

# #FUNDS4RUNS



## ECB #Funds4Runs Community Cricket Fund 2021

### Guidance Notes for Applicants

#### 1. Aims

- 1.1 The ECB #Funds4Runs Community Cricket Fund 2021 (the “Scheme”) aims to grow participation and support sustainable playing opportunities, particularly in focus areas of the recreational game, by supporting the delivery of cricket activity in urban communities and / or areas of deprivation in England and Wales, that have been impacted by COVID-19.
- 1.2 The Scheme is funded by (a) the England and Wales Cricket Trust (EWCT), a wholly owned charitable subsidiary of England and Wales Cricket Board Limited (ECB), and (b) Liverpool Victoria General Insurance Group Limited (LV=GI). The ECB is providing administrative support to the EWCT.

#### 2. Eligibility

- 2.1 The Scheme is open to the following Organisations in England and Wales:
  - County Cricket Boards / Foundations
  - Affiliated Cricket Clubs and Leagues
  - All Stars or Dynamos Cricket Centres
  - Charities delivering cricket activity
  - Community organisations delivering cricket activity(each, an “**Organisation**”).
- 2.2 Priority will be given to Organisations and / or projects located in urban areas and / or areas of deprivation.
- 2.3 In order to apply for a grant under the Scheme, Organisations will need the following:
  - Affiliation to ECB\* via its County Cricket Board (CCB) in 2019 - 2021 (Clubs and Leagues only)
  - Constitution or equivalent governing document
  - Valid Public Liability Insurance

- Latest set of Financial Accounts (dated within last 15 months)
- Latest Organisation bank statement
- Adoption of the ECB Safe Hands Policy (Cricket Clubs and All Stars / Dynamos Centres)
- Evidence of relevant DBS checks for any staff involved in delivering the project. It will be a requirement as part of the application process to confirm that people in a position of trust within your organisation have a DBS check which should include their roles, what level of check they have, and who is responsible for carrying out the checks.

\*Includes Cricket Clubs affiliated to ECB nationally, via the African Caribbean Cricket Association (ACCA) or National Asian Cricket Council (NACC).

### **3 What the Grant must be used for**

3.1 If awarded a grant under the Scheme, the Organisation must use the grant to deliver free cricket activity to one or more of the following groups:

- Children
- Women and Girls
- Disability
- Diverse Communities

3.2 Types of recreational cricket activity that will be considered under the Scheme are as follows:

- All Stars Cricket
- Dynamos Cricket
- Competition / Tournament (not already funded by ECB)
- Summer School programmes
- Coaching
- Other recreational cricket activity delivered to one or more of the user groups outlined in section 3.1 above

### **4. Eligible Costs**

Whilst this is not an exhaustive list, applications for the grant funding to be used towards costs that directly relate to the delivery of recreational cricket activity to one or more of the user groups outlined in section 3.1 above will be considered, as follows:

- Facility or venue hire
- All Stars Cricket (No of places @ £40 per head) (max 50 per venue)
- Dynamos Cricket (No of places @ £40 per head) (max 50 per venue)
- Staff Costs (Qualified coaches @ £20 per hour x No of hours)
- Staff Costs (Volunteer expenses @ up to £25 per person per day)
- Admin and Project Marketing Costs
- Playing Equipment - Kwik Cricket, Softball, Hard Ball (excludes All Stars & Dynamos as equipment included)
- Coaching Equipment - Cones, Bibs, Bean Bags, Windballs
- T-shirts (excludes All Stars & Dynamos as shirts included)
- Trophies, Medals
- Catering – e.g. snacks, soft drinks, food for end of event BBQ
- Any other related expenditure

### **5. Ineligible Costs**

- Purchase of non-essential goods / equipment e.g. bowling machines, AV equipment
- Any other expenditure that EWCT deems inappropriate

## **6. Amount of Grant**

6.1 Each application will be assessed on its own merit.

- The amount of grant funding available to each Organisation is between £1,000 - £3,000
- In exceptional circumstances, awards over £3,000 may be awarded to an Organisation, subject to approval by the #Funds4Runs panel

6.2 EWCT reserves the right to amend the amount of grant funding available to one or more Organisations in exceptional circumstances.

