

ECB SMALL GRANT SCHEME 2018



Supporting Get the Game On, All Stars Cricket, Women's Cricket and U19 Club T20

Guidance Notes for Cricket Clubs

1. Aims

- 1.1 In 2018, the ECB Small Grant Scheme aims to support the ECB's national programmes - Get the Game On, All Stars Cricket, Women's Cricket and U19 Club T20.
- 1.2 Priority will be given to applications from affiliated Cricket Clubs actively engaged with these programmes. All projects will assist Clubs to make small changes to improve their long-term sustainability by increasing the number of games played, offering either improved family friendly social facilities, improved changing facilities for women cricketers or enabling great events for the U19 Club T20 competition.
- 1.3 The scheme aims to make an impact in the 2018 season, therefore, the scheme has a quick turn-around time to ensure Clubs get the maximum benefit from the funding.

2. Eligibility

- 2.1 Subject to County Cricket Board (CCB) support, eligibility is as follows:

Get the Game On - open to all affiliated Cricket Clubs

All Stars Cricket - open to affiliated Cricket Clubs registered for the 2018 programme

Women's Cricket - open to affiliated Cricket Clubs actively engaged in women's cricket (aged 14+) and / or registered for the 2018 Soft Ball programme or other competition

U19 Club T20 - open to affiliated Cricket Clubs registered for the 2018 competition

- 2.2 Clubs will need to have the following:

- Partnership Funding (minimum of 10%)
- A Constitution
- Valid Buildings, Contents & Public Liability Insurance
- Security of Tenure - Leasehold, Freehold or Rental Agreement (minimum of one year)

Note: Due to the inclusion of some Public Funding, applicants will be required to 'self-declare' on the application form that the Club has these documents in place. Clubs will not be required to submit copies with the application, however, the ECB reserves the right to request further evidence from the Club to support this information, if necessary, at any stage during the process.

- 2.3 Clubs which received an award from the EWCT Small Grant Scheme 2017 can reapply in 2018, however, they cannot apply for the same project theme (i.e. Covers).

3. Project Themes

Clubs should choose **one** project theme only.

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 Covers – supporting **Get the Game On**

- Mobile covers
- Flat sheet covers
- Bowlers run-up and side sheets
- Replacement cover tops
- Water removal equipment (**only when combined with the purchase of covers**)

3.2 Family Friendly Facilities – supporting **All Stars Cricket**

- Social space – furniture / decoration / flooring / patio / decking / heating / glazing
- Toilet facilities – sanitary ware / tiling / flooring / baby changing facilities
- Catering – kitchen units / appliances / professional catering equipment / BBQ
- Lighting – internal / external / signage / car park

3.3 Improved Changing Facilities for Females – supporting **Women's Cricket**

- Create individual shower spaces with drying areas
- Improved toilet provision – sanitary ware / tiling / flooring
- Decoration / mirrors / hand dryers / grooming points
- Personal possession lockers

3.4 Great Events – supporting **U19 Club T20**

- Catering – kitchen units / appliances / professional catering equipment / BBQ
- Outdoor social space – outdoor furniture / patio / decking
- PA equipment / sound system
- Electronic scoreboard
- Sightscreens

4. Ineligible Projects

- Large scale pavilion and communal changing facility projects (over £20k)
- Any project already in receipt of an award from the ECB or EWCT capital funding programmes (excludes the EWCT Interest Free Loan Scheme).
- Floodlights
- Roofing
- Marquees
- Sheds / storage containers
- Second hand mobile covers

5. Amount of Award

5.1 Between £1,000 (min) and £4,000 (max) per application.

5.2 The award **may not** be used to retrospectively fund projects / purchases (see Section 9.7).

Note: The actual award offered may differ from that requested by the Club. Each CCB has a pre-determined budget so the amount of funding they can allocate may vary depending on the number of applications received within each county, i.e. the CCB may recommend a reduced award amount to accommodate more projects.

