Football Foundation

**Guide to the
Monitoring & Evaluation Survey**

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Under £20k projects do not need to complete these stages

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Welcome to the guide for the Football Foundation Monitoring and Evaluation (M&E) survey.

This document provides you with a step-by-step guide of how to complete your project's M&E survey. It gives you an overview of all the questions asked in the survey, together with help text that explains what information you will need to provide. The majority of this information can found online within the survey but we thought it would be handy to have this all together in one document.

If you completed the 2017/18 survey last year, many of the details you provided will automatically be pre-populated within the survey.

If you do still require further support, please phone 0345 345 4555 to speak to a member of staff at the Football Foundation – who will be happy to assist you.
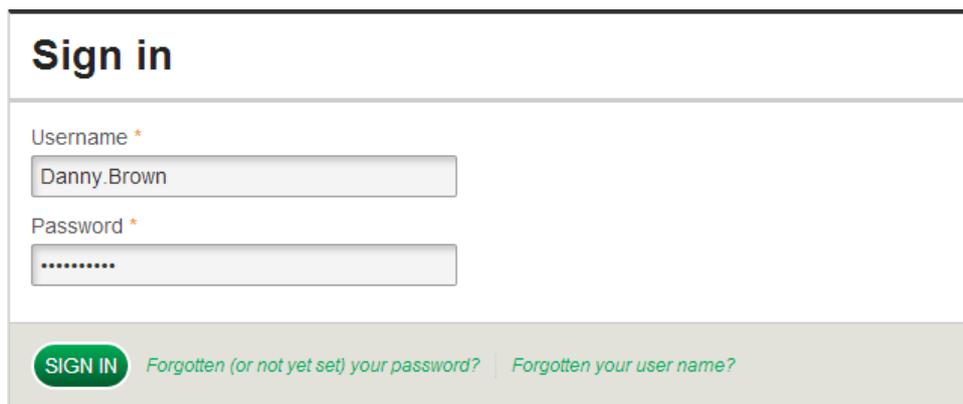
Getting started details

Signing in

The link to access the M&E survey is:

http://app.upshot.org.uk

When you click on this link you will be asked to sign into your survey.

Please enter the username and password that was emailed to you by the Foundation to sign in to your site's survey.

Please note that both the username and password are **case sensitive**.

If you happen to forget your sign in details, you can click on 'Forgotten (or not yet set) your password?' or 'Forgotten your user name' to be reminded of these details via email.

Home page

The homepage contains details about how to complete the survey and enables you to access account details.

Progress bar

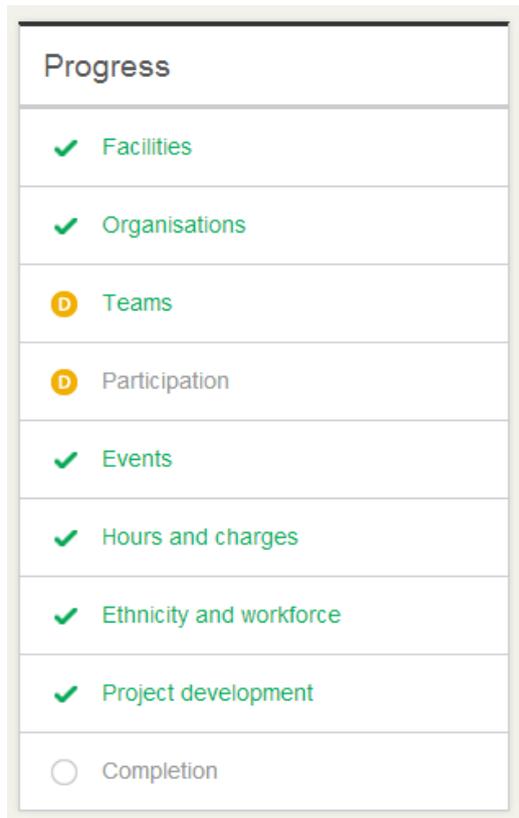| Progress	
✔	Facilities
✔	Organisations
D	Teams
D	Participation
✔	Events
✔	Hours and charges
✔	Ethnicity and workforce
✔	Project development
○	Completion

The progress bar will help guide you through the survey. It lists all the stages that you need to complete and updates the progress of each stage as you proceed through the survey. It also allows you to navigate through the survey by clicking on the stage that you want to edit.

