

COMMUNITY PROJECTS

Football Foundation Community funding

supports community and education

programmes through participation in sport

Application Form



FootballFoundation
football's biggest supporter

The guidance notes are designed to help you complete the application form. Please refer to the relevant notes when completing each question. For easy reference, the guidance notes are on the opposite page to the questions.

INTRODUCTION

- The Foundation seeks to use football's role as a positive force in society, to improve social inclusion and to raise educational standards.
- The community grants are available to support community and education programmes. These may include community coaching schemes, social inclusion projects and study support centres.
- The community grants encourage applications to include innovative but achievable proposals.
- The Foundation is keen to receive applications from the top 20% of the most deprived wards in England as identified in the Department for Transport, Local Government and the Regions (DTLR) Indices of Multiple Deprivation 2000.
- An organisation can apply for community funding of up to £250,000 per project over a period of five years. The percentage level of support is variable but will not exceed 90%. Ceiling grants will only be awarded in exceptional circumstances. The average grant awarded to date is 65% and applicants must be able to demonstrate that all sources of funding have been exhausted.
- **There are two levels of community grant – up to £5,000 and £5,000 to £250,000.** The checklist on pages 23 and 24 states the criteria and information required for the different level of grants.

The aims of community and education funding are to:

- Increase participation and volunteering in sport by people with disabilities, black and ethnic communities, people on a low income and women and girls.
- Create more inclusive communities who play sport together and encourage and support local teams at the grass roots.
- Encourage the adoption of healthy lifestyles and to contribute to improving the well being and quality of life of people of all ages and abilities.
- Assist young people and particularly those from disadvantaged backgrounds to increase their education attainments and raise personal aspirations.
- Ensure that young people participating in sport do so in a safe and secure environment.
- Share ideas, research and identify best practice from schemes to enable more people to participate in sport in the community.

A checklist list is provided on pages 23 and 24. This list shows the information and criteria required for the two levels of community grant available. **Look at the checklist** to ensure that your organisation meets all the requirements that are needed for a grant application.

All correspondence will be sent to the contact name and address and not the address of the organisation (if different).

SECTION A – ORGANISATION PROFILE

Organisation name:

Name of project:

Registered address (of organisation):

Postcode:

Main contact name:
(Mr/Mrs/Miss/Ms/Dr)

Position in organisation:

Address of contact:
(if different from above)

Postcode:

Daytime telephone number:

Evening telephone number:

Fax number:

Email address:

SECTION A – GUIDANCE NOTES

A template constitution can be found in the general guidance notes.



QUESTION A – ORGANISATION DETAILS.

This section collects current data from your organisation before your project starts. If the setting up of your organisation depends on funding from the Football Foundation please complete the relevant sections.

Constitution

A constitution normally includes:

- an organisation'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 organisation
- details of what will happen to the assets if the organisation folds
- the date when the constitution was adopted on behalf of the organisation
- the signature of your Chair, or other senior office holder.

Your organisation 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 organisation is set up to benefit the community.

If you are a new organisation your committee should draw up and adopt a constitution or set of rules before you apply.

A copy of your constitution must be enclosed with your application.

QUESTION B – PARTICIPATION/INVOLVEMENT.

Insert the number of people who are involved with the organisation in the appropriate age bracket. Coaches and officials should be noted in the coaches/officials section and not double counted in the adult male/female section.

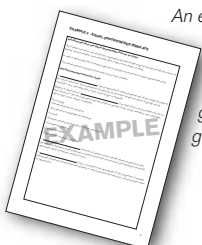
An open membership policy means that your organisation is accessible to all individuals and is not restricted in any way.

QUESTION C – ETHNICITY BREAKDOWN.

Insert the number of people who are currently members of/involvement with the organisation in the appropriate box which best reflects their ethnic origin.

A copy of The FA Child Protection Policy and guidelines can be obtained from The FA. Contact details are listed in the general guidance notes.

An exemplar equal opportunities policy can be found in the general guidance notes.



QUESTION D – CHILD PROTECTION AND EQUAL OPPORTUNITIES.

