

POLICIES AND PROCEDURES FOR APPLYING FOR MEMBERSHIP ASSISTANCE PROGRAM (MAP) FUNDS FROM THE SASKATCHEWAN SKEET SHOOTING CORPORATION

- 1. The purpose of these funds is to develop more and better athletes by providing a greater access to facilities, competition, coaching and training. They are to be used to support community and club level sport development.**
- 2. Skeet Shooting, as a Provincial Sport, receives MAP funding through the Saskatchewan Lotteries Trust Fund. These funds are derived from the sale of lottery tickets in Saskatchewan and are available for member skeet clubs to apply for through the Saskatchewan Skeet Shooting Corporation.**

Projects are approved based on merit. Of prime consideration will be:

- Development of new shooting facilities where none now exist.**
- Development and recruitment of new shooters.**
- Development and recruitment of new coaches.**
- Support for hosting competitions that will involve shooters from at least three Provinces.**

- 3. The following are not eligible expenses and will not be funded through the MAP Program:**
 - Construction of capital facilities and payment of wages for the construction.**
 - Expenditures for which other grant dollars have been used. Two different grants cannot be used to pay the same dollar expense.**
 - Cash prizes.**
 - Social events (barbecues, lunches, etc).**
 - Alcoholic beverages.**
 - Research or feasibility studies.**
 - Out of Province travel.**
 - Provincial team expenses.**
 - Other expenses deemed as ineligible by the Saskatchewan Skeet Shooting Corp.**
- 4. Applications are available from the Saskatchewan Skeet Shooting Corp. A application for MAP funding must be received by the Saskatchewan Skeet Shooting Corp by September 1 to be considered for funding in the current fiscal year. A follow-up report must be submitted to the Saskatchewan Skeet Shooting Corp. by October 15 to receive consideration for funding.**
- 5. Applications can be submitted by any gun club who is a member of good standing and has paid their annual membership dues to the Saskatchewan Skeet Shooting Corp.**
- 6. Applications must include detailed spending plans outlining the project description and budgeted amount. The application requires the date of application and a signature of the applicant.**
- 7. Projects are reviewed and approved by the Directors of the Saskatchewan Skeet Shooting Corp. The Saskatchewan Skeet Shooting Corp. will advise the club of the approval or rejection of the application, the process for initiating an approved project, guidelines for being reimbursed for allowable expenditures**

- 8. Clubs with approved projects are required to sign a MAP agreement with the Saskatchewan Skeet Shooting Corp. This agreement covers items such as future membership requirements and continued use of the equipment.**
- 9. Projects will be reimbursed only after they have been completed and follow-up reports have been received. Follow up reports must complete with receipts, a full description of the program and a signature by the applicant.**
- 10. A follow-up report must be submitted to Saskatchewan Skeet with original receipts within 30 days of completion of the project or event and no later than October 15.**
- 11. Documentation (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 and services provided for payment.**
 - Disclose the amount of payment.**
 - Include the date that the goods/services were purchased.**
 - Include third party verification (original supplier bill with logo)****
- 12. The club must acknowledge assistance by Saskatchewan Lotteries on all correspondence referring to their MAP project or event.**

Revised October 15, 2020