Stages which you are able to edit are displayed in green, and will have a green icon next to them in the Progress bar:

○ Available stage

Initially some stages cannot be edited until a previous stage has been completed. These stages will have the grey icon next to them within the Progress bar:

○ Inaccessible stage

To find out what stage needs to be completed first, hover over any greyed out stage in the progress bar.

Saving

Once you have edited a stage you will have two save options. You can either save the stage as a draft status, which will save all the information you have provided without marking it as complete (this is useful if you want to double check information or add more information later). You do this by clicking on the 'SAVE AS DRAFT' button:

SAVE AS DRAFT

These stages will then have the orange icon next to them within the Progress bar:

D Draft stage

Once you have provided all of the information within a stage you can save the stage as complete. You do this by clicking on the 'STAGE COMPLETE' button:

STAGE COMPLETE

These stages will then have a green tick next to them in the Progress bar:

✔ Completed stage

You can still go back and edit a stage marked as complete, if there is some information that needs amending (apart from the Facilities stage). Once you have updated the stage click on the 'UPDATE STAGE' button to save the changes:

UPDATE STAGE

Previous survey

Previous survey

View last year's completed survey

If you wish to see a copy of the survey you completed last season, you can view a pdf by clicking on 'View last years completed survey' which is located at the bottom of the progress bar.

Account details

Not Daniel Brown?

Update your account details

Whilst we have made every effort to create the correct contact/user for each survey, this may not always be correct. If you are not the correct user, you can forward on the original login details to the correct user to enable them to access the survey. They will then be able to update their details by using the 'Update your account details'.

Your account details

Enter current password *

Username *

Daniel.Brown

First name *

Daniel

Last name *

Brown

Email *

danny@fbfdn.org

New password

To change your password enter the new one here

Confirm new password

and confirm it here

You can also use this section to update your own account details, such as your username and password if you wish to do so.

Add user

If you are the correct contact and have overall responsibility for the site, but cannot provide information for all sections of the survey (such as football/sport users of the site) then you can add an additional user who may be able to assist you in providing this information.

To do this you simply click on 'Add user' at the top right of the page.
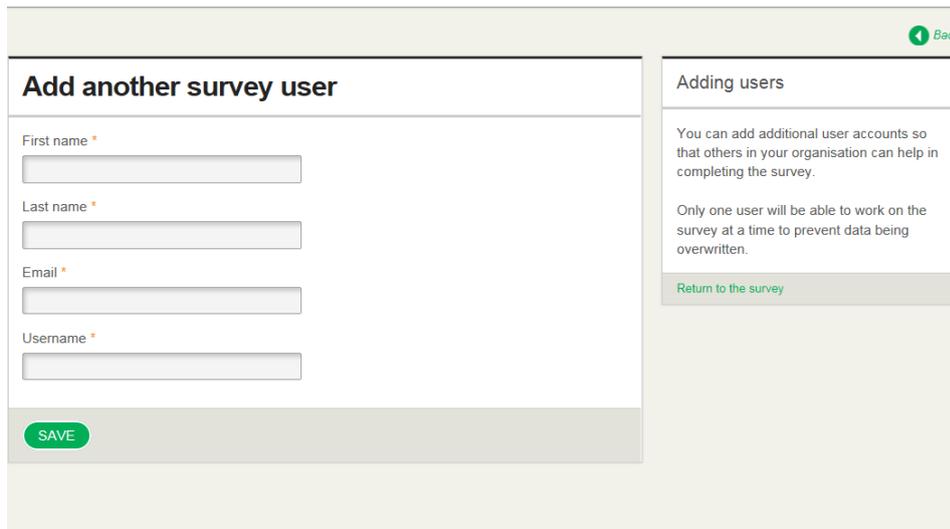
They will then receive an email with their own login details which will allow them to update the sections in the survey that they can provide details for. Please note, only one user will be able to work on the survey at one time to prevent data being overwritten.

