

1. SCHEME OVERVIEW

The AFC President's Infrastructure Initiative was established to assist the AFC Member Associations in their overall development of football by introducing infrastructure that will allow them to increase, upgrade and expand the football facilities in their respective countries.

The AFC President's Infrastructure Initiative aims at providing financial support to the AFC Member Associations to enable them to improve their football infrastructure, either through establishment of new infrastructure facilities or renovation and upgradation of the existing infrastructure facilities in the country.

2. PROJECT DETAILS

This scheme will range from the following:

- Full size and mini football pitches (Artificial and Natural)
- Football-related infrastructure at a training/technical centre (including seating solutions)
- Floodlights
- Scoreboard
- Vehicle
- Medical Equipment
- Pitch Maintenance Equipment
- Any other football-specific facilities/infrastructure deemed to fulfil the programme guidelines

Priority is to be given to the following types of projects:

- Infrastructure at facilities used for AFC competitions
- Infrastructure at MA national and regional technical centres that will be used as hubs for implementing the AFC Coaching Convention and the AFC Elite Youth Programme
- Facilities to help promote the AFC Grassroots Charter – e.g. mini pitches, community facilities.
- Facilities used for national leagues.

3. BENEFICIARIES OF THE PROGRAMME

- i. The beneficiaries of the AFC President's Infrastructure Initiative are exclusively the AFAP beneficiary Member Associations.
- ii. The AFC President's Infrastructure Initiative funding is paid directly to the beneficiaries, i.e. the AFC Member Associations. The AFC President's Infrastructure Initiative funding is never paid directly to a third party, such as a member of an AFC Member Association, a professional league, club, vendor, supplier or contractor.

4. FINANCIAL STRUCTURE

- i. Through the AFC President's Infrastructure Initiative, the AFC invests a maximum of USD 800,000 in each Member Association for the period of 2019-2020.
- ii. The AFC contributes a maximum of 90% of the total project cost and the Member Association is to fund a minimum of 10% of the project cost.

5. TAXES, COSTS AND EXPENSES

- i. The AFC Member Associations are responsible for paying any taxes, fees (including those of the MA Technical Consultant and Independent Auditor), customs clearance and any other duties incurred in the implementation of any project, if not part of the approved project cost, under the AFC President's Infrastructure Initiative.
- ii. The AFC Member Associations bear all costs and expenses, including legal, professional, banking and exchange charges incurred in connection with the preparation, execution, implementation and completion of projects under the AFC President's Infrastructure Initiative.
- iii. The AFC may offset any amounts allocated to the AFC Member Association against any other amounts due to the AFC by that AFC Member Association.

6. SELECTION

- i. Land Ownership - For a project to be approved by the AFC, the AFC Member Association must provide the AFC with a letter from the owner of the land expressing the rights of the Member Association regarding usage and responsibility for the site for at least 10 years (unfavourable agreements will not be accepted by the AFC General Secretariat).
- ii. Projects equal to and/or over USD\$50,000 shall be tendered publicly by the AFC Member Association in accordance with the Procurement and Tender Guidelines of the AFC Member Association and the Local Laws prevailing in the country. AFC at its discretion may require a certified Independent Auditor to be appointed by the Member Association as part of the overall project cost to oversee and certify the integrity of the process. The certified Independent Auditor shall report directly to the AFC.

PROJECT POLICY

- iii. Projects below USD\$50,000 do not require a tender, but a minimum of three proposals to include the following:
- company background
 - client list
 - quotation breakdown (itemisation plus breakdown of any construction costs)
 - registration details of company
 - images of proposed products
 - warranty details

The above is subject to the prevailing Procurement and Tender Guidelines of the AFC Member Association and the Local Laws of the country. If the Procurement and Tender Guidelines and/or the Local Laws prescribe an open public tender for projects below USD50,000 then this should be adhered to.

7. REQUIREMENTS

- i. Submission of details of the proposed sites and projects – the AFC Member Association should show strategic consideration for selection of sites to be detailed in the form of a business plan
- ii. Submission of maintenance and replacement plan, to be included in the business plan.
- iii. Submission of the application form to include a letter to the General Secretary of the AFC.
- iv. Application must also include the following:
 - Details on proposed sites with reasons for the selection of each specific site, ownership information and map showing geographical spread
 - Details of the usage of each site
 - Maintenance and pitch replacement plan
- v. Appointment of a Technical Consultant

Note: the AFC is not responsible for managing, maintaining and/or replacing the infrastructure investment. The applicant Member Association must illustrate consideration towards these important issues.

8. PROJECT INFORMATION

For each project undertaken by the AFC Member Association under the AFC President's Infrastructure Initiative, the relevant AFC Member Association must provide the AFC with:

- i. Regular reports on the progress made and the precise use of the funding made to the Member Association under the AFC President's Infrastructure Initiative.

