

M.A.P. SUPPORT DOCUMENTATION

SASKATCHEWAN BATON TWIRLING ASSOCIATION

POLICIES AND PROCEDURES FOR DISPERSING MAP FUNDS TO AFFILATED MEMBERS

1. PURPOSE

The intention of Membership Assistance Program (MAP) is to provide financial support to our affiliated membership so that they may operate programs that will promote membership in their clubs. The grant is made available to the SBTA with the assistance of Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, which derives proceeds from the sale of lottery tickets in Saskatchewan.

The SBTA Board of Directors will review all grant requests and recommend approval.

2. ELIGIBILITY

Clubs that are in good standing with the Saskatchewan Baton Twirling Association are eligible to apply for funding.

Special consideration may be given to an organization that may need assistance in the formation of a new club that are committed to becoming members of the Saskatchewan Baton Twirling Association.

3. APPLICATION POLICIES AND PROCEDURES

- a. Membership Assistance Program funds are dispersed according to membership numbers, please send membership applications to:

Saskatchewan Baton Twirling Association
510 Cynthia St.
Saskatoon, Sask.
S7K 7L7
Attn: Sport Coordinator

- b. The deadline for application is Nov. 30 of each year.
- c. Late or improperly completed forms will be returned to the applicant.
- d. Each club requiring MAP assistance should be able to provide some self-help.
- e. The most common use of MAP funds will be for, but not limited to gym rental.
- f. Capital expenditures such as construction, upgrading, maintenance, full time wages, cash prizes and social events (barbecues, lunches, etc.) are not eligible expenditures for MAP funds.

- g. Each club must submit a follow up report along with receipts to show how they used the Map funds. The follow up report shall be submitted to the SBTA Office by Oct. 15 of each year and should be signed by the club president.
- h. Members are required to acknowledge and publicly recognize that the support received from the Sask Lotteries Trust Fund is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

4. PAYMENT OF GRANTS

- a. Clubs will be notified of MAP allotments shortly after the deadline date. MAP disbursements will be made after membership numbers have been confirmed and agreed to by clubs and the Board of Directors.
- b. A follow up report must be completed and sent to the SBTA Office no later than Oct. 15 of each year. It must be signed by the president of the club and be **accompanied by receipts**.
- c. Map funds approved by SBTA will be paid to your club, with the understanding that they will be used most commonly for but not limited to gym rental.