

# FIFA Foundation

## Community Programme 2020

### Application Form

### 2nd Division Grant

Please carefully read the **Application Guidelines** before completing the Application Form.  
 Deadline to receive applications (incl. application forms, budgets and other requested documents) is  
**July, 31<sup>st</sup> 2019, 11:59 pm CET.**

Only fully and accurately completed forms with all requested supportive documentation will be accepted  
 for review and evaluation!

**Please do not share this form with third parties. Thank you!**

#### SECTION I: Applicant Information

<p><i>1.1 Legal name of organisation (as per your legal registration):</i></p>	
<p><i>1.2 Main contact person (person who filled in the application):</i></p>	<p>Name:          Position:          E-mail:          Telephone (incl. country code):</p>
<p><i>1.3 Alternative contact person:</i></p>	<p>Name:          Position:          E-mail:          Telephone (incl. country code):</p>
<p><i>1.4 Institutional e-mail address (e.g. info@...) that is valid even in          case of changes in staff</i></p>	

**SECTION II: Project Proposal**

**2.1 Name of the specific programme/project for which funding is requested (if applicable):**

**2.2 Location(s) of proposed activities:**

**IMPORTANT NOTE: Each submitted proposal can only apply for funding in ONE country.**

Country:

Region(s):

City/ies:

**2.3 Summary of the proposal (max. 200 words):**

**2.4 Type of project: Choose an item.**

If other (please specify):

**2.5. Context:**

**2.5.1 Why is the project needed and what are the critical issues affecting your community?**

**In case of a study (only): What is the rationale for the study/research?**

(max. 250 words)

2.5.2 How does your project target these issues? What are the **objectives/goals** of your project?

(max. 250 words)

**2.5.3 Sustainable Development Goal (SDG):**  
 Indicate one of the following 5 SDGs to which your programme is contributing  
 (Out of the 17 SDGs FIFA Foundation identified 5 as pillars for its work)

Please indicate only the most relevant one:

2.5.4 To which target(s) of the indicated SDG does your project contribute to, and how. Please make sure to only refer to the target(s) that belong to the specific SDG you indicated under 2.5.3.

For a list of all relevant targets selected by FIFA Foundation, please consult the provided overview.

(max. 300 words)

## 2.6 Description of activities

Please enter the main project activities you intend to carry out in your project.

Duplicate and complete for each main activity.

Title	<b>1.</b>
Content of the activity (description of different steps; explaining the methodological approach and link between football and educational activities)	
Frequency (how many times a week, month, year) When: March-June, September October	
Target group (number, age group(s), gender split)	
Expected outcomes	

Title	2.
Content of the activity <i>(description of different steps; explaining the approach)</i>	
Frequency <i>(how many times a week, month, year)</i> When: <i>March-June, September October</i>	
Target group <i>(number, age group(s), gender split)</i>	
Expected outcomes	

Title	3.
Content of the activity <i>(description of different steps; explaining the methodological approach and link between football and educational activities)</i>	
Frequency <i>(how many times a week, month, year)</i> When: <i>March-June, September October</i>	
Target group <i>(number, age group(s), gender split)</i>	
Expected outcomes	

Title	4.
Content of the activity <i>(description of different steps; explaining the methodological approach and link between football and educational activities)</i>	
Frequency <i>(how many times a week, month, year)</i> When: <i>March-June, September October</i>	
Target group <i>(number, age group(s), gender split)</i>	
Expected outcomes	

Title	5-
Content of the activity <i>(description of different steps; explaining the methodological approach and link between football and educational activities)</i>	
Frequency <i>(how many times a week, month, year)</i> <i>When: March-June, September October</i>	
Target group <i>(number, age group(s), gender split)</i>	
Expected outcomes	

### 2.7 Selection of beneficiaries

*If you have to select participants for your activities, how and based on which criteria will you do it?  
For capacity development, please describe the participating organisation and why you selected it.*

