

COUNTY GRANTS FUND 2021-2022



**COUNTY
GRANTS
FUND**

- Creating Welcoming Environments
- Providing Enhanced Facilities and Playing Opportunities for Women's and Girls' Cricket and / or Disability Cricket
- Tackling Climate Change

GUIDANCE NOTES FOR CRICKET CLUBS

INSPIRING
GENERATIONS



1. About the Scheme

- 1.1 The County Grants Fund aims to support ECB affiliated Cricket Clubs to create welcoming environments, provide enhanced facilities and playing opportunities, and to tackle climate change.
- 1.2 Priority will be given to applications from Clubs that are actively engaged with ECB programmes (All Stars, Dynamos, Women's and Girls' Cricket and / or Disability Cricket).
- 1.3 The scheme is funded by the England and Wales Cricket Trust (EWCT), a wholly owned charitable subsidiary of England and Wales Cricket Board Limited (ECB), and will run until at least 2025.

2. Eligibility

- 2.1 Eligibility criteria in respect of the County Grants Fund is as follows.

Creating Welcoming Environments – open to ECB affiliated Cricket Clubs registered for All Stars or Dynamos in 2021-22, or actively involved with Women's and Girls' Cricket and / or Disability Cricket. It is an expectation that any junior programme will include and actively engage with girls.

Providing Enhanced Facilities and Playing Opportunities for Women's and Girls' Cricket and / or Disability Cricket – open to ECB affiliated Cricket Clubs actively engaged in competitive female only cricket and/or disability cricket.

Tackling Climate Change (supported by Sport England) – open to any ECB affiliated Cricket Clubs.

- 2.2 As a minimum, Clubs will need to have the following:

- Affiliation to ECB* via the local County Cricket Board (CCB) in England and Wales
- A Constitution, Articles of Association or equivalent governing document
- Valid Buildings, Contents and Public Liability Insurance
- Security of Tenure - Leasehold, Freehold or Rental (minimum one year)
- A bank account in the Club's name
- Financial accounts from the last three years
- Adoption of the ECB Safe Hands Policy
- Adoption of the ECB Inclusion & Diversity Policy

Additional documentation may be requested depending on the project type, i.e. planning permission, Building Regs, feasibility study, etc.

**Includes Clubs affiliated to ECB nationally, via the African Caribbean Cricket Association (ACCA) or National Asian Cricket Council (NACC).*

- 2.3 Clubs may apply for up to one grant per ECB budget year (1 February to 31 January) but will not be able to apply for a second grant for the same project before 2025.

3. Project Themes

Clubs should choose **one** project theme only. It is expected that some projects may fall under more than one sub-theme so linked packages of work will be reasonably considered (i.e. a social space project may incorporate elements of digitising and accessibility).

Clubs can apply for funding towards the purchase of relevant products or materials, and associated professional labour costs, under the following project themes:

3.1 **Creating Welcoming Environments – supporting All Stars, Dynamos, Women’s and Girls’ Cricket and / or Disability Cricket**

- Social Space – furniture / decoration / flooring / patio / decking / heating / glazing
- Toilet Facilities – sanitaryware / tiling / flooring / baby-changing facilities
- Catering – kitchen units / appliances / professional catering equipment / barbecue
- Arrival and Access – lighting / signage / car park / disabled access
- Digitising – WiFi / Broadband hardware (excludes subscription fees) / TVs / PA or Music systems / Electronic Point of Sale equipment

3.2 **Providing Enhanced Facilities and Playing Opportunities - supporting Women’s and Girls’ Cricket and / or Disability Cricket**

- Non-Turf Match Pitch (must be an ECB Approved System)
- Non-Turf Practice Facility (must be an ECB Approved System)

or

- Enhanced Changing Facilities:
 - o Create individual shower spaces with drying areas
 - o Improved toilet provision – sanitaryware / tiling / flooring
 - o Decoration / mirrors / hand dryers / grooming points
 - o Personal possession lockers

3.3 **Tackling Climate Change – supporting ECB affiliated Cricket Clubs**

- Flood Resilience* – building protection / targeted drainage** / ditch or culvert clearance
- Drought Resilience* – rainwater harvesting / irrigation*** / bore holes
- Energy Saving – Insulation / LED lighting / Solar PV / Solar Thermal / energy-efficient heating systems
- Water Management – Water-saving sanitaryware / greywater recycling / efficient appliances

*CCBs should prioritise Clubs at risk of flood or drought in the first instance.

