

April 26, 2012

Sask Sport Inc.

1870 Lorne Street

Regina SK S4P 2L4

Attn: Kara Fidelack, Sport Funding Trust Coordinator

Re: Saskatchewan Amateur Trapshooting Association (SATA) MAP Guidelines

Dear Kara,

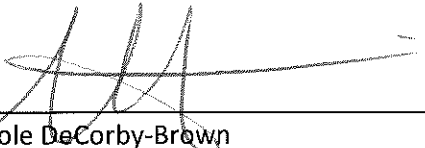
Please be advised that the attached version of the SATA MAP policy and procedure guidelines was reviewed and approved by our board of Directors on Sunday, April 22, 2012 during our Spring Open Meeting held at Yorkton SK.

This version will now be placed in our SATA Policy and Procedure Manual and will be followed from this point forward.

I am sure you will find that this version completely aligns with the new Sask Sport MAP Guidelines and should complete review requirements.

If you have any other questions or concerns, please contact me directly at 306-370-1711 or [nicoleandjim@sasktel.net](mailto:nicoleandjim@sasktel.net)

Thank you,



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Nicole DeCorby-Brown  
SATA President

Cc: Ron Todd, Warren Proctor

## 6.0 Membership Assistance Program (MAP) GRANTS

The Membership Assistance Program (MAP) provides financial assistance to SATA's affiliated membership for the promotion and development of the sport of trapshooting at a club and community level. The MAP grant program is made available to SATA and its members through the Saskatchewan Lotteries Trust Fund with funds derived from the sale of lottery tickets in Saskatchewan.

### Eligibility

- To apply for and receive MAP funding, clubs must be members in good standing with SATA Inc.
- Clubs requesting assistance should be able to provide some self-help funding.
- Purchase of equipment to support and enhance trapshooting at a club, as well as hosting of trapshooting events are eligible for MAP funding support.

*Note: MAP grants will not be paid for events/prizes carried over 2 days.*

- Special programs may also be considered by the board.

Some programs could be:

- Costs incurred hosting coach/officials clinics.
- Purchase of promotional materials.
- Any other programs or advertising employed to promote and develop trapshooting at the grass root level.

### 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.
9. Other expenses deemed as ineligible as identified by the SATA.

### How to Apply

Member clubs wishing to apply for a MAP grant must submit to SATA a MAP Spending Plan form by April 15<sup>th</sup> of the current year. MAP Spending Plans must be signed by the club president or chairperson.

One completed MAP Spending Plan form is required for each type of assistance required. Contact the SATA Inc. office if more forms are required.

Late or improperly completed requests will be returned to the applicant.

### **Payment of Grants**

- a) Successful applicants will be notified shortly after the SATA spring meeting. Members will be informed of the type of program(s) approved and the amount of funding assistance that will be provided.
- b) All applications are subject to the approval of the SATA Inc. Board. Approved projects and grants **MUST** be completed in the fiscal year applied for. No retro-active OR pre funding of events or projects allowed.
- c) MAP funds approved by SATA Inc. will be dispersed - in their entirety - to all successful applicants once completed MAP follow-up reports with supporting documentation (receipts) are submitted, received and approved by SATA.
- d) Grants that are approved are paid to the club with the understanding that funds are to be used for the purpose as outlined.
- e) When SATA Inc. provides moneys through the MAP grant to member clubs for the purpose of purchasing equipment and such equipment is in turn sold by said club, the moneys provided by SATA Inc. shall be repaid to SATA as follows:

During the first year	100%
After 1 year	80%
After 2 years	60%
After 3 years	40%
After 4 years	20%
After 5 years	0%

### Grant Follow-up Process

After completion of the project/event, a MAP follow-up report form must be submitted complete with supporting documentation or receipts to verify expenditures and must be signed by the club president or chairperson. Follow-up reports must be returned within 2 weeks following the completion of a program/event AND in all cases, no later than October 15 of the year in which the MAP grant was received.

Documentation (receipts) to verify expenditures may be original documents or legible copies. If copies are sent in, the club should maintain the originals.

Documentation at a minimum should indicate the name of the recipient (person or business), describe the goods or services, disclose the amount paid, include the date and include a third party verification (supplier logo on invoice, signature of recipient on an expense claim or a copy of the cheque with the bank clearing stamp on the back).

All follow up reports must also be signed by the Club President or chairperson.

The MAP chairman for SATA Inc. will review follow up documentation and advise the executive when payment of the MAP is approved.

### Accountability of SATA to Sask Lotteries Trust Fund

- a) SATA Inc. must include with the annual audited financial statement a **SEPARATE** schedule which lists the member clubs that received MAP funds and the specific amount they received.
- b) SATA must maintain the applications, follow up reports and documentation for seven years.
- c) SATA will submit a MAP Summary Report in the prescribed format with the Annual Funding Follow Up Report.
- d) SATA will regularly review the MAP policy and Procedures and submit any changes to Sask Sport.

### Awareness of MAP for Members

Member clubs are informed of MAP as follows:

- a) Information in minutes/newsletters of SATA Inc.
- b) Direct mail out of guidelines and application forms to each club.  
---See Schedule D---