

MEMBERSHIP ASSISTANCE PROGRAM (MAP) GRANT FUNDING



Application Guidelines

MAP Application & Spending Plan deadline – June 15th
Follow-Up Report deadline – September 15th

Late applications will not be accepted.

For a PDF version, please visit the GS website:
www.golfsaskatchewan.org

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INTRODUCTION

The purpose of the Membership Assistance Program (MAP) Grant is to provide financial assistance to Golf Saskatchewan registered affiliated clubs so they may operate programs encouraging and promoting community and club level sport development in their local area. Development of these programs and services will increase membership in Golf Saskatchewan and the local Member organizations. MAP is funded by the Saskatchewan Lotteries Trust Fund for Sport, Culture & Recreation and is derived from the sale of lottery tickets in Saskatchewan.

COMMUNICATION

Golf Saskatchewan will inform its membership of the MAP Grant via the Golf SK website, electronic mail out of guidelines and application forms to clubs, and information in the Golf SK Newsletter.

ELIGIBILITY FOR FUNDING

Funds will be made available to clubs providing:

- Members are in good standing with Golf Saskatchewan
- Membership fees are paid in full and on time
- The club provides a list of all registered club members to Golf SK by August 15th of the year in which application is being made
- Clubs must publicly acknowledge the financial support received from Saskatchewan Lotteries and Golf Saskatchewan
- Have no outstanding MAP grant follow-up reports from previous grants received, and
- Clubs have a minimum of 25 paid Golf Canada members

ELIGIBLE EXPENSES

Expenses directly related to Participation level sport development programs or projects are eligible for support, such as (but not limited to):

- Community/grassroots programs such as introductory golf programs (I.e. facility rental, PGA golf professional, coach honorariums, marketing/promotions & sport equipment)
- Club-level competitions or provincial championships (I.e. facility rental, medals, official's honorariums, mileage)
- Coaches and officials' development (I.e. clinics, technical materials, facilitator expenses)
- Coaches and official's expenses (I.e. mileage, accommodations)
- Promote Your Golf Facility (I.e. Advertising, score card printing, hole flags, hole signage)
- Promote Score Posting at your Facility (I.e. Internet, computer, printing, advertising)

Expenses for MAP projects must be incurred within the same calendar year as the project was approved

INELIGIBLE EXPENSES - If you are not sure if your project meets the criteria, please contact our office.

- Capital expenditures - no support is available for construction, renovations, upgrading, maintenance or operating costs of facilities.
- Alcoholic beverages
- Cash prizes
- Out-of-province travel
- Food expenditures - the intent of funding from the MAP grant is not to support food-related expenditures. Out-of-pocket meal costs for volunteers, coaches and officials are justifiable. However, food expenses for banquets, meals for participants, etc. are ineligible. Self-help revenue or user pay must be used to cover these types of food costs.

- Expenditures that are covered by other grant funding. Two different grant sources cannot be used to pay the same dollar expense, whether those grants come from Sask Sport, the Trust Fund or any other grant provider.
- Debt repayment
- Excellence level sport development expenses
- Non-program specific equipment (Ex. aerators, bleachers, sound system, scoreboard, etc.)
- Provincial or U Sports team expenses
- Research projects or feasibility studies
- Payment of money returns owed to the Golf Saskatchewan
- Other expenses deemed as ineligible as identified by Golf Saskatchewan

APPLICATION PROCESS

- MAP Application/Spending Plan forms can be accessed via the Golf SK website
- Completed applications must be received in the Golf SK office by midnight on June 15
- If a Club is applying on behalf of another Club, contact information from the President (or designate) of both Clubs must be included on the application
- Late or improperly completed applications may be returned to the applicant (clubs are expected to contact the Golf SK office to discuss any extenuating circumstances)
- Club membership numbers will be determined by the number of active memberships paid to Golf Saskatchewan in the current year

APPROVAL PROCESS

- Final review and any approval regarding the allocation of a MAP grant, and any MAP funding amount, rests with the Golf Saskatchewan office.
- Final MAP funding amounts will be based on a predetermined base amount that all applicants may apply for and a formula calculation based on:
 - The number of member clubs applying for MAP funding
 - The total number of individual members registered with Golf Saskatchewan in each club
 - Other priorities identified by Golf Saskatchewan
- All applicants will be notified of the results of the application review and the total MAP amounts approved for their club