If your organisation caters for under 18 year olds you must meet minimum guidelines for the protection of children. If your organisation is affiliated to The FA you must provide evidence that you have adopted The FA Child Protection Policy, procedures and practices. If your organisation is not affiliated to The FA, you must satisfy the Football Foundation that your procedures for child protection are appropriate including relevant trained personnel. A copy of your policy must be enclosed with your application.

You must have adopted and implemented an equal opportunities policy. A copy of your policy must be enclosed with your application.

SECTION A – ORGANISATION PROFILE

continued

QUESTION A – ORGANISATION DETAILS.

What type of organisation are you? (please tick)

Charity <i>Charity no:</i>	<input type="text"/>	Football in the Community Scheme	<input type="checkbox"/>
Local Authority/LEA	<input type="checkbox"/>	Football Club	<input type="checkbox"/>
Borough Council	<input type="checkbox"/>	Sports Association	<input type="checkbox"/>
District Council	<input type="checkbox"/>	Sports centre	<input type="checkbox"/>
Metropolitan Borough Council	<input type="checkbox"/>	League	<input type="checkbox"/>
Parish/Town Council	<input type="checkbox"/>	District/County Schools Football Association	<input type="checkbox"/>
Trust	<input type="checkbox"/>	School/Further/Higher Education Establishment	<input type="checkbox"/>
Community Organisation (e.g. Youth club)	<input type="checkbox"/>	Other (please state) <input type="text"/>	

How long has your organisation been in existence?

Do you have a constitution?

(not applicable to statutory authorities or state funded education establishments).

Please circle	Yes	No	N/A
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QUESTION B – PARTICIPATION/INVOLVEMENT.

How many people are involved in your organisation? (insert number)

6 – 10 year old boys	<input type="text"/>	6 – 10 year old girls	<input type="text"/>
11 – 16 year old boys	<input type="text"/>	11 – 16 year old girls	<input type="text"/>
Adult males	<input type="text"/>	Adult females	<input type="text"/>
Disability males	<input type="text"/>	Disability females	<input type="text"/>
Coach males	<input type="text"/>	Coach females	<input type="text"/>
Referee/official males	<input type="text"/>	Referee/official females	<input type="text"/>

Do you have an open membership policy?

Please circle	Yes	No
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If no: please explain why

QUESTION C – ETHNICITY BREAKDOWN.

Number of people involved in your organisation best reflecting ethnic origin.

White:	British	<input type="text"/>	Irish	<input type="text"/>	Other	<input type="text"/>
Mixed:	White & Black Caribbean	<input type="text"/>	White & Black African	<input type="text"/>	White & Asian	<input type="text"/>
Asian and Asian British:	Indian	<input type="text"/>	Pakistani	<input type="text"/>	Bangladeshi	<input type="text"/>
Black or Black British:	Caribbean	<input type="text"/>	African	<input type="text"/>	Other Black	<input type="text"/>
Chinese or other ethnic group:	Chinese	<input type="text"/>	Other Ethnic Group	<input type="text"/>	Other Asian	<input type="text"/>

QUESTION D – CHILD PROTECTION AND EQUAL OPPORTUNITIES.

Does your organisation have a child protection policy?

(if appropriate)

Please circle	Yes	No	N/A
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Does your organisation have child protection

procedures and practices in place? (if appropriate)

Please circle	Yes	No	N/A
---------------	------------	-----------	------------

Does your organisation have and implement an

equal opportunities policy?

Please circle	Yes	No
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SECTION A – GUIDANCE NOTES

continued

QUESTION E – PARTNERSHIPS.

If your organisation has an agreement or relationship with another organisation, tick the appropriate box. For example, a Football in the Community Scheme may have an existing link with a cluster of local schools.

Affiliation to The FA

The Foundation encourages all clubs to affiliate to The FA where appropriate. For details of how to affiliate, contact the appropriate County FA. A list is set out on page 10 of the general guidance notes.

FA Charter Standard

The 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 reward best practice. The Foundation require all football applicants to make a commitment to achieve the Charter Standard within 12 months of receipt of a Foundation award.

If you have or are working towards The FA Charter Standard you should note the award date or proposed completion date along with the level of standard achieved, e.g. Charter Standard, Development Club or Community Club.

For further information on The FA Charter Standard, please contact The FA.

