



THE LORD'S TAVERNERS

The Lord's Taverners Non-Turf Pitch Scheme 2014 Guidance Notes

The Lord's Taverners is the official Charity of recreational cricket and the UK's leading youth cricket and disability sports Charity.

Please read these guidance notes carefully prior to completing the application form.

1. Aim

The Lord's Taverners aim is to support disadvantaged and disabled youngsters with opportunities to play cricket at the grass roots level by providing grants to help fund quality cricket facilities.

2. Applicant Eligibility

2.1 Applications will be considered from cricket clubs with an established Junior Section*, which are affiliated to the England and Wales Cricket Board (ECB), Cricket Scotland or Cricket Ireland; or individual state schools directly involved in the organisation of youth cricket and which have a **genuine need for assistance**.

**A Cricket Club with a Junior Section is defined as a Cricket Club that offers appropriate coaching (by suitably qualified coaches) and competition to cricketers under 18 years of age.*

2.2 The Junior Section should have a **minimum** of 11 junior players.

2.3 Applicants who have previously received an award from The Lord's Taverners Non-Turf Pitch (NTP) Scheme are not eligible to re-apply for funding within two years of receiving the award.

2.4 The scheme may not be used to retrospectively fund a project that has already started or been completed.

3. How much funding can be applied for?

Awards will be considered for the following items up to a combined maximum of £6,000 per application:

- Non-Turf Pitches (Practice Wicket / Match Play Pitch) up to £3,000
- Batting Ends up to £2,000
- Net Cage (Fixed or Mobile) and / or Replacement Netting up to £1,000

4. How much Partnership Funding must an applicant provide?

A **minimum of 50%** partnership funding will be required from the applicant.

5. The following examples show how to work out how much you can apply for, bearing in mind the maximum grants available and the minimum 50% partnership funding requirement?

Example 1: 30m Match Pitch & Mobile Net Cage	Project Cost inc VAT	Max Award Available	Partnership Funding from Applicant (50% Min)	The Lord's Taverners Award
NTP	9,600	3,000	6,600	3,000
Net Cage / Netting	1,200	1,000	600	600
Total	10,800	4,000	7,200	3,600

Example 2: Match Pitch, Refurb of Batting End & Mobile Net Cage	Project Cost inc VAT	Max Award Available	Partnership Funding from Applicant (50% Min)	The Lord's Taverners Award
NTP	8,400	3,000	5,400	3,000
Batting Ends	3,500	2,000	1,750	1,750
Net Cage / Netting	1,600	1,000	800	800
Total	13,500	6,000	7,950	5,550

Example 3: Mobile Net Cage	Project Cost inc VAT	Max Award Available	Partnership Funding from Applicant (50% Min)	The Lord's Taverners Award
Net Cage / Netting	2,000	1,000	1,000	1,000
Total	2,000	1,000	1,000	1,000

Example 4: Batting Ends & Fixed Nets	Project Cost inc VAT	Max Award Available	Partnership Funding from Applicant (50% Min)	The Lord's Taverners Award
Batting Ends	14,200	2,000	12,200	2,000
Net Cage / Netting	3,600	1,000	2,600	1,000
Total	17,800	3,000	14,800	3,000

Please note that these figures are for illustration purposes only.

6. Project Eligibility

Non Turf Pitches (NTPs)

- 6.1 For projects that include the provision of Non-Turf Pitches / Batting Ends, only ECB Approved Non-Turf Pitch Systems are eligible for funding under this scheme. Each ECB Approved NTP System has different playing and maintenance characteristics, across a range of prices. Applicants should choose the system that meets their needs / usage best. *(Please note that it is the individually named ECB Approved Non-Turf Pitch Systems which are approved – not the Suppliers {see attached list}).*
- 6.2 Refurbishment will be considered, subject to the quotation meeting the current specifications of an ECB Approved NTP System.
- 6.3 Portable / roll down matting **is not** eligible.
- 6.4 General maintenance, cleaning or patch repairs **will not** be funded.

Net Cage / Netting

- 6.5 Applications will be considered for Mobile Net Cages, Fixed Net Cages and / or replacement netting, either in combination with a NTP system or as a separate project.
- 6.6 The Lord's Taverners **will not** repeat fund the same project, i.e. if an applicant has received funding for replacement netting in the past, they cannot apply for the same netting to be replaced over and over again.