Contact

This year, each survey will be allocated a primary contact, so we know which email to send any notifications about the survey. If there is only one user, then they will automatically be assigned as the main contact. If you have added additional users then you have the ability to change who is the main contact, by clicking on the 'Change' button.
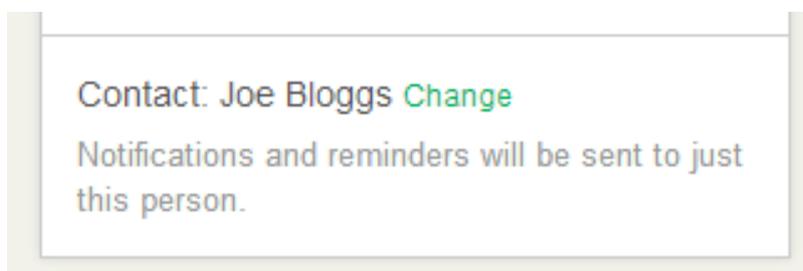
This gives you the option of picking which of the users should be the designated main contact from the drop-down list. Once selected the contact name will change to show this has been updated.

Survey stages and questions details

Facilities

For the First time, we have linked up with the Sport England Active Places facility register to ensure our knowledge of Grassroots facilities in the UK is as comprehensive as possible, which has meant there are some amendments to last years process.

Please review the information listed and check whether any of the facility details listed need updating. This stage needs to be completed before you can access the rest of the survey and once confirmed, amendments cannot be made.

Site Info

Site info	?
Project open for use date *	10/03/2016
Changing rooms *	○ Yes ● No
Multi Use Games Areas (MUGAs) *	○ Yes ● No

Please let us know the date that your project was open for use. By this we mean once the Foundation funded facility was built, the date the site was open to play football on. If your project is not yet complete, please provide an estimated open for use date instead.

Please let us know if there are any changing rooms at the site.

Please let us know if there is a MUGA (Multi-Use Games Area) at the site. Please only select 'Yes' if the facility is not listed in the sections lower down the page, and if the site is of a surface type different from Rubber crumb or Sand-dressed Astroturf.

Artificial Grass Pitches (AGPs)

AGP pitches				?
Size	Surface	Floodlit	Indoor	Number of pitches
Full-size	Rubber crumb pile (3G)	Yes	No	1

Please let us know if there are any artificial grass pitches (AGPs) at the site. For each AGP listed, please review the details below:

- **AGP Pitches -** Please let us know if there are any artificial grass pitches (AGPs) at the site. For each AGP listed, please provide details of:
- **AGP name -** By giving each AGP a recognisable name this will help when telling us what teams play at each AGP later on in the survey
- **Size -** Either Full size, Medium or 5-a-side
- **Surface type -** Choose from the list of options; 3G pitches should be listed as rubber crumb
- **Funded by the Football Foundation -** Indicates if the AGP was funded by a Foundation grant
- **Floodlit -** Indicates if the AGP is floodlit

(Please refer to the section below if incorrect).

Grass Pitches

Grass pitches		
Size	Floodlit	Number of pitches
Full sized Football	No	1
Junior Football	No	1

Please check that the number of grass pitches at your site is correct. (Please refer to the section below if incorrect).

Sports Halls

Sports Halls		
Type of hall	Number	
Main	1	
Activity Hall	1	

Please ensure that the number and type of Sports Halls at your facility are correct.

(Please refer to the section below if incorrect).

How to Confirm or Report inaccuracies for the facilities at your site

At the bottom of the facilities section you will see the two buttons below.

If you are happy that the facilities listed are correct then click the Confirm Facilities button which will take you to the next stage of the survey.

Alternatively, if the details listed are incorrect please select the Report Incorrect Facility Information Button which will begin the facility confirmation process below:

- An email will be sent to the Football Foundation who will review whether or not you are the registered contact for that site.
- If you are, we will send you a link which will allow you to update the details of the facilities at your site.
- If you are not the registered contact, we will send you a short form to fill in that will enable you to tell us what the facilities at your site are and we will update the system for you.
- Once this have completed either of the above processes, your survey will be updated overnight and you will receive the message below next time you log in. Your survey will then be available to complete against the correct facilities.

The facilities listed below have now been updated within Sport England Active Places or reviewed by us to be correct. You can now proceed with the survey by completing this stage.

Organisations

Please let us know which organisations use your site on a regular basis. At least one main 'default' organisation must be provided. You will be able to link back teams to these organisations in the Teams stage.

Key organisations that play at your site

Please provide details of the main organisations that play at your site on a regular basis. This will help when completing the Teams stage, as you will be able to let us know if a team that plays at the site is a member of the organisations listed below.

