

## Membership Assistance Program [MAP] Grant Guidelines

### PROOF OF CURRENT REGISTRATION FOR NOT FOR PROFIT STATUS MUST BE ON FILE WITH THE SHF

#### Explanation:

1. Each Corporate Member (registered with SHF) in 2017 and meeting the criteria for eligibility is entitled to apply for a MAP Grant.
2. All Club applicants must be fully paid Corporate Members in good standing for 2017 & 2018.
3. All Corporate Member applicants will be eligible on a pro-rata basis for a portion of MAP funds.
4. The purpose of the MAP Grant is to assist the SHF to “make financial assistance available, to provide direct funding to the club membership and Provincial Leagues – to support community and club-level sport development for eligible programs”.
5. Eligible Clubs are those who participated in the 2017 Horsin’ Around Raffle and sold a minimum of five (5) complete books of tickets.
6. Eligible Leagues will include the Provincial SHF Heritage Circuit, the Provincial Prairie Cup Series; District Sport Councils and Saskatchewan Summer Games Committees.
7. MAP support is received from the Saskatchewan Lotteries Trust Fund which is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

#### Grant Criteria for SHF Corporate Members:

##### **I. Eligible Programs/Expenditures:**

- |  |                                   |
|--|-----------------------------------|
| -Equipment                             | -Coaching-Instruction/Development |
| -Facility Rental                       | -Competitions                     |
| -Officials – Development and Upgrading | -Promotions                       |
| -In-Province Travel                    | -Clinics                          |
| -Special Projects                      |                                   |

##### **II. Ineligible Expenditures of MAP Funds:**

- Cash Prizes [i.e.: prize money]
- 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 (no double dipping allowed)
- Subsidization of full-time employee wages
- Out of province travel
- Social Events [barbecues, lunches, dances, etc.]
- Alcoholic beverages
- Research projects or feasibility studies

Note: MAP Grant funds must be spent in the year in which they are approved.

##### **III. Application Procedures:**

- Submit a “Membership Assistance Program Application & Spending Plan” from Saskatchewan Lotteries.
- Complete and signed by the President (or authorized agent) of the Corporate member Club
- Completed forms must be received at SHF on or before **May 1, 2018**.

##### **IV. Notification:**

- Successful applicants will be notified following the convening of the SHF Grants Committee.
- The amount of the MAP Grant to be available to each Corporate Member will be determined by the number of applications received and total funding granted by Sask Sport.

##### **V. Payment and Follow-up:**

- ‘Follow-up’ forms will be available with the official notification by the end of June.
- These forms must be completed, signed by the Club President (or authorized agent) and returned to the SHF office with **copies of receipts** to verify eligible expenditures. Funds must be spent in the year of their approval. Funds can be paid as soon as an event is finished, providing all information is submitted according to requirements.
- All Follow-Up Reports must be received in the SHF office by October 31, 2018.**
- Any Follow-Up Reports not received by the deadline may result in forfeiture of allocated funds which would then revert back to the SHF MAP fund to be allocated.**
- Payments will be made by cheque from the SHF upon receipt of the completed and signed Follow-Up forms and receipts.**
- A detailed Project Report on the Follow-Up Form must be completed.**

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 (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 Saskatchewan Horse Federation but should be maintained by the member club submitting the MAP grant follow-up report.