QUESTION G

We would be interested in knowing whom you have consulted about your application. Please refer to page 10 in the general guidance notes.

CASE STUDY

Lambeth Summer Projects Trust – Grant £10,000

The £10,000 award will enable the Lambeth Summer Projects Trust, in conjunction with Lambeth Police, to provide a number of sports and other initiatives around the Borough. The programme, covering Brixton, Clapham, Kennington and Streatham, is so designed that as well as promoting sport and a healthier lifestyle, young people will also become encouraged to develop a greater degree of trust in the police. It is hoped that by providing these summer events local youngsters will be diverted from the temptation to cause a nuisance or commit crime.

SECTION A – ORGANISATION PROFILE

continued

QUESTION E – PARTNERSHIPS.

Has your organisation established partnerships with any of the following? (please tick)

Local Authority	<input type="checkbox"/>	Community groups	<input type="checkbox"/>
County Football Association	<input type="checkbox"/>	Schools	<input type="checkbox"/>
Football in the Community Scheme	<input type="checkbox"/>	Sports centres	<input type="checkbox"/>
Local league	<input type="checkbox"/>	Clubs	<input type="checkbox"/>
Local business	<input type="checkbox"/>		
Other (please state)	<input type="text"/>		

Are you affiliated to a County FA?

Please circle **Yes** **No** **N/A**

If yes, state your affiliation number and your County FA

Number
County

Has your organisation achieved FA Charter Standard?

Please circle **Yes** **No**

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

Date Level

Are you working towards a FA Charter Standard?

Please circle **Yes** **No**

If yes, state the intended level and the completion date

Date Level

QUESTION F – HOW DID YOU HEAR ABOUT THE FOOTBALL FOUNDATION?

Football Foundation publication	<input type="checkbox"/>	FA publication	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>
Local Football Partnership	<input type="checkbox"/>	County FA	<input type="checkbox"/>	A colleague	<input type="checkbox"/>
Football Foundation website	<input type="checkbox"/>	Sport England	<input type="checkbox"/>		
Football contact (please state)	<input type="text"/>				
Other (please state)	<input type="text"/>				

QUESTION G – HAVE YOU CONTACTED ANY OF THE FOLLOWING ABOUT YOUR APPLICATION?

	Contact name	Telephone
Football Foundation Officers	<input type="text"/>	<input type="text"/>
Local Football Partnership	<input type="text"/>	<input type="text"/>
County FA Football Development Officer	<input type="text"/>	<input type="text"/>
County Secretary	<input type="text"/>	<input type="text"/>
FA Regional Facilities Manager	<input type="text"/>	<input type="text"/>
FA Regional Football Development Manager	<input type="text"/>	<input type="text"/>
Footballers Further Education and Vocational Training Society	<input type="text"/>	<input type="text"/>
Local Authority	<input type="text"/>	<input type="text"/>
Community organisation (state name)	<input type="text"/>	<input type="text"/>
Other (please state)	<input type="text"/>	<input type="text"/>
Other (please state)	<input type="text"/>	<input type="text"/>

SECTION B – GUIDANCE NOTES

This section collects data about your proposed project.

QUESTION 1

Your application needs to demonstrate what your project is, what you want to achieve and how you are going to do it. Set out the elements of your project that you are requesting funding for e.g. funding for an officer or equipment costs.

CASE STUDY

Colchester United Football in the Community Scheme – Grant £11,537

Colchester United Football in the Community Scheme was awarded £11,537 to fund two mobile floodlights to provide evening coaching schemes for local young people.

The new floodlights will afford the club an opportunity to continue their regular youth programmes throughout the winter months including evening sessions for boys, girls only coaching and sessions for people with disabilities.

This radical project, the first of its kind in the area, uses the mobile floodlights to bring football to local estates, providing professional coaching and opportunities for children to become involved with the club. These floodlights will soon become a regular feature in the Colchester evening sky, attracting hundreds of local children.



SECTION B – YOUR PROJECT

continued

QUESTION 1 – PROJECT DESCRIPTION.

What is your project?

What is your project going to achieve?

How is your project going to achieve this?

Which elements of the project will the Football Foundation funding be used for?