If the organisation is a school or a football club affiliated to the FA, then this will appear when you start typing in the name of the organisation. You can then select this from the list to help make it easier for you to complete this stage.

You will need to make sure that at least one default organisation is provided.

- **School site -** If you are a school, then you should select your school as the default organisation.
- **Club site -** If you are a football club or sports club, then you should select your club as the default organisation.
- **Local Authority site -** If you are a Local Authority or Parish Council, then you should list the main club/school that uses your site as the default organisation.

To add a new organisation, click on the 'add another' button. To remove an existing organisation, click on the 'remove' button.

Teams

Please provide details of all the teams that played at your site on a regular basis during last season. Once all the teams are marked as 'DONE' *click on the* 'STAGE COMPLETE' *button that will appear to confirm these details.*

Please note: *we are interested in not only regular football team usage at the site, but also:*

- *Regular non-football sporting activity (i.e. A hockey team that plays it home matches at the site)*
- *Less formal regular sporting activity (i.e. A local community group which delivers weekly football sessions at the site)*

To do this, list the name of the activity within the team name box, and provide either match or session usage details as appropriate.

Teams included this year

Please provide details of all the teams that played at your site on a regular basis during last season (asides from school curricular teams which do not need to be included). By regular usage, we mean at least once a month for the majority of the season.

If you completed last year's 2017/18 M&E survey, all the teams you previously listed will automatically appear. For each team that continued to play at the site during this season, please provide details of the team's usage figures by clicking on 'Update usage - matches' and/or 'Update usage - sessions'. Once you have updated this information, a green tick will indicate this and the team will be marked as 'DONE'. If the team details have changed, you can click on 'Edit team' to update this information.

Teams excluded this year

Teams excluded this year

TO DO	**Abbeymead Rovers Disability Team** Junior (11-15) - Football Include
TO DO	**Abbeymead Rovers Ladies** Adult (18+) - Football Include
TO DO	**Abbeymead Rovers U10A** Mini soccer (6-10) - Football Include

If the team did not play at the site last season, then click on 'Exclude team' and these will appear in the Teams excluded this year list.

Add new team

To add a new team, click on the 'ADD A NEW TEAM' button. You will then be asked to provide details of the team - such as age range, sport played - and information about the number of players within the team. Once you have saved the team it will be included within the list and marked as 'DONE'.

Add new team

Team details ❓

Team name *	Old Finchleians U16 team
Organisation *	Old Finchleians F.C. (Barnet) ▼
Sport *	Football ▼
Age range *	Youth (16-17) ▼
Disability	☐

Facility Use: Matches ❓

Provide usage data for matches played at the site * ☑

Facility *	Grass pitches ▼
Duration per match *	1 Hours 30 Minutes
Weeks held at site *	20 Matches per week * 1
Males *	18 Females * 0

Facility Use: Sessions ❓

Provide usage data for training sessions at the site * ☑

Facility *	Main AGP (Artificial grass pitch) ▼
Duration per session *	1 Hours 0 Minutes
Weeks held at site *	30
Males *	20 Females * 0

Typical weekly time slots for sessions at AGP

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	☐	☐	☐	☐	☐	☐	☐
Afternoon	☐	☐	☐	☐	☐	☐	☐
Evening	☑	☐	☐	☑	☐	☐	☐

SAVE TEAM

Team details

Please provide details of the team that played at your site by updating the following fields:

- **Team name -** Please provide the name of the team. It would be helpful if you could try and give the full name where possible.
- **Organisation -** Please provide details of the team's organisation. Ideally each team should be linked to an organisation created in the 'Organisation stage' of this survey. These appear first in the dropdown list. Otherwise you can select a generic organisation type from the remaining options listed in the dropdown.
- **Sport -** Please pick what sport the team played at the site. Football is listed at the top to help you select it.
- **Age range -** Please select which age range that the team's players fall under. If the team is an extra-curricular school team please pick the relevant year group.
- **Disability -** Please indicate if the team is a disabled team.

Facility Use: Matches/Sessions

For each team you need to provide details of the matches or sessions that took place at the site. At least one of these sections needs to be completed before the team is marked as DONE.

