



## MEMBERSHIP ASSISTANCE PROGRAM (MAP) GRANT POLICY

### 1. Purpose

The Membership Assistance Program was initiated by Sask Sport to provide financial assistance to all provincial sport governing bodies to allocate funds directly to their affiliated members so they may operate programs which will encourage and promote participation and membership for their clubs. Funding support for the MAP program is derived from lottery ticket sales through the Saskatchewan Lotteries Trust Fund.

### 2. Eligibility

The Membership Assistance Program is designed for affiliated clubs of Bowls Saskatchewan. In order to receive MAP funds, the club must be a member in good standing of Bowls Saskatchewan and must offer community or club level sport development initiatives within the province.

To ensure the purpose of MAP is being met, clubs receiving MAP funds must offer sport development initiatives at the participation level (ex. Introductory/participation programs, clinics, etc.).

### 3. Allocation of Membership Assistance Funds

- Each club will receive a base amount of \$250
- The balance of MAP funding will be divided based on the percentage each club has of the total number of members from the previous fiscal year
- Bowls Sask will allocate money based on home club membership. Clubs are responsible to determine the outdoor and indoor home club of the members who belong to multiple outdoor and indoor clubs. Only one MAP grant allocation per person will be given in each of the indoor and outdoor seasons (i.e. a person may be counted on an outdoor and indoor club in the same fiscal year).
- Should there be unallocated funds they will be distributed to the clubs who have remaining eligible projects costs, based on their club's percentage of total MAP funds.

### 4. Eligible Expenditures

Some examples of eligible expenses for MAP funding for ALL clubs are:

- Clubs are encouraged to use MAP funds for coaches and officials' development (ex. clinics), player development clinics, learn-to and under-represented populations programs, hosting provincial championships, sport equipment, advertising and marketing
- training of club coaches and officials (costs to enter and attend courses plus course resources)
- advertising
- learn to camps – cost of facility rental, instructors, equipment, resources
- introductory learn to bowl sessions - instructors
- facility rental
- membership fees paid to Bowls Sask and Bowls Canada
- programming costs – individual & tournament score cards, name tags,
- insurance coverage for program equipment only – i.e. bowls, rakes, jacks and rink markers
- purchase of equipment (bowls, mats, chalk for lines, rink markers, rakes, jacks)

Additional eligible expenses for MAP funding **for Regina LBC, Mayfair LBC and Nutana LBC ONLY** approved by Sask Sport due to extenuating circumstances (effective November 23, 2022) are:

- Field of play expenses such as lawn cutting (seasonal staff), grass seed, fertilizers, gas for mowers, repair of backboards and greens tarps. 100% of these costs are eligible for support through MAP.

## 5. Ineligible Expenditures

Some examples of ineligible expenses for MAP funding are:

- Expenses for construction, upgrading, maintenance or operating costs of facilities (ex. clubhouses, sheds, fencing, etc.) off the field of play
- Capital equipment (non-sport equipment) such as lawn mowers, aerators, etc.
- Replacement of sprinkler heads
- Utilities costs such as water and power bills
- Coaching of regular league time
- 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.
- cash prizes, awards
- social events (barbecues, lunches, etc.)
- alcoholic beverages
- research projects or feasibility studies
- out-of-province and in-province travel
- provincial or university CIS team expenses
- insurance coverage for equipment and property (greens & club house)
- purchase of uniforms, club or individual clothing
- subsidization of a salaried position
- administration costs such as photocopying, paper, postage, ink cartridges, office furniture
- other expenses deemed as ineligible as identified by Bowls Saskatchewan

No retroactive projects will be accepted. When a spending plan is submitted, it must specify a project(s) the club will undertake during the period covered by the MAP grant (Bowls Saskatchewan's fiscal year being April 1 – March 31).

## 6. How to Apply for Map Funds

- At the beginning of each fiscal year, a spending plan form will be given to all eligible clubs as well as a letter outlining available funds allocated to each club.
- The spending plan must be completed in detail and signed by the signing authority of the club.
- All projects are included on one Spending Plan form. The spending plan must be submitted to Bowls Sask for approval by August 31st for Outdoor Clubs or by January 31st for Indoor Clubs.
- Each club requesting MAP funds should be able to provide some self-help funds towards the funding of the project(s).
- Late or improperly completed forms will be returned to the applicant.

## 7. Follow-up Report

- Upon completion of the projects a follow-up report must be submitted. Included in the follow-up will be the actual project cost and receipts pertaining to the project. Clubs are reminded to show recognition of Saskatchewan Lotteries and Bowls Saskatchewan when offering programs, etc. using MAP funds and must be able to show the club offers community or club level sport development initiatives within the province.
- 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.*

- The follow-up report must be signed by the signing authority 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).
- All projects must be completed during the Bowls Sask fiscal year in which it was approved.
- Late or improperly completed reports will be returned to the applicant.

## **8. Distribution of MAP Grant Funds**

Funds will be paid out soon after receipt of Follow Up report and before March 31<sup>st</sup>.

## **9. Sask Lotteries Recognition**

As a beneficiary of the Membership Assistance Program funds clubs are 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 Lotteries” logo on printed materials clubs may distribute (logos and banners are available from Bowls Sask).

## **10. Where to send MAP Grant forms and get information or help**

Office Manager  
Bowls Saskatchewan Inc.  
1734 Elphinstone St  
Regina, Saskatchewan  
S4T 1K1  
bowlask@sasktel.net

The MAP Grant Spending Plan and Follow-up Forms can be found in editable format on the Bowls Sask website.