

## EMERGENCY LOAN SCHEME GUIDANCE NOTES FOR CLUBS

The Emergency Loan Scheme is the most sustainable funding scheme available to clubs and is open indefinitely with the intention of supporting clubs over the long-term. The amounts that clubs can apply for have increased to £50,000 for clubs with a junior section and £20,000 for adult only clubs. Eligible costs for the scheme now include adapting to comply with COVID-19 guidelines and pitch renovation costs to help get games of cricket on.

### 1. Aim

- 1.1 The ECB Emergency Loan Scheme (ELS) 2020 aims to support affiliated Cricket Clubs during the COVID-19 crisis by providing funding to assist clubs to cover any shortfall in the preparation, essential day-to-day running and maintenance costs of facilities following the resumption of recreational cricket.
- 1.2 The scheme is funded by the England and Wales Cricket Trust (EWCT), a wholly owned charitable subsidiary of ECB.

### 2. Eligibility

Clubs will need the following:

- Affiliation to ECB via their County Board in 2019 or 2020
- A Constitution
- Valid Buildings, Contents & Public Liability Insurance
- Evidence of Security of Tenure – Freehold, Leasehold or Rental (minimum 12 months)
- Most recent financial accounts (up to three years) and a year-to-date position, if available, plus cashflow forecast for loans over £5,000
- Current bank statement for all club accounts
- Summary of funding shortfall after other funding sources have been utilised
- [Safe Hands Policy](#) (see Section 7.4)

### 3. Essential Fixed or Contracted Costs which may be applied for

Whilst this is not an exhaustive list, ECB will consider applications for costs for a period of up to 12 months. The Club should calculate its estimated shortfall in the following expenditure areas:

#### 3.1 Facilities Preparation Costs:

- Adapting to comply with COVID-19 guidelines
- Pitch Renovation

#### 3.2 Essential Fixed and/or Contracted Costs:

- Utility or Service Costs
- Rental charges
- Staff costs (employees not players)
- Cleaning or maintenance commitments
- IT licences
- Security
- Insurance
- Equipment orders that can't be deferred or recovered
- TV / Broadband Subscriptions (where it is not suspended)
- Affiliations
- Any other reasonable fixed and / or contracted costs

#### 3.3 Before applying for costs, it is important organisations seek to either negotiate, defer or suspend payments where possible.

### 4. Ineligible Costs

- Loss of forecasted income
- Purchase of non-essential goods / equipment
- Any other expenditure that ECB deems inappropriate

### 5. Amount of Loan

#### 5.1 Clubs can apply for the following loan amounts:

- Club with a Junior Section<sup>1</sup> (including All Stars Cricket / Dynamos Cricket) between £1,000 and £50,000
- Club with an Adult Section only between £1,000 and £20,000

*<sup>1</sup>A Cricket Club with a Junior Section is defined as a Club that offers appropriate coaching and competition to cricketers under 18 years of age.*

#### 5.2 Loans over £5,000 will require security in the form of guarantors or a legal charge. If your Club applies for a loan over £5,000, the Facilities Investment Team will contact your Club with details on the guarantor process.

#### 5.3 All loans will be interest free.

#### 5.4 The loan scheme cannot be combined with the ECB Return to Cricket Grant Scheme.

5.5 Successful Clubs will not be able to apply for an additional loan for the same purpose within 12 months.

## 6. Launch Date

The scheme will be opened for applications on Monday 20 July 2020 and is open until further notice.

## 7. The Application Process

7.1 The application process is through the new ECB Investment Management System (IMS), created to minimise administration and enable end-to-end online management at <https://ims.ecb.co.uk>

7.2 The Club will need to identify a Key Contact to register the Club and to complete the application process. A Second Contact (Authorised Signatory) will also need to register to be able to countersign the Loan Offer contract. Both Contacts will need to have access to an email account. Neither Contact can be an employee of a County, Cricket Wales or the ECB.

7.3 The Key Contact will be able to access IMS to complete the online application but will not be able to submit the completed application to ECB before County verification, which could take up to seven days.

7.4 Clubs will be required to upload the following documentation online:

- Constitution
- Valid Buildings, Contents & Public Liability Insurance
- Evidence of Security of Tenure - Freehold, Leasehold or Rental (minimum 12 months)
- Most recent financial accounts<sup>2</sup> and a year-to-date position, if available
- Current bank statement for all club accounts
- Summary of funding shortfall after other funding sources have been utilised
- [Safe Hands Policy](#)<sup>3</sup>

<sup>2</sup> If loan value exceeds £5,000, three years of accounts will be required, plus a cashflow projection

<sup>3</sup> Where a Club does not currently adhere to [ECB's Safe Hands Policy](#), the Club shall, within 12 months of the date on which recreational cricket resumes in the United Kingdom (such date to be determined at ECB's absolute discretion) be required to adopt the policy and appoint a Club Welfare Officer. This will be made a condition of the loan award.

7.5 Clubs will be required to confirm the following online:

- If they applied for government help where the club is run as a business/pays rates/employs staff

- If they applied for funding from Sport England or Sport Wales

## 8. If an Application is Successful

- 8.1 The ECB will aim to issue a copy of the Loan Offer Letter, by email, to both Club Contacts within 10 working days of receipt.
- 8.2 To accept the Loan Offer, both Contacts will need to sign the Acceptance Form (using the DocuSign process) within 30 days. Once both signatures have been obtained by ECB, a final version of the contract will be issued to the Club for its records.
- 8.3 Clubs will also be required to complete a Direct Debit Form for loan repayments, which will be issued by email.
- 8.4 For loans exceeding £5,000, Clubs will be required to secure the loan with guarantors or a legal charge. The ECB Facilities Investment team will contact the Club with further details if their loan is above the threshold, with details of the process and requirements.
- 8.5 ECB will aim to arrange payment of the loan direct to the Club's bank account, by BACS transfer, within 10 working days of receipt of the Acceptance Form, Direct Debit Form and signed/witnessed guarantor forms (if loan value exceeds £5,000).

## 9. Repayment of the Loan

- 9.1 The Club will be issued with a repayment schedule and will repay the loan in equal quarterly instalments over a three-year or five-year\* period, with the first repayment due not before **29 August 2021**.

*\*(loans over £5,000)*

- 9.2 The dates of the quarterly repayments, by Direct Debit to ECB, will be:
- 24 May
  - 29 August
  - 25 November
  - 25 February

## 10. Contact

Should you have any queries relating to the ECB Emergency Loan Scheme (ELS) or how to use ECB IMS, please contact the ECB Facilities Help Desk by emailing [loans@ecb.co.uk](mailto:loans@ecb.co.uk).