

Football Foundation Small Grants Scheme

Application Form

For internal use
U.R.N:



Football Foundation
football's biggest supporter

Grant Aid Process

Application pack to applicant



Completed application and supporting documentation submitted to the Foundation



Acknowledgement letter sent to applicant



Initial assessment undertaken



Any points of clarification or need for further information addressed



Assessment undertaken and comments sought



Application approved/declined and letter sent to applicant



Any terms and conditions of offer to be met prior to first payment being released



Successful project commences



Applicant draws down funding

Introduction

Aim of the scheme

To introduce new activity which aims to increase participation and provide training for volunteers to support grassroots football.

Grant ceiling

Funding of up to £9,000 is available for projects costing up to £10,000. Percentage support varies, but will not exceed 90% of the total project cost.

Who can apply?

Applications are welcomed from community groups, youth clubs, football clubs and education establishments. The Foundation also seeks to encourage applications from groups whose income is less than £15,000 per annum.

Who cannot apply?

Individuals and profit making organisations are ineligible to apply.

What we look for

Applicants should...

- comply with the aims of the scheme, clearly stating what the objectives are and how they are going to achieve them
- ensure that all costs within the application relate to new activity
- identify partnership funding
- provide all appropriate supporting documentation
- demonstrate partnership working. This is encouraged so that projects do not work in isolation but link to other initiatives where appropriate
- demonstrate how the project will continue after Foundation funding ceases

We fund

- training courses
- facility hire
- hire of FA qualified coaches
- hire of qualified/affiliated referees
- travel expenses
- recruitment events
- first aid kits

We do not fund

- groups which have received Foundation funding in the last 3 years (with the exception of Junior Kit Scheme and Capital projects under £10,000)
- projects with a total cost exceeding £10,000
- retrospective or existing work
- curriculum time activity
- education resources – i.e videos/workshops/exhibitions
- permanent employment of Officers (posts)
- purchase of/contribution to mini buses
- capital improvements (including goal posts)
- IT equipment
- applications which have the sole aim of achieving FA Charter Standard
- travel costs to watch matches
- projects based on performance and excellence
- insurance, registration, consultant fees or administration costs
- mixed football aged 11+
- end of season presentations, trophies etc
- annual or one-off events that do not lead to regular activity
- overseas travel and expenses

Guidance and advice

The completed application form should be sent to the Community Scheme Co-ordinator – Small Grants Scheme, Football Foundation, 25 Soho Square, London, W1D 4FF.

Working up an application on your own can be daunting. For further information and pre-application advice, applicants may wish to make contact with their Local County Football Association. County FA details can be found on The FA website www.thefa.com, or by calling the Foundation helpline on 0800 0277766.

Section A - Group Details

Group name:

Name of project:

Name of person in charge of group e.g. Chair/Secretary:

Mr/Mrs/Miss/Ms/Dr:

First name:

Surname:

Position:

Group address:

Postcode:

Main contact name (of person responsible for the project)

Mr/Mrs/Miss/Ms/Dr:

First name:

Surname:

Position in organisation:

Address of contact (if different from above):

Postcode:

Daytime telephone number:

Evening telephone number:

Mobile phone number:

Fax number:

Email address:

Website address:

Questions for schools only:

DfES number:

LEA:

What type of school are you? e.g. Primary, Secondary, Sports College, etc

Question A1 – What type of group are you?

Community Group (e.g. Youth Club)

Education Establishment

Football Club

Parish Council/Town Council

District/Schools FA

Sports Association League

Charity

Charity number:

Other (please state)

Section A - Group Details

Question A2 – What date was your group formed?

Please enclose a copy of your constitution/set of rules

A constitution normally includes:

- a group's name, aims and objectives
- details of how it achieves those objectives
- details of how its governing body is elected or appointed
- details of how people can join the group
- details of what will happen to the assets if the group folds
- the date when the constitution was adopted on behalf of the group
- the signature of the Chair, Secretary or senior person.

Your group might not have a constitution, but it may have a set of rules which includes the information above. Your constitution or rules will allow us to check that your group is set up to benefit the community.

A constitution is not applicable to statutory authorities or state funded education establishments.

If you are a new group, your committee must draw up and adopt a constitution or set of rules before you apply. Your County FA can help you achieve this. County FA details can be found on The FA website www.thefa.com, or by calling the Foundation helpline on 0800 0277766.

Question A3 – FA Charter Standard

FA Charter Standard is an accreditation scheme for clubs, schools and holiday coaching course providers who meet a set of agreed quality standards. The scheme has been designed to raise the quality and safety of football provision and to reward best practice. Where applicable, the Foundation requires all football applicants to make a commitment to work towards FA Charter Standard within 12 months of receiving a Foundation award.