PROJECT POLICY

- ii. Any relevant information related to the development of the project, such as an event that causes or might cause a delay or default in the development of the project and any steps being taken to rectify it.
- iii. Any other relevant information related to the development of the project as requested by the AFC.
- iv. After the successful completion of the project – a handover report, project completion report and any other relevant information.
- v. All the documents and information must be provided in English (certified true copies and/or originals only).

9. INSPECTIONS, AUDITS AND FRAUD PREVENTION

- i. The AFC Member Associations may not use the AFC President's Infrastructure Initiative funding for any purpose other than those defined in the countersigned project agreement.
- ii. The AFC reserves the right to inspect any AFC Member Association accounts and documents and vendor/supplier/contractor records relating to the management of the projects and the allocated AFC President's Infrastructure Initiative funding at any time.
- iii. The AFC Member Associations must provide any relevant information and documents that are requested for the purpose of such inspections, checks and audits in relation to the management of projects and the allocated AFC President's Infrastructure Initiative funding, and take all appropriate steps to facilitate the work of AFC's duly authorised representatives, including giving them access to the sites and premises where the project is being implemented.

10. PROJECT MANAGEMENT

The AFC Member Associations must manage their projects in accordance with:

- i. The AFC President's Infrastructure Initiative Project policy and the terms of the countersigned project agreement.
- ii. The AFC Member Associations must also:
 - Establish appropriate procedures, such as tender and bidding processes, to evaluate and select vendors, suppliers, contractors and subcontractors;
 - At the AFC's discretion, appoint a certified Independent Auditor as part of the overall project cost (reporting directly to the AFC) to oversee the tender and bidding process to ensure and certify the integrity of the process;
 - cooperate at anytime with the AFC on its inspection and supervision of the use of the AFC President's Infrastructure Initiative funding.

11. PROCEDURE FOR SUBMISSION OF PROJECTS

Any AFC President's Infrastructure Initiative Project submitted by the AFC Member Association is subject to the procedural rules laid down in Annexe A.

12. PAYMENT PROVISIONS

- i. The AFC will only disburse the AFC President's Infrastructure Initiative funding only if the necessary conditions and requirements are met.
- ii. If the AFC Member Association does not use the entire AFC President's Infrastructure Initiative funding available to it in the financial period 2019-20, the remaining amount shall not be carried over for use in the framework of a subsequent cycle of AFC President's Infrastructure Initiative. For avoidance of doubt, the deadline for utilisation of the AFC President's Infrastructure Initiative funding is 31 December 2020.
- iii. For each project that is awarded the AFC President's Infrastructure Initiative funding, the AFC has full discretion to make either a one-off payment or to split the payments into different instalments, depending on the nature of the project and the agreed delivery schedule and payment schedule.
- iv. AFC President's Infrastructure Initiative funding is disbursed only on receipt of a countersigned project agreement and subject to condition that the AFC Member Association does not violate the provisions of the AFC President's Infrastructure Initiative policy, AFC Development Regulations or the terms of the countersigned project agreement.
- v. The allocated AFC President's Infrastructure Initiative funding may be used solely for the purpose defined in the countersigned project agreement. Failure to respect this provision may result in AFC stopping or withdrawing payments and referring the matter to the AFC disciplinary bodies.
- vi. AFC President's Infrastructure Initiative funding is credited to the AFC Member Association's AFC Bank Account (currently AFAP Bank Account), unless the AFC requests that the AFC Member Association open a specific bank account for its AFC President's Infrastructure Initiative projects. The AFC reserves the right to request comprehensive financial statements of such bank accounts.
- vii. When planning a project, the AFC Member Association must take into account the budget, running costs and maintenance and/or depreciation costs.
- viii. The AFC Member Associations are responsible for all project-related invoicing and accounting. No direct invoicing to the AFC by any third party is permitted at any time.

PROJECT POLICY

- ix. The AFC administration reserves the right to check or monitor any documents related to a given project at any time.
- x. The AFC Member Associations must provide any relevant information and documents that are requested for the purpose of such inspections, checks and audits in relation to the management of projects and the allocated AFC President's Infrastructure Initiative funding, and take all appropriate steps to facilitate the work of AFC's duly authorised representatives, including giving them access to the sites and premises where the project is being implemented.

13. POLICY IMPLEMENTATION

- i. The AFC administration is responsible for taking all decisions and measures necessary for implementing this policy.
- ii. For this purpose, the AFC administration may, in particular:
 - a. monitor the use of the funding allocated;
 - b. request financial documentation related to this funding; and,
 - c. ask for progress and/or status reports on projects.

