

GROW THE GAME APPLICATION GUIDANCE NOTES

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Application Guidance

This document will provide you with guidance on how to complete the Grow the Game (GtG) application form, by highlighting some key points.

The Grow the Game application window will be open from **26 February 2020 to 31 May 2020** and will operate on a first come, first served basis.

Please ensure you have discussed your project with your local County FA before completing your application. Unknown projects to the County FA will be rejected.

Please be advised to save your application as you complete each section.

Key Points

Eligibility

You will only be able to submit a project if you are an eligible organisation and creating an eligible project. (Full eligibility is listed on our website). If you are unsure if you are eligible, please discuss this with your CFA when discussing your project plan.

Please ensure the organisation name is correct. If you are unable to find your organisation, please email gtg@footballfoundation.org.uk.

Please ensure that you fill in the correct County FA details, as this will determine which County FA comments on your application.

Organisation

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 organisation plays the majority of their matches. If you have multiple sites, please provide the site in which the new teams are most likely to play.

Contact Details

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

Please ensure you do not enter the same email address for both primary and secondary contacts. It is also your responsibility to keep the Football Foundation updated to any changes to contact details.

Governance

It is important to The Football Foundation and The FA that the correct governance is in place for successful applications, therefore, you will need to state whether you have a club constitution, equal opportunities policy and safeguarding policies and arrangements. If you do not have any of these in place you will need these in place to accept an offer.

Current football activity

The 'Current Activity' section will pull through all affiliated teams that were associated to your organisation for the 2019/20 season.

You will only need to add teams if there are any teams missing (i.e. were not affiliated but active last season).

Activity

Below you will find your affiliated teams for the 2019/20 season. Please add any teams that appear to be missing or are not affiliated to the County FA.

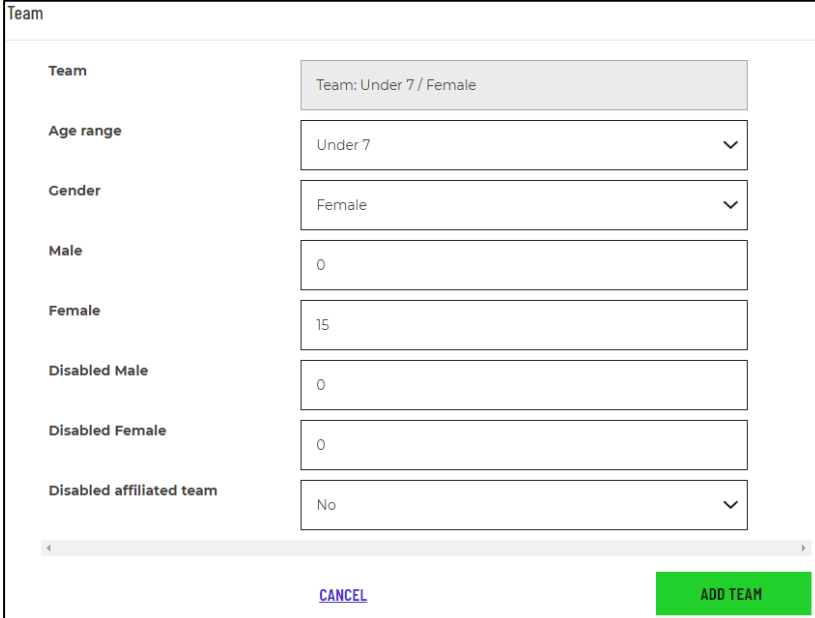
If you are not affiliated to the County FA, add any teams you currently run.

ADD TEAM

Project Plan

You will need to provide a breakdown of the teams you plan to create.

Please note: If you are creating a non-disability mixed team there must be at least two female players.



The image shows a screenshot of a web form titled "Team". The form contains the following fields:

- Team:** A text input field containing "Team: Under 7 / Female".
- Age range:** A dropdown menu with "Under 7" selected.
- Gender:** A dropdown menu with "Female" selected.
- Male:** A text input field containing "0".
- Female:** A text input field containing "15".
- Disabled Male:** A text input field containing "0".
- Disabled Female:** A text input field containing "0".
- Disabled affiliated team:** A dropdown menu with "No" selected.

At the bottom of the form, there are two buttons: a blue "CANCEL" button and a green "ADD TEAM" button.

All teams you plan to create, will need to be affiliated to the County FA and playing in an FA affiliated league, and you should consider this when completing your project plan.

Should you be successful with a grant, the project plan will form the basis to assess the achievement of the aims and objectives of the project through our Monitoring and Evaluation process.

Failure to achieve these aims and objectives may result in the grant payment in later years being stopped and/or the grant that has already been paid out being reclaimed. Therefore, it is important to develop a realistic and achievable project plan.

Finish

You must now complete the declaration section and advised to read our privacy statement before you submit your application.

Bank Account

The Football Foundation will only be able to pay any funding into an organisational bank account, and this account is required to have a minimum of two signatories in order to receive Grow the Game funding. Successful applications will have to provide a copy of the latest bank statement before any funds are released.

For more information on bank document requirements, please visit the [support documentation page](#) and read the [Bank Guidance document](#).

Did you know?

The Football Foundation is the Premier League, The FA and Government's charity that helps communities improve their local football facilities. Since 2000, the Football Foundation has invested in more than 16,000 grassroots projects across England.

If you would like any additional information regarding the application process, please email gtg@footballfoundation.org.uk