**Any drainage scheme other than small, specific projects will require a full feasibility study and the support of a fine-turf consultant. Large scale drainage schemes are unlikely to be suitable for this scheme.

***Irrigation schemes will not be considered if using mains water.

4. Ineligible Projects

- Large scale pavilion and communal changing facility projects (over £100k)
- Any project already funded by an ECB / EWCT Grant or Loan.
- For the avoidance of doubt this does not prevent a Club from applying for an EWCT Interest Free Loan in accordance with Section 6.

5. Amount of Grant

- 5.1 Each application will be assessed on its own merit.
- 5.2 Clubs can apply for between £1,000 (minimum) and £10,000 (maximum) per application.
- 5.3 The grant **may not** be used to retrospectively fund projects (see Section 9.5).
- 5.4 The amount of grant offered may differ from that requested by the Club. Each CCB has a pre-determined budget so the amount of funding they allocate may vary. Applications will be referred back to Clubs where this is the case.

6. Partnership Funding

- 6.1 Partnership funding is the difference between the total project cost and the amount of grant. It can be sourced from Club funds, other grant bodies or sponsorship etc.
- 6.2 There is no minimum level of partnership funding required from the Club, although partnership funding is welcomed and may positively influence the decision made by your CCB.
- 6.3 In-kind contributions can be included as partnership funding where they can be demonstrated / evidenced (by accurate valuation of donation of materials or labour).
- 6.4 Partnership funding may also be provided by way of an EWCT Interest Free Loan. A Club can elect to apply for a joint grant and loan as part of the online application.
- 6.5 Excluding Section 6.4 (above), the scheme cannot be partnered with any other ECB / EWCT capital funding programme.



7. Key Dates

- The County Grants Fund will be managed by your CCB. We expect all CCBs to be open for applications by the end of September 2021. Please contact your CCB for further details.
- All projects must be completed and the grant claimed within nine months of the date of the Grant Offer Letter.

8. Planning Your Project (Pre-Application)

- 8.1 Clubs should liaise with their local CCB to see if the proposed project is eligible for support.
- 8.2 Clubs should give careful thought and planning to their project. A list of useful resources to assist with this process can be found in Section 13.
- 8.3 Whilst some projects can be completed relatively quickly, some will take several months to plan and deliver. The CCB may defer a project until the next budget year, if it decides that it is not the right time for the project to be delivered or when the current annual budget has been fully allocated.
- 8.4 For projects with a total project cost of up to and including £24,999, Clubs are required to submit official 'like-for-like' quotations (or tenders) from two different suppliers. For projects with a total project cost of £25,000 and above, a minimum of three quotes will be required.
- 8.5 Official quotations can be obtained by contacting the supplier(s) direct or, if for standard purchases, ECB will accept a print-out or screenshot from a Supplier's website.
- 8.6 All quotations must be legible and contain the following information:
 - Supplier's details
 - Date of quote (must be no more than 6 months old)
 - Details of the project or items to be purchased
 - Total price including VAT, delivery fees and any discounts
 - If a quote includes multiple items or options, the preferred items, size and quantity must be shown. Where available, the 'shopping basket' facility should be used.
- 8.7 It is in all Clubs' interest to shop around for quotations prior to submitting an application. The cheapest option may not necessarily be the best for the Club's needs. Choose the quotation that offers the best value for money. If purchasing furniture, kitchen appliances or catering equipment etc., consider if the items are suitable or robust enough for Club usage.
- 8.8 The amount of grant offered will be based on the quotation(s) from the Club's nominated preferred supplier(s). This information will be written into the Grant Offer Letter. If a Club subsequently changes the preferred quotation(s) without notifying the ECB, the Club may need to re-apply and the grant offer may be reduced or withdrawn in its entirety (see Section 9.7).
- 8.9 Be aware that projects which include changes to the external appearance of a clubhouse or require groundworks may require planning permission. Clubs must contact the local planning authority, at the earliest opportunity, to obtain written confirmation of whether planning permission will be required or not. **Never assume it will not be required - only the local planning authority can confirm if it is or not.** If planning permission is required, the process can take on average 12 weeks for a decision.
- 8.10 If in any doubt about the eligibility of a project, Clubs should contact the local CCB for advice. For any technical advice, please contact your Facilities Planning Manager (FPM). Contact details can be found in Section 12.