For further information on attaining FA Charter Standard please contact your County FA. County FA details can be found on The FA website www.thefa.com, or by calling the Foundation helpline on 0800 0277766.

Has your group achieved FA Charter Standard?

Yes No

If yes, state when you received the standard, and to what level:

Date: Level:

Please enclose a copy of the certificate

If no, are you working towards FA Charter Standard?

Yes No

If yes, state the expected completion date and the intended level:

Date: Level:

If no, do you agree to work towards FA Charter Standard within 12 months?

Yes No

If no, or your group is unable to apply for FA Charter Standard, please explain why:

Section A - Group Details

Question A4 – Does your group have...

a child protection policy? Yes No

If your group works with young people under the age of 18 and does not have child protection policies and procedures, you will need to ensure they are put in place before submitting an application. For help in this area please contact The FA Child Protection enquiry line on 020 7745 4909.

If yes, please state name and contact number of your Child Protection Officer

Name:

Contact number:

an equal opportunities policy? Yes No

an open membership policy? Yes No

If yes to the above, please enclose a copy of your policies and procedures

If no to any of the above, please provide details as to why:

Question A5 – Is your group affiliated to...

a County Football Association? Yes No

the English Schools Football Association (ESFA)? Yes No

If yes, state your County FA:

or ESFA affiliation number:

The Foundation encourages all clubs to affiliate to The FA where appropriate. For details of how to affiliate, schools should contact the English Schools FA on 01785 251142 and clubs should contact their local County FA. County FA details can be found on The FA website www.thefa.com or by calling the Football Foundation helpline on 0800 027766.

Question A6 – Has your group previously applied to the Foundation for funding?

Yes No

If yes, please provide details and reference number:

Date: Amount: Reference number:

Question A7 – Do you have an application with the Foundation currently under consideration?

Yes No

If yes, please provide details and reference number:

Reference number:

Section A - Group Details

Question A8 – If you have received pre-application advice or discussed this application with any other organisation, please let us know who you have spoken to:

Name	Organisation	Contact number	Nature of advice

Question A9 – If applicable, please confirm how long your group has been delivering football activity:

Question A10 – If applicable, please outline what existing regular football activity is already provided by your group:

Activity	User group	Activity frequency
<i>e.g. Coaching</i>	<i>Under 10 girls</i>	<i>Once a week</i>

Additional information

Question A11 – If applicable, please indicate the average number of people per week benefiting from the existing activity:

User group	Average attendance per week
Adult males	
16 – 18 year old boys (youth)	
11 – 16 year old boys (junior)	
6 – 10 year old boys (Mini-Soccer)	
Disabled males	
Adult females	
16 – 18 year old girls (youth)	
11 – 16 year old girls (junior)	
6 – 10 year old girls (Mini-Soccer)	
Disabled females	
Total	

Section A - Group Details

Question A12 – If applicable, please provide the number of Football Association qualified coaches who are currently working with the users:

Qualification	Male	Female
<i>e.g. TOP Sport Football Course</i>		
TOP Sport (generic course)		
TOP Sport Football Course		
FA Teaching Certificate Key Stage 2		
FA Teaching Certificate Key Stage 3 & 4		
1st for Sport Level 1 Certificate in coaching football		
Junior Football Organisers		
FA Mini - Soccer Match Day Skills		
FA Coaching Level 1 (Club Coach)		
FA Coaching Level 2		
FA Coaching Level 3		
FA Coaching Disabled Footballers Level 1		
Goalkeeping		
Other		
Total		

Question A13 – If applicable, please indicate in percentage terms, the profile (best reflecting ethnic origin) of your existing users:

White	%	Black or Black British	%
British		Caribbean	
Irish		African	
Other		Other Black	
Mixed		Chinese and other ethnic groups	
White and Black Caribbean		Chinese	
White and Black African		Other, please specify below	
White and Asian			
Other			
Asian and Asian British			
Indian			
Pakistani			
Bangladeshi			
Other Asian			

Section B - Project Description

Question B1 – Please briefly outline the aim of the project:

Question B2 – Why is your project required?