SECTION B – GUIDANCE NOTES

QUESTION 2

The proposed number of people who will benefit from the project should be noted in the appropriate age bracket. Please note that this information is for context and a greater number of people involved will not necessarily increase your applications chances of success. Coaches and officials should only be noted in the coaches/officials section and not double counted in the adult male/female section.

QUESTION 3

The numbers of people who will benefit from the project should be noted in the appropriate box best reflecting their ethnic origin. Please estimate if these figures are unknown.

QUESTION 4

You are required to identify the site location where the project is to be situated. Give the full address including the **postcode**. This may be one site or multiple locations.

CASE STUDY

Exeter Football in the Community Scheme – Grant £30,000

The grant will enable the organisation to employ a fully qualified coach to provide football training and coaching schemes for local primary and secondary school girls in rural East Devon. The scheme, run in partnership with East Devon Council, is a three year project. Previously there was no provision for football coaching in this rural area. This programme will deliver quality coaching and activities to children in an area of rural social deprivation.

“Thanks to the Foundation, girls in Exeter are now getting professional coaching and becoming more involved in sport”

Tommy Wheeldon, Exeter City FITC

SECTION B – YOUR PROJECT

continued

QUESTION 2 – HOW MANY PEOPLE WILL BENEFIT FROM YOUR PROJECT? (insert number)

6 – 10 year old boys	<input type="text"/>	6 – 10 year old girls	<input type="text"/>
11 – 16 year old boys	<input type="text"/>	11 – 16 year old girls	<input type="text"/>
Adult males	<input type="text"/>	Adult females	<input type="text"/>
Disability males	<input type="text"/>	Disability females	<input type="text"/>
Coach males	<input type="text"/>	Coach females	<input type="text"/>
Referee/official males	<input type="text"/>	Referee/official females	<input type="text"/>

QUESTION 3 – ETHNICITY BREAKDOWN.

Anticipated number of people involved in your project best reflecting ethnic origin.

White:	British	<input type="text"/>	Irish	<input type="text"/>	Other	<input type="text"/>		
Mixed:	White & Black Caribbean	<input type="text"/>	White & Black African	<input type="text"/>	White & Asian	<input type="text"/>	Other	<input type="text"/>
Asian and Asian British:	Indian	<input type="text"/>	Pakistani	<input type="text"/>	Bangladeshi	<input type="text"/>	Other Asian	<input type="text"/>
Black or Black British:	Caribbean	<input type="text"/>	African	<input type="text"/>	Other Black	<input type="text"/>		
Chinese or other ethnic group:	Chinese	<input type="text"/>	Other Ethnic Group	<input type="text"/>				

QUESTION 4 – INDICATE THE SITE LOCATION OF YOUR PROJECT.

(This may be one or multiple sites)

Name of site	Address (please include a postcode)
	Postcode:
	Postcode:
	Postcode:
	Postcode:
	Postcode:
	Postcode:

SECTION B – GUIDANCE NOTES

continued

QUESTION 5

Applications must demonstrate that at least one of the Football Foundation's community and education funding aims (as listed in the introduction) are met. The aims are detailed in the table and you should explain HOW these aims are to be met under the relevant heading. Please note that projects do not need to meet all the aims shown and applications that clearly target one specific aim will not be disadvantaged.

Examples may include:

- 1) The implementation of a female team targeting the under represented Asian community
- 2) Organising a festival of football to include all leagues within the county
- 3) Alignment to the health policy of the Local Authority to encourage children under 16 to increase their activity levels after school
- 4) Set up of vocational training at a football club for young people in the local community
- 5) Joining existing projects or observation of a successful programme in a neighbouring county.

CASE STUDY

Street Football League – Grant £187,234

The Street Football League is a unique partnership between the University College London Hospitals NHS Trust, the Government's Rough Sleepers Unit and the football community. Its aim is to tackle social exclusion through football to help homeless people rebuild their lives away from the street.

In June they received a £15,000 grant to run a five-a-side tournament. All the participants either had been or were homeless. Many had been in care or exposed to violence or drugs while on the street. Everyone was united by their enthusiasm for football and a desire to build a better future.