6. Partnership Funding

- 6.1 A **minimum of 10%** partnership funding will be required from the Club.
- 6.2 Partnership funding is the difference between the project / purchase cost and the amount of award. It can be sourced from Club funds, other grant bodies or sponsorship etc. In-kind contributions will not be considered.
- 6.3 To obtain the minimum £1,000 award, the total project / purchase cost must be £1,111 (or above) to allow for the Club's minimum 10% partnership funding contribution, for example:

Total project / purchase cost:	=	£1,111
Partnership funding (min 10%):	=	£ 111
Award:	=	£1,000

- 6.4 Partnership funding may also be provided by way of a loan from the EWCT Interest Free Loan Scheme. Further details can be found at www.ecb.co.uk/loans
- 6.5 Excluding Section 6.4 (above), the Scheme cannot be partnered with any other ECB or EWCT capital funding programme.

7. Key Dates

Monday 18 December 2017	The Scheme will open to applications
Friday 23 February 2018	Closing date for Clubs to submit applications to CCBs for consideration
Friday 23 March 2018	Closing date for CCBs to determine which applications to support and submit to ECB for processing

8. Planning Your Project / Purchase

- 8.1 The scheme aims to make an impact in the 2018 season, therefore, the timing of the project / purchase is crucial to ensure the maximum benefit to Clubs. All projects / purchases will need to be completed within four months of an Award Offer Letter being issued. Whilst some projects may take the full four months to complete, the purchase of many items, such as Covers or furniture, can be done relatively quickly. Do not wait until the end of the four month period to action - the sooner the project / purchase is completed - the more benefit the club will get during the season. **If you plan to wait until after the season has finished before starting the project then this scheme is not for you.**
- 8.2 Clubs are required to submit two official 'like for like' quotations (from different Suppliers) with the application. ECB will accept a print out from a Supplier's website for straightforward purchases. If a quotation includes multiple items or options, the preferred items, size and quantity must be highlighted. Where available, use the 'shopping basket' facility. All quotes must be clearly legible, contain Supplier details, project / purchase details and full price including VAT and delivery. It is not sufficient for Clubs to write their own 'quotation' by just listing prices or providing a web link.
- 8.3 It is in all Clubs' interest to shop-around for quotations **before** submitting the application. The cheapest option may not necessarily be the best for your needs. Choose the quotation that offers you the best value for money. If purchasing furniture, kitchen appliances or catering equipment, consider if the items are suitable or robust enough for Club usage.
- 8.4 The award offer will be based on the quotation from the Club's preferred supplier. This information will be written in to the contract Offer Letter. If a Club subsequently changes the preferred quotation, the award offer may be reduced or withdrawn in entirety (see Section 11.2).

- 8.5 Be aware that projects which include changes to the external appearance of a clubhouse or require groundworks may require planning consent. Clubs should contact their local Planning Office, at the earliest opportunity, to obtain written confirmation of whether planning consent is required or not. **Never assume that it will not be required - only the local Planning Office can confirm if it is or not.** If planning consent is required, the process can take on average 12 weeks for a decision.
- 8.6 If in any doubt about the eligibility of a project, Clubs should contact their CCB for advice.

9. Application Process

- 9.1 Application forms will only be available from CCBs.
- 9.2 The Club will need to identify one Main Contact on the application form, who has access to an email address, and who will be responsible for receiving and actioning all correspondence until completion of the project.
- 9.3 The Main Contact cannot be an employee of a CCB or the ECB.
- 9.4 Part 1 of the application form must be completed in full and submitted, together with two quotations, to reach the local CCB no later than Friday 23 February 2018.
- 9.5 CCBs will assess all applications by Friday 23 March 2018. If supported, the CCB will recommend an award amount and submit to ECB for processing. If an application is not supported, Clubs will be notified by their CCB.
- 9.6 The ECB will only accept applications from CCBs and not directly from any Club.
- 9.7 **Clubs must not proceed with their project / purchase before they receive the Award Offer Letter from ECB.** If a Club is subsequently found to have completed the project / purchase before receiving the Award Offer Letter, the funding will be withdrawn (see Section 5.2).
- 9.8 Any award offered is on an understanding that the information provided on the application form is correct, relating in particular to the Constitution, Insurance and Security of Tenure. 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.
- 9.9 ECB reserves the right to determine the final award amount and this will be confirmed in the ECB Award Offer Letter to the Club.

