



Horseshoe Saskatchewan MAP Grant Guidelines for Affiliated Clubs

Purpose and Responsibility

This document provides information and guidance to member clubs regarding how affiliated clubs qualify and apply for Sask Sport Membership Assistance Program (MAP) Grant funding. Horseshoe Saskatchewan allocates funds to affiliated clubs and hopes to increase the number of participants and the quality of sport development in Saskatchewan communities. MAP funding is designated to support community and club-level sport development.

Horseshoe Saskatchewan is responsible to ensure that the guidelines for MAP Grant funding are followed as required by Sask Sport. Member clubs are responsible for submitting an application for funding, submitting a follow-up report, providing receipts for claims and for informing Horseshoe Saskatchewan of any relevant additional information that may impact their funding request.

The MAP funding received by Horseshoe Saskatchewan is available to our organization as a result of lottery ticket sales that fund the Saskatchewan Lotteries Trust Fund (SLTF).

Expenditures and Other Considerations

Horseshoe Saskatchewan will accept submission of the following items for consideration when determining the amount of MAP Grant that an affiliated club qualifies for based on the clubs MAP Grant submission form. All items claimed must be accompanied by a receipt signed by the receiver (duplicate cheques are also accepted – refer to the section titled receipt validation for details on minimum acceptable standards for receipts).

- 1 Travel assistance for players/officials/coaches to attend Horseshoe Saskatchewan sanctioned events (In Province only). This assistance may be to directly assist members from the sanctioned club in travelling to the event or funding may be dispersed in amounts at the discretion of the tournament director to assist non-members in attending the sanctioned event. Receipts signed by the receiver are required to validate claims related to travel assistance.
- 2 Tournament director fees

- 3 Facility rental related to hosting your tournament or other sanctioned event
- 4 Toilet rental related to hosting your tournament or other sanctioned event
- 5 Trailer or Tent rental related to hosting your tournament or other sanctioned event for the day the event is held
- 6 Paint for backboards and pegs for tournament preparation
- 7 Miscellaneous materials required to ensure courts are tournament ready
- 8 Labour for setting up tournaments
- 9 Awards and recognition including trophies and engraving
- 10 Honorarium for club statistician if applicable
- 11 Donations including flowers, cards and money for member memorials and congratulations
- 12 Stationary ,stamps and phone calls related to sanctioned events
- 13 Advertising
- 14 Affiliation fees
- 15 Honorariums for pit and grounds maintenance

The following items are NOT eligible expenses to claim in your MAP Grant:

- 1 Cash prizes (only travel assistance is acceptable)
- 2 Out-of-Province travel
- 3 Food
- 4 Alcoholic beverages
- 5 Social events (barbecues, lunches, etc.)
- 6 Any construction, upgrading, maintenance or operating costs of facilities
- 7 Annual individual membership fees and/or associate member fees Research projects or feasibility studies
- 8 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)
- 9 Other expenses deemed as ineligible as identified by the PSGB

(Note: Sask Sport also deems that Provincial or University CIS team expenses are ineligible. Horseshoe Saskatchewan affiliated clubs do not currently incur either of these expenses.)

Additional items that Horseshoe Saskatchewan considers when determining the proportion of MAP Grant funding that each affiliated club is eligible for includes:

- 1 Services provided to external groups or organizations promoting the sport of Horseshoe Pitching. The Club should provide a list/number of people attending as well as the number of people from the club setting up the event. Encourage these individuals to register as associate members.
- 2 Providing coaching services to high schools, aboriginal groups, reunions, church groups and mental health groups. Clubs should submit the number of people in the group and the length of time spent coaching along with an indication of how many members of the club participated in the event.
- 3 The number of participants attending your tournament. To estimate this number for the application Horseshoe Saskatchewan recommends that you use the number of participants from the previous year. In the follow-up report clubs should report the exact number of participants who attended in the current year.
- 4 The numbers and levels of coaches who are active club members
- 5 The number of tournaments attended by members in the fiscal year and the number of tournaments/sanctioned events hosted. (If you host an in house tournament you need to send results and score sheets to the Horseshoe Saskatchewan statistician so it can be recorded as a sanctioned event.)
- 6 Other items submitted will be reviewed by the Executive of Horseshoe Saskatchewan for eligibility.

Receipt Validation

For an item to be considered as having a valid receipt the following information should be included as a minimum:

- 1 Indicate name of recipient (person or business)
- 2 Describe goods or services provided for payment
- 3 Disclose the amount of the payment
- 4 Include the date that the goods/services was purchased (must be within the MAP grant year)
- 5 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 receipts are acceptable; however the submitting club must retain the originals to support the MAP Grant Follow-up.)

Timelines

Spending plans and follow-up reports must be submitted by affiliated clubs to Horseshoe Saskatchewan within the current fiscal year for consideration, review and approval. To meet these timelines the spending plan for your club needs to be submitted by May 15th of each year in order for Horseshoe Saskatchewan to estimate the advance funding to clubs. Follow up reports must be in by October 31 to determine final funding for submitted projects.

MAP Grant Process

Affiliated clubs are encouraged to submit an annual MAP Grant Spending Plan application by May 15 of each year for review and consideration by Horseshoe Saskatchewan. Horseshoe Saskatchewan reviews all received applications to ensure the submitted projects relate to community based and/or club level initiatives.

Upon approval by Horseshoe Saskatchewan your club will receive an advance on MAP Grant funding to assist with your project. (As per Sask Sport requirements the amount advanced will have a minimum holdback of 25% until Horseshoe Saskatchewan has received and reviewed your follow-up report.) Typically Horseshoe Saskatchewan advances MAP Grant funding by the end of May.

MAP Grant funding received by a club must be spent in the fiscal year for which the funding was approved or a return of funds to Horseshoe Saskatchewan will be required as noted in the follow-up reporting process below.

Upon completion of your project and clubs with approved spending plans that have received an advance on MAP Grant funding must submit a follow-up report to Horseshoe Saskatchewan by October 31. Receipts must accompany your follow-up report. Upon receipt, Horseshoe Saskatchewan will review each submission and will eliminate any portion of the follow-up report that does not meet the criteria for eligible expenditures. Horseshoe Saskatchewan also reviews and considers any additional criteria that may impact a clubs MAP Grant funding as indicated in the section Expenditures and Other Considerations. At the conclusion of this review and verification Horseshoe Saskatchewan will issue final payment of MAP Grant funding typically by the end of November within the same fiscal year.

Failure to submit a follow-up report, including adequate receipts to verify expenditures, will result in the club being ineligible to receive future MAP funding from Horseshoe Saskatchewan. Furthermore, MAP funds that go unspent or are unaccounted for because of incomplete follow-up will need to be returned to Horseshoe Saskatchewan.

Note: Horseshoe Saskatchewan intends to assist as many affiliated clubs as possible with available MAP Grant Funding. To meet this objective, clubs should be aware that generally the full amount of MAP Grant funding requested in the spending plan may not be realized. Horseshoe Saskatchewan has implemented a new policy that all clubs can claim up to a maximum of \$1000.00 for travel expense and pit maintenance on their map grants. This is to insure that all clubs receive the max percentage of funds requested.

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Approval Confirmed By:	Wendy Squires, President Horseshoe Saskatchewan Inc.