Following the successful five-a-side tournament, The Street League received £172,234 to create a permanent league structure in London and begin the development of a nationwide programme to deliver lifestyle development skills and coaching schemes for homeless people.

"The contribution from the Football Foundation makes a substantial difference to our ability to provide an effective new initiative to help the homeless and other marginal groups to get off and stay off the streets."

Damien Hatton, Project Leader



SECTION B – YOUR PROJECT

continued

QUESTION 5 – WHICH OF THE COMMUNITY FUNDING AIMS LISTED BELOW DOES THE PROJECT MEET? EXPLAIN BRIEFLY HOW THESE AIMS ARE TO BE MET.

1) Increase quality volunteer participation in all sport by people with disabilities, black and ethnic communities, people on a low income and women and girls.

2) Create more inclusive communities who play sport together and encourage and support local grass roots teams.

3) Encourage the adoption of healthy lifestyles and to contribute to improving the well being and quality of life of people of all ages and abilities.

4) Assist young people and particularly those from disadvantaged backgrounds to increase their education attainments and raise personal aspirations.

5) Share ideas, research and identify best practice from schemes to enable more people to participate in sport in their community.

SECTION B – GUIDANCE NOTES

continued

QUESTION 6

Applicants must demonstrate how they will ensure a safe and secure environment for all participants in the project. Examples may include the use of FA qualified coaches, Junior Team Managers, appropriate risk assessments of facilities, a planned structured programme appropriate for age and experience and where appropriate the implementation of The FA Child Protection Policies and practices.

An example partnership letter can be found in the general guidance notes.



Fact Sheets 2,3,4 and 5 offer further advice on key partnerships.



QUESTION 7

Your application must demonstrate that you work with other relevant organisations. A description of the relationship and links between your organisation and your partnerships should be noted. You should identify whether this partnership is new/developing (e.g. you have not previously worked with this partner) or whether it is already established and the partnership will be enhanced because of the project.

Letters to demonstrate this relationship should be attached where appropriate. For example, a Football in the Community Scheme may be developing a new partnership with a local school by utilising the school's equipment and facilities.

The letter of support should set out:

- the overall objectives of the partnership
- the core principles of the partnership
- the commitment and responsibilities of the partner to the project
- the partner's intended outcomes of the project.

A letter signed by all partners, which clearly details the information listed above, is also acceptable.

Please refer to Fact Sheets 3 and 4 for further advice.



QUESTION 8

This section should identify where your project contributes to wider programmes or objectives related to community development, health improvement and education, including links to the plans of other relevant local organisations including the local authority, the Active Sports programme, Community Safety Plan, Cultural Strategy, New Deal for Communities or the County FA Development Plan.

Where there are links with social initiatives and programmes such as crime prevention and drugs awareness these too should be set out.

SECTION B – YOUR PROJECT

continued

QUESTION 6 – HOW DO YOU ENSURE EVERYONE PARTICIPATING IN YOUR PROJECT DOES SO IN A SAFE AND SECURE ENVIRONMENT?

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QUESTION 7 – INDICATE THE RELATIONSHIP AND LINKS BETWEEN YOUR ORGANISATION AND PARTNERS WHICH WILL BE DEVELOPED/ENHANCED BY THE PROJECT.

(support documents should be attached where appropriate)

Partnerships may include: Local Authorities, Local Education Authorities, County FA, Football in the Community schemes, Community Groups, Sports Centres, Youth Groups or Education Establishments

Partner organisation	New	Enhanced	Nature of the link/partnership

QUESTION 8 – INDICATE IF AND HOW YOUR PROJECT LINKS WITH ANY OTHER LOCAL OR NATIONAL INITIATIVES/POLICIES.

(e.g.: Active Sports programme, Community safety plan, Cultural strategy, New Deal for Communities)

Initiative/policy	How your project links them

SECTION B – GUIDANCE NOTES

continued

An example job description can be found in the general guidance notes.



An example chart is shown in the general guidance notes.



