

**STAY IN THE GAME  
APPLICATION GUIDANCE NOTES  
2019**



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This document will provide you with guidance on how to complete the application form for 'Stay in the Game', formerly known as 'Retain the Game'. This scheme is aimed at supporting the retention of adult male teams. This guide 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 [sitg@footballfoundation.org.uk](mailto:sitg@footballfoundation.org.uk).

Once your Club has been selected, the number of eligible teams you have will be populated from data we hold from The FA. If this information is incorrect, please contact us and we will look to have this resolved as soon as possible.

**Please note, the data we will be assessing this on is from the 2018/19 season.**

## **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, which includes having the appropriate safeguarding measures in place.

We are committed to promoting the welfare of our beneficiaries and taking reasonable steps to ensure those who come into contact with the Football Foundation funded programmes do not, as a result, come to any harm. Therefore, we require all Clubs that are awarded funding under the Stay in the

Game programme to have the appropriate safeguarding policies and processes in place.

As well as applicable legal requirements and good safeguarding practice, the Football Foundation also expect Stay in the Game funded Clubs to support the values and commitments set out in our own policy. As Clubs will have their own policies and associated measures in place, they should have no difficulty in also complying with the standards set out in the Foundation policy, which can be found on our website: <https://www.footballfoundation.org.uk/about-us/board-of-trustees/>

### **Structure**

Please provide details of when your Club was established and what management committee you have in place. Please provide as much relevant information as possible.

### **Accounts**

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 2017/18 & 2018/19 season (where possible).

If you are having any difficulty obtaining these documents or uploading them on to the application form, please email [sitg@footballfoundation.org.uk](mailto:sitg@footballfoundation.org.uk).

### **Current Teams**

The Football 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, 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.

## **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.

Please provide as much relevant detail in this section as possible.