



## ECB GRANT AID SCHEME GUIDANCE NOTES

### 1. AIM

- 1.1 The England and Wales Cricket Board (ECB) Grant Aid Scheme aims to finance capital projects, including renovations, to improve facilities which contribute to increased participation in cricket.

### 2. THE GRANT

- 2.1 If a Club is seeking funding from the ECB Grant Aid Scheme, this funding cannot exceed 75% of the total costs of the project.
- 2.2 Legal and professional fees will not be covered by an award, as awards are only applicable to the works planned. Fees not covered by the scheme are for example; Architects, Surveyors and Third party Consent even where required as a condition of the grant of an award under the ECB Grant Aid Scheme. The award provided by the ECB may not be used for these costs but such costs may be considered as 'in kind' contributions and part of the partnership funding when considering whether an award will be granted.
- 2.3 Clubs must agree to the ECB Terms and Conditions and sign an acceptance form prior to a grant award being released.
- 2.4 Repeat grant applications (i.e. an application every five years for the replacement of the same synthetic turf practice area) will be declined.
- 2.5 If a Club does not meet the mandatory requirements set out below at any stage during the life of the grant award then this will be deemed an act of default and could lead to the immediate repayment of the whole or part of the award.
- 2.6 The timescale of a decision on an application will be confirmed in writing by an appointed case officer acting on behalf of the ECB.

### 3. ENGLAND AND WALES CRICKET TRUST LOAN SCHEME

- 3.1 It may also be possible to apply for an Interest Free Loan from the England and Wales Cricket Trust to cover part of the project in addition to the grant.
- 3.2 There are different terms, conditions and qualification criteria which relate to the grant of a loan by the England and Wales Trust. If you qualify for a loan, you must comply with the terms and conditions relating to the loan.
- 3.3 Clearly where both a loan and a grant have been awarded you will need to ensure that both the Club and the project comply with the terms and conditions of each scheme and where one imposes additional obligations (for example the grant imposes certain minimum compliance / review provisions), you will need to comply with those additional obligations for the whole project.
- 3.4 As with a grant, legal and professional fees will not be covered by the England and Wales Cricket Trust Interest Free Loan Scheme.
- 3.5 Further details regarding the Interest Free Loan Scheme is available to download; [www.ecb.co.uk](http://www.ecb.co.uk)

### 4. ELIGIBLE CLUBS

To be eligible to apply for a grant from the ECB:

- 4.1 Clubs must meet (or where relevant agree to meet) the mandatory requirements and any conditions imposed by ECB within any offer made.
- 4.2 Clubs must be affiliated to the ECB via their County Cricket Board (CCB)
- 4.3 Clubs must have a junior section (A cricket club with a junior section is defined as a cricket club that offers appropriate coaching and competition to cricketers under the age of 18 years old)
- 4.4 Clubs must be an ECB Focus Club
- 4.5 Clubs must, have achieved and be maintaining ECB Clubmark Accreditation. For further details go to [www.ecb.co.uk/clubmark](http://www.ecb.co.uk/clubmark)
- 4.6 Clubs must have an approved Club Development Plan in the required format. For further details go to your cricket clubs play-cricket website: [www.play-cricket.com](http://www.play-cricket.com)
- 4.7 Eligible clubs are required to conduct a review of the proposed project with the CCB Cricket Development Manager (CDM) [www.ecb.co.uk/cricketdevelopmentmanagers](http://www.ecb.co.uk/cricketdevelopmentmanagers) prior to application submission.
- 4.8 Eligible clubs may only submit an application on the approval of an ECB Regional Development Manager [www.ecb.co.uk/cricketdevelopmentmanagers](http://www.ecb.co.uk/cricketdevelopmentmanagers)
- 4.9 Eligible clubs will agree to carry out all recommendations placed on proposed projects by the ECB Regional Development Manager

### 5. MANDATORY REQUIREMENTS

An application will only proceed if the club can meet the mandatory requirements for the Club, the Project and the Club's finances. These mandatory requirements are set out below.



