

# Saskatchewan Archery Association Inc. Policies and Procedures

Approved by the SAA Board of Directors (May 2025)

## MEMBERSHIP ASSISTANCE PROGRAM (MAP) GRANT

### 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.

### ELIGIBILITY:

- All members of affiliated clubs applying for a MAP GRANT must be members of the SAA. To be eligible to apply for MAP, affiliated clubs must submit all SAA club affiliation documents and fees to the SAA by December 31<sup>st</sup>, prior to the application deadline.
- All Affiliated Clubs must have Bylaws in place and forward a copy of their previous year's Annual General Meeting minutes with their Club affiliation applications to be eligible for MAP.
- 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.

The following types of expenditures or projects are ineligible for support:

- Any construction, upgrading, maintenance or operating costs of facilities (example utility bills);
- 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 Trust Fund or any other granting agency;
- Cash prizes;
- Social events (barbecues, lunches, etc.);
- Alcoholic beverages;
- Research projects or feasibility studies;
- Out-of-Province travel;
- Other expenses deemed as ineligible as identified by SAA.

### CLUB NOTIFICATION:

- All known archery clubs in the province as well as all affiliated clubs will be sent a letter informing them of MAP by **October 1<sup>st</sup>**.

Included in this correspondence will be:

- a MAP Application, Spending Plan & SAA MAP Club Criteria form;
- a MAP Follow-Up Report;
- a copy of the SAA MAP Policies, including criteria for determining the allocation of the funds to eligible clubs.

### APPLICATION PROCESS:

- Clubs applying for a MAP grant must submit a MAP Application, minutes from their most recent AGM & Spending Plan by the deadline date.

## **DEADLINE FOR SUBMITTING MAP APPLICATION, AGM MINUTES & SPENDING PLANS IS December 31<sup>st</sup>.**

- Clubs that submit a MAP Application & Spending Plan after the deadline date will not be considered for MAP funding in that year.
- MAP Applications may be submitted by email and should be sent to the MAP Grant Coordinator <https://saskarchery.ca/board-of-directors>, or [info@saskarchery.ca](mailto:info@saskarchery.ca)

### **APPROVAL PROCESS:**

- 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 MAP amounts for clubs will be approved by the SAA Board of Directors, and communicated to applying clubs, **no later than January 31<sup>st</sup>**.
- All funds must be used for the purpose outlined in the approved Spending Plan. Under extenuating circumstances, consideration may be given to approving changes to Spending Plans, if requested in writing with a new Spending Plan included.

**Receipts submitted** for MAP Funding must be dated within the **previous** SAA fiscal year (May 1<sup>st</sup> – April 30<sup>th</sup>).

### **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 30<sup>th</sup>, 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.

### **FOLLOW-UP PROCESS:**

## **DEADLINE FOR SUBMISSION OF FOLLOW-UP REPORTS IS February 28<sup>th</sup>**

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 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 copies of receipts) may be submitted to the SAA by email to Saskatchewan Archery Association Inc. Membership Assistance Program Contact Information Available at: <https://saskarchery.ca/board-of-directors>

## 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 31<sup>st</sup> 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 31<sup>st</sup>. (Coincides with when club affiliations and membership fees are due.)
- \$30.00 for each Certified Introduction to Archery
- \$50.00 for each Certified Instructor of Intermediate Archery
- \$60.00 for each Certified Competition Development

#### Officiating Amount:

- Total number of certified officials in each club as registered with AC as of December 31<sup>st</sup>
- \$20.00 for each certified official

#### Balance of Funds:

- After the calculation of Base/Coaches/Officials Amounts for applying clubs is completed, the balance of MAP funds still available will be allocated to applicants using the following distribution criteria:

## REGISTERED MEMBERS

- One point for each member registered with the SAA.

## PARTICIPATION

- One point for each member who participates in the following events:
  - Archery Canada Indoor Target Championship
  - SAA Indoor Target Championship
  - AC Outdoor Target Championship
  - SAA Outdoor Target Championship
  - AC Outdoor Field Championship

- SAA Outdoor Field Championship
- AC 3D Championship
- SAA 3D Outdoor Championship
- JOP Championship
- SAA 3D Indoor Championship
- One point for each member who attends the SAA AGM or Board of Directors meetings.

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

TOTAL CLUB MAP ALLOCATION = BASE + COACHES + OFFICIALS AMOUNT + BALANCE OF FUNDS ALLOCATION (calculated

#### Summary of Timelines for MAP Grants

- Clubs will be sent MAP Grant packages with estimated grant amounts (based on previous year's numbers) by July 31<sup>st</sup> of each year.
- Applications, AGM minutes & Spending Plans must be returned by December 31<sup>st</sup> each year.
- Approvals from SAA will be communicated, with eligible grant amounts by January 31<sup>st</sup> each year.
- Follow-Up Reports with receipts must be returned by February 28<sup>th</sup> each year.
- Cheques will be issued and sent out by April 30<sup>th</sup> each year.

This timetable must be met in order for SAA to meet all final MAP requirements by fiscal yearend, April 30<sup>th</sup>. MAP Grant Application and Follow up reports available online: <https://saskarchery.ca/map-grant>