



# **“Inspired to Play” Grant 2021**


## **User Guide**

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# 1. Creating an Application

Click on 'Create application' button.


**ECB Investment Management System**


[Applications](#)[Contacts](#)[Organisations](#)


My Account - May Thomson 


## Applications


Create application


Unsubmitted Applications  16


Withdrawn Applications  0

Pending Approval  4


Contracts to be Signed  0

Claims to Submit  0


Payments Made  0

Loan Payment Dates  0


Application Type

All 


Status

All 


Organisation


All 


Theme


All 

Project Type


All 

 Search


Show All 




Show Archive




Applications


URN desc. 


URN - 472

 **Liberal CC**

 Inspired To Play

Paid





URN - 472

**Organisation** - Liberal CC

Application created by May Thomson


Created at 07/05/2021

Submitted today


**Inspired To Play Application**

View details

Paid

 Archive

Pick your organisation from the drop-down menu and then click 'Continue'.

**ECB Investment Management System**

Applications

Contacts

Organisations

My Account - May Thomson






## New Application

Liberal CC

If you cannot find the organisation you require please go to the Organisations page and create a new organisation.

Continue

### Guidance Notes

Application Type	Documents
Emergency Loan Scheme (ELS)	 Detailed Club Cashflow forecast.xlsx  ELS - Guidance Notes for Clubs 07 07 20 DESIGNED.pdf
EWCT Interest Free Loan	 EWCT_interest_free_loan_scheme_guidance.pdf
#Funds4Runs	 #Funds4Runs Guidance Notes for CCBs.pdf
Inspired To Play	 #Funds4Runs Guidance Notes.pdf

## 2. Filling in the Application

Choose Inspired to Play from 'Application Type' dropdown menu and start your application.

ECB Investment Management System

Applications

Contacts

Organisations

My Account - Lindz Norton

New Application

Help

Application

To Review

Documents

To Review

Actions

To be reviewed

Approved

Reviewed

Rejected

Organisation

Liberal CC

Application Type

Inspired To Play

Grant Requested

Children's Grant (£1,000)

Women's Cricket (£250)

Total Project Cost

£ 0

Any activity will be covered by Public Liability Insurance.

Any activity will comply with the ECB Safeguarding Policy.

2nd Contact \*

-

Cancel

Save and Exit

Save and Continue

Controller: Agent

Then Click 'Save and Continue'



On the Documents section, use the down arrows to see the required documents.

Application for Liberal CC

Help Not Submitted

Contact To Review

Organisation To Review

Application To Review

**Documents** To Review

Actions

○ To be reviewed  
● Approved  
● Reviewed  
● Rejected

Controller: Agent

Documents


Mandatory [0 of 1] ▼

Supporting Evidence (if applicable) [0 of 1] ▼


Organisation Documents [1 of 1] ▼

Cancel Save and Exit Save and Continue

Upload the required documents by clicking on the 'plus' icon.

**ECB Investment Management System**

[Applications](#)[Contacts](#)[Organisations](#)

My Account - May Thomson 

Application for Liberal CC

[Help](#)[Not Submitted](#)

Contact [To Review](#)

Organisation [To Review](#)

Application [To Review](#)

**Documents** [To Review](#)

Actions

☐ To be reviewed

☒ Approved

☐ Reviewed

☐ Rejected

Documents


Mandatory [0 of 1]

Type

Bank Statement (from within last 3 months)

Uploaded Files

File not uploaded



Supporting Evidence (if applicable) [0 of 1]

Organisation Documents [1 of 1]

[Cancel](#)[Save and Exit](#)[Save and Continue](#)

Manually enter the bank details then click 'Save'.

ECB Investment Management System

Applications Contacts Organisations

My Account - May Thomson

Application for Liberal CC

Help Not Submitted

Contact To Review

Organisation To Review

Application To Review

**Documents** To Review

Actions

☐ To be reviewed  
☒ Approved  
☐ Reviewed  
☐ Rejected

**Add Bank Statement (from within last 3 months) document**

Drag and drop a file here

Local Authorities please upload proof of bank account details on headed paper instead of bank statement

Add Files

☒ Is this the account you would like your grant to be paid into?

Sort Code \* Bank Account Name \*

Bank Account Number \* Ref No. (only if applicable)

Cancel Save


Cancel Save and Exit Save and Continue

Once uploaded click 'Save and Continue'.

*You can 'Save and Exit' to return to complete your application later. You will find your application in 'Unsubmitted Applications' on the dashboard*



You can add any comments and 'Save Comment'. When you have completed all the required sections you can click 'Submit'.

