

COUNTY GRANTS FUND 2023



**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 2023, 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 – 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 Club's last budget year
- Adoption of the ECB Safe Hands Policy
- Adoption of the ECB Anti-Discrimination 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 (which runs from 1 February - 31 January). Clubs 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 include more than one related sub-theme so linked packages of work will be reasonably considered (e.g. a social space project may also incorporate elements of digitising and accessibility under 'Creating Welcome Environments').

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 / Electronic Scoreboards (only if part of a wider digitisation project)

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

- ECB Approved Non-Turf Match Pitch
- ECB Approved Non-Turf Practice Facility

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 / bore holes / irrigation**
- Energy Saving – Insulation / LED lighting / Solar PV / Solar Thermal / energy-efficient heating systems / double or triple glazing
- Water Management – Water-saving sanitaryware / greywater recycling / efficient appliances
- Electric mower or roller

*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 typically 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 9.6).
- 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.

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 choose 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 scheme will be open to applications from 1 February 2023 - 30 November 2023 (or until the funding runs out, whichever is first).
- All projects must be completed and the grant claimed before the 31 January 2024.

8. Planning Your Project (Pre-Application)

- 8.1 Clubs should give careful thought and planning to the project and its timing before starting the process. The EWCT budget year runs from 1 Feb – 31 Jan. The earlier an application is submitted in the year, the more time a club will have to complete the works. Consideration should also be given to when certain projects can be done, i.e. pre, during or out of season.
- 8.2 Whilst some projects can be completed relatively quickly, others 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.
- 8.3 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.
- 8.4 Official quotations can be obtained by contacting the supplier(s) direct or, if for standard purchases, ECB will accept a screenshot from a supplier's website.
- 8.5 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.
- 8.6 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, flooring, kitchen appliances or catering equipment etc., consider if the items are suitable or robust enough for Club usage.
- 8.7 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 EWCT, the Club may need to re-apply and the grant offer may be reduced or withdrawn in its entirety (see Section 9.6).

8.8 Be aware that projects which include changes to the external appearance of a clubhouse or require groundworks are likely to require planning permission. Cricket Clubs are classified as 'non-domestic premises' and most permitted development rights do not apply. 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.

Examples of projects likely to require planning:

- Installation of a new non-turf pitches
- Installation of new or extended practice facilities
- Outfield drainage
- Replacement doors and windows (in a conservation area)
- New or extended patio / decking areas
- Roof mounted solar panels (in a conservation area)
- Ground mounted solar panels
- Exterior signage (including boundary advertising)
- Electronic scoreboards
- Car park
- Building extensions

8.9 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 ECB Facilities Planning Manager (FPM). Contact details can be found in Section 12.

8.10 A list of useful resources to assist with planning your project can be found in Section 13.

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 reasonable IT skills, have access to a personal email address and set up a personal user account on IMS.
 - The contacts should not share the same home address, email or phone number.
- 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 start the application process.
- 9.4 The key contact will be required to complete a brief Expression of Interest (EOI) form containing basic information about the proposed project. This will then be submitted to the local CCB for initial review. If supported by the CCB, access to the full application will be granted.
- 9.5 On completion of the full application, it can be submitted to the CCB for assessment within 30 days. The CCB may refer the application back to the Club for further information, if required. Once the CCB is satisfied with the application, it will be forwarded to ECB for final approval and processing.
- 9.6 **Clubs must not proceed with their project before they receive the Grant Offer Letter from EWCT. 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).**
- 9.7 Any grant offered is on an understanding that the information provided within the application is correct. The EWCT 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 EWCT's satisfaction.
- 9.8 Any changes to the project specification or supplier(s) after the Grant Offer Letter has been issued must be notified to EWCT immediately as this may affect the amount of grant. Failure to notify EWCT 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 and return the Grant Offer Letter (using the DocuSign process) within 30 days of receipt.
- 10.3 All projects must be completed and the grant claimed before 31 January 2024.
- 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 EWCT's satisfaction.
- 10.6 The Club will be asked to provide an initial post-project review on the impact of the project, between 3-12 months after completion. This may include, without limitation, outcomes, numbers impacted, photos, publicity etc., and any other information reasonably requested by, or on behalf of, EWCT.
- 10.7 A number of Clubs may be asked to provide annual reports (for up to 3 years) on the impact of the grant depending on the project type, for example:
 - Energy / water saving projects to measure any reduction in costs and energy / water usage.
 - Enhanced facilities projects to measure any increase in the number of women and girls playing / participating in cricket.

11. Warranties and Waivers

- 11.1 The grant is offered on the understanding that the conditions of the scheme are met. The EWCT 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 EWCT reserves the right to reduce the grant or to withdraw the grant in entirety.
- 11.3 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.
- 11.4 EWCT 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 EWCT 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 EWCT. This guidance is correct as at the date on which it was printed.
- 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 ECB 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
Ian Moore	London & East	Bedfordshire Cambridgeshire Essex Hertfordshire Huntingdonshire Kent Middlesex Norfolk Suffolk Surrey Sussex	ianj.moore@ecb.co.uk 07584 217346
Richard Dixon	North	Cheshire Cumbria Durham Lancashire Northumberland Yorkshire	richard.dixon@ecb.co.uk 07795 128100
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

- 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>

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>

- Energy Saving

<https://www.ecb.co.uk/about/what-we-do/sustainability>

Planning Your Project

- 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>

- Sport England Planning Guidance

<https://www.sportengland.org/how-we-can-help/facilities-and-planning/planning-for-sport/sports-club-planning-application-guide>



14. Process Flow Chart





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