



England and Wales Cricket Trust Limited Small Grant Scheme Guidance Notes

1. Aim

1.1 The England and Wales Cricket Trust Limited (EWCT) Small Grant Scheme aims to help applicants make small incremental changes to improve the quality and sustainability of the provision of cricket by making purchases that:

- a) directly impact on the playing of the game of cricket; and / or
- b) reduce the operating costs of Cricket Clubs.

2. Eligible Applicants

2.1 Any affiliated Cricket Club with a junior section* that is currently or is actively working towards ECB Clubmark Accreditation. (*A Cricket Club with a junior section is defined as a Cricket Club that offers appropriate coaching and competition to cricketers under the age of 18 years old). For more information go to www.ecb.co.uk/clubmark

2.2 A properly constituted County Groundsmanship Association (CGA).

3. What can be applied for?

3.1 The purchase of any relevant products or materials that support the playing of the game of cricket or that reduce the operating costs of cricket clubs for example:

- Energy consumption / energy saving devices or systems
- Water consumption / water saving devices or systems

Examples of the above include but are not limited to insulation, double glazing, rain water harvesting systems, energy saving boilers, flush reduction devices

- Machinery (purchase only and not hire) to include Scarifier, Aerator, Wicket Mower and Rollers. Second hand machinery can only be purchased under this scheme where evidence of a minimum 12 month warranty is provided
- Sightscreens
- Covers and flat sheets
- Water hogs or similar
- Ball Stop Netting
- Purchase of materials for the refurbishment of and / or renovations to communal changing facilities

3.2 This list is not exhaustive but the EWCT reserves the right to reject any application that in its opinion will not or the application does not sufficiently demonstrate it will achieve the aims in section 1. All grants must also meet the EWCT's charitable purposes and aims.

3.3 The application must be for a single project only. However applications will be considered for the purchase of more than one related item of goods as part of one project e.g. a range of building materials for renovation of communal changing facilities - such as tiles, bricks, etc...

3.4 The EWCT Small Grant Scheme may not be used to purchase items to:

- a) support larger scale capital projects such as Non Turf Practice Facilities, Fine Turf works or land purchases; or
 - b) coaching expenses, coaching materials / aids or video technology.
- 3.5 If there is any doubt regarding the eligibility of a project or the goods to be purchased, then an ECB Regional Funding and Facilities Manager (RFFM) should be consulted at the earliest opportunity.
- 3.6 CGAs are only eligible to apply for grants to fund the purchase of machinery.
- 3.7 Successful applicants are not eligible to re apply to the EWCT Small Grant Scheme within 2 years of receiving an award.

4. How much grant award can be applied for?

- 4.1 Up to £5,000 (maximum) per application.

5. How much Partnership Funding must an applicant provide?

- 5.1 A minimum of 50% partnership funding must be provided for all applications
- 5.2 The partnership funding may be provided by way of a loan from the EWCT Interest Free Loan Scheme such that the award under the EWCT Small Grant Scheme and the loan from the EWCT Interest Free Loan Scheme can make up 100% of the total project cost. For more information go to www.ecb.co.uk/funding.
- 5.3 CGAs are not eligible to apply to the EWCT Interest Free Loan Scheme.
- 5.4 No other ECB or EWCT capital funding programme can be used for the partnership funding. The EWCT Small Grant Scheme cannot be used alongside or in conjunction with any ECB or EWCT capital funding programme.

6. When does the EWCT Small Grant Scheme open and close?

- 6.1 The EWCT Small Grant Scheme opens on 1st April 2011.
- 6.2 In 2011, the EWCT Small Grant Scheme will close on 1st July. All fully complete applications must be received by the respective ECB Regional Funding and Facilities Manager before this date. Incomplete applications or applications received after 1st July 2011 (whether or not sent before that date) will not be considered for funding.

7. The Application Process

- 7.1 Eligible Cricket Clubs and CGAs are required to follow the ECBs Single Investment System (SIS) process.
- 7.2 The first stage of the process is for County Cricket Boards to present a submission to the EWCT at regional level for approval, providing details of the potential application.
- 7.3 Once approved in principal by the ECB Regional Funding and Facilities Manager, the Cricket Club or CGA will be granted access to the online application system.
- 7.4 It is only at this time that an application is classed as being 'live'. At this point the Cricket Club or CGA will be required to submit the following information to their ECB Regional Funding and Facilities Manager by email or hard copy:
- Two competitive quotations.
 - Where the total project cost is below £10,000 website quotations will be accepted.

