



2020 – 2021 MEMBERSHIP ASSISTANCE PROGRAM (MAP)

Gymnastics Saskatchewan Membership Assistance Program (MAP) Grants are made available to member clubs in good standing through a grant from Sask Sport and the Saskatchewan Lotteries Trust Fund. The Saskatchewan Lotteries Trust Fund provides MAP grants to Provincial Sport Governing Bodies from revenues derived from the sales of lottery tickets in the province.

The purpose of MAP grants is to provide direct financial assistance to our member clubs so that they may operate programs which will promote membership in their clubs and Gymnastics Saskatchewan, encourage participation in gymnastics, and provide competition, training and upgrading opportunities for coaches, judges, and athletes.

MAP grant amounts are allocated to Gymnastics Saskatchewan based on a formula which includes our total number of individual members, membership revenue, active coaches, active officials and district representation. MAP grant amounts paid by Sask Lotteries to Gymnastics Saskatchewan fluctuate annually based on our numbers as stated above.

All gymnastics clubs who are members in good standing of Gymnastics Saskatchewan and have registered all their individual members are eligible to apply for MAP Grants.

POLICIES AND PROCEDURES

ELIGIBILITY

MAP funds will be made available to Gym Sask clubs who are current members in good standing of Gymnastics Saskatchewan who also meet the following criteria:

- Have submitted the required Gymnastics Saskatchewan membership forms and fees for their club and have registered and paid for all their individual members by the registration deadline of May 15th.
- Have submitted the required spending plan and follow-up documentation by the established deadlines.
- For clubs to receive MAP Grant support, approved projects must take place within Gymnastics Saskatchewan's current fiscal year AND between September 1, 2020 and June 12, 2021. Retroactive funding or pre-funding for projects that take place outside of Gymnastics Saskatchewan's fiscal year and/or outside of the September 1 – June 12 eligibility period, are not permitted.

ALLOWABLE EXPENSES (RECEIPTS REQUIRED)

Clubs may utilize MAP funds for:

- Purchase of gymnastics equipment
- Purchase of Covid-19 related PPE and sanitization supplies
- Education and certification for coaches and officials
- Purchase of technical and program resource materials
- Promotions and advertising
- Facility rental for competitions and athlete, coach, officials training, workshops and/or clinics
- Full or part-time coaching salaries, wages or honoraria
- Hosting costs (including outside facility rental fees) for Provincial Championships and other sanctioned competitions or events
- In province travel to competitions, training camps, clinics and workshops for club coaches, judges and/or athletes

INELIGIBLE EXPENSES

- Any construction, upgrading, maintenance or operating cost of facilities
- **Expenditures for which other grant dollars have been used**
- Cash prizes
- Social events, alcoholic beverages
- Research projects or feasibility studies
- Out of province travel
- Team Sask Provincial Team travel costs/expenses
- Gym Sask membership fees

PRIORITIES AND FUNDING AMOUNTS

Gymnastics Saskatchewan has identified the following priorities for MAP funding:

1. Purchase of gymnastics equipment
2. Coach wages
3. Facility rental for athlete, coach, officials training, workshops and/or clinics

\$150,200.00 in total MAP funding will be available for the 2020-2021 year.

- \$150,200 will be allocated to all clubs who apply by May 30th, based on population and financial statistics of their registered members as of May 15th.
- These amounts may vary pending the number of applications and the amount of MAP Grant received from Sask Lotteries.

APPLICATION AND APPROVAL PROCESS

Each club's maximum eligible MAP funding will be determined by Gymnastics Saskatchewan as per the formula below and sent to all clubs after the May 15th membership registration deadline.

The eligible amount is based on each club's total membership numbers, and the total membership fees paid to Gym Sask as of May 15th of each year, using the following criteria:

$$\frac{(\text{club's \% of total Gym Sask members} \times 50\% \text{ grant fund}) + (\text{club's \% of total Gym Sask membership fees} \times 50\% \text{ grant fund})}{\text{divided by the total Gym Sask MAP "Other Projects" fund}} = \text{club MAP grant}$$

Each member club in good standing with Gymnastics Saskatchewan may then apply for MAP funding up to or more than their eligible amount, on the MAP Spending Plan form. **Spending Plan/application deadline is May 30th.**

As of June 1st, unused/unclaimed club MAP allocations will be redistributed to clubs who submitted spending plans, using the same formula. Follow-up reports must be submitted with actual receipts (minimum in the amount of the MAP Grant) for allowable expenditures by **June 12th**.

FOLLOW-UP PROCEDURES

1. Make sure all your club has all members uploaded into the Amilia system before **May 15th**. Gymnastics Saskatchewan also requires that all these members are paid for by May 16th.
2. On May 17th, you will receive an email from Gymnastics Saskatchewan with the calculated MAP grant funding your club is eligible to receive.
3. Fill out the **Application & Spending Plan** and send it to Gym Sask before **May 30th**. Remember this application & spending plan is based on costs you incurred this year (Sept 1, 2020 to June 12, 2021).

4. On **June 1st** unused/unclaimed club MAP allocations will be **redistributed to clubs who submitted the application & spending plan**.
5. **Follow-up reports** must be submitted **with actual receipts** equal to or slightly over your maximum eligible MAP grant amount by **June 12th**. 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 current fiscal 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 back-up 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 submitting the MAP grant follow-up report.
6. We will mail MAP grant cheques to your club after June 12th.

**MEMBERSHIP ASSISTANCE PROGRAM (MAP)
APPLICATION & SPENDING PLAN 2020-2021**



We are applying for:

_____ 2020-2021 MAP Grant



CLUB NAME	
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CONTACT PERSON		EMAIL ADDRESS	
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MAILING ADDRESS		PHONE	
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Please provide a brief description of your project:

PROJECTED BUDGET	
REVENUE	
Maximum Eligible MAP Grant	\$
Self Help/Other	\$
Total	\$
EXPENSES	
1)	\$
2)	\$
Total	\$

MAP Grant funding cannot be used to duplicate revenues already received from other sources (federal, provincial, municipal, or other Gym Sask grants (including EAP grants you may have already received). Clubs must be able to provide unique receipts for costs not already covered by other sources.

I hereby certify this information is correct and factual.

Signature, Club President/Head Coach

Gymnastics Saskatchewan Use Only		
Amount Approved	Authorized By	Date

**MEMBERSHIP ASSISTANCE PROGRAM (MAP)
FOLLOW-UP REPORT 2020-2021**



RECEIPTS FOR EXPENDITURES MUST BE ATTACHED

CLUB NAME	
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CONTACT PERSON		EMAIL ADDRESS	
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MAILING ADDRESS		PHONE	
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Please provide a brief assessment of your MAP project:

ACTUAL PROJECT COSTS	
REVENUE	
MAP Grant Received	\$
Self Help/Other	\$
Total	\$
EXPENSES	
1)	\$
2)	\$
Total	\$

I declare that these expenses are unique and not covered by revenue already received by other sources such as federal, provincial, municipal, or other Gym Sask grants (including EAP Grants already received). I hereby certify this information is correct and factual.

Signature, Club President/Head Coach

Gymnastics Saskatchewan Use Only		
Amount Approved	Authorized By	Date
PAYMENT DATE	CHEQUE #	AMOUNT PAID