



MEMBER ASSISTANCE PROGRAM

1. Purpose

1.1 The purpose of MAP is to provide financial assistance to our affiliated membership so that they may operate programs that will increase the quality and level of membership for their clubs and TRIATHLON SASKATCHEWAN.

1.2 MAP grants are made available to TRIATHLON SASKATCHEWAN through the assistance of SASKATCHEWAN LOTTERIES TRUST FUND FOR SPORT, CULTURE AND RECREATION and are derived from the sale of lottery tickets in Saskatchewan. Map funds are intended to support community and club-level sport development.

2. Eligibility

2.1 MAP funds will be available to those clubs, sanctioned race organizations and affiliated members which are a member in good standing of Triathlon Saskatchewan.

3. MAP Grant Application and Approval Policies

3.1 TRIATHLON SASKATCHEWAN member clubs and / or sanctioned race organizers can apply for more than one MAP grant per year however need to complete spending plan and application as required for each MAP Grant applied for.

3.2 All applications are subject to the approval of the Triathlon Saskatchewan Board of Directors.

3.3. All Spending Plan applications will be approved or rejected by the following deadlines:

General Deadlines:

As a general rule, all MAP Spending Plan applications for a given year must be submitted by April 30th and then by a second deadline of September 1st subject to MAP money being available after April 30 of the given fiscal year.

3.4 Applicants will be notified of acceptance or rejection of application shortly after the deadlines (i.e. April 30th and September 1st).

3.5 The Applicant will be informed of the type of expenditures approved and the amount of funding assistance that will be provided.

4.1 Eligible Events and Projects

1. Race Sanctioning Support

TRIATHLON SASKATCHEWAN Basic Sanctioned Provincial Races: \$400 base funding per Sanctioned race

Additional Race Funding Options:

Each of these options may be eligible for additional funding support, but must be identified and included in the Race Event Sanctioning Documentation including the spending plan and follow up report.

- Medical services costs
- Advertising and promotions
- Officials costs (travel, accommodations, per diem)
- Volunteer costs (no alcohol)
- Race identification costs (timing, bibs, other race supplies)
- Hosting of provincial championships

2. Clinic Training Support

- TRIATHLON SASKATCHEWAN basic sanctioned provincial clinics: \$200 base funding per sanctioned clinic. Applications will only be considered if clinic sanctioning form is submitted with MAP application and spending plan.
- This includes clinics for athletes, coaches and officials

3. New Club Support

- Each new club, sanctioned by TRIATHLON SASKATCHEWAN (see new club sanctioning for information on requirements), may apply for MAP funding of up to \$700 per club. This new club funding grant is available one-time only per new club. The funding process is the same as that of event MAP grant proposals.

4. Club Special Project Support

- If your club has a special project that may require funding assistance outside the above, apply through this process

4.2 Ineligible Expenditures:

- Any construction, upgrading, maintenance, or operating costs of facilities.
- Cash prizes.
- Social events (barbecues, lunches, etc.).
- Alcoholic beverages.
- Research projects or feasibility studies.
- Out-of-province travel
- Any other expenses as deemed ineligible by TRIATHLON SASKATCHEWAN or by the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.

- Expenditures for which other grant dollars have been used. Two different grant sources cannot be used to pay the same dollar of expense, whether the grant comes from the Lotteries Trust Fund or any other granting agency.

5. How to Apply for MAP Grants

5.1 Application forms (MAP Spending Plan) should be typewritten and must be signed by an official representative of the applicant (club president, race director etc). The MAP Spending Plan must be filled out completely including the budget and measurable objectives for the planned event.

5.2 Send the completed and signed MAP Spending Plan to: info@triathlonsaskatchewan.org or Saskatchewan Triathlon Association Corporation – Executive Director to be forwarded to the finance committee for adjudication

PO Box 32080, Regina, SK S4N 7L2

5.3 Late or improperly completed Spending Plans will be returned to the applicant.

6. Payment of MAP Grants

6.1 After completion of the event/project a MAP Follow-Up Report form must be submitted complete with original receipts and signed by the applicant.

6.2 Completed MAP Follow-Up Reports with receipts should be returned no later than 14 days after the event/project has been completed but no later than December 1st.

6.3 Documentation (receipts) to verify expenditures can take various forms but should at a minimum:

6.3.1 Indicate name of recipient (person or business) of the funds

6.3.2 Describe goods or services provided for payment

6.3.3 Disclose the amount of the payment

6.3.4 Include the date that the goods/services were purchased (must be within the MAP grant year)

6.3.5 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)

6.4 The MAP grant funds will be disbursed once the completed MAP follow up report and receipts verifying eligible expenditures have been received, and no later than December 15 of the year for which a MAP grant was approved.

6.5 MAP follow up reports need to be sent to info@triathlonsaskatchewan.org or to TRIATHLON SASKATCHEWAN P.O. box 32080 Regina, SK S4N 7L2

7. Indemnification

7.1 MAP grants paid to affiliated members, clubs and race directors are done on the condition that the funds are used for the purpose applied for.

8. MAP Grant Awareness Policy

8.1 TRIATHLON SASKATCHEWAN informs its affiliated members, clubs, race directors and other potential applicants of the MAP grant program as follows:

8.1.1 Electronic mail out of guidelines and required forms to all clubs, race directors and previous MAP grant applicants.

8.1.2 Publishing of guidelines and required forms in the TRIATHLON SASKATCHEWAN newsletter and TRIATHLON SASKATCHEWAN Web Site.

8.1.3 Outlining of the MAP grant program at the Annual General Meeting.