- Where the total project cost is £10,000 or above, written legitimate company quotations will only be accepted.
- Only those elements specified within the submitted quotation will be considered for support.
- CGAs should note that machinery must be available for use by all members and member Clubs and may not be limited to a single member or Club.

8. What happens if the application is successful?

- 8.1 The applicant will receive an Offer Letter, which will include an Acceptance Form and an EWCT Small Grant Scheme Claim Form from the EWCT. The Offer Letter, Acceptance Form and Claim Form will be sent to the applicant via email.
- 8.2 To accept the offer, the Acceptance Form will need to be completed and signed and returned to the EWCT within the required timescale set out in the Offer Letter for the agreement to be legally binding. The Acceptance Form may be scanned and returned to the EWCT by email.
- 8.3 The applicant will then purchase the item. The grant may be drawn down by submission of the EWCT Small Grant Scheme Claim Form and providing evidence of the purchase (which can be in the form of an invoice or an official purchase order from the supplier) to the EWCT. The Claim Form may be scanned along with relevant supporting evidence and emailed to the EWCT.
- 8.4 Payment will be made direct to the Clubs or CGAs bank / building society account, by BACS transfer (unless otherwise stated), within 28 days of receipt of the EWCT Small Grant Scheme Claim Form (provided all terms and conditions have been complied with).

9. Will all applications be approved by the ECB Regional Funding and Facilities Manager?

- 9.1 No. The EWCT reserves the right to defer or reject any application for any reason including but not limited to where the EWCT considers in its absolute discretion the application or the goods to be purchased do not meet the relevant criteria, the application is incomplete or has not been received by the dates required. In addition, EWCT reserves the right to change or close the Small Grant Scheme at any time, at its discretion and without notice.

10. Warranties and Waivers

- 10.1 This guidance note sets out an outline of the process for application and requirements to be fulfilled by a Club or CGA prior to or as a condition of the grant of an award by the EWCT. This guidance is correct on the date on which it was printed.
- 10.2 The EWCT reserves the right at any stage to change any or all of the requirements for qualification for such a grant and / or any of the terms and conditions relating to the award or payment of the grant to any Club or CGA.
- 10.3 All awards will be granted by the EWCT in its absolute discretion. Not all applications will be successful even if all criteria set out above are met. In addition, the EWCT is not under any obligation to consider any proposal or application that it may receive.
- 10.4 Neither this guidance note nor any other information supplied by the EWCT (or its officers or agents) constitutes a contract or an offer which is capable of acceptance by any Club or CGA. These guidelines do not contain any representation upon which any Club or CGA is entitled to rely at any time.
- 10.5 The EWCT (and its officers or agents) will not be responsible for any costs, losses or expenses which Clubs or CGAs or any other parties incur in the preparation and submission of applications or in complying with any of the requirements set out above.

11. What do I do next?

11.1 Contact your local County Cricket Development Manager. Contact details can be found at <http://www.ecb.co.uk/development/development-structure-and-contacts>

12. Useful Contacts

England and Wales Cricket Board (Places Team)

C/o The County Cricket Ground
Old Trafford
Manchester
M16 0PX
Tel: 0161 877 6643

Daniel Musson
Regional Funding and Facilities Manager (North)
Email: daniel.musson@ecb.co.uk

John Huband
Regional Funding and Facilities Manager (Midlands)
Email: john.huband@ecb.co.uk

Tim Nicholls
Regional Funding and Facilities Manager (London and East)
Email: tim.nicholls@ecb.co.uk

Chris Whitaker
Regional Funding and Facilities Manager (South / South West)
Email: chris.whitaker@ecb.co.uk

Fiona Prescott
Research and Development Manager (Applications in Wales)
Email: fiona.prescott@ecb.co.uk

13. Useful website addresses

The Renewable Energy Centre

Website: www.therenewableenergycentre.co.uk

Renewable UK

Website: www.bwea.com

Carbon Trust

Website: www.carbontrust.co.uk

Environment Agency of England and Wales

Website: www.environment-agency.gov.uk

Energy Saving Trust

Website: www.energysavingtrust.org.uk

Institute of Groundsmanship (IOG)

Website: www.iog.org

The Sports & Play Construction Association (SAPCA)

Website: www.sapca.org.uk

Sports and Fitness Equipment Association (SAFEA)

Website: www.safea.co.uk