

# ANNEXES



## ANNEXE 1: Application Form – Women’s Football Development Programmes

To be completed by member associations

**Please use this form to apply for any programme described within the “FIFA women’s football development programmes and guidelines” brochure**

Member association name:

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Contact person:

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E-mail address:

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Phone & fax:

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**Programme details:** *Please specify the programme you are applying for as described in the “FIFA women’s football development programmes and guidelines” brochure*

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Programme name:

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Dates:

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Main objectives for application and project description:

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Level or age group: *(as applicable)*:

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Total number of participants expected:

---

Number of players *(if applicable)*:

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Number of teams *(if applicable)*:

---

Number of coaches *(if applicable)*:

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Number of referees *(if applicable)*:

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Number of regions *(if applicable)*:

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### General information:

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Venue(s):

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Customs restrictions for material:

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Other partners involved:

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**Please provide any additional documentation or forms requested for this programme within the “FIFA women’s football development programmes and guidelines” brochure**

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Member Association General Secretary

(Date)

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Technical Development Director

(Date)

## ANNEXE 2: Equipment Request Form – Women's Football Leagues and Competitions

To be completed by member associations

Member association name:

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Project contact person:

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E-mail address:

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Phone & fax:

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**Project details:** *Please specify the number of participants for the project*

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Project name: *(e. g. Women's Senior, League, U-17 League)*

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League dates: *Please specify launch date for the current year*

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Number of teams:

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Number of players:

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Number of coaches:

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Number of referees:

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**Please note that FIFA will provide equipment for women's leagues based on the number of players and teams per league. In principle, FIFA will provide equipment for a maximum of 12 teams of 20 players each. For further information, please refer to the "FIFA women's football development programmes and guidelines" brochure.**

**General information:**

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Equipment delivery address:

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Customs restrictions for material:

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Other partners involved: *(sponsors, government, confederation, others)*

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**Please enclose a full description of the league's format**

**Additional notes:**

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Member Association General Secretary

(Date)

Technical Development Director

(Date)

## ANNEXE 3: Equipment Request Form – Girls’ Festivals

*To be completed by member associations*

Member association name:

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Project contact person:

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E-mail address:

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Phone & fax:

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**Project details:** *Please specify the number of participants for the project*

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Programme name:

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Festival dates:

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Number of girls participating:

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Number of coaches:

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**Please note that equipment for the festivals will be provided based on the number of girls and the material available for this programme. For further information, please refer to the “FIFA women’s football development programmes and guidelines” brochure.**

**General information:**

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Delivery address:

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Customs restrictions for material:

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Other partners involved: *(sponsors, government, confederation, others)*

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**Please enclose a full description of the festival format**

**Additional notes:**

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Member Association General Secretary

(Date)

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Technical Development Director

(Date)

**ANNEXE 4: Budget Request and Payment-Plan Form***To be completed by member associations*

Member association name:

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Programme name:

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Dates of activity:

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Contact person:

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E-mail address:

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Phone &amp; fax:

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**Budget details**

	Currency	Amount
Total amount requested from FIFA	USD	

**Budget forecast:** *Please specify which of the following items would be covered by FIFA's funds and the amount per item (where applicable).**Add in the empty lines any items not mentioned.*

Items	Costs – local currency	Costs – USD
FIFA representatives' accommodation		
Participants' accommodation		
Food and beverages		
Transportation		
Venue rental		
Others		
<b>Total expenditure</b>		

**Payment planning:***Please specify when the FIFA funds are required for the different project stages.*

Payment type	Date:	Amount (USD):	Reason:
Advance payment:			
Balance payment:			

**Please enclose bank details if necessary**

We, the undersigned, certify that the information provided represents a true and fair summary of the budget associated with the organisation of the activity noted above.

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 Member Association General Secretary

(Date)

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 Technical Development Director

(Date)





## ANNEXE 6: Financial Report

To be completed by member associations

Member association name:

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Project details:

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Dates of activity:

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Contact person:

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E-mail address:

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Phone & fax:

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### Financial summary

Allocation	Currency	Amount
Budget allocated by FIFA	USD	
Advance payment received	USD	
Balance payment pending	USD	

**Expenditure:** *Please justify the expenditure as noted below*

Total expenditure ( <i>national currency</i> )	.....	
Total expenditure	USD	

### Additional information

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*Please note that FIFA reserves the right to request further information on the allocated funds before approving the balance payment.*

We, the undersigned, certify that the information provided in this report is accurate and represents a true and fair summary of the expenditure associated with the organisation of the activity noted above.

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Member Association General Secretary

(Date)

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Technical Development Director

(Date)



## Annexe 7: Guidelines for a Women's Football Development Plan

The following are guidelines to aid FIFA member associations in preparing their women's football development plan. It is suggested that the plan be divided into seven parts and details on how to develop each part are given below:

- **Introduction of the development plan**
- **Strategic context**
- **Strategic goals**
- **Planning, monitoring and evaluation**
- **Promotion**
- **Finance**
- **Annexes**

### Introduction of the development plan:

1. State the vision and mission of the member association for women's football
2. Outline the current situation of women's football in the association/country including the following items:

Women's football facts and figures		
Total number of female registered players:		
Number of U-15 players:		
Number of U-17 players:		
Number of U-20 players:		
Number of coaches in women's football:	Female:	Male:
Number of female referees:		
Number of clubs with female teams:		
Women's football leagues (by age group):		

