To the members of FIFA

Circular no. 1463

Zurich, 19 December 2014
SG/clo-csu

**FIFA Financial Assistance Programme 2015 (FAP) and bonus relating to the 2011-2014 financial results: regulations and administrative guidelines for 2015**

Dear Sir or Madam,

Please find enclosed the 2015 FAP application forms (FAP forms 1, 2 and 3). This year, the form to apply for the 2015 FAP has been adjusted to take into account the additional bonus confirmed by the FIFA Executive Committee today at its meeting in Marrakech.

We are thus very pleased to confirm that this year, all FIFA member associations will receive an additional bonus of USD 500,000 in connection with the final financial results of the 2014 FIFA World Cup™ (cf. circular nos 1426 and 1456 on the subject).

The forms for the USD 750,000 application (FAP 2015 and additional bonus) can also be downloaded on the Member Associations Extranet under the following link: [https://extranets.fifa.com/en/memberassociations](https://extranets.fifa.com/en/memberassociations).

In addition, following the final analysis of the financial results for the 2011-2014 cycle and a proposal made by the FIFA Finance Committee, the FIFA Executive Committee has approved additional financial support of USD 300,000 for each of the member associations participating in the FIFA 2018 World Cup™ qualifiers. A specific circular on this financial support will be issued after the required registration forms for the competition have been received by the FIFA general secretariat, the deadline for which is 14 January 2015.

Consequently and in summary, this means that in 2015, each member association will be entitled to receive USD 1,050,000:
- USD 250,000 for the 2015 FAP;
- USD 500,000 as a one-off financial bonus and
- USD 300,000 as support for the preparation of and participation in the 2018 FIFA World Cup™ qualifiers.

This sum is in addition to the first tranche of USD 250,000 of the bonus that was made available after the 2014 FIFA Congress. Therefore, the total one-off contributions made to FIFA member associations as a result of the good financial results of the 2014 FIFA World Cup™ amount to USD 1,050,000 each plus, as mentioned, the normal 2015 FAP contribution of USD 250,000, making a grand total of USD 1,300,000.
As mentioned below and as stipulated in the General Regulations for FIFA Development Programmes, all of this financial support will be subject to the annual audit.

**General Regulations for FIFA Development Programmes**

We wish to inform you that as of 1 January 2015, full compliance with all provisions of the General Regulations for FIFA Development Programmes will be mandatory for member associations. We would like to remind you of the important changes that have already been communicated to you on various occasions, which are as follows:

Member associations will have to comply with important conditions/prerequisites in order to access the FIFA development programmes and funds that they are entitled to (FAP, Goal, PERFORMANCE, courses, etc.). These prerequisites are:

- Global annual accounts (not only FIFA funds) to be audited
- Auditing company to be appointed by the member association’s general assembly
- Auditing company to audit the annual financial statements presented by the member association’s executive body
- Annual audit report to be submitted to the member association’s general assembly
- A general secretary and a technical director to be employed
- All FIFA development programme transactions (not only FAP funds) to be combined in a unique “FIFA programme account” in the name of the member association. This bank account may not have a negative balance (overdraft) under any circumstances.

**Audit requirement**

A separate circular with detailed instructions and the new audit report forms will be sent out to all member associations in January 2015.

**Reporting requirement**

In terms of reporting, as part of the new development programme regulations, the following documents will have to be sent to FIFA by 31 March 2015:

- Local audit report for FIFA development programmes
- The latest audited annual accounts (statutory audit report) as presented to the general assembly of the member association
- The member association must provide FIFA with the minutes of its latest general assembly.

**Requirement for general secretary and technical director**

As outlined in art. 3.1.2 of the General Regulations for Development Programmes, a FIFA member association will be entitled to receive FAP funding provided that it employs a general secretary who is the chief executive of the general secretariat. He/she shall be appointed on the basis of an agreement governed by private law and shall have the necessary professional qualifications. The general secretary may not be a congress delegate, an executive committee member or a member of any other body of the member association. Furthermore, it shall employ a technical and development director to be in charge of youth, grassroots and development programmes.

**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. Please note that the 15% (or USD 112,500) applies to the overall amount of USD 750,000 (FAP and financial bonus).

**Repayment of member association debts with FIFA through FAP 2015**
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 (article 9.1 of the General Regulations for FIFA Development Programmes).

**Deadlines**
Applications received by FIFA in December will receive priority treatment in order to pay the first instalment in January 2015. The remaining FAP instalments will be paid on the following dates:

- 2nd instalment: 25.03.2015
- 3rd instalment: 24.06.2015
- 4th instalment: 30.09.2015

The bonus payments will be made to the specific bank account (programme account) of your member association and will be included in the annual FIFA programme audit for 2014.

