

SASKATCHEWAN DARTS ASSOCIATION

(Revised August 2011)

Membership Assistance Program (MAP) GRANTS

Each fiscal year, the Saskatchewan Darts Association (SDA) receives a specific amount of Membership Assistance Program (MAP) Grant money from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation from the proceeds of the sale of lottery tickets in our province. This money is intended to support community and club-level sport development and thereby increase the number of participants and the quality of sports programs in our province.

CRITERIA

1. Applying association must be a zone or affiliated league within the Saskatchewan Darts Association.
2. Funds may be used for tournaments, exhibitions and inter-zone challenges, provided these competitions occur within Saskatchewan.
3. The purchase of equipment that would remain property of the club/zone.
4. Funds may not be used for the following:
 - a. Fundraising. The event must be budgeted to break even.
 - b. Any construction, upgrading, maintenance or operating costs of facilities.
 - c. Cash prizes.
 - d. Social Events.
 - e. Alcoholic beverages.
 - f. Expenditures for which other grant dollars have been used, whether from the trust fund or any other granting agency.
 - g. Travel costs associated with competitions or training outside of the province of Saskatchewan.

APPLICATION & SPENDING PLAN

1. MAP Applications and Spending Plans must be included with your event application for the upcoming year. These must be submitted to the SDA MAP Director one week prior to the SDA Annual General Meeting (ie. MAP Application deadline), which is normally held the weekend after the September long weekend.

2. Late applications will be accepted, but may only receive funding if MAP funds remain available after the review and distribution of grant funds to applicants that submitted their applications on or before the application deadline. Late applications must be received by the SDA MAP Director no less than 60 days prior to the start of the event for which MAP funding is being requested.
3. Applying association must submit a detailed proposal, including the date of the event, estimated source of funds, and the estimated total cost of the event.
4. Forms: The MAP Application & Spending Plan and the MAP Follow up Report are available in a PDF version on the SDA website at www.saskdarts.com.

APPROVAL

1. Saskatchewan Darts Association prepares a budget for MAP Grant money which is presented at the Executive Meeting prior to the Annual General Meeting. This is based on the current MAP funding available and the number of events held the previous year. A portion of the funding is also put aside for an event that may arise during the fiscal year.
2. The applications will be reviewed by the MAP director and forwarded to the SDA Board MAP committee for approval. The applicant will be notified once the funding is approved by the SDA Board or SDA MAP review committee.
3. The MAP Director will do a preliminary review of applications to ensure all is in order with the applications, but should recommend the approval of applications to the SDA Board of Directors or SDA MAP review committee.
4. MAP grant funding will be paid out 100% after the event has been completed and appropriate follow-up reports have been received by the SDA.
5. If the funding is required prior to the event, a maximum of 75% of the approved grant amount will be distributed in advance. The remaining 25% will be dispersed after the SDA receives a completed MAP follow-up report.

FOLLOW UP REPORT

1. The MAP follow-up report must be submitted to the MAP director within 2 weeks of the event's completion. Once the report is submitted and reviewed, the MAP director will notify the Financial director to issue the cheque.
2. In all cases, all follow up reports must be received no later than the SDA fiscal year end which is June 30. If MAP follow-up reports are not received by June 30th of the year for which the MAP grant was approved, the applicant will receive no MAP funds for that year AND any MAP funds that were distributed in advance of an event will need to be returned to the SDA.

3. The follow up report must include documentation (receipts) to verify expenditures. The expenditures can take various forms but should at a minimum:
 - a. Indicate the name of recipient (person or business) of the funds.
 - b. Describe goods or services provided for payment.
 - c. Disclose the amount of the payment.
 - d. Include the date that the goods/services were purchased (within the MAP fiscal year).
 - e. 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)

NOTE: Legible copies of documents for financial accountability (i.e. Receipts, cancelled cheques with bank clearing stamp on back, invoices, expense claims, etc.) are acceptable.