



Saskatchewan Badminton Association

POLICIES & PROCEDURES FOR DISBURSING MAP GRANT FUNDS TO MEMBER CLUBS

1. PURPOSE:

The Membership Assistance Program (MAP) is a program supported by Saskatchewan Lotteries that enables the Saskatchewan Badminton Association to allocate funds directly to its respective clubs. The goal is to increase the number of participants and the quality of badminton development in Saskatchewan communities. MAP funds are to be used to support community and club-level sport development. This grant is made available through the assistance of Saskatchewan Lotteries Trust Fund, which derive proceeds from the sale of lottery tickets in Saskatchewan.

2. ELIGIBILITY:

Funds will be made available to those clubs, which are members in good standing of the SBA. Eligible projects and programs include general club operations and special projects. For example these could be costs related to facility rentals, coaching costs, tournament and camp travel and registration costs, as well as tournament hosting costs. Costs for badminton supplies such as nets, racquets and shuttles, team clothing and club promotion such as advertising are also eligible costs. MAP funds are to be used to support community and club-level badminton development. Therefore, expenditures within the following areas are ineligible for support:

- Any construction, upgrading, maintenance or operating costs of facilities.
- 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.
- Social events (barbecues, lunches, etc.).
- Alcoholic beverages.
- Research projects or feasibility studies.
- Out-of-Province travel.
- Provincial or University CIS team expenses.

Note: If a club is unsure about the eligibility of a potential MAP expenditure, they may ask the SBA for clarification

3. APPLICATION POLICIES AND PROCEDURES:

- Member clubs can apply for MAP grants by completing the MAP Application Form (Schedule A) and submitting it to the SBA office no later than November 1st, 2013. The MAP Grant application should be for eligible expenditures to be incurred during the SBA's fiscal year, which is from April 1, 2013 to March 31, 2014, the fiscal year of the Saskatchewan Badminton Association. The application form must be fully completed including contact information, a project description, as well as estimates for all project revenue sources and project expenses. The project description must include how the club will recognize Saskatchewan Lotteries. The form must be signed by the club president or chairperson, or other authorized person. Late or improperly completed requests will not be accepted by the SBA.

- All applications are subject to the approval of the SBA, and should not be considered approved until written notification is provided by the SBA.
- The amount granted to each club will be determined by the total funds available and the total amount requested. If the amount requested exceeds the amount of funds available the SBA may determine the amount allocated to each club based on the following formula:
 - 75% of MAP pool for membership
 - 22% of MAP pool for NCCP coaches – weighted for level I, II & III. (maximum five coaches per club to a maximum total of \$300.00)
 - 3% of MAP pool for certified officials
 - To determine MAP funding levels, statistics will be gathered related to the above areas. The sum of statistics specific to each area will determine a group total for each area. The MAP budget will be allocated to specify a pool of funding for each performance area. Dividing the group statistics total into the funding pool established will derive a funding variable for each performance area. The funding variables will then be applied to each club's individual numbers to calculate funding support under each category above.
 - The sum of all calculations will determine the eligible MAP grant for each club.
- The SBA Executive Committee will review applications and allocate all funding by November 15th. Notification of Grant approval will be sent to applicants by December 1st.
- Approved grants are paid with the understanding that the funds are to be used for the purpose as outlined in the application.
- All decisions made by the SBA regarding the allocation of MAP Grant funds are final.

4. FOLLOW-UP POLICIES AND PROCEDURES:

- Once the MAP Grant funds have been used, a Follow-Up Report (Schedule 2) must be submitted to the SBA. The Follow-up Report must be completed fully, and include contact information, a written assessment of the MAP project, details of actual project revenues, details of actual project expenses (including copies of receipts), and must be signed by the club president or chairperson, or other authorized person.
- All expenditures must be incurred between April 1, 2013 and March 31, 2014 .
- The completed follow-up form and receipts must be received in the SBA office within 90 days of the completion of the project, but in no case later than March 15th.
- Follow-up reports and copies of receipts may be mailed, or scanned and emailed to the SBA office. (Note: If copies of receipts are submitted with follow-up report forms, the original receipts MUST be retained by the member club for future verification, if needed.)
- 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 was purchased (must be within the MAP grant year)
 - Include third party verification (ie. supplier logo, address or phone number of the recipient, etc.)

- If, in the rare case that a receipt is unavailable, a copy of a cheque issued for payment AND the bank clearing stamp on the back may be submitted.)

5. PAYMENT OF GRANTS:

1. Notification of Grant approval will be sent out by December 1st, along with an initial payment of 50% of the approved amount.
2. The balance of the grant will be disbursed once all follow-up information – including receipts to verify expenditures – has been received by the SBA office.
3. Final payments for grants will be issued no later than March 31st.
4. The SBA staff will review and approve the follow-up report and a final payment will be issued by March 31st.
5. Any unused funds or funds unaccounted for by receipts submitted will require a grant return of MAP funds. Furthermore, if proper follow-up and/or receipts are not received by the SBA OR if a required grant return is not made to the SBA, the member club in question will be ineligible to receive any future MAP funds until proper follow-up is received or MAP funds are returned.