

EWCT SMALL GRANT SCHEME 2016

Supported by Waitrose

Guidance Notes for Cricket Clubs



1. Aims

- 1.1 The 'EWCT Small Grant Scheme 2016 Supported by Waitrose' aims to create a sustainable future for affiliated Cricket Clubs. The scheme will support Clubs to make small changes to improve their long term sustainability and / or to increase the number of games played.
- 1.2 The scheme aims to make an impact in the 2016 season; therefore, the scheme has a quick turn-around time to ensure Clubs get the maximum benefit from the funding.

2. Eligibility

- 2.1 Open to all affiliated Cricket Clubs (subject to County Cricket Board [CCB] support)
- 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 (for a 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 EWCT 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 2015 are **not eligible** to reapply in 2016.

3. Eligible Project Themes

Clubs should choose one project theme only.

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

3.1 Covers – Get the Game On

- Flat Sheet Covers
- Bowlers Run-up and Side Sheets
- Water removal equipment (only when combined with the purchase of covers)
- Mobile Covers

3.2 Social Areas – Kitchen / Indoor / Outdoor – Supported by Waitrose

- Kitchen cabinets / units
- Worktops / sinks / taps / tiles / splash backs
- Large electrical appliances - white goods / drinks coolers / glass washers / extractor hoods etc
- Professional catering equipment (not domestic) - microwaves / fryers / coffee makers / urns
- Water heaters
- Furniture – tables / chairs / picnic benches
- Flooring
- Patio or Decking area
- BBQ (fixed not portable)

3.3 Energy / Water Consumption

- Energy efficient / energy saving devices or systems*, including but not limited to:
 - Insulation - roof and / or walls
 - Double / triple glazing - windows & doors
 - Heating systems - boilers, radiators, thermostats
 - Solar panel electricity (Photovoltaic) systems or solar water heating systems
 - Lighting

* Please see ECB Statement regarding approaches from commercial companies offering energy efficiency solutions to Clubs (page 5).

- Water consumption / water saving devices or systems, including but not limited to:
 - Rain water harvesting / conservation systems
 - Flush reduction toilets / urinals
 - Aeration devices - water saving taps or shower heads
 - Reduced tap flow devices - self-closing (non-concussive) taps / showers

3.4 Flood Defence Measures

4. Ineligible Projects

- Large scale pavilion and communal changing facility projects
- Roofing
- Non-turf practice facilities
- Fine turf works
- Land purchases
- Drainage schemes
- Machinery - mowers / rollers / aerators etc
- Scoreboards / boxes
- Sightscreens
- Ball-Stop netting
- Audio / Visual equipment
- Soft furnishings - cushions / rugs etc
- Crockery / utensils / small electrical items (domestic)
- Marquees
- Sheds / storage containers

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.

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 16 November 2015	The Scheme will open to applications
Friday 22 January 2016	Closing date for Clubs to submit applications to CCBs for consideration
Friday 4 March 2016	Closing date for CCBs to determine which applications to support and submit to EWCT for processing

8. Planning Your Project / Purchase

- 8.1 The scheme aims to make an impact in the 2016 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 2016 season.
- 8.2 Clubs are required to submit two 'like for like' quotations (from different Suppliers) with the application. EWCT will also accept a print out from a Supplier's website for straightforward purchases. All quotes / print outs must be legible, contain Supplier details, project / purchase details, and full price including VAT and delivery. If the quotation includes multiple items or options, the preferred items, size and quantity must be highlighted. It is not sufficient for Clubs to write their own 'quotation' by listing prices or just providing a web link.
- 8.3 It is in the Club's interest to shop-around for quotations prior to 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 Be aware that projects which include changes to the external appearance of a clubhouse (e.g. solar panels / double glazing) or require groundworks (e.g. installation of a rainwater harvesting tank) **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.
- 8.5 If in any doubt about the eligibility of a project, Clubs should contact the CCB for advice.

9. Application Process

- 9.1 Application forms will only be available from CCBs.
- 9.2 The Club will need to identify a 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 must be completed in full and submitted, together with two quotations, to reach the local CCB no later than Friday 22 January 2016.
- 9.5 CCBs will assess all applications by Friday 4 March 2016. If supported, the CCB will recommend an award amount and submit to EWCT for processing. If an application is not supported, Clubs will be notified by their CCB.

- 9.6 The EWCT will only accept applications from CCBs and not directly from any Club.
- 9.7 Clubs **must not** proceed with their project / purchase prior to receiving the Award Offer Letter from EWCT.
- 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 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.
- 9.9 EWCT reserves the right to determine the final award amount and this will be confirmed in the EWCT Award Offer Letter to the Club.

10. If an Application is Successful

- 10.1 EWCT 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 EWCT within 30 days.
- 10.3 On receipt of the Acceptance Form by EWCT, 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 EWCT (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 EWCT immediately** as this may affect the amount of award. Failure to notify EWCT 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 EWCT 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 EWCT reserves the right to reduce the award or to withdraw the award 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 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 EWCT. This guidance is correct on the date on which it was printed.
- 11.7 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. These guidelines do not contain any representation upon which any Club is entitled to rely at any time.

11.8 The 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**

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

ECB Statement

Commercial Companies Offering to Provide Energy Efficiency Solutions to Cricket Clubs

The England and Wales Cricket Board (ECB) has been notified that some affiliated Cricket Clubs may have been approached by a commercial company in relation to providing solutions for energy efficiency in pavilions, including capital grants towards items such as LED lighting and changing energy suppliers.

Statements were made that the company is working in conjunction with ECB and County Cricket Boards, and that ECB are providing funding for the scheme.

Clubs should note that ECB has no relationship with any third party involving capital grants for energy efficiency and that these statements are not authorised by ECB.

In particular, Clubs should note that the 'EWCT Small Grant Scheme Supported by Waitrose' requires two competitive quotes for any project and has no preferred supplier arrangement for any type of project.

The only formal relationship ECB has entered into in relation to energy supply switching is with Business Energy Direct as an 'Official Supporter' of NatWest CricketForce. Details of this offer can be found at www.ecb.co.uk/development/natwest-cricketforce/business-energy-direct

Clubs which receive any approach they consider may be inappropriate are asked to send an email with details of this to facilities@ecb.co.uk