14. POLICY BREACH

- i. In case of any violation of these regulations, in particular when fraud or corruption have been committed, the AFC may decide at any time to suspend payments, request a partial or full reimbursement, make deduction from future payments, terminate any project agreement concluded with the AFC Member Association concerned and/or take any other appropriate measure, including referring the case to the AFC Disciplinary and Ethics Committee.
- ii. The AFC Member Association must pay the AFC any interest, costs and expenses, including legal fees, incurred by the AFC as a result of any policy breach.

15. DISPUTES

Any disputes related to the project implementation and funding will be referred to the AFC Development Committee, whose decisions are final.

16. UNFORESEEN CASES

The AFC MA Development Department takes a final decision on any matters not provided for in this policy.

ANNEXE A - Procedural rules for AFC President's Infrastructure Initiative Projects

A.1 Application Procedure

- a. To apply for the AFC President's Infrastructure Initiative projects, the AFC Member Association must complete the application form (attached).
- b. Application forms must be fully completed in English in order for the corresponding projects to be eligible for funding through the AFC President's Infrastructure Initiative. The AFC Member Associations must provide all information and documentation deemed necessary by the AFC.
- c. If an application is incomplete or a project does not fulfil basic material or formal conditions, the AFC administration may return it to the applicant AFC Member Association with a request for additional information and/or confirmation.

A.1.1 Technical Support

- a. Site visits will be conducted as and when necessary by members of the AFC Administration and/or experts appointed by the AFC administration.
- b. The AFC Member Associations must appoint a certified Independent Auditor if required by AFC and conduct a fair and transparent tender process for the whole project. The certified Independent Auditor shall report directly to the AFC and the fees should be part of the overall project cost.

A.1.2 Approval Procedure

- a. Once a project has been approved, the AFC administration, in coordination with the applicant AFC Member Association, will draw up an agreement formalising the AFC's approval of the project and payment of the agreed funding.
- b. Selling or mortgaging assets financed through the AFC President's Infrastructure Initiative is not permitted without explicit approval from the AFC and the original land approvals. Leasing an asset financed through the AFC President's Infrastructure Initiative for a purpose other than those defined in the project agreement is also forbidden without approval from the AFC.

A.1.3 Implementing and monitoring procedure

- a. Once a project has been approved by the AFC, the AFC Member Association can start implementing it according to the agreed schedule.
- b. The implementation phase is carried out under the supervision and monitoring of the AFC administration. This may include:
 - i. Periodic updates on the technical and financial aspects of the project to be submitted to the AFC administration by the AFC Member Association.
 - ii. Compliance checks by the AFC Technical Consultant/Development Manager.
 - iii. Inspections by the AFC administration and/or experts/consultants appointed by the AFC administration whereby the inspectors are entitled to conduct site visits.
 - iv. A final report on the whole implementation process and completion of all aspects of the project (technical, administrative and financial), including details on the use and maintenance of the asset(s).
- c. Any difficulty or problem arising during the implementation and realisation of the project must be reported immediately, in writing, to the AFC administration.

APPLICATION FORM

Member Association:

Type of Infrastructure (HQ, Academy, Stadium renovation, etc)

OTHERS

<input type="checkbox"/> Full size pitch(es)	<input type="checkbox"/> Mini pitch(es)	<input type="checkbox"/> Seating
<input type="checkbox"/> Floodlights	<input type="checkbox"/> Scoreboards	
<input type="checkbox"/> Maintenance Equipment	<input type="checkbox"/> Fencing	
<input type="checkbox"/> Others (please specify below)		

Location of Proposed Site

Ownership Details of Proposed Site

Please attach:

- 1. Land ownership/Ownership structure documents (certified translation in English).
- 2. Land drawings (certified translation in English).

Infrastructure used for:

<input type="checkbox"/> AFC Competitions	<input type="checkbox"/> National/Regional Training Centre
<input type="checkbox"/> National League	<input type="checkbox"/> Grassroots/Youth Activities
<input type="checkbox"/> Others (please specify below)	



AFC PRESIDENT'S INFRASTRUCTURE INITIATIVE

APPLICATION FORM

Estimated Cost of Project: Total Cost

AFC Contribution (approximate)
90% maximum of total cost of project

MA Contribution (approximate)
10% minimum of total cost of project

Any additional information related to the proposed project (use a separate sheet if needed)

Project Manager at the Member Association

Name:

Email:

Contact Number:

Technical Consultant/Company for the Project (if already appointed)

Name and address:

Email:

Contact Number:

APPLICATION FORM

Independent Auditor for the Project (If applicable)

Name and address:

Email:

Contact Number:

Approved by General Secretary of Member Association:

Printed Name and Date	Signature

Association Stamp:	
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