PAYMENT PROCESS

- Existing Clubs – a club will be paid 75% of the total approved MAP grant amount within 3 weeks of the MAP grant deadline.
- If a club has been late in the follow-up submission the previous year, the full 100% of funding will be distributed after receiving the follow-up report.
- A new club applying for affiliation later than June 15th may be given consideration by Golf Saskatchewan for MAP funding
- The remaining balance of the approved grant will be considered by Golf Saskatchewan upon submission of the required follow-up report, including appropriate receipts to verify expenditures
- Approved final payments will be made to eligible clubs by October 1st
- Grants will be paid to clubs with the understanding the funds are to be used for the purposes outlined in the approved MAP application and Spending Plan
- If a program/service offered by the club changes, please notify the Golf Saskatchewan office.

FOLLOW-UP PROCESS

- Follow-up reports are required to be submitted to the Golf Saskatchewan office within 90 days of completion of the project, but in all cases, no later than September 15th
- Once the grant funds are used, a follow-up report accompanied with receipts (originals or clear photocopies) and duly signed by the club authorized person, must be submitted to the Golf SK office September 15th of each year. Acceptable receipts must include, at a minimum:
 - Name of recipient (person or business) of the funds
 - A description of the goods or services provided
 - Date the goods/services were purchased (must be within the current fiscal year)
 - Amount of payment, and
 - Include third party verification (supplier logo on an invoice, signature of the recipient on an expense claim form, and if there is no other backup documentation, a copy of the cheque with the bank clearing stamp on the back.)

RETURNING FUNDING

- **Unused Funds**
 - Any unused MAP funds by clubs will result in a requirement to return those funds to Golf Saskatchewan
 - An excess of MAP revenue over expenditures will be reallocated to other MAP approved clubs which have additional program expenditures (substantiated by receipts)
 - Should the funds not be spent, Golf Saskatchewan will return the funds to the Saskatchewan Lotteries Trust Fund

- **Non-Compliant Clubs**

Clubs not having met the following conditions by November 15th, must return all MAP grant funds to Golf Saskatchewan:

- All eligible receipts for expenses must be submitted with the Follow-Up Report
- A complete membership list with all members full name, age category (adult or junior), gender and email address must be provided to Golf Saskatchewan
- A signed Membership Declaration Form for the current year must be submitted, and
- Membership fees must be paid in full for the current year.

FUNDING AMOUNTS

- **Member Facilities without Golf Canada/SK Members**
 - Facilities without any Golf SK/Golf Canada members may not be eligible for MAP funding.
- **Member Facilities with Golf Canada/SK Members**
 - Facilities will be eligible for a base amount of funding and will receive additional funding based on the number of paid Golf SK/Golf Canada members in the current year
- **Member Players Clubs**
 - Clubs will receive funding based on the number of paid Golf Canada/SK members in the current year

MAP TIMELINE:

Timeline	Description
June 15	Completed MAP application, accompanied with Spending Plan (submitted to the Golf Saskatchewan Office)
June 15-June 30	Application review and approval
June 15	Payment of membership fees to Golf SK office
June 30-July 15	75% of approved funding is sent to clubs
August 15	Affiliated clubs provide list of all registered members to Golf Saskatchewan & submit membership declaration form and membership list
Within 90 days of project completion	Clubs submit follow-up report, accompanied with receipts, to the Golf Saskatchewan Office (remaining 25% funding will be sent after follow-up report is received)
September 15	Last day for clubs to submit follow-up reports to the Golf Saskatchewan Office

Submission by email is preferred, but submission by mail is also acceptable.

MAP APPLICATION TIPS:

- When you are applying for funding, please make sure to carefully read the application guidelines to make sure the project(s) you are applying for, are eligible for funding. Call the office and ask if you are unsure.
- Make sure you will be able to get receipts for the expenses you are including in the application
- The project spending plan does not have to be the exact expenses for the project but you need to have a general idea of how much your expenses will be when applying.
- Make sure your application is submitted by the deadline, start thinking about what projects you would like to do ahead of time so that you have time to gather all the information you need to fill out the spending plan.
- If you have more expenses for your project than funding you were granted, please submit ALL of your expense receipts as your club may be eligible for additional funding at the end of the year.
- If you don't receive as much funding as you would like, keep in mind, the more Golf Canada members you have in your club, the more funding your club will be eligible for so make sure your members and other golfers are aware of the membership benefits for the club and the individual.