

SMALL GRANT SCHEME 2015

Guidance Notes for Cricket Clubs



1. Aim

- 1.1 The aim of the 'EWCT Small Grant Scheme 2015 - Supported by Waitrose' is 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 Funding for the Scheme will come from the EWCT, Sport England and Waitrose.

2. Applicant Eligibility

- 2.1 The Scheme is open to all affiliated Cricket Clubs (subject to County Cricket Board [CCB] support).
- 2.2 Clubs will need to have the following:
 - A Constitution
 - Valid Buildings, Contents & Public Liability Insurance
 - Security of Tenure
- 2.3 Clubs which received an award from the EWCT Small Grant Scheme 2014 are **not eligible** to reapply in 2015.

3. Eligible Projects

The purchase of any relevant products or materials (and associated professional labour costs) under the following project themes:

3.1 Covers

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

3.2 Kitchen / Social Area - **NEW for 2015 - Supported by Waitrose**

Fixtures and fittings, including but not limited to:

- Cabinets / Units
- Worktops / sinks / taps
- Electrical appliances (White Goods / Drinks Coolers / Extractors etc)
- Furniture - tables / chairs
- Tiling / Splash Backs

3.3 Outdoor Social Area - **NEW for 2015 - Supported by Waitrose**

Building materials and associated items, including but not limited to:

- Patio or Decking area
- BBQ (fixed not portable)
- Furniture - tables / chairs

3.4 Energy Consumption

Energy efficient / energy saving devices or systems, including but not limited to:

- Insulation (roof and / or walls)

- Double / Triple Glazing
- Heating systems e.g. boilers, radiators, thermostats
- Solar Panel Electricity (Photovoltaic) systems or Solar Water Heating systems
- Lighting

3.5 Water Consumption

Water consumption / water saving devices or systems, including but not limited to:

- Rain water harvesting / conservation systems including water collection systems
- Flush reduction toilets / devices
- Aeration devices e.g. water saving shower heads or taps
- Reduced tap flow devices e.g. self-closing (non-concussive) taps / showers

3.6 Flood Defence Measures

4. Ineligible Projects

- Pavilion and communal changing facilities
- Non-turf practice facilities
- Fine turf works
- Land purchases
- Drainage schemes
- Machinery – Mowers / Rollers / Aerators etc
- Score Boards / Boxes
- Sight Screens
- Ball-Stop Netting
- Audio / Visual Equipment

Note: If funding is required for any of these projects, please contact your CCB for advice.

5. Amount of Award

- 5.1 Between £1,000 (min) and £4,000 (max) per application.
- 5.2 When calculating the total project / purchase cost, delivery and VAT should be included.
- 5.3 The award may not be used to retrospectively fund projects / purchases.

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 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
- 6.4 Excluding Section 6.3 (above), the Scheme cannot be partnered with any other ECB or EWCT capital funding programme.

Note: Successful Clubs will be expected to complete the project / purchase **within four months** of the date of the Offer Letter so should not apply until they have sufficient partnership funding, or a reasonable expectation of obtaining sufficient partnership funding, to proceed within the timeframe.

7. Key Dates

Monday 12 January 2015	The Scheme will open to applications
Friday 6 March 2015	Closing date for applications to be submitted by Clubs to CCBs for consideration
Friday 20 March 2015	Closing date for CCBs to determine which applications to support and to submit to EWCT for processing

8. Planning Your Project / Purchase

- 8.1 To assist with the planning of your project, it is recommended that you read the ECB Guidance on Project Development at www.ecb.co.uk/clubsupport under the 'Facilities' section.
- 8.2 Clubs will be required to submit two quotations with the application. Where possible, the award offer will be based on the Club's preferred supplier.
- 8.3 The cheapest option may not necessarily be the best for your needs. Choose the quotation that offers you the best value for money.
- 8.4 Consider the timing of your project / purchase, e.g. if applying for covers, the sooner they are purchased – the more benefit the club will get during the season.
- 8.5 Be aware that projects which include changes to the external appearance of a clubhouse (e.g. solar panels), or engineering operations that require ground works (e.g. the 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.
- 8.6 If in any doubt about the eligibility of a project, the Club should contact its local CCB for advice.

9. The Application Process

- 9.1 Application forms will only be available from CCBs.
- 9.2 Part 1 of the application must be completed in full by the Club and then submitted, together with two quotations, to reach the local CCB no later than Friday 6 March 2015.
- 9.3 All applications received by CCBs will be assessed by Friday 20 March 2015. If supported by the CCB, applications will be forwarded to EWCT for 'final approval' and to be processed.
- 9.4 If an application is not supported, Clubs will be notified by their CCB.
- 9.5 The EWCT will only accept applications from CCBs and not directly from any Club.
- 9.6 Please note that the actual award offered may differ from that requested on the application form. EWCT reserves the right to determine the final award amount and this will be confirmed in the Offer Letter to the Club.
- 9.7 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.

10. What happens if the Application is successful?

- 10.1 EWCT will issue an Offer Letter and an Acceptance Form to successful Clubs (by email), usually within 30 days of receipt from the CCB.

- 10.2 To accept the Offer, the Acceptance Form must be completed, signed and returned to the EWCT within 30 days (by post or email).
- 10.3 On receipt of the signed 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 Offer Letter).
- 10.5 On completion of the project / purchase, the Club may submit the Claim Form and supporting evidence (either an invoice or official purchase order) 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 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.