60
Moose Jaw	→ Dysart	← return	= 156 km x 2 = 312 km		\$124.80
Moose Jaw	→ Winnipeg	← return	= 643 km x 2 = 1286 km		\$514.40
North Battleford	→ Craik	← return	= 279 km x 2 = 558 km		\$223.20
North Battleford	→ Dysart	← return	= 434 km x 2 = 868 km		\$347.20
Dysart	→ Craik	← return	= 157 km x 2 = 314 km		\$125.60

# Membership Assistance Program APPLICATION & SPENDING PLAN



GRANT INFORMATION		
Sport Organization Name:		
Contact Person:		
Address:		
City/Town:		Postal Code:
Phone Number: H)	B)	Email:
Please provide a brief description of the project:		
PROJECT BUDGET		
Revenue:		
Map Grant Requested:		\$
Self Help:		\$
		\$
		\$
<b>TOTAL REVENUE</b>		<b>\$</b>
Expenses:		
		\$
		\$
		\$
		\$
<b>TOTAL EXPENSES</b>	<small>* Please note - copies of documentation to verify expenses will be required with the follow-up report.</small>	<b>\$</b>
I hereby certify the above information is correct and factual.		
_____		_____
Chairperson's / President's Signature		Date
PROVINCIAL SPORT GOVERNING BODY USE ONLY:		
Amount Approved:	Authorization:	Date:
Payment Date:	Cheque #:	Amount Paid:

# Membership Assistance Program FOLLOW-UP REPORT



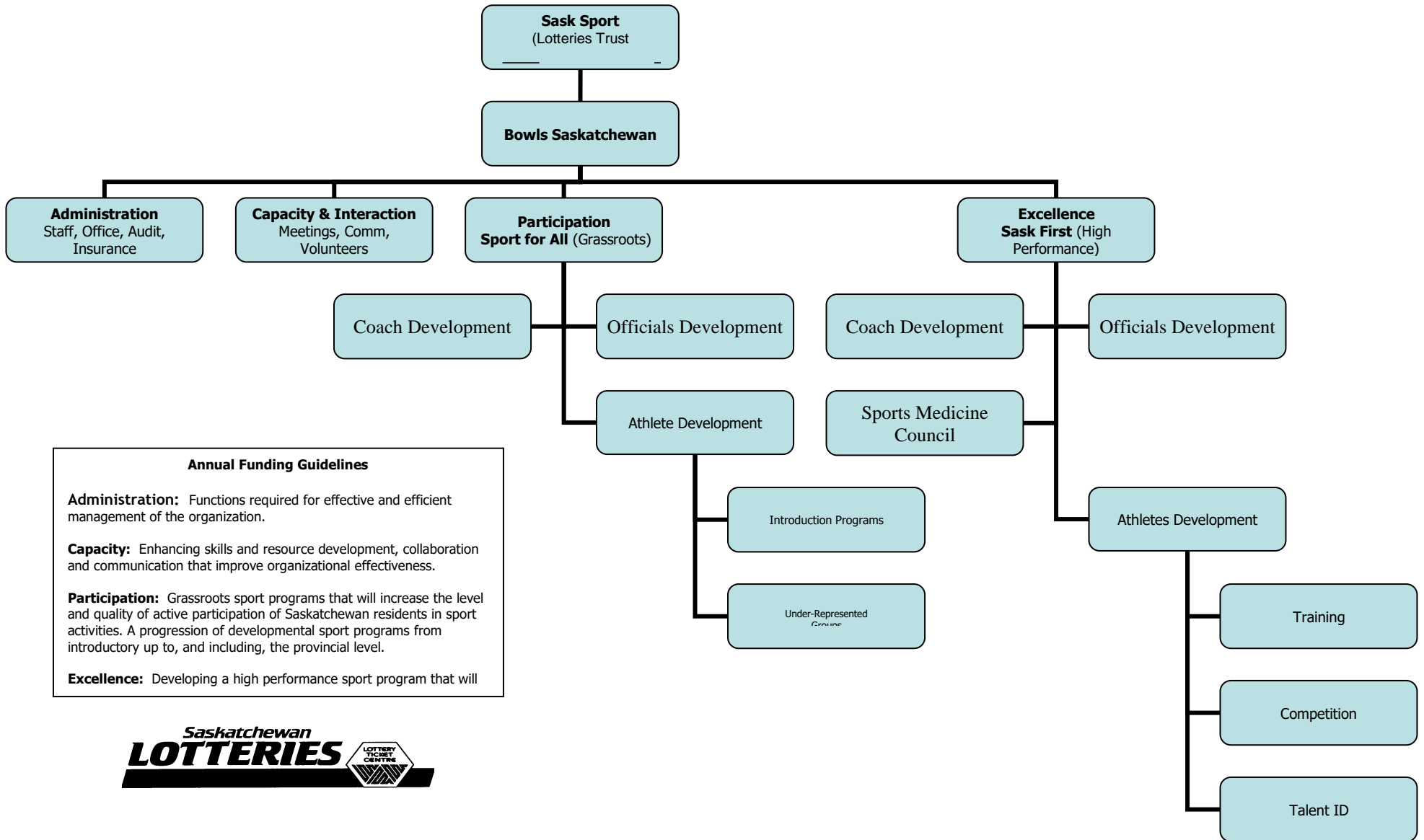
GRANT INFORMATION		
Sport Organization Name:		
Contact Person:		
Address:		
City/Town:		Postal Code:
Phone Number: H)	B)	Email:
Please provide an assessment of your MAP project:		
ACTUAL PROJECT COSTS		
Revenue:		
Map Grant Received:	\$	
Self Help:	\$	
	\$	
	\$	
<b>TOTAL REVENUE</b>	<b>\$</b>	
Expenses:		Receipts Attached
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
	\$	<input type="checkbox"/>
<b>TOTAL EXPENSES</b>	<b>\$</b>	
I hereby certify the information provided in the follow-up submission is correct and factual.		
_____		_____
Chairperson's / President's Signature		Date
PROVINCIAL SPORT GOVERNING BODY USE ONLY:		
Authorization:		Date:
Payment Date:	Cheque #:	Amount Paid:

