



England and Wales Cricket Trust Limited Small Grant Scheme

Guidance Notes

1. Aim

The England and Wales Cricket Trust Limited (EWCT) Small Grant Scheme aims to help applicants make small, incremental changes to improve the quality and sustainability of cricket provision that:

- 1.1 directly impacts on the playing of the game of cricket, and / or
- 1.2 reduces the operating costs of Cricket Clubs by the purchase of materials.

2. Eligible Applicants

- 2.1 Any affiliated Cricket Club with a Junior Section* that has ECB Clubmark Accreditation or, as a minimum, is registered and actively working towards ECB Clubmark Accreditation.

**A Cricket Club with a Junior Section is defined as a Cricket Club that offers appropriate coaching and competition to cricketers under 18 years of age. For more information go to www.ecb.co.uk/clubmark*

- 2.2 A properly constituted County Groundsmanship Association (CGA) - (where grants are available for machinery purchases only).
- 2.3 Applicants who received an award from the EWCT Small Grant Scheme in 2011 are **not** eligible to reapply in 2012.

3. What can be applied for?

- 3.1 The purchase of any relevant products or materials that support the playing of the game of cricket or that reduce the operating costs of cricket clubs, for example:

- Energy consumption / energy saving devices or systems
- Water consumption / water saving devices or systems

Examples of the above include (but are not limited to) insulation, double glazing, rain water harvesting systems, energy saving boilers, flush reduction devices.

- Machinery (purchase only) to include Scarifier, Aerator, Wicket Mower, Outfield Mower and Rollers. Second hand machinery is eligible but only wherewith evidence of a minimum 12 month warranty is provided.
- Sightscreens
- Covers and Flat Sheets
- Water Hogs or similar

- Ball Stop Netting
- Purchase of materials for the refurbishment and renovation of communal changing facilities
- Mobile Net Cage

3.2 This list is not exhaustive but the EWCT reserves the right to reject any application that it believes does not evidence achievement of the aims in Section 1.

3.3 The application must be for a single project only. However, applications will be considered for the purchase of more than one related item as part of one project e.g. a range of building materials for communal changing facilities renovation, such as tiles, bricks, etc..

3.4 The Scheme is not intended to support larger scale capital projects such as Non-Turf Practice Facilities, Fine Turf works or land purchases.

3.5 The Scheme may not be used to support coaching expenses or to purchase coaching materials / aids or video technology.

3.6 CGAs are only eligible to apply for grants for the purchase of machinery.

3.7 The Scheme may not be used to retrospectively fund projects / purchases that have already been completed.

4. How much funding can be applied for?

Between £200 (minimum) and £4,000 (maximum) per application.

5. How much Partnership Funding must an applicant provide?

5.1 A **minimum of 50%** partnership funding will be required.

5.2 In-kind contributions will not be considered.

5.3 The partnership funding may be provided by way of a loan from the EWCT Interest Free Loan Scheme up to 100% of the total project cost (Clubs only). For more information go to www.ecb.co.uk/funding

5.4 CGAs are **not** eligible to apply to the EWCT Interest Free Loan Scheme.

5.5 The Scheme cannot be partnered with any other ECB or EWCT capital funding programme or The Lord's Taverners Grant Aid Scheme.

6. When does the EWCT Small Grant Scheme open and close?

6.1 The Scheme will open to applications on 20 January 2012.

6.2 The Scheme will close to applications on 1 June 2012. Applications received after this date will not be considered.

7. The Application Process

7.1 Application forms will only be available from the County Cricket Boards (CCB).

- 7.2 Part 1 of the application form must be completed in full by the Applicant. The application form must then be submitted back to the relevant CCB, which will be responsible for the completion of Part 2 of the application form, and onward submission to the EWCT. The EWCT will only accept completed applications from the relevant CCB and not directly from any Club or CGA.
- 7.3 A copy of an official quotation from the chosen / 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 ONE needs to be submitted with the application).*
- 7.4 Only those elements specified within the submitted quotation will be considered for support by the Scheme, as the award offer will be based upon this quotation.
- 7.5 Any changes to the project specification or Supplier after an award has been granted must be notified to EWCT immediately as this may affect the amount of award or payment of the award. Failure to notify EWCT may result in the revised project / purchase being ineligible and the award being reduced or withdrawn in entirety.
- 7.6 CGAs should note that machinery must be available for use by all members and member Clubs and may not be limited to a single member or Club.

8. What happens if the application is successful?

- 8.1 The applicant will receive an Offer Letter, which will include an Acceptance Form, from the EWCT.
- 8.2 To accept the offer, the Acceptance Form must be completed, signed and returned to the EWCT within the required timescale, and in accordance with the instructions in the Offer Letter / Acceptance Form for the agreement to be legally binding.
- 8.3 On receipt of the signed Acceptance Form by EWCT, a Claim Form will be issued.
- 8.4 The applicant will arrange completion of the project / purchase.
- 8.5 On completion of the project / purchase, the applicant may submit the Claim Form and supporting evidence (which can be in the form of an invoice or official purchase order from the Supplier) to the EWCT. Following receipt of the Claim Form and supporting evidence to the EWCT's satisfaction, the applicant shall be entitled to drawdown the grant.
- 8.6 Payment will be made direct to the Club or CGA Bank / Building Society account, by BACS transfer (unless otherwise stated) within 28 days of receipt of the Claim Form.
- 8.7 The Claim Form and supporting evidence must be submitted to reach EWCT no later than 30 November 2012.

9. Warranties and 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 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.

- 9.2 Where final expenditure is less than the quotation on which the award is based, the EWCT 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 EWCT in its absolute discretion. Not all applications will be successful even if all criteria set out above are met.
- 9.4 EWCT is not under any obligation to consider any proposal or application that it may receive and reserves the right to defer or reject a non-compliant application it considers does not comply with these terms.
- 9.5 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 awards to any Club or CGA.
- 9.6 This guidance note sets out an outline of the process for application and requirements to be fulfilled by a Club or CGA 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.
- 9.7 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 or CGA. These guidelines do not contain any representation upon which any Club or CGA is entitled to rely at any time.
- 9.8 The EWCT (and its officers or agents) will not be responsible for any costs, losses or expenses which Clubs or CGAs 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. **Contacts**

Please note the ECB will administer this Scheme on behalf of the EWCT.

The initial point of contact relating to this Scheme will be your CCB Cricket Development Manager / Officer.

Once a completed application has been received by EWCT, the main contact for any queries will be:

Janine Holt
England and Wales Cricket Board (Places Team)
c/o The County Cricket Ground
Old Trafford
Manchester
M16 0PX
Tel: 0161 877 6643
Email: janine.holt@ecb.co.uk

11. **Useful Websites**

Renewable UK - www.bwea.com

Carbon Trust - www.carbontrust.co.uk

Energy Saving Trust - www.energysavingtrust.org.uk

Institute of Groundsmanship (IOG) - www.iog.org

Sports and Fitness Equipment Association (SAFEA) - www.safea.co.uk