## ECB GRANT AID SCHEME GUIDANCE NOTES

### 5.1 CLUB

An application will only be considered if a **club** can meet the following mandatory requirements:

- 5.1.1 Clubs must have an approved Club Development Plan in the required format. For further details go to your cricket clubs play-cricket website: [www.play-cricket.com](http://www.play-cricket.com)
- 5.1.2 The Club has achieved and is maintaining ECB Clubmark Accreditation. For further details for to; [www.ecb.co.uk/clubmark](http://www.ecb.co.uk/clubmark)
- 5.1.3 The Club should ensure that there is appropriate tenure for the proposed site of the new facility by means of freehold (e.g: Club), leasehold (e.g: lease from landowner) or rental (e.g: an agreement to rent the land from another party).
- 5.1.4 All grants will be subject to the following scale in relation to Security of Tenure;

Award up to	£10,000	Min 5 years tenure
Award up to	£10,001 - £25,000	Min 10 years tenure
Award up to	£25,001 - £50,000	Min 15 years tenure
Award more than	£50,001	Min 21 years tenure
- 5.1.5 If the Club are applying for a joint Loan and Grant, the application would be subject to the scale as shown above.
- 5.1.6 The ECB reserves the right to review 12 month rolling lease / rental agreements where the Club can evidence a minimum of 20 years on the site.
- 5.1.7 The Club has a constitution recognised by ECB over the total period of the award.
- 5.1.8 The Club has adopted and implements the ECB "Safe Hands – Cricket's Policy for Safeguarding Children" For further information go to [www.ecb.co.uk/safehands](http://www.ecb.co.uk/safehands)
- 5.1.9 The Club has adopted the ECB Equity Policy over the total period of the award. For further information go to; [www.ecb.co.uk/clubmark](http://www.ecb.co.uk/clubmark)
- 5.1.10 The Club has appropriate insurance over the total period of the award, covering where appropriate public liability, buildings and content insurance to include fire, theft and malicious damage.
- 5.1.11 The project has a programme of community usage
- 5.1.12 The Club's application has received the support of the County Cricket Board through the CDM

### 5.2 THE PROJECT

An application will also only be considered if the **application** can meet the following mandatory requirements:

- 5.2.1 The project is supported by detailed drawings/plans (where applicable)
- 5.2.2 The project complies with ECB / Sport England Technical Guidelines
- 5.2.3 There is a Site Plan for the project.
- 5.2.4 The project's application is accompanied by confirmation of planning consent and building regulation approval (where applicable).
- 5.3.5 The project provides a project plan detailing the timescales for completion.
- 5.3.6 The project has been fully developed and can evidence a detailed Programme of Works
- 5.3.7 The project provides 2 competitive quotes for projects under £25k and 3 competitive quotes for projects over £25k.
- 5.3.8 The project provides a maintenance programme for the site (if the project is greater than £5k), whilst the project maybe an outright purchase of goods it will still be required to evidence warranties, service arrangements and management plan (where applicable).

### 5.3 TYPES OF PROJECTS TO BE CONSIDERED

#### 5.3.1 Eligible Project themes – amongst others:

- Fine Turf Provision (including Machinery)
- Non Turf Provision
- Land Purchase for cricketing purposes
- Indoor Provision for cricketing purposes
- Communal Changing Facilities

#### 5.3.2 Not eligible – amongst others:

- Security (Perimeter fencing / Ball stop netting)
- Sight screens, mobile covers and cages
- Scoreboards
- Social / Bar Extensions
- Projects that are under criminal investigation (subject to insurance claim due to arson etc)
- General landscaping



## ECB GRANT AID SCHEME GUIDANCE NOTES

- Commercial activities (including bar areas)
- Car Parks
- Outdoor Lighting
- CCTV
- Single plant equipment (not incorporated within a larger scheme of work)
- Coaching items
- Video recorders
- Bowling Machines

### 5.4 REFURBISHMENT / REPLACEMENT

- 5.4.1 Any project that seeks to refurbish existing facilities will also only be considered if compliant with current ECB / Sport England technical standards.
- 5.4.2 Reconditioned machinery is acceptable provided that a warranty of no less than twelve months can be supplied and the applicant can prove that they have the qualified staff to operate it.

### 5.5 SPECIFIC GUIDANCE FOR THE DEVELOPMENT OF PROJECTS

To assist with the process Clubs should work through the following checklist;

- 5.5.1 General Requirements
- 5.5.1.1 Provide details of all parties who have prepared technical, financial, programme advice and scheduling the information.
- 5.5.1.2 Provide details of the person who will be responsible for co coordinating and managing the on site works.
- 5.5.1.3 Provide details of the in kind contributions the club have or will receive.
- 5.5.2 Technical Evaluation
- 5.5.2.1 Drawn Information
- 5.5.2.2 Provide a design equivalent to Design Stage D or detailed Planning Permission.
- 5.5.2.3 Identify the specification of materials as appropriate.
- 5.5.2.4 Ascertain compliance with ECB / Sport England technical guidelines.
- 5.5.2.5 Identify the result of any preliminary site investigations or exploratory work.
- 5.5.3 Third Party Approvals
- 5.5.3.1 Provide the status of Planning Permission and the information relating to the submission.
- 5.5.3.2 Building Control Approval (where applicable).
- 5.5.3.3 Provide copies of the approvals received.
- 5.5.4 Financial Evaluation
- 5.5.4.1 Submit a breakdown of estimate cost.
- 5.5.4.2 Identify what level of contingency and the basis of this calculation.
- 5.5.4.3 Submit all confirmed partnership funding (in writing).
- 5.5.4.4 Submit a full tender analysis (2 quotes for projects under £25k and 3 quotes for projects over £25k).
- 5.5.5 Health and Safety
- 5.5.5.1 Provide information on existing services.
- 5.5.5.2 Identify Risk Assessments arising from the design.
- 5.5.5.3 Provide information on access and egress points on site.
- 5.5.5.3 Site mobilisation and access.
- 5.5.5.4 Provide details of asbestos surveys carried out prior to construction (building works only).
- 5.5.5.5 Identify procedures of welfare facilities for the workforce.
- 5.5.5.6 Security of the site.
- 5.5.6 Competency
- 5.5.6.1 Provide information with regard to assessing the competency of any party directly involved with designing, co coordinating, managing and constructing the project.



