

GTG CLUB CLAIM GUIDANCE 2020

GROW
— THE —
GAME

**FOOTBALL
FOUNDATION**

This is a guidance document to provide further information on the Grow the Game claiming process and what information we require from organisations claiming the second or third 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
- New Football Activity
- Grow 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 gtg@footballfoundation.org.uk if you have any queries relating to your claim value.

New Football Activity

This section will determine what new teams were created using Grow the Game funding.

The form will generate all the new teams created and affiliated for your organisation within the 2019/20 season, according to FA Whole Game System data that we hold. You will simply need to tick which new teams were created using the funding. These may not match the original project plan as outlined in your offer letter; however, it will still need to meet the eligibility criteria of the scheme, i.e. a female or disability team.

If you experience any difficulties with the data, you will need to contact the Football Foundation at gtg@footballfoundation.org.uk.

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.

If you have not created an eligible team, 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 team. The link to the withdrawal form can be found on this page.

Grow 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.

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 email gtg@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.