QUESTION 9

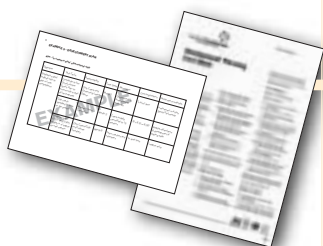
It is essential for you to demonstrate how your project is to be managed. Please ensure that you include who is going to be responsible for the project, the management structure (including organising/steering committee) which partners/organisations sit on the committees, how they are elected and the key responsibilities of the personnel involved. Community grants should clearly demonstrate that they are community led. For grants over £5,000, job descriptions and terms of reference must be supplied with your application.

A chart is a simple way to show the management structure.

CASE STUDY

Martin Shaw King Trust – Grant £161,141

The Football Foundation awarded a grant of £161,141 to fund a community football project aimed at improving sporting resources for black and ethnic groups in South London. The Martin Shaw King Trust will establish a football programme assessing and responding to community football needs in Lambeth. By developing and professionalising the infrastructure of community football groups and ensuring these organisations work more effectively the Trust hope to establish greater equality and representation.



An example of how a development plan should be set out is shown in the general guidance notes.

For more information on development planning please see the Development Planning Fact Sheet 1 which includes a template and an example of a development plan.

QUESTION 10

The Foundation will consider funding for a maximum of five years. Repeat funding for the same project will not be eligible. Projects must be sustainable beyond the grant. For example, the project may become self funding or subsidised by another partner organisation.

A **Development Plan** is a key document setting out how you intend to sustain/enhance participation.

A development plan should identify each stage of the project using a key objective.

The plan should then state against each objective

- the individual tasks to be completed
- who is going to be responsible for each task
- the resource/funding implications of each task
- the length of time for the task to be completed
- how you are going to measure the success of each task.

Football applicants will need to provide a football development plan and should refer to The FA's Football Development Strategy 2001-2006. Please contact The FA for more information.

SECTION B – YOUR PROJECT

continued

QUESTION 9 – DESCRIBE UNDER THE FOLLOWING HEADINGS HOW YOUR PROJECT IS TO BE MANAGED.

(job descriptions and terms of reference should be attached where appropriate)

Who will be responsible for the project and where do they fit into the management structure of the organisation?

How will partners be included in the management of the scheme?

Who will review and evaluate your project?

QUESTION 10 – HOW DO YOU INTEND TO SUSTAIN YOUR PROJECT AND CONTINUE ITS KEY OBJECTIVES AFTER FUNDING FROM THE FOUNDATION HAS CEASED?

Do you have a development plan?

Please circle

Yes

No

SECTION C – GUIDANCE NOTES

This section collects data on all the financial aspects of the project.

QUESTION 11

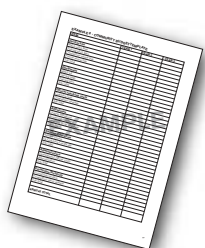
Your VAT number must be stated if your organisation is VAT registered.

It is essential that the organisation has a dedicated bank account. Give the name of the account.

Full bank details will be collected from your organisation if your application is successful.

A detailed budget breakdown is required in addition to this summary table.

A suggested template can be found in the general guidance notes.



QUESTION 12

A detailed budget breakdown is required for all applications. Using this budget template, you need to calculate the annual total costs under the headings provided.

If your organisation is registered for VAT, all costs shown should be shown exclusive of VAT. If the organisation is not registered for VAT, this will be considered as part of the eligible project cost. Should the organisation subsequently become part 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.

A maximum five year budget is shown in the application form. Applicants should only complete the appropriate columns for the number of years that funding is required.

The Foundation accepts that there may be a significantly higher expenditure at the beginning of the project (due to set up costs) but also notes that as projects become established there needs to be evidence that they are becoming less funding dependent and sustainable in their own right. An organisation can apply for community funding of up to £250,000 per project over a maximum period of five years.

For example, a grant request may be broken down over the five years as follows:

- Year 1 – £85,000
- Year 2 – £65,000
- Year 3 – £50,000
- Year 4 – £35,000
- Year 5 – £15,000.

The percentage level of support is flexible but will not exceed 90%.

Inflation of project costs

You should take account of the expected construction start date in your estimated project cost, bearing in mind the decision process can take up to 20 weeks.

QUESTION 13

Cash contributions to support your project should be set out in the table. Please state in the appropriate box if the contribution has been confirmed or applied for. If your application is successful and includes a proposed contribution, a grant offer will only be made on the condition that the contribution is confirmed.

