

# **STAY IN THE GAME CLAIM GUIDANCE 2020**

**FOOTBALL  
FOUNDATION**

This is a guidance document to provide further information on the Stay in the Game claiming process and what information we require from clubs 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 four sections:

- Claim Information
- Team Retention
- Stay in the Game Feedback
- Claim Details

### Claim Information

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 [sitg@footballfoundation.org.uk](mailto:sitg@footballfoundation.org.uk) if you have any queries relating to your claim value.

### Team Retention

This section will determine the club's team retention with Stay in the Game funding.

The form will generate all affiliated male teams (U17s upwards) at your club for the 2019/20 and 2020/21 seasons, according to FA Whole Game System data that we hold. This will determine what the retention rate is for your club.

If you meet the required retention rate for the size of your club, you will be able to proceed with your claim.

The retention rate expected is as follows:

Club Size	Desired Retention Rate
2 male teams	100%
3-5 male teams	80%
6-9 male teams	70%
10+ male teams	65%

If you have not met the required retention rate, you will need to complete a withdrawal form, a link to which will be found at the bottom of this page. Once this form is completed your grant will be terminated.

If you think any of your team information is incorrect, you will need to contact [sitg@footballfoundation.org.uk](mailto:sitg@footballfoundation.org.uk). Please outline in your email what teams you believe to be missing.

Any information you provide that differs to the FA data we hold, will need to be verified by the CFA before we can enter this into our database.

### **Stay in the Game Feedback**

In this section you will need to answer a few feedback questions on how you found the service from the Football Foundation and what impact the grant has had on your organisation. The Football Foundation values the feedback from all our applicants, and this feedback helps us to continually improve our processes.

### **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.

The form will populate the bank details for the account to which your last instalment was paid. If these are no longer the correct details, please select 'no' where it requests if these details are correct. You will then need to email [sitg@footballfoundation.org.uk](mailto:sitg@footballfoundation.org.uk) with a new bank statement. Please include the organisation name and grant reference within your email. Your claim will be placed on hold until we have received evidence of your new bank account details.