

Saskatchewan Powerlifting Membership Assistance Program Policy

1.0 Background

Through SaskSport's Membership Assistance Program (MAP) Grant, Saskatchewan Powerlifting Association (SPA) will provide financial assistance to eligible Clubs.

Funding for MAP is provided through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, derived through the proceeds of lottery ticket sales throughout Saskatchewan.

2.0 Purpose

The MAP Grant is intended to support community and club-level sport development by providing access to facilities, training and competition.

3.0 Eligibility

Funding through the MAP Grant is only available to registered Clubs of the SPA that meet the requirements outlined in this policy.

Registered and Eligible Clubs will be notified of the MAP Grant provided by the SPA by October 15 of any year. The SPA will provide the following documentation:

- [MAP Application and Spending Plan](#)
- [MAP Follow Up Report](#)
- Current MAP policies - including eligibility criteria for determining MAP fund allocation
- Estimated MAP funding to the Club based on the previous years numbers as reported by the Club
- Current membership information for each Club used for determining eligibility and MAP funding allocation.

4.0 MAP Application Process

Clubs applying for MAP must submit the MAP Application and MAP Spending Plan within the MAP application window of October 15 to November 30. These dates are based on the SPA's fiscal year of Sept 1 to Aug 31, and allows the SPA and Clubs sufficient time to complete and review applications and follow up documentation.

Applications must be accompanied by the total number of SPA members in the Club, including coaches and officials, effective August 31st of that year (the close of the SPA fiscal year).

4.1 Approval Process

Final MAP allocation amounts for Clubs will be determined by the SPA Executive. The SPA Executive will determine the allocations based on the total amount of MAP funds received by the SPA through the Lotteries Trust Fund, the total number of applications received from Clubs, and the previous year's reported numbers and Club activities.

Clubs will receive notification of their eligible amounts determined by the SPA after the application deadline of November 30, and no later than January 15.

Clubs must provide detailed explanation of their intended use of MAP funds within the Spending Plan. All funds must be used for the purpose(s) outlined in the Clubs approved Spending Plan. Changes to the Spending Plan will only be considered under exceptional circumstances. The Spending Plan must provide a timeline for the expenses expected to be claimed by the Club.

Eligible expenses for MAP funds must be dated within the SPA fiscal year (Sept 1 - Aug 31) for which they are approved.

4.1.1 Eligible Expenses

- Equipment purchase
- Introductory clinics
- Coaching clinics
- Officiating clinics
- Meet hosting costs
- In province travel to SPA sanctioned competitions

4.1.2 Ineligible Expenses

- Construction, maintenance or operating costs of facilities
- Cash prizes
- Social events (bbq's, lunches, etc.)
- Alcoholic beverages
- Research projects or feasibility studies
- Out of province travel
- Provincial team expenses
- Expenditures for which other grant dollars have been used. Two different grant sources cannot be used to pay the same dollar expense, whether the grant comes from the SaskLotteries Trust Fund or any other granting agency
- Other expenses deemed ineligible by the SPA

4.2 Payment Process

For approved MAP funding grants, 100% of MAP funds will be paid after the MAP Follow-Up Report has been completed and submitted by the Club with appropriate documentation and receipts to verify that submitted expenses follow the approved Spending Plan and the MAP Policy.

The MAP Follow-Up Reports can be submitted at any time once the MAP grant project has been completed, but no later than August 15. For projects completed earlier in the year, it is recommended that the MAP Follow-Up Reports are submitted ASAP after project completion.

Once the MAP Follow-Up Report has been approved by the SPA, MAP payments will be issued no later than 6 weeks from the approval date.

4.3 Follow Up Process

Clubs that do not submit Follow-Up Reports and associated documentation by the submission deadline (August 15), will be ineligible to receive MAP funding for that year.

The Follow-Up Report must include:

- A detailed project report
- All Club activities for which MAP funds will be used
- Actual project costs will accompanying receipts verifying expenses
 - Receipts to verify expenses may take various forms, but should at a minimum:
 - Indicate the name of the recipient (person or business) of the funds
 - Describe the goods or services provided/received for payment
 - Disclose the amount of the payment
 - Include the date the goods or services were purchased (must be within the current approved MAP grant year)
 - Include third party verification (supplier logo/contact information on an invoice, signature of the recipient for an expense claim, etc.)
- The President/Chairperson/Administrator of the Club receiving the MAP grant must sign the Follow-Up Report.

5.0 Criteria for Determining Eligible Amounts for Clubs

Determination of the MAP-eligible amounts will be based on the membership numbers as recorded by the SPA as of August 31, and will be distributed based on the details below.

Clubs will be provided with membership numbers by September 15th, and will have until September 30th to dispute membership numbers provided by the SPA.

Funding will be distributed to Clubs based on a points system determined based on the criteria below:

Points per member: 1

Points per CANPL Certified Coach: 3

Points per SPA Certified Referee: 2

Clubs located in under-represented districts (districts that have less than 15 registered members as of August 31) will receive a bonus multiplier of 1.5x for all of their points to try to assist growth in those districts.

In situations where a member is a member(athlete), CANPL Certified Coach, and/or SPA Referee, they will be counted once per category for this calculation.

Funding will be distributed based on the percentage of points the Club has compared to other Clubs that applied, up to a maximum of the full project value. If MAP Funds are left over after the initial application deadline, additional MAP funds will be reallocated to Clubs which exceeded their approved MAP amount, again based on the above criteria, but removing the clubs who received full project funding. All payment of funds will be pending submission of receipts and appropriate Follow-Up Reports verifying additional costs for approved projects.

In the event that there is remaining funding after the reallocation process or by August 15th if Clubs do not submit their required documents, the remaining MAP funds will be distributed to the Club hosting the upcoming Provincial Championship for expenses incurred for Provincials prior to Aug 31, at the discretion of the SPA Executive.

[Example of Funding Distribution Calculation](#)

6.0 Club Membership Program Requirements

The purpose of the SPA Club Membership Program is to establish ties between the SPA and local powerlifting organizations to grow the sport of powerlifting in Saskatchewan. The Club Program helps the SPA identify programs that provide a high quality training environment and experience by certifying and promoting those that meet the program's standards.

To be recognized as a Club with the SPA that is eligible for MAP funding, the Club must meet or exceed the following criteria each year (SPA fiscal year of Sept 1 - Aug 31). The SPA has the sole and absolute right to revoke the status of a Club at any time and for any reason without penalty.

6.1 Membership Program Requirements

- Have a minimum of 5 members registered with the SPA under their club

- All members must be in good standing with the SPA
- Clubs must have a head coach
- Club head coaches must be members in good standing of the SPA
- Have at least 1 CANPL Level 1 certified coach within 1 year of seeking SPA Club status
- Have at least 1 SPA Provincial referee within 1 year of seeking SPA Club status
- Complete the SPA Club annual administrative requirements

6.2 Administration

The Club must complete the SPA Club Registration Form and submit the form to the SPA Executive each year prior to applying for MAP funding. A registration fee of \$100 is required along with the form.

The Club must adhere to all SPA Policies, Procedures and Bylaws to maintain Club status and eligibility.