### 2.8 Child protection policy

*Explain whether or not child safeguarding standards and procedures are in place and how they apply to the proposed activities/project (max. 150 words):*

### 2.9 Monitoring and evaluation (M&E): Please describe briefly your M&E system and tools in place for this project

2.9.1 *Who is collecting data (if you receive external support please mention the institution/ name of external consultant)*

2.9.2 *Which tools do you use (e.g. questionnaires, focus group discussions etc.)*

<p>2.9.3 Frequency of data collection (weekly, monthly etc.)</p>	
<p>2.9.4 How will you use the FIFA FOUNDATION funds set aside for M&amp;E (i.e. min. 5% of the funds received from FIFA FOUNDATION)</p>	
<p><b>2.10 Total amount requested from FIFA Foundation:</b></p>	<p>USD:</p> <p><i>max. USD 20.000 for 12 months</i></p> <p><i>The amount has to be the same as the sum requested in the budget template.</i></p>

### SECTION III: Organisational Profile

This section should entail detailed information on the set-up of your organisation in the location of planned activities.

**3.1 Brief description** of the organisation (incl. founding year, as well as mission and vision statements):

**3.2 Legal registration** as NGO/not-for-profit organisation in country of activities valid until

**3.3 Full address:**

(please provide a physical address including the post code as opposed to a P.O. Box)

Street:

Post code:

City:

Country:

Website:

Other internet platforms used (e.g. Facebook, YouTube, Twitter, etc.):

**3.4 Human resources:**

(number of staff members (incl. administrative staff, project/programme managers, coaches, educators, etc.))

Full-time staff:

Part-time staff:

Volunteers:

Gender ratio for total staff (in %):

Women: %

Men: %

Other (if applicable): %

Gender ratio for upper management (in %):

Women: %

Men: %

Other (if applicable): %

Comments:

### 3.5 Finances:

3.5.1 Please provide a short description of your in-house **accounting procedures** and external audit requirements (e.g. legal requirements for audited statements, availability of the most recent financial statements)

#### 3.5.2 Yearly operational budget (in USD!):

(if applicable, distinguish between your organisation as a whole and your development through football programmes)

<u>Present financial period (provisional)</u>	<i>Whole organisation:</i>	<i>Development through football programmes only:</i>
<b>Income/turnover</b>	USD	USD

Comments:

#### 3.5.3 Main supporters of development through football activities:

Supporters:	Type of support: (e.g. financial, material, capacity building and training, promotion)

Comments:



**3-5-4 Bank information:**

**IMPORTANT NOTE:** The account holder has to be the organisation and NOT an individual! In addition, the indicated bank has to be located in the country you provide as your address.

Account holder (please make sure that this information matches the information provided in question 1.1):	
Account number:	
Swift code:	
IBAN (only for Europe):	
Bank name:	
Bank address (please make sure that this matches the country provided in question 3.3):	
Additional information (e.g. correspondent bank):	

## SECTION IV: Additional information

### 4. Additional information and documents

4.1 Check list of documents to provide with your application form:

**Mandatory**

- Completed FIFA Foundation budget (in EXCEL!)
- Audited financial statements for last completed financial year (if available; otherwise you can provide the audited accounts from the previous year)

**Optional**

- Additional material which is relevant for the proposed activities (e.g. curriculum, manual or other resource; M&E guidelines and tool (can be provided in form of online links as well, incl. an index in English, French, Spanish or Portuguese if the materials are in a language other than these)
- Table of content (e.g. if the proposed activity is the development of a manual)
- Preliminary agenda (if the proposed activity is an event)
- Pictures/ videos (e.g. if the proposed activity refers to infrastructure / repair / maintenance)
- Other (please explain):

*IMPORTANT NOTE: Incomplete applications cannot be considered!*

4.2 Additional comments:

*Here you can add any information that would be important to fully or better understand the submitted proposal.*

*You can also mention any difficulties you had in filling in the application template.*

Place and date: