



Cricket World Cup 2019 - Club Fund

Guidance Notes for Cricket Clubs

1. Aim

The Cricket World Cup Club Fund aims to support Clubs engaged in the Cricket World Cup Club Programme, between 30 May – 14 July 2019, to enhance their facilities by improving digital capacity or catering provision.

2. Eligibility

Clubs will need the following:

- To be affiliated to ECB via their County Cricket Board (CCB) in 2019
- To be registered to the Cricket World Cup Club Programme
- A Constitution
- Valid Buildings, Contents & Public Liability Insurance
- Security of Tenure – Leasehold, Freehold or Rental Agreement (minimum of one year)

3. Project Themes

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

3.1 Digitising Your Club

Installation of broadband and / or WiFi, including routers
Up to 6 months broadband subscription costs
Audio / visual equipment including TVs, PA / sound systems and projectors
Digital Point of Sale equipment such as card readers, tills etc

3.2 Catering for your events

Kitchen units, appliances, professional catering equipment, coffee machines, glass washers, BBQs, pizza ovens, bottle coolers, ice cream fridges, slush machines, etc
Outdoor social areas including patios, decking, furniture

4. Amount of Award

4.1 £1,000 per application.

4.2 Project costs must be between £1,000 - £10,000.

4.3 The award may not be used to retrospectively fund projects (see Section 8.8).

5. Partnership Funding

5.1 We ask you to include the calculation of the full cost of your project in the application form.

This helps us understand the full impact of the grant on your club and the overall cricket economy.

Partnership funding is the difference between the project cost and the £1,000 grant. It can be sourced from Club funds, other grant bodies or sponsorship. In-kind contributions (support offered which has a value but which is 'free' to the club, this could be a discount from a local supplier in exchange for sponsorship rights or free labour offered by members) can also be accounted for as partnership funding, but cannot be claimed as part of the £1,000 grant.

5.2 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

5.3 Excluding Section 5.2 (above), the Scheme cannot be partnered with any other ECB or EWCT capital funding programme.



6. Key Dates

Mon 12 Nov 18	Scheme opens to applications
Fri 1 Mar 19	Closing date for Clubs to submit applications to ECB
Fri 26 Apr 19	Closing date for ECB to determine which applications to support and for Clubs to be notified
Fri 31 May 19	All projects to be completed
Fri 26 July 19	Last date for claims to be submitted

7. Planning Your Project

- 7.1** The scheme aims to support the Cricket World Cup Club Programme between 30 May – 14 July 2019, therefore, the timing of your project is crucial. All projects will need to be completed before the start of the tournament. Whilst some kitchen or patio projects may take a few weeks to complete, the purchase of products should be done as soon as the Club has received the official Award Offer Letter. Do not wait until the last minute to start your project. The sooner the project is completed - the more benefit the club will get during the season.
- 7.2** Clubs are required to submit one official quotation, for each item, 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, full price including VAT and delivery. It is not sufficient for Clubs to create their own 'quotation' by just listing prices or providing a web link.
- 7.3** It is in all Clubs' 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. Application Process

- 8.1** Clubs must be registered to take part in the Cricket World Cup Club Programme at clubs.cricketworldcup.com
- 8.2** The Club will need to identify one Main Contact on the application form. The contact will need to have access to an email address and will be responsible for actioning all correspondence until the completion of the project. They must also ensure they have discussed the project with the Club's Committee before submitting the application.
- 8.3** The Main Contact cannot be an employee of a CCB or the ECB.
- 8.4** Part 1 of the application form must be completed in full and submitted by email, together with the quotation(s), to clubfund2019@ecb.co.uk
- 8.5** Applications can be submitted between Monday 12 November 2018 - Friday 1 March 2019.
- 8.6** ECB will aim to respond to all applications within 2 months of receipt and by no later than Friday 26 April 2019. Clubs planning a larger scale project, such as a new kitchen or patio area, need to submit their applications at an early stage otherwise they may not have enough time to complete their project.
- 8.7** If an application cannot be supported, the Club will be notified and, where possible, given the opportunity to submit a revised project.
- 8.8** Clubs must not proceed with their project before they receive the Award Offer Letter from ECB. If a Club is subsequently found to have completed the project before receiving the Offer Letter, the funding will be withdrawn (see Section 4.3).



8.9 Any award offered is on an understanding that the information provided on the application form is correct, relating in particular to Affiliation, 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. If an Application is Successful

9.1 ECB will issue an Award Offer Letter and Acceptance Form to the Club (by email).

9.2 To accept the Award Offer and conditions of the scheme, the completed Acceptance Form must be returned to ECB within 30 days (by email).

9.3 On receipt of the Acceptance Form, a Claim Form will be issued to the Club (by email).

9.4 All projects must be completed by Friday 31 May 2019.

9.5 All claims must be submitted to ECB by Friday 26 July 2019.

9.6 Payment will be made direct to the Club Bank account, by BACS transfer, within 28 days of receipt.

10 Warranties and Waivers

10.1 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.

10.2 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.

10.3 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.

10.4 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.

10.5 ECB reserves the right at any stage to change any or all the requirements for qualification for an award and / or any terms and conditions relevant to the grant of any award to any Club.

10.6 These guidance notes set 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.

10.7 Neither these guidance notes 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.

10.8 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.

10.9 The Scheme is funded by the England and Wales Cricket Trust (EWCT), a wholly owned charitable subsidiary of ECB.

10.10 Clubs should be aware that ECB has been notified of an increase in targeted cyber crime. Please pay particular attention to securing your email account(s) and be extremely cautious if receiving a request from a supplier to change payment details – in this case, always call the supplier on a number you are sure is theirs to re-confirm payment details.



Cricket World Cup Club Fund 2019

The Process

Club registers for the Cricket World Cup Club Programme at **clubs.cricketworldcup.com** to obtain an Application Form and Guidance Notes

Club submits Application Form and supporting quotation(s) to ECB at: **clubfund2019@ecb.co.uk** between Mon 12 Nov 18 - Fri 1 Mar 19

ECB issues a contract Award Offer Letter and Acceptance Form to the Club, by email, within 2 months of receipt and no later than Fri 26 Apr 19

To accept the Award Offer and agree to the conditions of the scheme, the Club must complete and return the Acceptance Form to ECB within 30 days

ECB issues a claim form to the Club. The Club should then complete the project at the earliest opportunity and no later than Fri 31 May 19

On completion of project, the Club must submit the claim form and invoice(s) to ECB for payment no later than Fri 26 Jul 19

Payment will be made direct to the Club's bank account by BACS transfer within 28 days of receipt of the claim

Club enjoys the benefits from participating in the Cricket World Cup Club Programme