## ECB GRANT AID SCHEME GUIDANCE NOTES

### 5.6 CLUB FINANCES

An application will also only be considered if the **Club** can meet the following mandatory financial requirements:

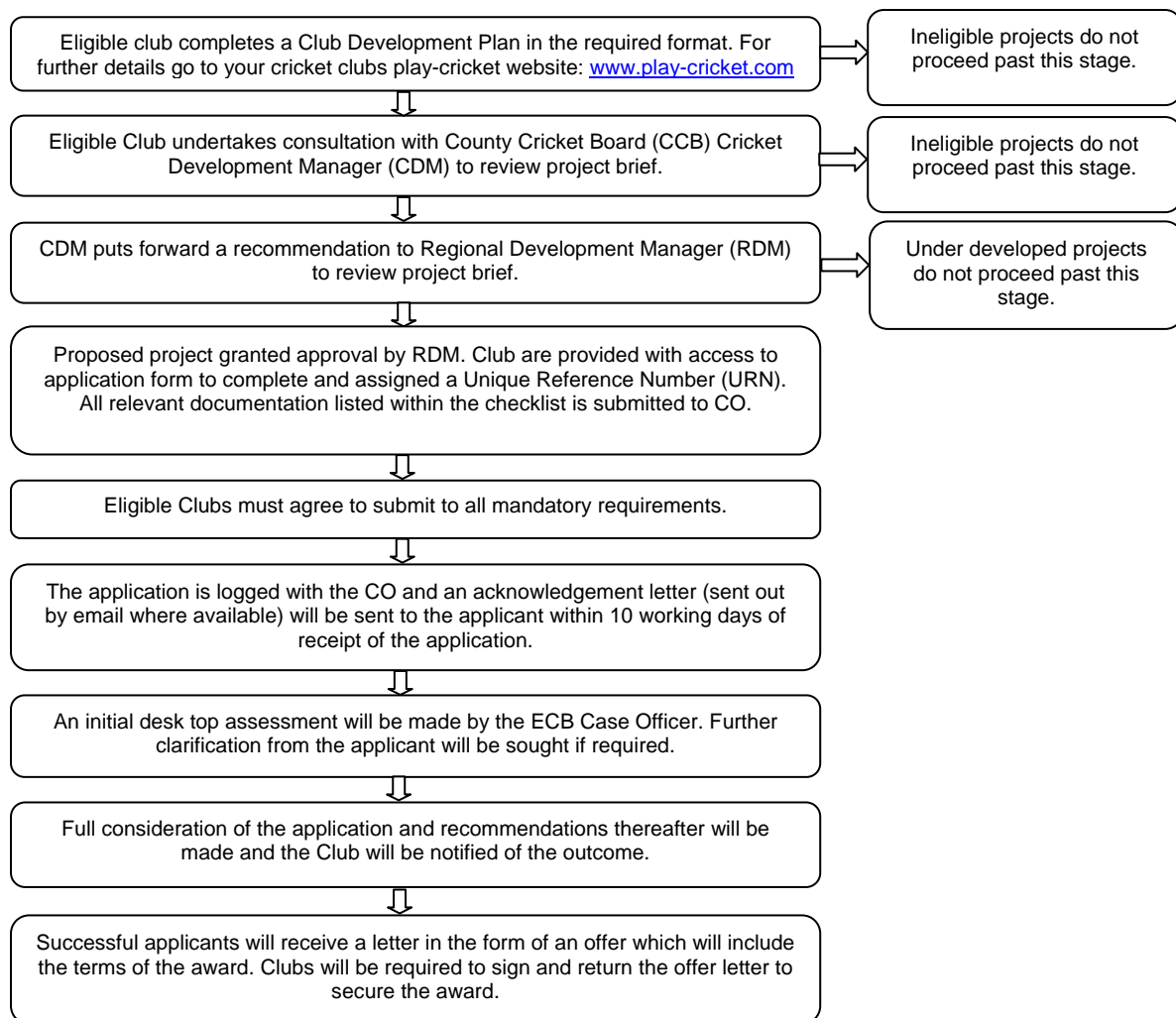
- 5.6.1 The Club has a dedicated bank account
- 5.6.2 The Club's application includes a copy of the latest annual accounts together with the annual accounts for the last three years, the most recent being prepared to a date within the last 12 months
- 5.6.3 The Club provides confirmation in writing of all Partnership Funding in relation to the project, including all evidence of 'in kind' contributions.
- 5.6.4 The Club provides documentation of other charges over property as security
- 5.6.5 The Club has prepared a detailed budget breakdown of all the project costs including a sinking fund budget for reinvestment in the project area

