

To the members of FIFA

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Circular no. 1331

Zurich, 21 November 2012  
SG/clo-csu

**FIFA Financial Assistance Programme (FAP)  
Regulations and administrative guidelines for 2013**

Dear Sir or Madam,

We are pleased to enclose two CDs (one for your association, the other for your auditors) containing the FAP application forms for 2013 and the audit forms for 2012:

**FAP application forms for 2013**

- a) Application forms for 2013 (FAP Forms 1 to 3)
- b) FAP Regulations

**Audit forms for 2012**

- a) Local auditors' report for the period January to December 2012
- b) Confirmation of auditors' independence and professional qualifications
- c) Representation letter
- d) FAP Forms 3 and 4

**Technical director requirement**

As outlined in art. 3.10 of the FAP Regulations, FIFA member associations are entitled to receive the FAP money provided that they employ a technical and development director who is in charge of youth, grassroots and development programmes. This was applied for the first time in 2010. For next year, member associations are requested to proceed as follows, depending on their individual situation:

- a) to confirm the name of their technical director when filling in Form 1 of their FAP 2013 application if it is the same person as the one mentioned last year; or
- b) to provide FIFA with a job description, CV and copy of the employment contract of the new holder of the position of technical director if the person in question has changed.

**Statutory audit requirement**

In accordance with art. 3.11 of the FAP Regulations, only those member associations and confederations that carry out a statutory audit executed by an independent auditor are entitled to apply for FAP funding.

**FAP funding for women's football**

Since 2008, a requirement has been in place for at least 15% of FAP funds to be used for women's football. This is an obligatory provision and it is of huge importance to the further development of the women's game. Member associations not fulfilling this requirement for 2012 need to ensure that the situation will change in 2013 by adding the balance not used for this purpose in 2012 to the 15%.

**Repayment of member association debts with FIFA through FAP 2013**

The FIFA general secretariat is authorised to deduct any amount owed to FIFA by member associations from the FAP payments made to the member associations in question (article 7.2 of the FAP Regulations). The amount to be deducted from FAP 2013 was communicated by the FIFA Finance Division in October 2012.

**Deadlines**

In accordance with the FAP Regulations, all applications for 2013 should be sent to FIFA by the end of December 2012. Applications received by FIFA in December will receive priority treatment in order to pay the first instalment in January 2013. The remaining FAP instalments will be paid on the following dates:

- 2<sup>nd</sup> instalment            27.03.2013
- 3<sup>rd</sup> instalment            26.06.2013
- 4<sup>th</sup> instalment            25.09.2013

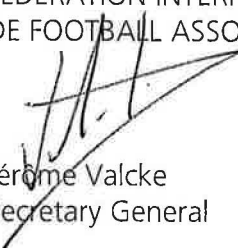
At the same time, please note that a report signed by a local auditor regarding the use of the FAP funds received in 2012 and of any other amounts channelled through FIFA's FAP account must be submitted to FIFA by 31 March 2013.

The FIFA Member Associations & Development Division will be pleased to answer any questions you may have.

Finally, we would like to take this opportunity of thanking you for the pleasant working relationship we have with you and for your commitment to the FAP.

Yours faithfully,

FÉDÉRATION INTERNATIONALE  
DE FOOTBALL ASSOCIATION



Jérôme Valcke  
Secretary General

Encl.:

- Two CDs with the FAP forms
- FAP Regulations

cc:            FIFA Executive Committee  
              Confederations