9. The Application Process

- 9.1 Access to the application will be via the online Investment Management System (IMS) at <https://ims.ecb.co.uk>
- 9.2 The Club will need to identify two contacts (authorised signatories) to act on its behalf for the project:
 - Both contacts will need to have access to separate email addresses, have reasonable IT skills and have separate user accounts on IMS.
 - Our “How to create a User Account” guide can be accessed via IMS.
- 9.3 New user account details will need to be verified by the local CCB, which may take up to seven days. Once verified, the designated Key Contact will be able to complete the online application form and upload all supporting documentation.
- 9.4 On completion, the application can be submitted and an initial assessment of the application will be conducted by the local CCB, within 30 days. The CCB may refer the application back to the Club for further information, if required, or reject if the project is ineligible or no longer supported. Once the CCB is satisfied with the application, it will be forwarded to ECB for processing.
- 9.5 **Clubs must not proceed with their project before they receive the Grant Offer Letter from ECB.** If a Club is subsequently found to have completed the project before receiving the Grant Offer Letter, the funding will be withdrawn (see Section 5.3).
- 9.6 Any grant offered is on an understanding that the information provided within the application is correct. The ECB reserves the right to request further evidence from the Club to support this information, if necessary, at any stage during the process, and to withdraw any offer in entirety if such evidence is not provided to ECB's satisfaction.
- 9.7 Any changes to the project specification or supplier(s) after the Grant Offer Letter has been issued must be notified to ECB immediately as this may affect the amount of grant. Failure to notify ECB may result in the revised project being ineligible and the grant being reduced or withdrawn in its entirety.

10. If the Application is Successful

- 10.1 A Grant Offer Letter will be issued by email, usually within 30 days of receipt of the Club's completed application.
- 10.2 To accept the grant, the two contacts (authorised signatories) of the Club will be required to electronically sign the Grant Offer Letter (using the DocuSign process) within 30 days of the date of the Grant Offer Letter.
- 10.3 Projects must be completed within nine months of the date of the Grant Offer Letter.
- 10.4 On completion of the project, the Club will need to complete the claim form on IMS and upload any supporting invoices / receipts equal to the value of the final project cost.
- 10.5 Payment of the grant direct to the Club's designated bank account will usually occur within 10 working days of receipt of the claim and invoices / receipts, subject to ECB's satisfaction.
- 10.6 The Club will be required to provide an evaluation report / case summary on the success of the project within two months of completion. This will include, without limitation, outcomes, numbers impacted, photos, publicity etc., and any other information reasonably requested by ECB.

11. Warranties and Waivers

- 11.1 The grant is offered on the understanding that the conditions of the scheme are met. The ECB reserves the right to withdraw a grant in whole or in part if it considers that the conditions of the scheme or the conditions set out in the Grant Offer Letter have not been met.
- 11.2 Where final expenditure is less than the quotation on which the award is based, and as set out in the Grant Offer Letter, the ECB reserves the right to reduce the grant or to withdraw the grant in entirety.
- 11.3 All awards will be granted by the ECB in its absolute discretion. Not all applications will be successful even if all criteria set out above are met.
- 11.4 ECB is not under any obligation to consider any proposal or application that it may receive and reserves the right to defer or reject an application it considers does not comply with these terms.
- 11.5 ECB reserves the right at any stage to change any or all requirements for qualification for a grant and / or any terms and conditions relevant to the award of any grant to any Club.
- 11.6 This guidance note sets out an outline of the process for application and requirements to be fulfilled by a Club prior to, or as a condition of, the award of a grant by the ECB.
- 11.7 Neither these guidance notes nor any other information supplied by the ECB / EWCT (or its officers or agents) constitutes a contract or an offer which is capable of acceptance by any Club with the exception of the Grant Offer Letter. These guidelines do not contain any representation upon which any Club is entitled to rely at any time.
- 11.8 ECB / EWCT (and its officers or agents) will not be responsible for any costs, losses or expenses which Clubs or any other parties incur in the preparation and submission of applications or in complying with any of the mandatory requirements set out in this guidance note.