If charges are to be made for participation in the project do not take these into account, make note of them in the budget notes section which follows question 15. 'In kind' contributions should not be included in this table, but shown in question 15.

SECTION C – FINANCIAL

QUESTION 11 – FINANCIAL STATUS OF THE ORGANISATION.

Is your organisation VAT registered? Please circle **Yes** **No**

If yes, state your VAT number

Does your organisation have its own bank account? Please circle **Yes** **No**

If yes, state the account name (*e.g Small Town Football Club*)

QUESTION 12 – SET OUT BELOW UNDER THE FOLLOWING HEADINGS THE BUDGET SUMMARY FOR YOUR PROJECT.

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

If your organisation is VAT registered ensure that the figures shown are VAT exclusive.

If the organisation is not registered for VAT, figures should be shown with VAT included in the project cost.

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Facility hire						
Equipment						
Officials/coaching costs						
Travel costs						
Affiliations						
Training/education						
Administration						
Promotion/publicity						
Other						
Total expenditure						Fig. A

QUESTION 13 – SET OUT ANY FUNDING FROM YOUR ORGANISATION OR PARTNERS WHICH HAS BEEN IDENTIFIED.

Tick whether the funding has been confirmed or is being applied for.

Income/contributions	Confirmed	Applied for	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Applicant organisation								
Total income								Fig. B

SECTION C – GUIDANCE NOTES

continued

QUESTION 14

The total project cost (expenditure) is the total figure taken from the budget summary in question 12 **Fig A**. The total funding (income) is the total figure taken from the table in question 13 **Fig B**.

The total grant that is required from the Foundation can be worked out by taking the income from the expenditure. The grant percentage of the total project cost can be worked out by taking the total grant required ÷ total project cost x 100.

For example:

Total expenditure/project cost	(Fig A)	£100,000
Total income/funding	(Fig B)	£40,000
Total grant required from the Football Foundation	(Fig C)	£60,000
Total expenditure – Total income (Fig A – Fig B) (£100,000 – £40,000)		
Grant percentage of the total project cost		60%
Total grant required ÷ Total Cost (Fig C ÷ Fig A) x 100 (£60,000 ÷ £100,000 x 100).		

The average grant award to date is 65% and applicants must be able to demonstrate that all other sources of funding have been exhausted.

QUESTION 15

In the table provided, 'in kind' contributions from your partners should be detailed. 'In kind' contributions are time, services or goods given to the project against which a value can be placed.

These may include for example:

A Local Authority partnership providing free provision of a venue/pitch for a competition – £500

Volunteer coaching hours given to the project – 30 hours @ £10 per hour – £300

Donation of balls from the local sports shop – 10 x £15 – £150.

Budget notes

If you have any comments or you have made any assumptions on any financial aspects of your project, which have not been set out in the budget information provided, please note these in the space provided. You may wish for example to comment on a charge/free of charge policy.

CASE STUDY

National Literacy Trust – Grant £109,000

The National Literacy Trust, with support from the Football Foundation, is developing a number of highly regarded initiatives to develop reading, all using football.

Strong links have already been established with a number of clubs including Millwall, Derby County, Leyton Orient, Portsmouth, Wimbledon, Brentford, Bristol City and Bristol Rovers, and the projects have received the backing of the Professional Footballers' Association, Football in the Community and The Football Association.

SECTION C – FINANCIAL

continued

QUESTION 14 – SET OUT THE TOTAL GRANT REQUIRED FROM THE FOOTBALL FOUNDATION.

Total expenditure/project cost	(Fig A)	£	<input type="text"/>
Total income/funding	(Fig B)	£	<input type="text"/>
Total grant required Total expenditure – Total income (Fig A – Fig B)	(Fig C)	£	<input type="text"/>
Grant percentage of the total project cost Total grant required ÷ Total Cost (Fig C ÷ Fig A) x 100			<input type="text"/> %

QUESTION 15 – SET OUT ANY 'IN KIND' CONTRIBUTIONS FROM PARTNERS.

Tick whether the contribution has been confirmed or is being applied for.

