



## MAP PROCEDURES AND GUIDELINES

### I. Explanation:

1. Each Member Club (registered with SHF) in the current year and meeting the criteria for eligibility is entitled to apply for a MAP Grant.
2. All Club applicants must be a fully paid Member Club in good standing from the previous year and the current year. New Member Clubs, for the first year, cannot apply for MAP funding. They will be eligible to apply for funding in their second year.
3. All Member Club applicants will be eligible on a pro-rata basis for a portion of MAP funds.
4. At least one Club Member has to successfully complete the “Respect In Sport” with Sask Sport at <https://sasksrc.respectgroupinc.com/>.
5. 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”.
6. MAP funds are to be used to support community and club-level sport development and to ensure fairness and equal access for community sport groups.
7. Eligible Member Clubs will include the Provincial SHF Heritage Circuit; the Provincial Prairie Cup Series; Community Horse Shows & Competitions; Clinics; District Sport Councils and Saskatchewan Summer Games Committees.
8. MAP support is received from the Saskatchewan Lotteries Trust Fund which is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

### II. Applications Procedures:

- Submit a “Membership Assistance Program Application & Spending Plan” from the SHF website. <https://saskhorse.ca/club-grants>.
- Applications must include a detailed spending plan outlining the project description and budget.
- Completed and signed by the President (or authorized agent) of the Member Club
- Completed forms must be received at SHF on or before **May 1<sup>ST</sup>**.

#### Eligible Programs/Expenditures:

#### Ineligible Expenditures of MAP Funds:

-Equipment purchase	- Cash Prizes [i.e.: prize money]
-Expenses pertaining to Horse Competitions, Clinics and Practices	- Any construction, upgrading, maintenance or operating of facilities or equipment
-In-Province Travel	- Subsidization of full-time employee wages
-Promotional Items and Advertising	- Out of province travel
-Administration Expenses	- Barbecues, lunches, dances, etc (Social Events)
Insurance Fees	- Alcoholic beverages
Auditors Fees...etc.	- Research projects or feasibility studies
	- 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)



### III. Notification:

- Successful applicants will be notified by email following the convening of the SHF Grants Committee.
- The amount of the MAP Grant to be available to each Member Club will be determined by the number of applications received and total funding granted by the Saskatchewan Lotteries Trust fund.

### IV. Follow Up Procedures

- 'Follow-up' forms will be available with the official notification by the end of June.
- The Follow Up form 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.
- 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.

- Funds will be paid, provided all the sold and unsold raffle tickets from The Lucky Horseshoe Raffle, that the Member Clubs have ordered, with the completed rebate form are returned to the SHF office.
- If a Member Club does not have enough receipts to meet the amount of the Grant, they can still submit their total receipts and will only receive a MAP grant amount for the receipts that are submitted.
- All Follow-Up Reports must be received in the SHF office by **October 31**.
- Any Follow-Up Reports not received by the deadline may result in forfeiture of allocated funds which would then revert 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. No cheque will be issued to an individual person for the MAP funding.
- A detailed Project Report on the Follow-Up Form must be completed.

See above for Eligible Programs/Expenditures and Ineligible Expenditures of MAP Funds.