Saskatchewan Baton Twirling Association
Membership Assistance Program (MAP) Policy

1. PURPOSE

The intention of the Membership Assistance Program (MAP) is to provide financial support to our affiliated membership so that they may support community and club level sport development. The grant is made available to the SBTA from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation which is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

The SBTA Board of Directors will review grant requests and approve funding annually at the AGM.

MAP Application and Follow-up forms are available on the SBTA website at www.saskbaton.com

2. ELIGIBILITY

All Full-voting clubs that are in good standing with the SBTA are eligible to apply for MAP funding.

3. APPLICATION PROCEDURE

a) The deadline for MAP applications is October 15th of each year.
b) Incomplete forms will be returned to the applicant.
c) MAP funding is calculated according to confirmed membership numbers.
d) Each full voting club is required to provide a detailed spending plan and also amounts in the self help category.
e) Clubs are to acknowledge and publicly recognize that MAP funding is derived from the proceeds of the sale of lottery tickets in Saskatchewan.

MAP funds are to be used to support community and club-level sport development. Funding is most commonly used for but not limited to gym rental expenses.
Therefore, expenditures within the following areas are ineligible for support:

- Any construction, upgrading, maintenance or operating costs of facilities.
- Expenditures for which other grant dollars have been used from any other agency.
- Cash prizes or alcoholic beverages.
- Social events (barbeques, lunches, etc.).
- Research projects or feasibility studies.
- Out of Province travel.
- Provincial or University CIS team expenses.

MAP applications are to be sent to:

SBTA
510 Cynthia Street
Saskatoon, SK S7L 7K7

4. FOLLOW-UP PROCEDURE

a) Each club having received MAP funding must complete a follow-up form.
b) Deadline for the submission of the follow-up form is August 1st of each year.
c) Incomplete forms will be returned to the applicant.
d) Copies of the club's AGM and corporation documents must accompany the submission.
e) Receipts to verify expenses reported must accompany the submission.

5. PAYMENT PROCEDURE

a) Payments of MAP funding must take place within the SBTA's fiscal year for which the grant funds were approved. Retroactive or pre-funding for projects that take place outside of the fiscal year is not permitted.
b) Successful applicants will receive 75% of their MAP funding after the application has been approved at the SBTA AGM. The SBTA is required to retain a 25% holdback of approved funding. Once the follow-up report has been received on or before the August 1st deadline each year the 25% balance shall be released.
c) Payments will be made directly from the SBTA to the Club.
d) Any unused or unaccounted for (ie; no receipts) MAP funds will require a grant return to the SBTA prior to August 31st.