**SASK SPORT ANNUAL FUNDING GUIDELINES**

	<b>ORGANIZATIONAL DEV'T</b>		<b>PARTICIPATION</b>	<b>EXCELLENCE</b>
	<b>ADMINISTRATION</b>	<b>CAPACITY/ INTERACTION</b>		
<b>GOALS</b>	Organizations are supported for the administrative functions required for effective and efficient management of the organization	<p><b>Capacity</b> – A provincial sport system comprised of individuals, communities, organizations and institutions with financial and material resources and the knowledge and skills to enhance their capacity to support increased participation and excellence.</p> <p><b>Interaction</b> – The essential components of the sport system that are required to enhance excellence and participation are in place to meet the needs of athletes/participants in an ever changing sport environment.</p>	Saskatchewan residents from all segments of society will engage in quality sport programs that will provide opportunities for communities, volunteers and athletes to participate in sport.	Create an increased pool of Saskatchewan athletes, coaches, officials and teams who are systematically achieving success at regional, national, and international levels through fair and ethical means.
<b>ELIGIBLE EXPENSES</b>	<p>The following are eligible expenses with this area:</p> <ul style="list-style-type: none"> <li>▪ Executive Director</li> <li>▪ Administrative support staff</li> <li>▪ Relocation, recruitment and selection expenses for administrative staff</li> <li>▪ Office operations expenses including office supplies, phone, photocopying, rent, etc.</li> <li>▪ Insurance</li> <li>▪ Legal</li> <li>▪ Audit</li> <li>▪ Staff travel and sustenance</li> </ul>	<p>The following are eligible expenses with this area:</p> <ul style="list-style-type: none"> <li>▪ Planning</li> <li>▪ Leadership/Professional development (volunteer and/or staff)</li> <li>▪ Delegates to conferences/symposiums and national meetings</li> <li>▪ Awards and Recognition</li> <li>▪ Hosting</li> <li>▪ Policy Development and Maintenance</li> <li>▪ Communications (newsletters, websites, etc.)</li> <li>▪ Board and Committee meetings including travel and sustenance</li> <li>▪ Provincial AGM</li> <li>▪ Promotions/marketing</li> </ul>	<p>Activities which develop the sport up to and including the provincial level are eligible in this area as follows:</p> <p><b><u>Athlete Development</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Introductory Programs</b> (i.e. Learn-To programs, public participation opportunities, new club development, equipment, training, facility rentals, travel &amp; sustenance, etc.)</li> <li>▪ <b>Under-represented population initiatives</b> (i.e. programs for Aboriginal people, youth at risk, people with a disability, northern residents, economically disadvantaged, etc.)</li> <li>▪ <b>Competition</b> (i.e. playdowns, local competitions, provincial championships, etc.)</li> </ul> <p><b><u>Coaching Development</u></b></p> <ul style="list-style-type: none"> <li>▪ Provincial Coach/Technical staff salary and/or expenses</li> <li>▪ Volunteer coaching development (i.e. clinics, honorariums, upgrading, technical materials, etc.)</li> </ul> <p><b><u>Officials Development</u></b></p> <ul style="list-style-type: none"> <li>▪ Clinics, technical materials, rulebooks, upgrading, etc.</li> </ul>	<p>Activities which develop the sport beyond the provincial level (ie regional, national international) are eligible in this area as follows:</p> <p><b><u>Athlete Development</u></b></p> <ul style="list-style-type: none"> <li>▪ Talent ID</li> <li>▪ Training</li> <li>▪ Competition</li> <li>▪ Athlete Assistance</li> </ul> <p><b><u>Coaching Development</u></b></p> <ul style="list-style-type: none"> <li>▪ Provincial Coach/Technical staff salary and/or expenses</li> <li>▪ Volunteer coaching development (i.e. clinics, honorariums, upgrading, technical materials)</li> </ul> <p><b><u>Officials Development</u></b></p> <ul style="list-style-type: none"> <li>▪ Professional upgrading, travel &amp; sustenance, technical materials</li> </ul> <p><b><u>Sport Medicine and Science</u></b></p> <ul style="list-style-type: none"> <li>▪ Sport psychology, sport medicine, sport therapy, nutrition, biomechanics, exercise physiology, fitness testing</li> </ul>



# ANNUAL FUNDING GUIDELINES



**Annual Funding Guidelines**

**Administration:** Functions required for effective and efficient management of the organization.

**Capacity:** Enhancing skills and resource development, collaboration and communication that improve organizational effectiveness.

**Participation:** Grassroots sport programs that will increase the level and quality of active participation of Saskatchewan residents in sport activities. A progression of developmental sport programs from introductory up to, and including, the provincial level.

**Excellence:** Developing a high performance sport program that will



