



Membership Assistance Grant Program Policy

**Policy passed and finalized
September 27, 2018**

Saskatchewan WT Taekwondo

MEMBERSHIP ASSISTANCE PROGRAM (MAP Grant)

Introduction:

These policies and procedures are Saskatchewan WT Taekwondo guidelines for the Sask Sport M.A.P. Grant.

Purpose:

To distribute MAP Grant funds fairly and equally to Sask WT clubs according to their membership numbers for the previous fiscal year(s). Special consideration may be given to a new club. MAP Funds are intended to support club and community-level development of Taekwondo.

Eligibility:

- Affiliated member clubs of Sask WT Taekwondo with active members.
- Only a Not-For-Profit club/organization or registered non-profit corporation is eligible to apply and receive MAP Funds
- Projects must be completed between April 1st and December 31st of the current fiscal year in which a club applies to receive MAP Grant Funding.

Notification:

Member clubs or schools will be individually notified by email and/or in the Sask WT Newsletter of the amount of their MAP Grant for the fiscal year. This figure should also be available at the Sask WT AGM.

It is the club association's responsibility to supply the Executive Director with an up to date email address and contact information. This notice will in general be received by July 1st of the current fiscal year.

Eligible MAP Grant Amounts:

Each year, Sask WT Taekwondo receives MAP Funding from Sask Sport for reallocation to our member clubs. Total MAP funding from Sask Sport will vary from year to year.

Determination of the amount of MAP Funds that each Sask WT Taekwondo member club, through its Not-For-Profit organization, is to be allocated is calculated using club data submitted by the club during the applicable fiscal year membership drive. That data includes individual member participant, coach and referee information collected.

How to apply:

1. Capital expenditures, such as construction, upgrading and maintenance, full time wages and club socials are ineligible expenditures. If unsure if your project is acceptable contact the SASK WT Executive Director for verification.
2. Non-receipted mileage is permitted with proof of participation, mode of transportation and list of passengers.
3. Each club receiving MAP Grant assistance must provide minimum 10% self help toward the funding of the project.
4. Applications where there is duplicate funding or deficit funding will not be accepted.
5. Forward your MAP Grant application and Spending Plan to the SASK WT Executive Director for approval before starting the project if you are unsure of eligibility.
6. MAP Grant Applications should be received by SASK WT Executive Director no later than November 1st. Clubs or organizations applying for MAP will be notified of application approval or denial within 30 days of receipt of application.
7. If MAP Grant Application has been denied, clubs may resubmit corrected or amended MAP Grant Application no later than December 15th.
8. Projects with correctly completed Spending and Follow Up Plan(s), including all receipts are to be submitted by December 31st of the current fiscal year.
9. All projects that are or will be completed within the calendar year must be submitted by the deadlines specified above.
10. One completed MAP Grant package is required for each project to be run. **Do not combine different projects.** The document package forms can be found on the websites to submit to the Executive Director and will consist of:
 - a) SASK WTF expense claim as a cover document <http://saskwtf.ca/update.htm>
 - b) Sask Sport MAP Grant Spending Plan (*Typewritten or clear block lettering*) http://www.sasksport.sk.ca/pdf/funding/MAP_Application.pdf
 - c) Sask Sport MAP Grant Follow-up Report with original receipts http://www.sasksport.sk.ca/pdf/funding/MAP_Followup.pdf

Payment of Grants:

1. 100% of the funds approved by Sask WTF will be dispersed to all successful applicants upon receipt of MAP Follow-up Report Form and all required supporting documentation with receipts to verify expenditures. Incomplete MAP Follow-up Reports will be returned.
2. MAP Grant allocations not claimed or with incomplete reporting documentation after December 31st will be re-allocated by the Board of Directors according to written requests for access to those funds received by the Sask WT Executive Director by 4:00 PM January 31st.
3. Former incomplete claims that have been resubmitted with complete MAP Grant Application package will be considered in the reallocation process for board approval. Incomplete applications will be rejected.

Eligible Expenditures:

This is a suggested eligible list but not limited to:

1. Saskatchewan Tournament registration, entries, travel, and accomodation expenses
2. Specialized Training Equipment

3. Sparring Equipment
4. Training Camp participation or hosting
5. Other expenses deemed as eligible as identified by SASK WT Taekwondo
(Please contact the Executive Director for confirmation inquiries)

Ineligible Expenditures:

MAP funds are to be used to support community and club-level sport development. Therefore, expenditures within the following areas are ineligible for support:

1. Any construction, upgrading, maintenance or operating costs of facilities.
2. 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.
3. Cash prizes.
4. Social events (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Out-of-Province travel.
8. Provincial team expenses. . Other expenses deemed as ineligible as identified by SASK WT Taekwondo.

Acknowledgment of Assistance

All printed correspondence referring to MAP must acknowledge the assistance provided by Saskatchewan Lotteries and the Saskatchewan WTF Taekwondo Association.