The following fields will need to be completed for each option:

- **Facility -** Please select the main facility that the matches took place at. The list of facilities is determined by the facility information you confirmed at the start of the survey. Any AGPs at your site will be listed individually by their given name. If any activity took place on a non-football facility at your site - such as tennis for example - please record this under the 'Other' facility option.
- **Duration per match/session -** Please let us know how long a typical match/session lasted for. The default setting is 1 hour and 30 minutes.
- **Weeks held at site -** Please let us know how many weeks matches/sessions took place at the site during last season. For example, if this is a football team, it would normally be the number of weeks they played home league/cup matches at the site.
- **Males/Females -** Please let us know how many players regularly played a match/session for the team. ==**Each person should only be counted once.**==
- **Matches/sessions per week -** If the facility you selected is not an AGP, then please let us know on average how many matches/sessions took place **per week they played at the site**. For example, a football team would normally play on average one match for each week they had been listed as playing at the site.
  or

- **Typical weekly time slots for matches/sessions at AGP -** If the facility you selected is an AGP then a weekly grid will appear. Please give us a rough indication of when the match took place by clicking on the relevant time slot. If

more than one match took place each week you can click on more than one time slot.

Team Progress bar

Progress: 4/10

The team progress bar displayed above, lets you know how many teams you have provided usage details for. Once you have updated all the teams included in the list, the 'STAGE COMPLETE' button will appear which means that you can save the form as complete.

STAGE COMPLETE

Usage figures for any non-regular events, such as tournaments, should be listed within the 'Events' stage.

Participation

Please review the total participation figures for your site (as provided in the Teams stage). Once you are happy with these, check the tickbox and comment on why the participation figures are at the level shown.

Breakdown of total participation at your site

Breakdown of total participation at your site

	2012/2013	2013/14	% change
Male: Football	160	165	3.13
Female: Football	30	35	16.67
Male: Non-football	0	10	N/A
Female: Non-football	0	5	N/A
Total	*190*	*215*	*13.16*

Common reasons for a change in participation figures

Select ▼

⊖ Increase due to additional non-football clubs/groups

⊖ Increase due to improved marketing and promotion

Comments about the participation figures *

We are pleased that the hard work in promoting the site this season has resulted in an increase in players using the site, including some non-football participation.

Tick to confirm that the site's participation figures are accurate ☑

Displayed is a breakdown of the total number of players at your site. This is worked out by adding all the players listed within the 'Teams' stage (taking the higher figures when both matches and training usage was supplied for a team). This is broken down by both gender and football/non-football use.

If you completed last year's 2017/18 M&E survey, then a comparison is made to indicate if the site's participation has gone up or down.

It would be helpful if you could briefly comment on the figures shown, and tell us what have been the key factors to the sites latest participation figures. This is especially true if there has been a big increase or decrease in the figures from one year to the next.

A list of common reasons included last year has been included to help make it easier for you to do this.

It is important that the figures are accurate as these will be used within our website's 'Impact' section' as evidence of the impact that our grants are making. As such you need to confirm that that figures are accurate to the best of your knowledge by clicking the confirm tickbox.

If the figures are incorrect please go back to the 'Teams' stage and edit the team's players.

Please note that if you save this stage as complete and then amend the 'Teams' stage, you will need to reconfirm this stage as the figures may have changed.

Events

Please let us know about any events that took place at your site. By events, we mean things like tournaments, which do not take place on a regular basis. Events may be sporting or non-sporting. Any activity that has regular sporting usage at the site, should be included within the Teams stage.

Events at your site

Please provide details of any event that has taken place at the site during the last season, by completing the following information:

- **Event title -** Name of the event that took place.
- **Type of event -** Select what type of event it is from the dropdown list.
- **Participants -** Please estimate the number of people that took part in the event. Each person should only be counted once. People listed here are not added to the usage figures in the Participation stage, as they have not used the site on a regular basis, but will used by the Foundation to demonstrate what other activity is taking place at the site.

If no events took place you only need to mark the stage as complete by clicking the 'STAGE COMPLETE' button.

To add a new event, click on the 'add event' button. To remove an existing event, click on the 'remove' button.

Hours and Charges

Please tell us the hours that the site was open and in use and the hire charges for each facility. Please also let us know about the condition of the site and details of the maintenance which takes place.

Depending on the facilities that you included at the start of the survey will depend on what is shown in this section.

Hours site open and used

Hours **AGP**(s) open and used (including curricular usage)   ?

