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**RETAIN THE GAME**

**APPLICATION GUIDANCE NOTES**

**2018**



**Contents**

[Introduction 3](file:///N%3A%5COffice%20management%20and%20admin%5CSchemes%5CGrow%20the%20Game%5CGtG%202018%5CGuidance%20Docs%5CCFA%20Comments%20Guidance%202018.docx#_Toc375317884)

[Application Details 3](file:///N%3A%5COffice%20management%20and%20admin%5CSchemes%5CGrow%20the%20Game%5CGtG%202018%5CGuidance%20Docs%5CCFA%20Comments%20Guidance%202018.docx#_Toc375317885)

[Club Details](file:///N%3A%5COffice%20management%20and%20admin%5CSchemes%5CGrow%20the%20Game%5CGtG%202018%5CGuidance%20Docs%5CCFA%20Comments%20Guidance%202018.docx#_Toc375317887) 3

[Governance](file:///N%3A%5COffice%20management%20and%20admin%5CSchemes%5CGrow%20the%20Game%5CGtG%202018%5CGuidance%20Docs%5CCFA%20Comments%20Guidance%202018.docx#_Toc375317888) 3

[Current Activity](file:///N%3A%5COffice%20management%20and%20admin%5CSchemes%5CGrow%20the%20Game%5CGtG%202018%5CGuidance%20Docs%5CCFA%20Comments%20Guidance%202018.docx#_Toc375317888) 4

[Season Planner](file:///N%3A%5COffice%20management%20and%20admin%5CSchemes%5CGrow%20the%20Game%5CGtG%202018%5CGuidance%20Docs%5CCFA%20Comments%20Guidance%202018.docx#_Toc375317888) 4

Project 4

The Football Association and Football Foundation have launched ‘Retain the Game’ a new scheme aimed at supporting the retention of adult male teams. Grants of £750 will provide support for the essential costs of pitch hire, training venues, First Aid courses and playing kit/equipment.

This document will provide you with guidance on how to complete the application form, which will be broken down into the different sections as found on the form.

**Application Details**

In this section you will need to select the Club name, the type of Club and what County FA (CFA) you are affiliated to. Please ensure the Club name is correct. If you are unable to find your Club name, please email enquiries@footballfoundation.org.uk.

**Club**

In this section we require the contact details for your club and for the primary and secondary contacts within your Club. Please ensure you input your club contact information correctly as it will be used in all future correspondence to you concerning this grant. For example, use capital letters when necessary but do NOT complete in block capitals.

The site address should be the address where the Club plays the majority of their matches. If you have multiple sites, please provide the site in which the majority of the adult male teams play.

If the site differs to the Club’s main postal address, you will need to also input this information.

You will need to provide a primary and secondary contact for your application. This should be two members of the Club (i.e. Chairman and Secretary). Please ensure this information is accurate.

**Governance**

The Football Foundation requires you to provide information regarding the governance of your Club.

You will need to provide a summary of your income and expenditure for the previous twelve months or alternatively, your last financial year. You will need to specify what time period this covers.

You will need to provide supporting documents for this section. The documents you will be required to provide will be the Club accounts for the 2016/17 & 2017/18 season along with the Club’s most recent bank statement.

If you are having any difficulty obtaining these documents or uploading them on to the application form, please email enquiries@footballfoundation.org.uk.

**We will not be able to make a payment to a successful application until a bank statement in the club’s name is provided.**

**Current Football Activity**

The Foundation is committed to making all of our funding streams open and accessible to all members of the community. To enable us to do this we ask all applicants to record the breakdown of their participants in regard to ethnicity and disability, where appropriate.

You may currently work with a range of different groups but when answering these questions please consider what the predominant group you currently work with is.

**Season Planner**

This section will require you to think about the upcoming season. It is important to complete this section accurately as this will provide a good indication of which Clubs have planned for their upcoming season. This is split into the following sections:

*Plan your Season*– Here you will need to input any key dates you envisage for your upcoming season. This should include dates such as trials, friendlies, season start etc.

*Club Responsibilities* – You are required to provide information on who will be responsible for all the key tasks associated with successfully running a football club for the upcoming season. This will include roles such as club treasurer, matchday management etc.

*Paying and Playing ­*– Please input the anticipated costs and income for the upcoming season. This will include all key expenditure such as pitch fees, league affiliation, kit and equipment etc. Please aim to complete this section as accurately as possible.

 **Project**

In this section you will need to provide details on how the grant will support your club and what you intend to spend the grant on. You will also need to have thought about how you will recruit for additional players and how your Club will sustain itself following the grant.