## **7. Key Dates**

- The Scheme will be open to applications from 1 February 2021
- The Scheme will close on 30 September 2021 (or when the funds run out, whichever is earlier)  
All projects must be completed by 30 November 2021

## **8. The Process - Expression of Interest (EOI) Stage**

8.1 The Organisation will need to download an Expression of Interest (EOI) form from: [www.ecb.co.uk/funds4runs](http://www.ecb.co.uk/funds4runs).

8.2 The Organisation will need to provide details of the proposed project and submit the completed EOI form by email to: [funds4runs@ecb.co.uk](mailto:funds4runs@ecb.co.uk).

8.3 An initial assessment of the proposed project will be made and the Organisation will be notified as to whether the project is able to proceed to application stage or not, normally within 30 days of receipt of the EOI form.

8.4 A copy of the EOI form, with its comments, will be returned to the Organisation by email. The EOI form should be retained by the Organisation as it will need to upload this document as part of the online application process.

8.5 If the Organisation is informed that the application can proceed to the next stage, it will need to register on the ECB Investment Management System (IMS) at <https://ims.ecb.co.uk>.

## **9. The Process - Application Stage**

9.1 The Organisation will need to identify two contacts (authorised signatories) to act on its behalf for the project.

- Both contacts will need to have access to separate email accounts.
- The Key Contact will need to set up an account to register the Organisation online at <https://ims.ecb.co.uk>
- The Second Contact will also need to register and link to the relevant Organisation (from a drop-down list).

9.2 Once added to IMS, the Organisation and contact registration details will need to be verified – this may take up to seven days. Once verified, the Key Contact will be able to access and complete the online application form and upload all supporting documentation.

## **10. The Process - If Application is Successful**

10.1 An Offer Letter will be issued, by email, to both contacts of the Organisation (as detailed in paragraph section 9.2 above) usually within 30 days of receipt of the Organisation's completed application form.

10.2 To accept the grant, the two contacts (authorised signatories) of the Organisation will be required to electronically sign the Offer Letter (using the DocuSign process) within 30 days of the date of the Offer Letter.

10.3 Payment of the grant direct to the Organisation's designated bank account will usually occur within ten working days of receipt of the signed Offer Letter, provided that if the recreational cricket activity contemplated by the project is not permitted to take place when the Organisation accepts the grant, EWCT reserves the right to delay payment until the planned recreational cricket activity is permitted to resume. Where EWCT exercises this right, payment will be issued to the Organisation's bank account usually within ten working days of permitted resumption.

10.4 Should further COVID-19 restrictions or related measures limit the full delivery of the project, the Organisation must notify the EWCT via email at [funds4runs@ecb.co.uk](mailto:funds4runs@ecb.co.uk) immediately and provide details of a proposed contingency plan for the EWCT's approval, together with a statement of project expenditure to date at the time of cessation of the recreational cricket activity. The EWCT reserves the right to approve, reject or amend any contingency plan in its absolute discretion. The EWCT reserves the right to require repayment of any proportion of the grant that has not been spent in accordance with the terms of the Offer Letter, Terms and Conditions and/or approved contingency plan (for any reason) by 30 November 2021.

10.5 The Organisation will be required to provide an evaluation report / case summary on the success of the project within 3 months of completion of the project. This will include, without limitation, outcomes, numbers impacted, photos, publicity etc. and any other information reasonably requested by, or on behalf of, EWCT.

10.6 Any Organisation that uses any part of the grant for purposes other than those for which it has been made available by the EWCT under the Offer Letter or does not complete the project by 30 November 2021 will be required to repay the grant to EWCT.

## **11. Contacts**

Should you have any queries relating to the Scheme or how to use IMS, please email: [funds4runs@ecb.co.uk](mailto:funds4runs@ecb.co.uk)