**INSTRUCTIONS FOR AGREEMENT AND APPENDICES**

* **Agreement**

Please review the entire document. The areas to be completed are highlighted in yellow. These include:

*First Paragraph*: The Legal name of the National Federation, the type of legal entity e.g. not for profit company, the country under whose laws the Federation abides <Federation Country>. The name of the Federation President and the proper/precise reference to the Federation’s Statutes/Constitution.

*Section 2.3.*: Federation Country- the country under whose laws the Federation abides

*Section 3.1.1.*: Federation Country- the country under whose laws the Federation abides

*Signatures at the end*: Please include the name of the Federation President

* **Appendix B-Request for Funding**

Most of the sections are self-explanatory. However a Federation can attach its Strategic Plan/ Operational Plan instead of completing Sections 1-5 once these areas are adequately addressed in the plan. Reference to the plan can be included in these sections by stating “**See attached Strategic Plan/Operational Plan,** **etc…”.** Federations, however, must complete **Section 7: Bank Information**. ***N.B.*** Please also attach a list of your Federation’s **Constitution/Statutes** with your submission.

* **Appendix C-Key Performance Indicators**

FIDE has compiled a list of Key Performance Indicators (KPIs), which will allow it to monitor the Federation’s progress towards its stated goals and objectives.

***Baseline-2021***: This refers to the current data for the specific indicator. If the Federation does not currently track this data then it can put ‘Not available’. It is also possible to put a zero ‘0’ in the field for a particular indicator. The intention is that after the first year, these indicators will be populated and a new baseline will be set.

***End of Period***: should be populated with the **expected values/targets** of the indicators at the end of the reporting period. In the case of your Federation, it would be 2021. Federations should ensure that the values placed here are attainable while still requiring some effort by the Federation.

***Actual:*** To be completed **at the end** of the period, i.e. 2021, with the **actual values** of the indicators achieved.

***Comments***: Federations can include any relevant comments for a particular indicator. These comments can also include a reason why a particular indicator may not have a value or is not being tracked.

Federations are encouraged to carefully review the other two attached documents prior to signing:

* **Appendix A**-Federation Funding Guidelines. **Please note Eligibility Criteria**.
* **Appendix D**- Report on Funding. Please ensure **ALL elements** are included in Final Report.