	Peak season (Sep - Apr)						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hours open*	11	11	11	11	11	8	6
Hours used*							

	Off season (May - Aug)						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hours open*	11	11	11	11	11	8	6
Hours used*							

Please tell us how many hours the site was open and available for use (per day) in a typical week for your 'peak' and 'off peak' seasons. Peak season would normally be between September & April and off peak between May & August.

Please also tell us on average how many hours (per day) the site was actually in use with sports activity taking place at your facilities during these periods.

If you are a school site, please include curricular hours within these figures.

A number is required for each field, so if the site was closed or no activity took place then please enter 0 in the field for that day.

Artificial grass pitch (AGP) hourly rates for the full pitch *(if located at site)*

Artificial grass pitch (AGP) hourly rates for the full pitch		?
	Standard	Concessionary
Market road full size 3G *	£ 70	£ 50

Additional AGP hire charge information

It costs £30 for hire of a 1/3 of the AGP

For each AGP please let us know what the standard hourly rate for the full hire of the AGP is. Please also let us know us know the Concessionary hour rate if you have one. If you do not charge for the hire of the AGP, please put 0 in the field.

Please use the comments box to let us know any further information about the hire of the AGPs. For example this could be information about the prices you charge for splitting the AGP into smaller pitches, or details of organisations that may have use of your AGPs for free.

Grass pitch rates per match *(if located at site)*

Grass pitch rates per match		?
	Standard	Concessionary
Full size *	£ 40	£ 30
Junior *	£ 30	£ 20

Additional Grass pitch hire charge information

For each type of Grass pitch, please let us know what the standard rate for a match is. Please also let us know us know the Concessionary rate for a match if you have one. If you do not charge for the hire of the Grass pitches, please put 0 in the field.

Please use the comments box to let us know any further information about the hire of the Grass pitches. For example this could be information about the prices you charge for block bookings, or details of organisations that may have use of your Grass pitches for free.

Hourly rates for sports halls *(if located at site)*

Please let us know how much you charge for the hire of the Sports halls at your site.

For each facility listed please let us know what the standard hourly rate for the full hire of the hall is. Please also let us know us know the Concessionary hour rate if you have one. If you do not charge for the hire of the Sports Hall, please put 0 in the field.

Please use the comments box to let us know any further information about the hire of the Sports Hall(s). For example, this could be information about the prices you charge for splitting the Sports Hall into smaller pitches, or details of organisations that may have use of your Sports Hall(s) for free.

Hourly rates for sports halls		?
	Standard	Concessionary
Main Sports Hall *	£	£
Additional AGP hire charge information		

Indoor pitch hourly rates *(if located at site)*

Indoor pitch hourly rates		?
	Standard	Concessionary
All indoor pitches *	£ 20	£ 15
Additional Indoor pitch hire charge information		

For each indoor pitch, please let us know what the standard rate for a match is. Please also let us know us know the Concessionary rate for a match if you have one. If you do not charge for the hire of your Indoor pitches, please put 0 in the field.

Please use the comments box to let us know any further information about the hire of the Indoor pitches. For example, this could be information about the prices you charge for block bookings, or details of organisations that may have use of your indoor pitches for free.

Condition of the facilities

Please let us know the current condition of the facilities at your site, by completing the star ratings below.

For each type of facility give it one the following ratings:

- **1 star -** Poor
- **2 stars -** Okay
- **3 stars -** Good
- **4 stars -** Very good

Please click on 'Add' next to each rating to provide comments about why the score was given (especially if you have rated it as poor).

Each funded site should have Football Foundation signage, so please us know the condition of this. If you do not have a Foundation sign, then please rate it with no stars and put in the comments section the reason why.

AGP/Grass pitch maintenance

AGP maintenance   ?

Type of maintenance *   Brushing ▾

Frequency of maintenance *   Daily ▾

Responsible for maintenance *   School ▾

Comments about the maintenance

[text area]

⊖ remove

⊕ add another

Grass pitch maintenance   ?

Type of maintenance *   Line marking ▾

Frequency of maintenance *   Six monthly ▾

Responsible for maintenance *   Local Authority ▾

Comments about the maintenance

[text area]

⊖ remove

⊕ add another

Please let us know the scheduled maintenance routine you have in place for AGPs/grass pitches at your site, by completing the following information:

- **Type of maintenance -** Please select from the dropdown list what type of maintenance you are providing details about.
- **Frequency of maintenance -** Please let us know how often this maintenance takes place.
- **Responsible for maintenance -** Please let us know whose responsibility it is to undertake the maintenance.
- **Comments about the maintenance -** If you have any additional information that would be useful to know, please let us know here.