In kind contributions			Year 1	Year 2	Year 3	Year 4	Year 5	Total
	Confirmed	Applied for						
Total								

BUDGET NOTES.

Add any comments you wish to on the financial aspects of your project.

SECTION D – GUIDANCE NOTES

The general terms and conditions of Foundation funding and the terms and conditions specific to the community funding are set out in the general guidance notes.

QUESTION 16

Two signatures are required to endorse and confirm your application. One signature should be the person who has completed the form and the other should one be from the list provided.

ON COMPLETION OF YOUR APPLICATION FORM.

1. Check all sections of your application form are complete.
2. Check that all additional documentation needed to support your application form is attached – a list of all documents required is shown in the checklist for applications on pages 23 and 24.
3. Ensure that **three** copies of your application form and supporting information are sent to the Football Foundation at the address below (please ensure that you retain a copy for your own records).

**Community Development Manager
Football Foundation
30 Gloucester Place
London
W1U 8FF**

ADDITIONAL INFORMATION

Accounts (grants under £5,000)

Applicants must provide a copy of the most recent set of signed annual accounts. For new organisations or organisations that have been running for less than 12 months you should provide your income and expenditure since you started and provide an estimate of income and expenditure for the next 12 months.

Accounts (grants over £5,000)

Applicants must provide a copy of the organisation's accounts or income and expenditure reports for the last three years. If you are unable to do this, please call the **Football Foundation helpline**.

SECTION D – DECLARATION

QUESTION 16 – THE FOLLOWING DECLARATION SHOULD BE SIGNED BY THE PERSON COMPLETING THE APPLICATION FORM AND ANOTHER ALTERNATIVE SIGNATURE FROM THE FOLLOWING LIST:

- Chief Executive of the organisation
- Chief Leisure Officer
- Chair of the organisation
- Secretary of the organisation.
- We have read this application for a Foundation community grant and vouch for the accuracy of the information it contains.
- We have read and understood the Foundation's general terms and conditions the terms and conditions specific to community funding.
- We understand that all grants are solely at the discretion of the Foundation.
- We understand 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 Foundation may disclose any information and documents supplied by or about you to its funding partners and other relevant third parties.

1)	Name:	Signature:
	Position:	Date:
2)	Name:	Signature:
	Position:	Date:

COMMUNITY GRANTS – CHECKLIST

In order to help you establish whether you qualify for a grant the following checklist identifies the key criteria required and the additional information that you are required to submit with your application form. The symbol key indicates the status of the information required. A tick shown in the documentation required, indicates that the relevant documents should be attached to your application.

● mandatory ■ desirable

Criteria	Grants up to £5k	Grants £5k – £250k	Documentation Required
Your organisation			
• has a constitution or set of rules	●	●	✓
• meets as a minimum The FA's guidelines for the protection of children <i>(if applicable)</i>	●	●	✓
• adopts and implements an equal opportunities policy	●	●	✓
• if your project involves a club/school it must be committed to working towards The FA Charter Standard	●	●	

COMMUNITY GRANTS – CHECKLIST

continued

Criteria	Grants up to £5k	Grants £5k – £250k	Documentation Required
Your project			
• contributes to at least one or more of the stated aims of Community Funding	●	●	
• has a minimum of one partner	■	■	✓
• contributes to wider programmes or objectives related to community development, health improvement and education	■	■	
• links as appropriate to strategic and development plans of relevant organisations including The FA and the local authority	●	●	
• demonstrates how the project is to be managed	●	●	
• demonstrates that the project is community led	●	●	
• provides detail of the steering/committee group responsible for the project including job descriptions		●	✓
• has a development plan which covers the life of the project	●	●	✓
• indicates key performance indicators for each task on the development plan		●	✓
• has an exit strategy for continuing the project after funding has ceased	●	●	

Finance			
• has a dedicated bank account	●	●	
• provides a detailed project expenditure budget	●	●	✓
• demonstrates a commitment to the project through contributions of a financial or in kind nature from all partners	■	●	✓
• provides a copy of the latest annual accounts or income and expenditure reports for the past 12 months	●		✓
• provides a copy of your accounts or income and expenditure reports for the last three years.		●	✓

If you have any queries regarding this application, please call the Football Foundation helpline on 0845 345 4555



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