



**THE FA FUTSAL FUND
CLAIM GUIDANCE NOTES
2021**



This is a guidance document to provide further information on The FA Futsal Fund claiming process and what information we require from organisations claiming the second instalment of their grant.

Now the claiming window is open, you can access the claim form. To do so you will need to login to your account through the Football Foundation portal.

The Football Foundation portal can be accessed here: <https://apply.footballfoundation.org.uk/>

Claim Contents:

The claim form is broken down into the following sections:

- Claim Summary
- New Futsal Activity
- Claim Details

Claim Summary

The initial page will show you the claim information for your current claim. You do not need to complete anything on this page, but it will give you an overview of your claim. Please contact us at futsal@footballfoundation.org.uk if you have any queries relating to your claim value.

New Futsal Activity

This section will determine what new leagues/divisions were created using The FA Futsal funding.

Within this section you will need to add what new leagues or divisions you have created using the funding, including the name of the league, number of teams participating, age group, and type of league (i.e., male, female or mixed league).

The form will also populate the proposed leagues/divisions you were to create based on your offer letter. If the leagues you have created do not match your original offer letter, you will need to provide reasoning for why this has changed. **Please note, as long as you have created the same number of leagues as originally planned, any changes to the type of league created will not impact your claim value.**

You will also need to answer some feedback questions on the impact the funding has had on your organisation.

If you have not created an eligible league, you will be required to complete a withdrawal form. Here you will have to evidence any funding that has been spent in an attempt to create a new league.

If you have created a new league but do not intend to continue running this league for the upcoming season (2021/2022), you will not be eligible to claim any further funding and your grant will be closed.

Claim Details

In this section you will need to confirm your bank details and verify the contact information that we currently hold for your grant.

If the bank details have changed for your organisation, you will need to tick the box that states the details have changed. You will then need to email claims@footballfoundation.org.uk with a new bank statement, please include the organisation name and grant reference number within your email. Your claim will be placed on hold until we have received evidence of your new bank account details.

Please note, we can only pay into bank accounts that match that of the organisation, personal accounts or accounts in the name of a different organisation will not be accepted.

The final few questions will require you to provide some feedback on how you have found the service from the Football Foundation. The Football Foundation values the feedback from all our applicants, and this feedback helps us to continually improve our processes.

The form should take no longer than 10 minutes to complete and if you have any issues accessing the form, or within any of the information you have to provide, please contact us at futsal@footballfoundation.org.uk.