

BANK DOCUMENT GUIDANCE NOTES 2020

GROW
— THE —
GAME

**FOOTBALL
FOUNDATION**

Requirements

When completing your claim form, you will be asked to upload a copy of a recent bank statement. This will need to be your organisation bank account and the bank statement will need to meet the following requirements:

- Bank account name must be in the name of the grantee organisation
- Display Sort code
- Display Account number
- The bank account must have at least two signatories

Types of account **we can** accept:

- Community Account
- Treasurer's Account
- Current Account
- Business Account

We can only accept a **bank statement** or **paying in slip** to verify bank information.

- PDF Bank Statements (Can be downloaded from online Banking)
- Scanned copies or picture of Paper Bank Statement
- Scanned copies or picture of Paying in Slip

PDF Bank Statement Example

Bank Logo

Account Statement

Account Name: XXXXX DATE: XXX
Account Number: XXXX
Sort Code: XXXX

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
30/5/2020	Direct Debit	-20.00		30.00
28/5/2020	Bill Payment	-50.00		50.00
27/5/2020	Payment Received		100.00	
26/5/2020	Opening Balance			00.00
TOTAL				30.00



Bank Logo Date _____

Pay _____ £

Signed

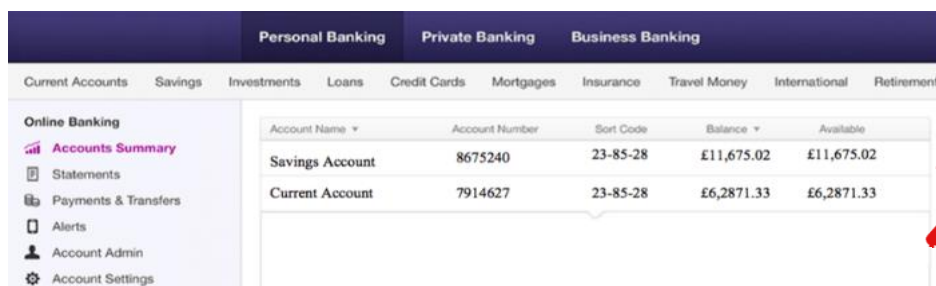
Cheque No. ⑈⑈⑈ ⑈⑈⑈ Account Name XXXX Account Number XXXXXX Sort Code XXXXXX



What we do not accept

We do not accept the following:

- Screenshots of your online banking login page. You will be able to obtain a bank statement if you contact your bank



Account Name	Account Number	Sort Code	Balance	Available
Savings Account	8675240	23-85-28	£11,675.02	£11,675.02
Current Account	7914627	23-85-28	£6,2871.33	£6,2871.33

- Bank statements which fail to include the bank account name
- Bank Statements that are **not** in the name of your organisation

Types of account we **do not** accept:

- Personal accounts
- Sole trader accounts
- Accounts in any name other than the applicant name
- Accounts with only one signatory

If you have not set up an account yet

If you are forming a completely new club, you may find you are yet to set up a club account. This is **not** an issue during the application process. A lack of a bank account will not have an impact on whether you are successful or not.

However, if you were to be successful, you will need to set up an account in the grantee organisation name. This will need to be set up as soon as possible, once you have received your offer letter.

Delays in supplying the supporting documents will result in a delay to your payment and potentially the withdrawal of your grant.

No payments will be made without verification of the grantee organisation bank account.