3. Structure of women's football
  - Organisational chart of women's football within the association
  - Main department and person(s) responsible for women's football
4. Overview of grassroots, youth development and senior level including the main statistics: number of players, coaches, referees per categories
5. Women's football SWOT analysis

### Strategic context

- Priority areas established by the association for women's football
- National context
- International context

## Strategic goals

Please develop the main goals for the next four years for women's football. Each goal should follow the same structure, including:

- Aim
- Objectives – to ensure the aim is met
- Strategies – to ensure the objectives are met
- Priorities and timelines – to ensure step-by-step implementation

Example:

<b>Strategic goal 1:</b> <i>Effective governance of women's football</i>	
<b>Aim:</b> <i>Ensure that women's and girls' football is governed effectively and represents an integral part of the association's work and activities</i>	
<b>Objective 1:</b> <i>Strong leadership and clear guidelines and rules on how to deliver women's and girls' football in the association</i>	<b>Strategy 1:</b> <i>Delivering programmes and seminars on women's football leadership</i>
<b>Objective 2:</b> <i>Partner with different governmental and football organisations to ensure women's football is represented externally in different decision-making bodies</i>	<b>Strategy 2:</b> <i>Follow up on the development of women's football in different governmental and football organisations</i>

## Planning, monitoring and evaluation:

Each objective should have a specific work plan which will be carried out by a relevant department/person. An action plan should be written and a budget should be established for each goal.

The action plan will have clear dates and main milestones which will be closely monitored by the women's football department/ women's football development manager and reported to the member association's technical development director and/or women's football committee.

The following areas should be measured in order to evaluate the progress:

- Leagues/competitions/grassroots projects
- The number of girls and/or women playing
- Number of female licensed coaches
- Number of female referees
- Number of clubs/schools/academies
- Football equipment used
- Facilities used
- National team's performance
- Participation in FIFA/confederation competitions
- Funding invested

## Promotion:

Provide details on the communication strategy for women's football in your association and the promotional actions linked to the strategic goals and objectives.

Examples of tools used for promoting women's football:

- Campaign, e.g. FIFA's "LIVE YOUR GOALS" campaign or MA's own campaign
- Communication tools
- Newspaper articles, radio, TV
- Website (MA, FIFA)
- Events, e.g. women's football league launch
- Social media (Facebook, Twitter, etc.)

**Finance:**

Please provide details of the financial partners of your women's football development plan. See example below:

<b>Development plan financial partners:</b>		
Source	Contribution (USD)	% of the overall budget
FIFA FAP dedicated to women's football		
FIFA support through women's football development programmes		
Member association		
Clubs		
Confederations		
Sponsors		
Government		
Municipality		
<b>Total</b>		

**Annexes:**

1. National players' pathway
2. Women's football league and competition structure
3. Four-year budget based on goals, objectives and action plan
4. Yearly plan and priorities

## ANNEXE 8: LIVE YOUR GOALS Application Form

To be completed by member associations

**LIVE YOUR  
GOALS**

Member association name:

Contact person:

E-mail address:

Phone & fax:

### **Project details:**

Date of the launch of the LIVE YOUR GOALS campaign in your country:

Project main objective:

Project description: *(please provide a brief description of the project)*

Total number of planned LIVE YOUR GOALS festivals/events:

Total number of girls participating at youth (U-17) and grassroots level (U-12) in your country:

Number of targeted girls:

*Please specify how many girls you expect to participate in all the planned LIVE YOUR GOALS festivals*

Number of female coaches involved in the project:



**LIVE YOUR GOALS**

**Budget details (for the whole project – four-year plan)**

	Currency	Amount
Total costs of the project:	USD	
Amount to be invested by the member association:	USD	
Total amount requested from FIFA:	USD	
Other sources:	USD	

**Budget forecast:**

Please specify which of the following items would be covered by FIFA's funds and the amount per item (where applicable). Use the empty boxes for any items not specified.

Items	Costs – local currency	Costs – USD
Production of LIVE YOUR GOALS branding material (one-off cost)		
Organisation of LIVE YOUR GOALS festivals/events (total)		
Full-board accommodation for FIFA representatives: instructors, ambassadors, others (if applicable)		
Venue rental (if applicable)		
Promotion		
Organisational matters		
Medical expenses (medical assistance on the field)		
Water (approximate costs of water bottles for the festivals)		
Other		
<b>Total expenditure</b>		



**Please provide the following documentation as requested within the “FIFA women’s football development programmes and guidelines” brochure**

1. LIVE YOUR GOALS campaign four-year plan
2. Campaign communication plan in coordination with local media, including the creation of a section on LIVE YOUR GOALS within the website of the association (if applicable), communication strategy and press conferences
3. Four-year plan for grassroots development for girls (6-12 years old)
  - The execution of the campaign must be linked to a grassroots project for girls (as mentioned above) in coordination with schools and/or clubs. Please include in the application the approximate number of girls expected to participate in the project, age group and format of the festival(s). This will allow FIFA to order the correct football equipment for the festivals.
4. Planning of festivals and events for the current year and where possible for a four-year period, including timings and contact details
5. Budget forecast:
  - Provide details on the funding that the association will allocate to roll out the campaign
  - Member associations should also commit to providing financial backing for the campaign in addition to FIFA’s support

We, the undersigned, certify that the information provided represents a true and fair summary of the project and that the documentation provided is accurate in relation to the above-mentioned objectives.

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Member Association General Secretary

(Date)

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Technical Development Director

(Date)