**ECB Investment Management System**

ApplicationsContactsOrganisations

My Account - May Thomson

### Application for Liberal CC

HelpNot Submitted

ContactTo Review

OrganisationTo Review

ApplicationTo Review

DocumentsTo Review

Actions

Add Comment  
(Maximum 1,000 characters)

Save Comment

SubmitWithdraw

Comment History

☐ To be reviewed

☒ Approved

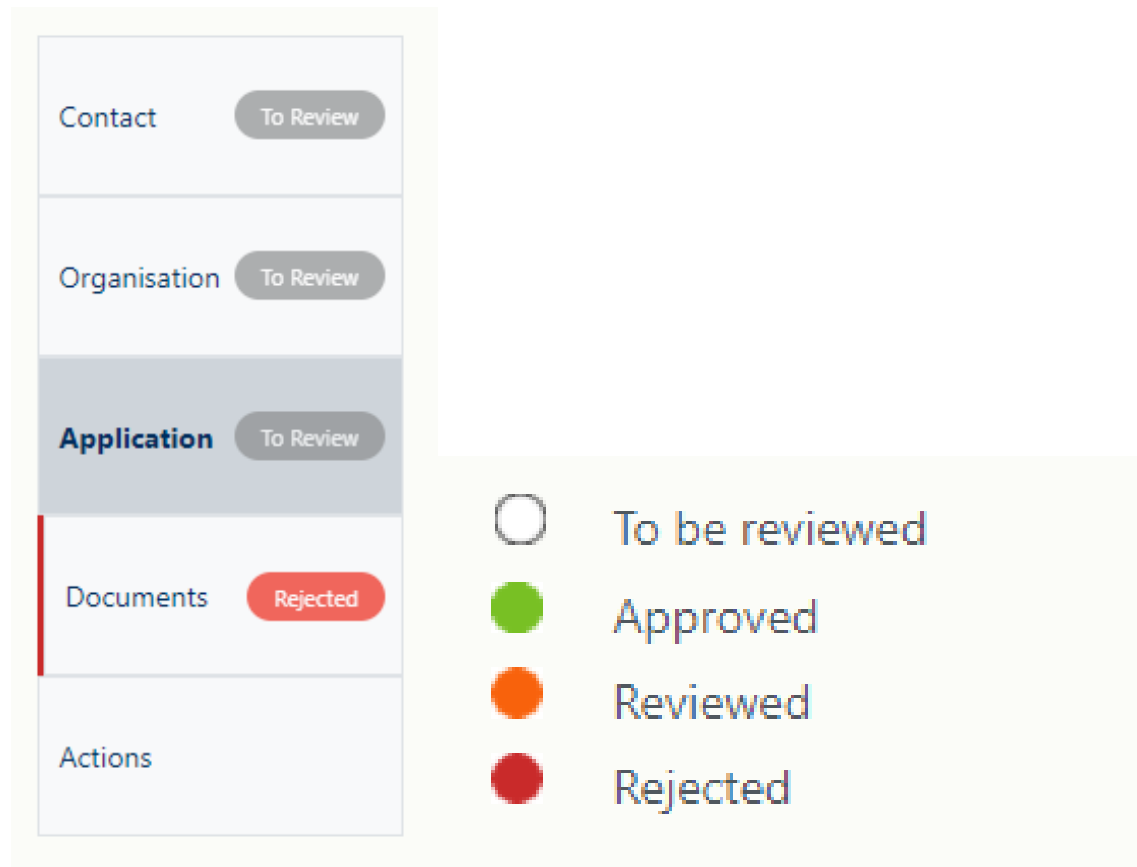
☐ Reviewed

☐ Rejected

Controller: Agent

### 3. Tracking Progress of your application

You can return to your application at any time to check the progress. The left side of the screen will show each section that has been approved, reviewed or rejected.



## 4. Providing Feedback

You will find your application in 'Submitted Applications' on the dashboard.

Click on the 'feedback' section to input feedback.

The screenshot displays the ECB Investment Management System dashboard. The top navigation bar includes the ECB logo, the system name, and links for Applications, Contacts, Organisations, and My Account (May Thomson). A left sidebar contains a menu with 'Contact', 'Organisation', 'Application', 'Documents', 'Feedback' (highlighted with a red circle), and 'Actions'. Below the sidebar, a legend indicates the status of applications: 'To be reviewed' (white circle), 'Approved' (green circle), 'Reviewed' (orange circle), and 'Rejected' (red circle). The main content area is titled 'Feedback' and contains an 'Impact Statement' section with three questions: 'How many women have participated in your activity?', 'How many girls have participated in your activity?', and 'How many boys have participated in your activity?'. Each question has a corresponding text input field. A large text area for additional feedback is located below these questions. An 'Add Feedback' button is positioned at the bottom right of the form. A blue status bar at the bottom of the form area displays an information icon and the text 'No feedback added.'

ECB Investment Management System

Applications Contacts Organisations

My Account - May Thomson

Contact Approved

Organisation Approved

Application Approved

Documents Approved

**Feedback**

Actions

To be reviewed

Approved

Reviewed

Rejected

**Feedback**

**Impact Statement**

How many women have participated in your activity?

How many girls have participated in your activity?

How many boys have participated in your activity?

Add Feedback

No feedback added.

You can upload supporting evidence by clicking 'Add Feedback'.

*Word, PowerPoint, PDF, .jpeg are all supported.*

**ECB Investment Management System** Applications Contacts Organisations My Account - May Thomson

Contact Approved

Organisation Approved

Application Approved

Documents Approved

**Feedback**

Actions

○ To be reviewed  
● Approved  
● Reviewed  
● Rejected

### Feedback

Impact Statement

#### Supporting Evidence

Title  
Example of Activity

Comment  
Description

max.jpeg

**Add Feedback**

**May Thomson** 07/05/2021 09:07:44

x  
xxx  
max.jpeg