We would draw your attention to the fact that the audit will be performed against the proposed budget. Consequently, any change in the use of the bonus must be agreed by FIFA in advance.

Please note that any repayment of local debts or bank overdrafts through the bonus must be submitted to the FIFA Secretary General for approval.

If the FIFA administration considers that an application does not meet the eligibility requirements, it may return that application for revision.

The FIFA Member Associations & Development Division will 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 we have with you and for your commitment to full compliance with the development regulations.

Yours faithfully,

FÉDÉRATION INTERNATIONALE
DE FOOTBALL ASSOCIATION

[Signature]
Jerôme Valcke
Secretary General

Encl.: FAP and bonus application forms (forms 1, 2 and 3)

cc: FIFA Executive Committee
Confederations
Official Application Form for Financial Assistance (including Bonus)

In accordance with the FAP-Regulations governing the Award of Financial Aid from FIFA to Member Associations (MA), July 2013

<table>
<thead>
<tr>
<th>MEMBER ASSOCIATION</th>
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<tbody>
<tr>
<td>PERIOD January–December 2015</td>
<td>2015</td>
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</table>

**Allocation of Funds to Projects as follows:**

(Please tick where appropriate and complete attached FAP enclosure)

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<tbody>
<tr>
<td>A</td>
<td>YOUTH FOOTBALL</td>
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<td>C</td>
<td>WOMEN'S FOOTBALL</td>
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<td>E</td>
<td>REFEREETING</td>
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<td>FUTSAL / BEACH SOCCER</td>
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<td>I</td>
<td>EVENT MANAGEMENT</td>
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<td>INFRASTRUCTURE</td>
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<td>B</td>
<td>MEN'S COMPETITIONS</td>
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<td>TECHNICAL DEVELOPMENT</td>
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<td>MEDICAL</td>
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<td>PLANNING &amp; ADMINISTRATION</td>
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<td>J</td>
<td>MARKETING &amp; COMMUNICATION</td>
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<td>L</td>
<td>OTHER</td>
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</table>

Detailed description of the use of funds for related projects must be attached to the FAP budget form *(FORM 3)*

**Statutory Auditors of Member Association:**

<table>
<thead>
<tr>
<th>Name of audit firm:</th>
<th>Address:</th>
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**Local FIFA Programme auditor of Member Association:**

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<tr>
<th>Name of audit firm:</th>
<th>Address:</th>
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</table>

**Separate Bank Account:**

*Original application form to be submitted separately for countersignature*
Name of Bank: ........................................
Account No: ........................................
IBAN / Clearing: ...................................
Address: ...........................................

Intermediary Bank Account (if any):
Name of Bank: ........................................
Account No: ........................................
IBAN / Clearing: ...................................
Address: ...........................................

Name of the Technical Director (see bellow)

AMOUNT REQUESTED (max. USD 750,000) USD
☐ incl. min. amount for Women’s Football

Approved by the Member Association:
Association stamp: ...................................
President’s signature: ...................................
Secretary General’s signature: ..............................
Place and Date:

Approved by FIFA:
Signature of the Secretary General or Deputy Secretary General:
Place and Date:

Governing law and jurisdiction

This Application Form for Financial Assistance and any issues related thereto are to be governed by, and interpreted in accordance with the laws of Switzerland, to the exclusion of any choice of law principles.

Any dispute, controversy or claim arising out of or in relation to this Application Form for Financial Assistance, shall be settled by the Court of Arbitration for Sport (CAS) in Lausanne, Switzerland.

Enclosures:
☐ FAP budget (FAP FORM 2)
☐ FAP disbursements (FAP FORM 3)
☐ Copy of the contract of the Technical Director (if different from last year)
☐ Job description of the Technical Director (if different from last year)
☐ CV of the Technical Director (if different from last year)
Please complete yellow sections

Member Association of: 
Year: 2015
Local currency: 

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<th>Purpose</th>
<th>Description</th>
<th>Q1</th>
<th>Q2</th>
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<th>Q4</th>
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<td>F) Medical</td>
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<td>G) Futsal / Beach soccer</td>
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<td><strong>Debts to FIFA (settlement)</strong></td>
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Prepared by:
Name / First Name
Function
Date
Signature

Approved by President of Member Association:
Name / First Name
Date
Signature
Association Stamp:
FAP Disbursements (including Bonus)

Please complete yellow sections for budgeting
Please complete green sections for reporting

Member Association of:
Year / Request no. 2015
Local currency:

Purpose (A - L):

- e.g. C  - e.g. Women's football

Disbursements in USD:

<table>
<thead>
<tr>
<th>Activities / Description *</th>
<th>Budgeted in USD</th>
<th>Disbursed in USD</th>
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Total amount

* Copy of justifying documentation such as third party invoices or cash receipts to be submitted to FIFA on request only!