Details of one maintenance routine are required but you can add multiple routines. To add a new maintenance routine, click on the 'add another' button. To remove an existing maintenance routine, click on the 'remove' button.

Workforce

Workforce at site

Please let us know details of the people that worked at your site during last season.

Provide us with the number of male and female people who undertook the following roles:

- **Paid coaches -** Coaches that were paid to work at your site.
- **Volunteer coaches -** Coaches that volunteered to work at your site.
- **Volunteers (non coaches) -** All other volunteers that worked at your site, but did not coach. For example this could be a groundsman.
- **Teachers -** Teachers that were directly involved with sporting activity on your site.

If you have any additional information about your workforce please add this to the comments box.

Courses held at site

Courses held at site ?

Course type * Football - Coaching Level 1 Award ▼

Number held * 3

Male attendees * 20

Female attendees * 5

⊖ remove

⊕ add another

Please let us know details of any courses which took place at your site during last season, by providing the following information:

- **Course type -** Please let us know the type of course from the dropdown list.
- **Number held -** Please let us know the total number of courses held for this type of course at your site.
- **Male/Female attendees -** Please let us know the total number of people that attended all the courses held for each course type. Each person should be counted only once.

If no courses were held at your site, then leave this section blank.

To add a new course, click on the 'add a course' button. To remove an existing course click on the 'remove' button.

Safeguarding children policy

Please tell us if you have an up-to-date 'Safeguarding Children Policy' in place. If 'Yes' please upload a copy of your 'Safeguarding Children Policy' after you have submitted this survey. If 'No', a member of the Football Foundation will be in contact regarding your 'Safeguarding Children Policy' and procedures.

Safeguarding children is everyone's responsibility. If you are involved in a club or league, which involves anyone under the age of 18 or thinking of setting up one, you need to ensure you have the appropriate safeguards in place.

The FA has a Safeguarding Children programme, which provides information and support to help you put this in place. Locally there is a network of Welfare Officers based at County Football Associations and a comprehensive education programme to support you.

For further information, please visit the [Safeguarding page of the FA website](#).

Project development

Please rate both your project's 'sustainability' and progress against the Football Development Plan using the star ratings below. Please click on 'Add' next to each rating to provide comments about why the score was given, as this information is useful to give a clearer picture of your project. Please also provide us with contact details of the person responsible for the sites finances.

Project sustainability

Project sustainability	Rating	Additional information
Financial outlook *	★★★☆	Add
Governance in place *	★★★☆	📝
Management, staffing and volunteering levels *	★★★★	Add
Local need and accessibility of the site *	★★★★	📝
Community 'ownership' felt towards site *	★★★★	Add
Marketing and publicity of the site *	★★☆☆	Add
Partnerships established *	★★☆☆	📝
Monitoring and evaluation in place *	★★★★	Add

Please give an indication of the 'sustainability' of your site, by completing the star ratings below. Each heading was identified through research as being a key measure towards a facility project's overall sustainability. To help you when rating each section, key questions to be considered have been listed below:

- **Financial outlook -** What is the income/expenditure of the site? Is a sinking fund in place? Has long term funding been identified? Does the site maximise its financial potential?
- **Governance in place -** Are key documents, such as a football development/business plan, up-to-date? Are these plans acted upon?
- **Management, staffing and volunteering levels -** Are appropriate management structures in place? Is the workforce and expertise suitable to run the site? Is support and mentoring provided to volunteers?

- **Local need and accessibility of the site -** Has a survey of local need/competition been carried out recently? Is the site accessible to all?
- **Community 'ownership' felt towards site -** Does the local community feel engaged towards the project? Do you seek their feedback?
- **Marketing and publicity of the site -** Is an appropriate marketing strategy in place? Is the site promoted effectively?
- **Partnerships established -** Have partnerships been set up with local schools, clubs and community organisations? Is there an understanding of local, regional and national partners?
- **Monitoring and evaluation in place -** Are M&E systems in place, such as registers, usage plans and reports? Has responsibility for M&E been assigned? Is M&E data used to influence future plans?