### 6. MONITORING OF PROJECTS

- 6.1 In the interests of performance Clubs may be asked to provide yearly reports on the impact of the award and the new facility. 10% of clubs will be randomly monitored on behalf of the ECB, including site visits.

### 7. APPLICATION PROCESS

The following application process will be adhered to where possible; however, the ECB reserves the right to change the process at any stage without prior notification.





## ECB GRANT AID SCHEME GUIDANCE NOTES

### 8. WARRANTY AND WAIVERS

- 8.1 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 on the date on which it was printed.
- 8.2 The ECB reserves the right at any stage to change any or all of the requirements or any terms and conditions for the grant of any awards to any Club.
- 8.3 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. In addition, the ECB is not under any obligation to consider any proposal or application that it may receive.
- 8.4 Neither these guidance notes nor any other information supplied by the ECB (or its officers or agents) constitute 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.
- 8.5 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 unless such costs have reasonably been incurred as a result of negligence on the part of the ECB or its officers or agents.

### 9. USEFUL CONTACTS

#### England and Wales Cricket Board

c/o County Cricket Ground (Facilities & Clubs)  
Old Trafford  
Manchester  
M16 0PX

#### Facilities & Funding Unit

Bruce Cruse [bruce.cruse@ecb.co.uk](mailto:bruce.cruse@ecb.co.uk)  
ECB National Facilities and Funding Manager

Tim Nicholls [tim.nicholls@ecb.co.uk](mailto:tim.nicholls@ecb.co.uk)  
ECB Case Officer (South)

Daniel Musson [daniel.musson@ecb.co.uk](mailto:daniel.musson@ecb.co.uk)  
ECB Case Officer (North)

#### Sport England

3<sup>rd</sup> Floor, Victoria House  
Bloomsbury Square  
London  
WC1B 4SE

Tel: 0207 273 1500  
Website: [www.sportengland.org](http://www.sportengland.org)

#### Institute of Groundsmanship (IoG)

28 Stratford Office Village  
Walker Avenue  
Wolverton Mill East  
Milton Keynes  
MK12 5TW

Tel: 01908 312 511  
Website: [www.ioq.org](http://www.ioq.org)

#### The Royal Institute of Chartered Surveyors (RICS)

RICS Contact Centre  
Surveyor Court  
Westwood Way  
Coventry  
CV4 8JE

Tel: 0870 3331600  
Website: [www.rics.org](http://www.rics.org)

#### Club Unit

Dave Leighton [dave.leighton@ecb.co.uk](mailto:dave.leighton@ecb.co.uk)  
ECB Club Programmes Manager

Tessa Whieldon [tessa.whieldon@ecb.co.uk](mailto:tessa.whieldon@ecb.co.uk)  
ECB Community Club Programmes Manager

#### ECB Regional Development Managers (RDM)

[www.ecb.co.uk/cricketdevelopmentmanagers](http://www.ecb.co.uk/cricketdevelopmentmanagers)

#### Cricket Development Managers (CDM)

[www.ecb.co.uk/cricketdevelopmentmanagers](http://www.ecb.co.uk/cricketdevelopmentmanagers)

#### Sports Council for Wales

Sophia Gardens  
Cardiff  
CF11 9SW

Tel: 02920 338 200  
Website: [www.sports-council-wales.org.uk](http://www.sports-council-wales.org.uk)

#### The Royal Institute of British Architects (RIBA)

66 Portland Place  
London  
W1B 1AD

Tel: 0207 580 5533  
Website: [www.architecture.com](http://www.architecture.com)

#### The Sport & Play Construction Association (SAPCA)

Federation House  
Stoneleigh Park  
Warwickshire  
CV8 2RF

Tel: 024 7641 6316  
Website: [www.sapca.org.uk](http://www.sapca.org.uk)