7. Planning your Project

- 7.1 Prior to submitting an application, careful thought should be given to your project, which can be an expensive and lengthy process. To assist with the planning of your project, it is recommended that you read the ECB Guidance Notes on the Provision & Installation of Non-Turf Pitches. The document is available to download at www.ecb.co.uk/ntpguidance

- 7.2 It is in the applicant's own interests to obtain official quotations for the project from a minimum of two different Suppliers. Please mention to the Suppliers that you intend to apply for funding from The Lord's Taverners.
- 7.3 Once the project has been determined, applicants should submit the quotation from the Supplier they intend to use, as this is what the award offer will be based upon. Do not just submit the most expensive option to obtain a higher award unless you intend to proceed with it. If, at the time of submitting a claim, the final invoices are found to be lower than expected, the award amount will be reduced accordingly.
- 7.4 Please be aware that the majority of projects that include a new permanent facility, or where an existing facility is to be extended (footprint or height), **will require planning consent**. Applicants 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.
- 7.5 Before submitting an application, applicants should have a reasonable expectation of being able to afford to complete the project within the set timescales. **Do not apply** until you have sufficient partnership funding to proceed within the timescales or a realistic expectation of doing so. Evidence of partnership funding may be required.
- 7.6 If applicants are unsure if their project will meet the eligibility criteria of the scheme, applicants should email the quotation to janine.holt@ecb.co.uk for advice prior to submitting the actual application form.

8. Application Process

- 8.1 Applicants should complete all the relevant sections of the application form and then submit it to the appropriate local Cricket Board or The Lord's Taverners Regional Chairman for completion of Section Five. The Cricket Board or Regional Chairman will countersign and then forward the application to Janine Holt, ECB, for processing.
- 8.2 Contact details for your area can be found at www.lordstaverners.org/non-turf-pitches or by ringing Janine Holt on 0161 877 6643.
- 8.3 A copy of an official quotation from the preferred Supplier must be submitted with the application form. *(Please note that it is in your own interests to source more than one quotation, although only the ONE that you intend to use needs to be submitted with the application).*
- 8.4 Only those elements specified within the submitted quotation will be considered for support, as the award offer will be based upon this quotation.
- 8.5 Ineligible applications will be rejected and incomplete applications will be required to provide additional information.
- 8.6 If successful, the applicant will receive an Award Offer Letter (by email), which will include an Acceptance Form. *(Please note that applicants must await the Award Offer Letter **prior to any works being undertaken**. Consideration **will not** be given to an application where work on the project has already commenced. For an applicant to proceed without an award offer is to do so at their own risk).*
- 8.7 Should the applicant decide to make **any changes** to the **project specification or choice of Supplier after an award offer has been made, The Lord's Taverners must be notified immediately** as this may affect the award amount. **Failure to do so may result in the revised project being ineligible and the award being reduced or removed in entirety.**
- 8.8 To accept the award offer and the conditions of the scheme, the Acceptance Form must be completed, signed and returned within 30 days. Electronic copies will be accepted.
- 8.9 On receipt of the signed Acceptance Form, a Claim Form will be issued (by email).

- 8.10 The applicant will arrange completion of the project within nine months of the date of the Offer Letter.
- 8.11 On completion, the applicant may submit the Claim Form and final invoice(s). Electronic copies will be accepted.
- 8.12 Payment will be made direct to the Club / School Bank or Building Society account, by BACS transfer (unless otherwise stated), within 28 days of receipt of the Claim Form and final invoice(s).
- 8.13 Successful applicants will be required to insure their Non-Turf Pitch / Batting Ends / Nets on completion.
- 8.14 Successful applicants must undertake to maintain the Non-Turf Pitch / Batting Ends / Nets (as per the Supplier's specification).
- 8.15 In the event of a successful applicant disbanding within five years of the grant aid payment, The Lord's Taverners must be informed immediately and reserves the right to re-claim a proportion of the award.

9. Warranties & Waivers

- 9.1 The award is offered on an understanding that the conditions of the Scheme are met and that the estimated cost of the project / purchase is no less than indicated on the quotation. The Lord's Taverners 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.
- 9.2 Where final expenditure is less than the quotation on which the award is based, The Lord's Taverners reserves the right to reduce the award and to withdraw the award in entirety if the conditions are found not to have been met.
- 9.3 All awards will be granted by The Lord's Taverners in its absolute discretion. Not all applications will be successful even if all criteria set out above are met.
- 9.4 The Lord's Taverners is not under any obligation to consider any proposal or application that it may receive and reserves the right to defer or reject a non-compliant application it considers does not comply with these terms.
- 9.5 The Lord's Taverners 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 awards.
- 9.6 These guidance note set out an outline of the process for application and requirements to be fulfilled by an applicant to, or as a condition of, the grant of an award by The Lord's Taverners. This guidance is correct on the date on which it was printed.
- 9.7 Neither these guidance notes nor any other information supplied by The Lord's Taverners (or its officers or agents) constitutes a contract or an offer which is capable of acceptance by any applicant. These guidelines do not contain any representation upon which any applicant is entitled to rely at any time.
- 9.8 The Lord's Taverners (and its officers or agents) will not be responsible for any costs, losses or expenses which an applicant 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. Publicity

Where possible every effort should be made to promote the support received from The Lord's Taverners and, in some cases, successful applicants may be required to cooperate in a cheque presentation or official opening of the facility to derive maximum publicity to promote the fundraising activities of The Lord's Taverners. If the applicant is producing a plaque, please ensure that The Lord's Taverners logo is included (this can be provided upon request).