For each heading give it one the following ratings:

- **1 star -** Poor
- **2 stars -** Okay
- **3 stars -** Good
- **4 stars -** Very good

Please click on 'Add' next to each rating to provide comments about why the score was given (especially if you have rated it as poor). This additional information is really useful to know to give us a clearer picture of your project, and helps inform any Support Day meetings you may attend in future.

Football Development Plan progress

Football Development Plan progress

	Rating	Additional information
Overall football development at site *	★★★☆	📝
FA Charter Standard	★★★☆⊖	Add
Women's and girls' football	★★★☆⊖	Add
Football for disabled people	★★☆☆⊖	Add
Community engagement	★★★☆⊖	📝
Race equality	★★★★⊖	Add
Multi-sport activity at site	★★☆☆⊖	Add
Out of season activity at site	★☆☆☆⊖	📝

Please rate the progress made towards delivering your football development plan at the site in the last year, by completing the star ratings below for each of these headings:

- **Overall football development at site -** Your overall progress made towards developing football
- **FA Charter Standard -** Your success in helping football clubs achieve FA Charter standard
- **Women's and girls' football -** Your success in developing women's and girls' football
- **Football for disabled people -** Your success in developing playing opportunities for disabled players
- **Community engagement -** Your success in engaging with the local community and hard to reach groups
- **Race equality -** Your success in providing playing opportunities to people from all ethnic groups in your local area
- **Multi-sport activity at site -** Your success in providing non-football activity at your site
- **Out of season activity at site -** Your success in attracting players at your site outside the football season (i.e. the summer months)

For each heading give it one the following ratings:

- **1 star -** Poor
- **2 stars -** Okay

- **3 stars -** Good
- **4 stars -** Very good
- **No stars -** Not Applicable (when not required)

Please click on 'Add' next to each rating to provide comments about why the score was given (especially if you have rated it as poor). This additional information is really useful to know to give us a clearer picture of your project, and helps inform any Support Day meetings you may attend in future.

Contact details of financial person

Please let us know the contact details of the person who is responsible for the finances of your site.

This person will be contacted and requested to complete a short survey about the latest financial details of the site, so please make sure they will have knowledge of this subject.

This finance survey is likely to be sent out in September.

Completion

Please let us know how you rate this new survey, before reviewing the information you have provided to make sure it is correct. Once you are happy with this, save the survey as complete.

Survey Review

This allows you to review all the information you have provided before submitting the survey.

Your feedback

Your feedback   ?

Rate this survey * ★★★★
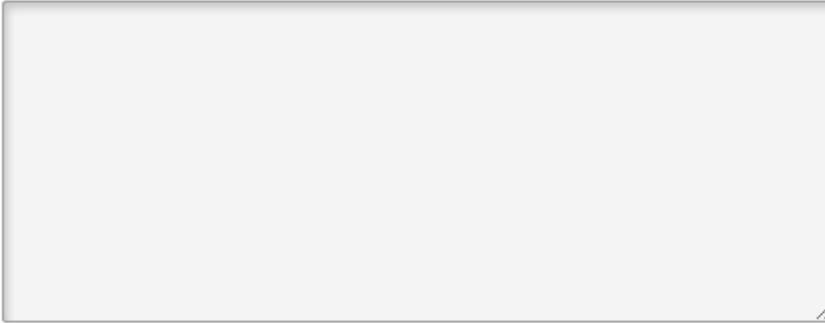
Feedback

We are keen to hear your feedback, so please rate the survey using the star ratings. It would be helpful if you could leave us any comments you may have - both positive and negative - to help us improve this survey.

View completed survey

Once you have completed the survey, you can view a copy of the completed survey by clicking on the 'view completed survey' link.

Once open, you will be able to print a copy of the survey for your records by clicking on 'Print'.

Add/View supporting documentation

Once you have completed the survey, you are able to upload supporting documents. You do this by selecting the type of document and clicking on the 'browse' button to locate the file and then click on the 'ADD DOCUMENT' button to upload it:

Add supporting documentation

Upload file *

[   ] [Browse...]

Description *

```
Football/Sports development plan
```

[ADD DOCUMENT]

Supporting documentation

Updated/new business plan	Download	Delete
Weekly usage plan	Download	Delete
Latest accounts	Download	Delete
Football/Sports development plan	Download	Delete

Once you have added the document, these are stored within Upshot. You are then able to manage these documents by either downloading them or deleting them.