

Saskatchewan Archery Association Inc. Policies and Procedures

Approved by the SAA Board of Directors (September 2026)

MEMBERSHIP ASSISTANCE PROGRAM (MAP) GRANT

The MAP grant is funded through the Sport Section of the Sask Lotteries Trust Fund (Trust Fund).

PURPOSE OF MAP:

The Membership Assistance Program ("MAP") is intended to support members of the SAA with development and improvement of archery programs at clubs and communities in Saskatchewan. Additionally, MAP will support archers by providing greater access to facilities, competition and training. Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and is derived from proceeds of lottery ticket sales in Saskatchewan.

CONDITIONS:

Member organizations are required to acknowledge and publicly recognize that the MAP support received from the Sask Lotteries Trust Fund is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

- Sask Lotteries must be promoted and recognized within all communications and promotions developed. The Sask Lotteries logo, brand guidelines, key messages and promotional materials are available at www.sasklotteries.ca/funding-recognition

ELIGIBILITY:

- All clubs must be affiliated by December 31st of the current year to apply for MAP Grant. Please refer to the Club Affiliation Policy.
- All members of affiliated clubs applying for a MAP GRANT must be SAA members.
- Affiliated Clubs requesting MAP assistance must be able to provide some self-help toward the funding of the project.
- MAP funds may be used for facility rental, equipment purchase, targets and butt materials that must be replaced. Other eligible projects may include costs for hosting 'Introduction to Archery' clinics, Coaches Clinics and inter-club competitions.

ELIGIBLE EXPENDITURES:

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 and equity-deserving group programs (ex. facility rental, coach honorariums, marketing/promotions, sport equipment, etc.).
- New club development (Ex. facility rental, sport equipment, etc.).
- Club-level competitions or provincial championships (Ex. facility rental, medals, official's honorariums, mileage, etc.).
- Coaches and officials' development (Ex. clinics, technical materials, facilitator expenses, etc.).
- Coaches and official's expenses (Ex. mileage, accommodations, etc.)

INELIGIBLE EXPENDITURES:

- Capital expenditures - no support is available for construction, renovations, upgrading, maintenance or operating costs (ex. utilities and caretaker/janitor expenses) 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 SAA
- Other expenses that the Trust Fund or SAA may deem inappropriate

APPLICATION PROCESS:

DEADLINE FOR SUBMITTING MAP APPLICATION IS DECEMBER 31st.

- Applicants must submit a fully completed MAP Grant Application/Spending Plan and the SAA MAP Club Criteria form as part of their MAP application.
- Applications received after the deadline will not be considered for MAP funding that year.
- Applications must be submitted by email and should be sent to info@saskarchery.ca.

APPROVAL PROCESS:

- Final eligible MAP amounts for clubs will be determined by the SAA Board of Directors.
- In all cases, eligible amounts will be based on the total amount of MAP funds received by the SAA through the Lotteries Trust Fund, the total number of applications received and the previous year's reported numbers and club activities as outlined in the criteria for determining MAP eligible amounts. (See Section 8 below)
- Final eligible amounts will be determined by the SAA and communicated to applying clubs, after the application deadline date and no later than January 31st.
- All funds must be used for the purpose as outline in the approved Spending Plan

FOLLOW-UP PROCESS:

DEADLINE FOR SUBMISSION OF FOLLOW-UP REPORTS IS FEBRUARY 28th

Clubs that do not provide Follow-up Reports and receipts by the deadline date will be ineligible to receive MAP funding for that year. All Follow-Up Reports must include:

- A detailed project report on the appropriate Follow-Up Report form;
- All club activities for which MAP funds were used should be reported on the Follow-Up Report Form;
- Actual project costs with the receipts verifying expenditures must be included. **Receipts submitted for MAP funding must be dated with the previous SAA fiscal year of (May 1st to April 30th). For example, for a MAP application submitted on December 31, 2026, eligible receipts must be dated between May 1, 2025 to April 30, 2026.**
- Receipts 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 on the back).

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 SAA but should be maintained by the club submitting the MAP grant follow-up report.
- The president or chairperson of the club that received the funding assistance must sign the Follow-Up Report.
- MAP Follow-up Reports, including PDF copies of receipts (photos will not be accepted), must be submitted to the SAA by email to info@saskarchery.ca.

PAYMENT PROCESS:

- For approved grants, 100% of MAP funds will be paid to the club only after a completed Follow-up Report and appropriate receipts or documentation to verify expenses have been received and approved by the SAA.
- MAP Payments will be issued no later than April 30th, ~~if proper follow-up is received.~~
- If MAP projects are not completed or MAP funds are under-spent, additional MAP funds may be reallocated to clubs that exceeded their approved MAP amount, IF they can provide appropriate receipts to verify additional costs for approved projects.
- The SAA Board of Directors will make final determination on any reallocations to clubs.

CRITERIA FOR DETERMINING ELIGIBLE AMOUNTS FOR CLUBS

Determination of MAP eligible amounts will be based on previous year's membership numbers as reported by clubs on or before January 31st AND by the previous year's activities of members (eg. participation in events, attendance at Board meetings, attendance at AGM.)

If a club is newly affiliated with the SAA OR if a club did not affiliate in the year prior to applying for a MAP grant, eligible amounts will be calculated using BASE amount and points for Registered Members as registered with the SAA by December 31st of the year in which they are applying for the MAP Grant.

Eligible MAP amounts are determined as follows:

Base Amount:

- Clubs applying and approved for MAP funding will receive a minimum base amount of \$200.

Additionally, certified coaches and officials that belong to a club will determine further MAP allocations as follows:

Coaching Amount - Total number of certified club coaches registered under the National Coaching Certification Program as of December 31st. (Coincides with when club affiliations and membership fees are due.)

- 1 point for each Archery Foundations/Community Coach and/or Trained Instructor of Beginner Archers
- 2 points for each Certified Instructor of Beginner Archers
- 3 points for each Certified Instructor of Intermediate Archers
- 4 points for each Certified Competition Development

Officiating Amount - Total number of certified officials in each club as registered with the FCA as of December 31st

- 1 point for each Range Safety Officer and Club level judge
- 2 points for each Provincial level judge
- 3 points for each National level judge
- 4 points for each Continental level judge

REGISTERED MEMBERS

- 1 point for each member registered with the SAA.

PARTICIPATION

- 1 point for each member who attends the SAA AGM ~~or Board of Directors meetings.~~
- 1 point for each member who participates in the following events:
 - SAA JOP Championship
 - SAA Indoor Target Championship
 - SAA Outdoor Target Championship
 - SAA Field Championship
 - SAA 3D Indoor Championship
 - SAA 3D Outdoor Championship
 - Archery Canada Indoor Target Championship (Regionals)
 - Archery Canada Outdoor Target Championship
 - Archery Canada ~~Outdoor~~ Field Championship
 - Archery Canada Indoor 3D Championship
 - Archery Canada Outdoor 3D Championship

MAP GRANT ALLOCATION will be calculated as follows:

TOTAL AVAILABLE FUNDS multiplied by CLUB POINTS divided by SUM TOTAL POINTS of ALL CLUBS in Province that apply for MAP Grant.

Example: $\frac{\text{Total available funds} \times \text{club points}}{\text{Sum Total points}} = \frac{\$5,000 \times 50}{1,000} = \250.00