**SASKATCHEWAN TAEKWON-DO FEDERATION INTERNATIONAL**

**MAP GRANT FUNDING - POLICY AND PROCEDURE**

# Purpose:

The purpose of this policy is to set forth the eligibility criteria, process and procedures that shall govern the disbursement of MAP funding to STFI affiliated clubs.

STFI recognizes that the purpose of the Membership Assistance Program (MAP) is to enable provincial sports governing bodies to allocate funds directly to its respective affiliated clubs throughout the province, as well as to increase the number of participants in sport and the quality of sport development in our communities. MAP funds are therefore to be used to support community and club-level sport development.

# Overview:

The Saskatchewan Taekwon-Do Federation International (STFI), is the Provincial Sport Governing Body (PSGB) for the art of Taekwon-Do as governed by the Canadian and International Taekwon-Do Federations.

STFI will continue to acknowledge and publicly recognize, at its competitions and on its website that the MAP support received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

STFI will communicate through its website and at monthly STFI meetings the MAP criteria to all eligible members.

# Eligibility:

# Who can Apply?

STFI , as the PSGB for ITF Taekwon-Do in Saskatchewan, will continue to ensure that it meets the Minister’s eligibility criteria for the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, and that it is therefore eligible for MAP funding.

All affiliated STFI clubs are eligible to apply for MAP funding, subject to the following criteria:

* the clubs must be in good standing with and recognized as a legitimate organization by STFI;
* individual members of affiliated clubs are not eligible to receive MAP funds, only eligible and affiliated clubs may do so;
* each club must submit, on an annual basis, an accurate list of registered members to STFI for review and approval;
* only affiliated clubs that have submitted a listing of all active members and have paid their membership fees to STFI will be eligible for MAP funding;
* only affiliated clubs registered as non-profit corporations are eligible to receive MAP funding;
* affiliated clubs must submit a copy of their annual financial statement on a yearly basis to be considered in good standing with STFI and therefore eligible for MAP funding.

# What are Eligible Expenditures?

Eligible expenditures for MAP funding include the purchase of any equipment that will be used for Taekwon-Do training purposes such as:

* Safety equipment (helmets, boots, gloves)
* Floor mats
* Equipment bags

MAP funding may also be used to offset the cost of part-time or seasonal staff expenses such as instructors for introductory programs.

 Expenditures within the following areas are ineligible for MAP support:

* 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 expenses, whether the grant comes from the Trust Fund or any other granting agency.
* cash prizes
* social events (barbeques, lunches, etc.)
* alcoholic beverages
* research projects or feasibility studies
* out of province travel
* any other expenditures deemed ineligible as defined by STFI or the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

# Process & Procedures

# Process

MAP is an annual program. The process timeline is as follows:

* January 31 – deadline for clubs to submit MAP Follow-up Report to STFI
* March 31 – deadline to spend MAP funding for previous year
* April 1 – STFI receives MAP funding from SaskSport via STI based on previous year’s membership
* May 1 – STFI sends notice of available MAP funds to each club based on previous year’s membership and copies of the MAP forms
* November 30 – deadline for clubs to submit application and spending plan for MAP funding to STFI
* December 31 – deadline for clubs to submit their annual membership list to STFI

Failure of a club to meet any of the above deadlines could result in that club losing its eligibility to the STFI MAP Program. That club’s MAP funds would then be dispersed amongst the remaining eligible clubs.

# Application Procedure:

In order to be eligible for MAP funding, each club must submit, on an annual basis, a complete list of its members by December 31.

Upon receipt of MAP funding from SaskSport, STFI will allocate the available funds to each club, based on its membership list for the previous year.

Each club will be notified by the Administrative Director of STFI as to the amount of funding to which they are entitled.

The Administrative Director will also send to each club a SaskSport MAP Application and Spending Plan. Refer to Appendix A.

The club must complete the Application and Spending Plan Form. This Form must include the description of project, project budget, and be signed by the President of that organization. Clubs must also include a cheque for the amount of their requested funding.

All Application and Spending Plan Forms and cheques must be submitted to STFI on or before November 30.

# Approval Process:

The MAP Application and Spending Plan Forms for each club will be reviewed and approved by the Administrative Director for STFI prior to any MAP funding disbursement.

Each member club must advise the Administrative Director of any MAP funding that they will not be using at the time they submit their Application and Spending Plan. The Board of Directors of STFI will determine how these funds are to be allocated amongst the other clubs.

Approval of the Application and Spending Plan and response to the applicant will occur within five (5) business days from receipt of complete application.

Approved projects and grant support must be within STFI’s fiscal year for which the grant funds were approved.

# Payment Process:

Once STFI has approved the Application and Spending Plan, a disbursement of 75% of the MAP entitlement will be paid to the club.

STFI will hold-back 25% of the approved MAP grant amount for each member club until the Follow-up Report has been submitted. The balance of the grant will be paid to the club once all follow-up information, including receipts to verify expenditures, has been received by the Administrative Director.

Should clubs submit their Follow-up Reports along with their Application and Spending Plans, then STFI will issue 100% of the club’s MAP entitlement.

#  Follow-up Process:

STFI clubs receiving MAP funding must complete and submit a MAP Follow-up Report. Follow-up reports are due to STFI by January 31 and must include the following:

* completed follow-up report signed by the appropriate club authority;
* documentation (receipts) to verify the expenditures;

Documentation can take various forms but should include at a minimum:

* name of recipient (person or business) of the funds
* description of goods or services provided for payment
* amount of payment
* date that the goods/services were purchased (must be within the MAP grant year
* 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).

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

If goods have been procured for the club through STFI, STFI will attach copies of the necessary documentation to the club’s Follow-up Report which are kept on file at the STFI office.