12. Contacts

12.1 Should you have any general queries relating to the County Grants Fund, please contact your CCB County Administrator at www.ecb.co.uk/county-cricket-boards

12.2 For strategic or technical issues, please contact your FPM:

Name	Region	Counties	Contact
Neil Higginson	SW & Wales	Berkshire Buckinghamshire Cornwall Devon Dorset Gloucestershire Hampshire Isle of Wight Oxfordshire Somerset Wales Wiltshire	neil.higginson@ecb.co.uk 07919 628985
Duncan Jenkinson	London & East	Bedfordshire Cambridgeshire Essex Hertfordshire Huntingdonshire Kent Middlesex Norfolk Suffolk Surrey Sussex	duncan.jenkinson@ecb.co.uk 07788 183519
Sue Redfern	North	Cheshire Cumbria Durham Lancashire Northumberland Yorkshire	sue.redfern@ecb.co.uk 07920 581408
Ged McDougall	Midlands	Derbyshire Herefordshire Leicestershire Lincolnshire Northamptonshire Nottinghamshire Shropshire Staffordshire Warwickshire Worcestershire	ged.mcdougall@ecb.co.uk 07788 386358

12.3 For all other queries relating to the scheme or how to use IMS, please contact the Facilities Investment Team at: grantmanagement@ecb.co.uk

13. Useful Resources

Creating Welcoming Environments

<https://www.ecb.co.uk/be-involved/club-support/club-funding/creating-welcoming-environments>

Providing Enhanced Playing Opportunities and Facilities

The following documents can be found at the links shown below:

- ECB Approved NTP Systems & Suppliers List
- ECB Guidance for the Provision & Installation of Non-Turf Cricket Pitches & Net Cage Facilities

<https://www.ecb.co.uk/be-involved/club-support/club-facility-management>

- How to Develop Your Project
- Making a Planning Application for your Sports Project

<https://www.ecb.co.uk/be-involved/club-support/club-facility-management/project-development-guidance>

Tackling Climate Change

- Flooding

<https://www.ecb.co.uk/be-involved/club-support/club-facility-management/flooding>

- Drought Assessment

<https://www.ecb.co.uk/be-involved/club-support/club-facility-management/drought-assessment>



14. Process Flow Chart

Clubs should liaise with their local CCB to see if the proposed project is potentially eligible for support. Access to the application will be via the online Investment Management System (IMS) at <https://ims.ecb.co.uk>

The Club contacts will both need to create a personal user account (if not already done so) on IMS. The CCB will verify new user account details to confirm the contacts are associated with the Club.

The key contact from the Club will need to create an application on IMS and upload documentary evidence in support of the project. Once all sections are fully completed, the Club will be able to submit the application.

The CCB will conduct an initial assessment of the application within 30 days of submission. If further information is required, the CCB may refer the application back to the Club, or reject it if the project is ineligible or no longer supported. Once the CCB is satisfied with the application, it will be forwarded to ECB for processing.

If successful, a Grant Offer Letter will be issued by email, usually within 30 days of receipt of the Club's completed application form.

To accept the grant, the two contacts (authorised signatories) of the Club will be required to electronically sign and return the Grant Offer Letter (using the DocuSign process) within 30 days of the date of the Grant Offer Letter.

On completion of the project, the Club will need to complete the claim form on IMS and upload any supporting invoices / receipts equal to the value of the final project cost.

The Club has nine months to complete the project and submit their claim and invoices / receipts for payment.

Payment of the grant direct to the Club's designated bank account will usually occur within 10 working days of receipt of the claim and invoices / receipts.

The Club will be required to provide an evaluation report / case summary on the success of the project within two months of completion. This will include, without limitation, outcomes, numbers impacted, photos, publicity etc., and any other information reasonably requested by ECB.





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