To the members of FIFA

Circular no. 1283

Zurich, 10 November 2011
SG/clo-csu

FIFA Financial Assistance Programme (FAP)
Regulations and administrative guidelines for 2012

Dear Sir or Madam,

We are pleased to enclose two CDs (one for your association, the other for your auditors) containing the FAP application forms related to 2012 and the audit forms for 2011:

FAP application forms for 2012
- a) Application forms for 2012 (FAP Forms 1 to 3)
- b) FAP Regulations

Audit forms for 2011
- a) Local auditors’ report for the period January to December 2011
- b) Confirmation of auditors’ independence and professional qualifications
- c) Representation letter
- d) FAP Forms 3 and 4

Technical director requirement
As outlined in art. 3.10 of the FAP Regulations, FIFA member associations are entitled to receive the FAP money provided that they employ a technical and development director who is in charge of youth, grassroots and development programmes. This was applied for the first time in 2010. For next year, member associations are requested as follows, depending on their individual situation:
- a) to confirm the name of their technical director when filling in Form 1 of their FAP 2012 application if it is the same person as the one mentioned last year; or
- b) to provide FIFA with a job description, CV and a copy of the employment contract of the new holder of the position of technical director if the person in question is different to the person who was mentioned when applying for FAP 2011.

Statutory audit requirement
In accordance with art. 3.11 of the FAP Regulations, only those member associations and confederations that carry out a statutory audit executed by an independent auditor are entitled to apply for FAP funding.
FAP funding for women's football
Since 2008 a requirement has been in place for at least 15% of FAP funds to be used for women's football. This is an obligatory provision and it is of huge importance to the further development of the women's game. Member associations not fulfilling this requirement for the year 2011 need to ensure that this situation will change for the year 2012 by using the balance not used for this purpose in 2011 in addition to the 15%.

Repayment of member association debts with FIFA through FAP 2012
The FIFA general secretariat is authorised to deduct any amount owed to FIFA by member associations from the FAP payments made to the member associations in question. The amount to be deducted from FAP 2012 was communicated by the FIFA Finance Division in October 2011.

Deadlines
In accordance with the FAP Regulations, all applications for assistance for 2012 are to reach FIFA by the end of December 2011. Applications received by FIFA in December will receive priority treatment in order to pay the first instalment in January 2012. The remaining FAP instalments will be effected on the following dates:

- 2nd instalment 28.03.2012
- 3rd instalment 27.06.2012

At the same time, please note that a report signed by a local auditor regarding the use of the FAP funds received in 2011 and of any other amounts channelled through FIFA's FAP account (FAP bonus etc.) must be submitted to FIFA by 31 March 2012.

The FIFA Member Associations & Development Division or any FIFA Development Officer would be pleased to answer any questions you may have.

Finally, we would like to take this opportunity to thank you for the pleasant working relationship and for your help in compiling the FAP programme for 2012.

Yours faithfully,

FÉDÉRATION INTERNATIONALE DE FOOTBALL ASSOCIATION

Jérôme Valcke
Secretary General

Encl.:
- Two CDs with the FAP forms
- FAP Regulations

cc: FIFA Executive Committee
Confederations