

## 7.1 Membership Assistance Program (MAP) (COMPLETE revision December 2011)

The Membership Assistance Program is a program provided for by Sask Lotteries through Sask Sport and the Saskatchewan Cycling Association. The program is designed to allocate funds directly to the affiliated clubs within the SCA.

In considering to apply for MAP funds, clubs must recognize the rationale behind which these funds are made available to the Provincial Sport Governing Bodies; namely to foster the development of the clubs and their memberships at the "grass roots level". The Saskatchewan Cycling Association's Board of Directors has instituted the following criteria which, although restrictive to some clubs in some areas of endeavour, will address the over-all goal of MAP funding as mandated by Sask Sport.

### Club Applications and Eligibility

To be eligible for MAP funds, the following conditions must be met:

- The Club Affiliation form and fee must be submitted to the SCA by June 1<sup>st</sup>.
- Clubs must be represented at the SCA Annual General Meeting.
- MAP Grant Application and Spending Plans (Appendix I) must be submitted to the SCA by June 1<sup>st</sup>.

### Eligible Expenses

- **Club Travel** - This pertains to travel to and from in-province races and other in-province club events.
- **Club Development** - Following is a list of possible projects which would be considered club development; the list is not all inclusive and clubs are encouraged to submit other club development projects for consideration:
  - Competitions: commissaires fees, advertising, and trophies but not cash prizes.
  - clinics
  - newsletters, brochures, websites
  - administration, club operating costs
  - AGM or meeting expenses
  - advertising
  - club race/ride
  - honorariums
  - membership registration transaction fees
- **Youth Learn to Race/Ride series or program** - Clubs will be eligible for a maximum of \$200 to assist in the expense of running the program i.e., advertising, honorariums, promotional gifts

### Ineligible Expenses

- Any construction, upgrading, maintenance or operating costs of facilities
- 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 SCA or any other granting agency.
- Cash Prizes
- Social event
- Alcoholic beverages
- Research projects & feasibility studies
- Out-of-Province travel.

Note: If a club is unsure about the eligibility of MAP expenditure, the club may ask the SCA for clarification.

#### Application Review and Payment Procedure

- The Board of Directors will review all MAP spending plans by June 20<sup>th</sup>.
- A MAP funding formula (follows) will be used to determine eligible amounts to be allocated to clubs applying for a MAP Grant.
- Because MAP application requests in a given year may exceed the amount of funds available to the SCA, the Board of Directors will decide the final allocation of funds based on the MAP grant criteria, the MAP funding formula, the total number of applications received and the total amount of MAP funds available for distribution by the SCA.
- The Board will report back to the clubs outlining the status of their MAP application by June 30<sup>th</sup>. Some clubs are at a distinct disadvantage with respect to other clubs because of various factors beyond their control, the Board will give additional consideration to:
  - newly formed clubs
  - size of clubs
  - location of the club with respect to the other clubs, population centres, zones

- A cheque for the first 60% of each approved grant will be issued by June 30<sup>th</sup> of each funding year.
- The final 40% of approved funding will be paid out to a club once that club has submitted a follow up report, including appropriate receipts and/or documentation and the follow-up report is approved by the SCA Board of Directors.

#### Follow-up and Reporting

- **The deadline for clubs to submit a follow-up report and required receipts is November 1<sup>st</sup>.**
- Follow-up reports must be submitted using the appropriate SCA Follow-up Report Form (Appendix J) and must be accompanied by appropriate receipts and/or documentation to verify expenditures made using MAP funds.
- Appropriate Receipts and/or documentation 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 was purchased (must be within the MAP grant 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 backup documentation, a copy of the cheque, with the bank clearing stamp)

NOTE: Legible copies of documents for financial accountability (ie. receipts, cancelled cheques, invoices, expense claims, etc.) are acceptable. Original documents are not necessary for submission to the SCA but should be maintained by the member club submitting the MAP grant follow-up report.

·If the clubs miss the follow up deadline of November 1st, they will forfeit the remaining 40%. Clubs will be ineligible to receive any future MAP funding from the SCA until such time as all out-standing MAP follow-up reports are received by the SCA.

·If a club does not spend their MAP allocation within the grant year for which it was approved OR if the club spends their MAP allocation on ineligible items, the club will be required to return all or a portion of MAP funds received to the SCA.

#### **Additional MAP Distribution**

In the event there is MAP funding remaining following the final follow up date of November 1st, the Board of Directors will meet and allocate the remaining funds to clubs that have provided follow up reports with receipts and that have spent more than the MAP allocation they have received. **Extra consideration will be to clubs that have contributed to monthly newsletter on at least 4 occasions.**

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#### **Funding Formula**

A. Base Per Club - Each club would receive a base grant of \$50 per list item

- attendance at SCA AGM
- written report for SCA AGM
- Club AGM with minutes
- hosting of **each** provincial event\* \*to achieve provincial level designation, The SCA Event Sanction form must be completed and participant level fees paid.

B. **\$2.00** Per Registered Member Affiliated with the SCA

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C. National Coaching Certification Program - Rate Per Coach in Your Club **\*Must hold Respect in Sport Certification to be eligible** (added Dec. 16)

- \$40 Level I Certified/Trained Community Initiation for current year club coaches (added March 17)
- \$80 Level II Certified/Trained Training Coach or Certified Race Coach for current year club coaches (March 17)
- \$120 Level III Certified or Competition Development Certified for current year club coaches, (added March 17)

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E. \$16 Per Official that holds current year UCI licence in Your Club

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F. \$300 Per Sport Zone in Province - In zones where more than one club exist, the \$300 would be divided equally among the clubs in that zone.

G. Certified Can-Bike Instructor in Your Club

- \$20 Level I Certified
- \$40 Level II Certified
- \$60 National Examiner

H. \$200 for eligible Youth Programs - There should be a minimum of 3 separate sessions in order to qualify for this grant.

I. Total amount of membership registration transaction fees paid to CCN.

J. Discretionary Amount as per the Board of Directors direction