10. If an Application is Successful

- 10.1 ECB will aim to issue an Award Offer Letter to successful Clubs (by email) within 30 days of receipt from the CCB.
- 10.2 To accept the Award Offer, the completed Acceptance Form must be returned to ECB within 30 days (by post or email).
- 10.3 On receipt of the Acceptance Form by ECB, a Claim Form will be issued (by email).
- 10.4 The Club will arrange completion of the project / purchase (within four months of the date of the Award Offer Letter).
- 10.5 The Club will submit the completed Claim Form and invoice (final or pro-forma) to the ECB (by post or email).
- 10.6 Payment will be made direct to the Club Bank / Building Society account, by BACS transfer (unless otherwise stated), within 28 days of receipt.

Note: Any changes to the project / purchase specification or Supplier after the Award Offer Letter has been issued must be notified to ECB immediately as this may affect the amount of award. Failure to notify ECB may result in the revised project / purchase being ineligible and the award being reduced or withdrawn in entirety.

11. Warranties and Waivers

- 11.1 The award is offered on an understanding that the conditions of the Scheme are met. The ECB reserves the right to withdraw an award on whole or in part if it considers that the conditions of the Scheme or the conditions set out in the 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 Offer Letter, the ECB reserves the right to reduce the award or to withdraw the award 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 of the requirements for qualification for an award and / or any terms and conditions relevant to the grant of any award 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 grant of an award by the ECB. This guidance is correct as at the date on which it was printed.
- 11.7 Neither this guidance note nor any other information supplied by the ECB (or its officers or agents) constitutes a contract or an offer which is capable of acceptance by any Club. These guidelines do not contain any representation upon which any Club is entitled to rely at any time.
- 11.8 The ECB (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.
- 11.9 The Scheme is funded by the England and Wales Cricket Trust (EWCT), a wholly owned charitable subsidiary of ECB.

12. Contacts

The **initial** point of contact relating to this Scheme is the local CCB.

ECB SGS 2018 CHECKLIST FOR CLUBS

Things to check and consider before submitting your application:

Part 1 of the application form has been completed in full and signed by the Club Main Contact	
The Club Main Contact is not an employee of a CCB or the ECB and will be responsible for dealing with all correspondence until completion of the project	
<ul style="list-style-type: none"> • The Club is affiliated • Has a Constitution • Has valid Buildings, Contents & Public Liability Insurance • Has Security of Tenure (minimum of one year) 	
The Club has selected one 'Project Theme' only and is registered on the relevant programme, where applicable, e.g. All Stars Cricket, Women's Soft Ball, U19 Club T20.	
Two 'like for like' quotations (or website print outs) are supplied with the application: <ul style="list-style-type: none"> • The quotes are clearly legible • The quotes include the Supplier details • The quotes specify the project / purchase details & full price including VAT & Delivery • If quote includes multiple items / options, the preferred items are highlighted, including size and / or quantity required 	
The Club has checked the figures against the quote from the preferred Supplier: <ul style="list-style-type: none"> • Total Project Cost meets the minimum spend of £1,111 or above • The award amount requested is between £1,000 - £4,000 • Partnership funding contribution is a minimum 10% of the total project cost 	
Club has sufficient partnership funding to proceed or requires an EWCT Interest Free Loan	
The project / purchase will be completed within the four-month timescale and make an impact during the 2018 season	
The project is not in receipt of an award from the ECB or EWCT capital funding programmes (excluding the EWCT Interest Free Loan Scheme)	
The Club has retained a copy of the completed application for its records	

If you have answered 'Yes' to each statement, the application can be submitted to your CCB no later than Friday 23 February 2018