

# ECB SMALL GRANT SCHEME 2019

Supporting 'Get the Game On'

## Guidance Notes for Cricket Clubs



### 1. Aims

In 2019, the ECB Small Grant Scheme will support the ECB national programme 'Get the Game On'. All projects will assist Clubs to improve their long-term sustainability by increasing the number of games played during the season.

### 2. Club Eligibility

2.1 The scheme is open to all Affiliated Cricket Clubs, subject to County Cricket Board (CCB) support.

All Clubs will need to have the following:

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

*Note: Due to the use of 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.*

2.2 Any Club which received an award from the ECB Small Grant Scheme 2018 for covers under the project theme 'Get the Game On' is not eligible to reapply in 2019.

### 3. Project Eligibility:

Clubs can apply for funding towards the purchase of the following products:

- New mobile covers
- Flat sheet covers
- Bowlers run-up and / or side sheet covers
- Replacement cover tops
- Water removal equipment (only when combined with the purchase of covers)

### 4. Amount of Award

4.1 Awards will be between £1,000 and £4,000 per application.

4.2 The award 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 depending on the number of applications received within each county, i.e. the CCB may recommend a reduced award amount to accommodate more projects.

4.3 The award may not be used to retrospectively fund projects (see Section 8.7). If you have purchased the goods before you receive an Offer Letter, this will invalidate your application.

## 5. Partnership Funding

- 5.1 Clubs will be required to provide a minimum of 10% partnership funding towards the project cost.
- 5.2 Partnership funding is the difference between the project cost and the amount of award. It can be sourced from Club funds, other grant bodies or sponsorship etc.
- 5.3 To obtain the minimum £1,000 award, the total project cost must be £1,112 (or above) to allow for the Club's minimum 10% partnership funding contribution, for example:

|                                       |   |  |
|---------------------------------------|---|--|
| <b>Total project cost:</b>            | = | <b>£1,112</b>                              |
| <b>Partnership funding (min 10%):</b> | = | <b>£ 112 (rounded up to nearest pound)</b> |
| <b>Award:</b>                         | = | <b>£1,000</b>                              |

- 5.4 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](http://www.ecb.co.uk/loans)
- 5.5 Excluding Section 5.4 (above), the Scheme cannot be partnered with any other ECB or EWCT capital funding programme.

## 6. Key Dates

|                        |   |
|------------------------|---|
| Monday 1 April 2019    | The Scheme will open to applications  |
| Friday 31 May 2019     | Closing date for Clubs to submit applications to CCBs for consideration                           |
| Friday 21 Jun 2019     | Closing date for CCBs to determine which applications to support and submit to ECB for processing |
| Friday 1 November 2019 | All projects to be completed and funds claimed  |

## 7. Planning Your Project

- 7.1 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.
- 7.2 Clubs are required to submit two official 'like for like' quotations with the application (from different Suppliers). These can be obtained by contacting the Suppliers direct or, alternatively, ECB will also accept a print out or screenshot\* from a Supplier's website.

\* To take a screenshot of a computer screen, tap and hold the **Ctrl + PrtScn** buttons together. This copies an image on to the system clipboard. Then paste (**Ctrl + V**) the image in to a blank word document (or other image-friendly programme) and save.

1. Click on the window you would like to capture.

2. Press **Ctrl + Print Screen** (Print Scrn) by holding down the **Ctrl** key and then pressing the **Print Screen** key. The **Print Screen** key is near the upper-right corner of your keyboard. (Depending on the type of keyboard you have, the exact key names on your keyboard may vary slightly.)



- 7.3 If a quotation includes multiple items or options, the preferred items, size and quantity must be highlighted. All quotes must be legible, contain Supplier details, project details and full price including VAT and delivery. **It is not acceptable** for Clubs to write their own 'quotation' by just listing prices or to provide web links.
- 7.4 The award offer will be based on the quotation from the Club's preferred supplier.
- 7.5 If in any doubt about the eligibility of a project, Clubs should contact their CCB for advice.

## **8. Application Process**

- 8.1 Application forms will only be available from CCBs.
- 8.2 The Club will need to identify one Main Contact on the application form, who has an email address and access to a scanner and printer. The Main Contact will be responsible for receiving and actioning all correspondence until completion of the project. All correspondence from ECB will be by email.
- 8.3 The Main Contact cannot be an employee of County Cricket Board, County Cricket Club, Cricket Wales or the ECB.
- 8.4 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 31 May 2019.
- 8.5 CCBs will assess all applications by Friday 21 June 2019. 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.
- 8.6 The ECB will only accept applications from CCBs and not directly from any Club.
- 8.7 **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).
- 8.8 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.
- 8.9 ECB reserves the right to determine the final award amount and this will be confirmed in the ECB Award Offer Letter to the Club.

## **9. If an Application is Successful**

- 9.1 ECB will aim to issue an Award Offer Letter to successful Clubs within 30 days of receipt from the CCB. All correspondence will be by email.
- 9.2 To accept the Offer, the completed Acceptance Form must be returned to ECB within 30 days.
- 9.3 On receipt of the Acceptance Form by ECB, a Claim Form will be issued.
- 9.4 The Club will arrange completion of the project then submit the completed Claim Form and invoice (final or pro-forma) to the ECB.
- 9.5 Payment will be made direct to the Club Bank account, by BACS transfer within 28 days of receipt.

**Note:** *Any changes to the project 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 being ineligible and the award being reduced or withdrawn in entirety.*

## **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 of 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 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.
- 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.