11. Monitoring

Successful applicants may be required to complete a short monitoring and evaluation questionnaire, provide photographs and case studies over the course of the next five years.

12. Contacts

- 12.1 Please note that the England and Wales Cricket Board (ECB) administers the NTP scheme on behalf of The Lord's Taverners. Should you have any queries about the scheme, or the eligibility of your project, please contact:

Janine Holt
ECB
Emirates Old Trafford
Manchester
M16 0PX
Tel: 0161 877 6643
Email: janine.holt@ecb.co.uk

- 12.2 **All** completed applications, together with the relevant quotation(s), need to be sent to the appropriate local Cricket Board or The Lord's Taverners Regional Chairman for completion of Section Five. The Cricket Board or Regional Chairman will countersign the application and then forward it on to Janine Holt, at ECB, for processing. Contact details for your area can be found at www.lordstaverners.org/non-turf-pitches or by ringing Janine Holt on 0161 877 6643.

13. Timescales

- 13.1 All applicants will receive an acknowledgement (by email) as to the status of their application within four weeks of receipt.
- 13.2 Eligible projects will be assessed and a recommendation for an award will be put forward to The Lord's Taverners Cricket Giving Committee for approval.
- 13.3 Ineligible applications will be rejected and incomplete applications will be required to provide additional information.
- 13.4 Once an application receives approval, funding will be ring-fenced for the project and the applicant will be placed on a waiting list until their funding batch is released.
- 13.5 Once all the funding has been ring-fenced, the scheme will be closed to further applicants.
- 13.6 Funding will be allocated in equal batches, as at:
- Mon 3 Feb 14
- Mon 3 Mar 14
- Mon 7 Apr 14
- Tue 6 May 14
- 13.7 Successful applicants will only be sent an Award Offer Letter once their funding batch has been released. *(Please note that applicants must await the Award Offer Letter **prior to any works being undertaken**. Consideration **will not** be given to an application where work on the project has already commenced. For an applicant to proceed without an award offer is to do so at their own risk).*
- 13.8 All projects must be completed **within nine months** of the date of the Award Offer Letter.

ECB APPROVED NON-TURF PITCH SYSTEMS		
SUPPLIER	CONTACT DETAILS	ECB APPROVED NTP SYSTEMS
ClubTurf Ltd	Lea House, 5 Middlewich Road Sandbach Cheshire CW11 1XR Tel: 01270 753344 clubturf.cricket@virgin.net www.clubturf.com	<ul style="list-style-type: none"> • ClubTurf International Pitch • ClubTurf Natural Pitch
Dura-Sport Ltd	Unit 2, Chartwell Point Chartwell Drive Wigston Leicester LE18 2FT Tel: 0116 281 3200 cricket@dura-sport.co.uk www.dura-sport.co.uk	<ul style="list-style-type: none"> • DSI-pro Cricket System
Exclusive Leisure Ltd 	28 Cannock Street Leicester LE4 9HR Tel: 0116 233 2255 info@exclusiveleisure.co.uk www.exclusiveleisure.co.uk	<ul style="list-style-type: none"> • Tom Graveney Cricketweave Hard Porous Synthetic Turf Pitch • Tom Graveney Cricketweave 'T' Base Synthetic Turf Pitch
Notts Sport Ltd 	Innovation House, Magna Park Lutterworth Leicestershire LE17 4XH Tel: 01455 883730 info@nottssport.com www.nottssport.co.uk	<ul style="list-style-type: none"> • NottsBase[®] D System • NottsBase[®] D System NG7 • NottsBase[®] D System NG12 • Envelope System • Envelope System[®] NG7 • Envelope System[®] NG12 • NottsTurf[®] Pitch
total-play Ltd 	The Hatchery, Quinton Park Green Quinton Green Northampton NN7 2EG Tel: 01604 864575 info@total-play.co.uk www.total-play.co.uk	<ul style="list-style-type: none"> • total-play 'tp365' Synthetic Turf Pitch
Verde Sports (Cricket) Ltd	Gabbotts Farm Barn, Bury Lane Withnel Chorley Lancashire PR6 8SW Tel: 01254 831666 sales@verdesports.com www.geocities.com/verdesportscricket	<ul style="list-style-type: none"> • 'Test Match' Synthetic Turf Pitch • 'Premier System' Synthetic Turf Pitch