Question B3 – Please complete the following development plan:

Year 1			
Project objective	How will objective be achieved?	Who will be responsible for delivering objective?	Proposed timescale for meeting objective
<i>e.g. to train two volunteers to Level One</i>	<i>send volunteers on Level One training course</i>	<i>Club secretary</i>	<i>6 months</i>
Year 2			
Project objective	How will objective be achieved?	Who will be responsible for delivering objective?	Proposed timescale for meeting objective
Year 3			
Project objective	How will objective be achieved?	Who will be responsible for delivering objective?	Proposed timescale for meeting objective

Section B - Project Description

Question B7 – Please give the full address of the site(s) where the project is going to be delivered:

If the site has no postal address you can check its location on www.streetmap.co.uk. After accessing the site, enter the nearest street name or postcode for a visual map. Once your site has been located on the map, click on it to highlight it with the arrow. Beneath the map you have the option 'click here to convert/measure coordinates' select this option for an accurate postcode.

Name of site 1:	Address:
	Postcode:
Name of site 2:	Address:
	Postcode:
Name of site 3:	Address:
	Postcode:
Name of site 4:	Address:
	Postcode:

Question B8 – How will you ensure the project's continuation once the Foundation's funding is complete?

Please note, should you be successful in securing Foundation funding you will be unable to request further grant aid for the same project.

Section B - Project Description

Question B9 – Please provide contact details of the person responsible for monitoring and evaluating the project

All awarded applicants are required to complete a project monitoring and evaluation form every six months.

Monitoring and evaluation is an important condition of grant aid and it is compulsory that you collect and provide this information, and failure to do so without good reason may result in the grant being reclaimed.

We monitor and evaluate each project to ensure that:

- grants are providing value for money
- projects are delivering the benefits identified in the original application
- we learn from the experience of all projects

Further information on monitoring and evaluation is available at www.footballfoundation.org.uk or by calling the Foundation helpline on 0800 0277766.

Mr/Mrs/Miss/Ms/Dr:

First name:

Surname:

Position:

Contact number:

Email address:

Section C - Financial

Question C1 – Is the group VAT registered?

Yes No

If yes, state your VAT number:

If your group is registered for VAT, all costs should be shown exclusive of VAT. If the group is not registered for VAT, this will be considered as part of the eligible project cost. Should the group subsequently become registered for VAT and thus be able to reclaim that element of the expenditure, the grant aid portion of that reclaimed tax must be repaid to the Foundation.

Please give the group's bank account name:

Please provide a copy of the group's income and expenditure for the last 12 months (education establishments exempt)

Question C2 – Please set out below the budget summary for your project:

A maximum 3 year budget is shown below. You should only fill in the appropriate columns for the number of years that funding is required.

Expenditure details	Year 1	Year 2	Year 3	Total
training courses				
hire of FA qualified coaches				
hire of qualified/affiliated referees				
facility hire				
travel expenses				
recruitment events				
first aid kits				
others (please list)				
Total expenditure (Fig A) cannot exceed £10,000				(Fig A)

Where applicable, please provide a detailed breakdown of costs

e.g. coach hire – £15 per hour x 1.5 hours a week x 30 weeks. 2 x FA Level One courses at £75.00

Section C - Financial

Question C3 – Please set out details of how the minimum 10% partnership funding for this project will be covered:

Please indicate whether the funding has been confirmed or applied for. We will require written confirmation of all partnership funding.

Please provide any letters of confirmation you already have

Please note that ‘in kind’ contributions will not be considered.

Applicant/group	Confirmed	Applied for	Year 1	Year 2	Year 3	Total
Other (please list)						
Total						(Fig B)

Question C4 – Please set out the grant required:

Total expenditure* (*not exceeding £10,000)	(Fig A)	= £	
Total funding/income	(Fig B)	= £	
Total grant required (Total expenditure – total income. This should not exceed £9,000)	(Fig A - Fig B)	= £	(Fig C)
Grant percentage of the total project cost (Total grant required ÷ total cost x 100 = %)	(Fig C ÷ Fig A x 100) =		%

Section C - Declaration

The declaration should be signed by the person completing the application form and by one of the following:

- Chair
- Secretary
- Treasurer

We have read this application under the Foundation's small grants scheme and confirm the accuracy of the information it contains.

We understand that any grant awarded is conditional on the applicant agreeing to the terms and conditions issued with a successful grant offer.

We understand that all grant offers are solely at the discretion of the Foundation.

We understand that retrospective applications are not eligible for support and that the Foundation will automatically reject grant applications for work started before the project is approved, unless prior written permission has been secured.

This application is made on the understanding that the Football Foundation may disclose any information and documents supplied by or about us to its funding partners and other relevant third parties.

Name:	Signature:
Position:	Date:

Name:	Signature:
Position:	Date:



FootballFoundation

football's biggest supporter

**If you have any queries regarding this application
please call the Foundation helpline on 0800 0277766**

www.footballfoundation.org.uk

Registered Charity number 1079309
Registered in England and Wales

funding partners

