

2024



**COUNTY
GRANTS
FUND**

REVIEWING AN APPLICATION - CCB USER GUIDE

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New for 2024

Tackling Climate Change - Electric Machinery Grant Cap

- We have introduced a maximum grant of 25% for electric machinery to enable the fund to facilitate the demand for this area and to ensure that the impact of grant funding is maximised.
- We have identified that the task of replacing carbon-based fuel in grounds management is significant, and the most sustainable way to do this will be by replacing machinery at end-of-life cycle.
- Interest Free loans are available alongside the grant scheme to enable clubs to budget for replacement machinery over a term of up to 5 years.

Safeguarding

CCB to check the named Club Safeguarding Officer (CSO) is fully compliant on the Safe Hands Management System (for DBS, Safe Hands & the Safeguarding & Protecting Cricketers (SPC) online course) before approving the Safe Hands Certificate on IMS.

KPI Monitoring

In 2024, ECB will be monitoring performance using the KPIs for the scheme, including the response time at EOI and full application submission stages.

The initial KPI response time should be within 30 days of submission, although it is anticipated that most in principle decisions and responses should be able to be made much more quickly than this.

Verifying an Application

ECB Investment Management System Trackers Applications Contacts Organisations Reports

Click 'Help & Guidance Documents' to view user and scheme guides.

Applications Click on 'Applications to Approve'.

Help & Guidance Documents Create application

Applications to Approve 26 Contracts to be Returned 0 Unsubmitted IIF Applications 38

Claims to Submit 9 Claims to Approve 0

To search for a club, type the name in the Search box or use the Filter options.

Search by Organisation URN Filters

Applications

1218 - Alexandria Cricket Club

County Grants Fund
Providing Enhanced Facilities or Playing Opportunities
Not Submitted 09/01/2024
2023

1217 - Lancashire FCC
Strategic Grant - Maintenance Fund

1218 - Alexandria Cricket Club

Application Type: County Grants Fund
Theme: Providing Enhanced Facilities or Playing Opportunities
Type: ECB Approved Non-Turf Practice Facilities

Created By: May Timpson
Created On: 09/01/2024
Current Status: Not Submitted 09/01/2024
Controller: Agent
Financial Year: 2023

Total Project Cost: £30,000
Grant Amount: £10,000

View Details

ECB Investment Management System Trackers Applications Contacts Organisations My Account - County Lancashi...

Applications

Help & Guidance Documents Create application

The list of applications appears below.

Search Back Filters

Applications to Approve

1084 - Highfield Operators CC

County Grants Fund
Creating Welcoming Environments
EOI Submitted 20/01/2023
2022

1069 - Gardners CC

County Grants Fund With Loan
Creating Welcoming Environments
Submitted 06/01/2023
2022

1084 - Highfield Operators CC

Application Type: County Grants Fund
Theme: Creating Welcoming Environments
Type: Digitising

Created By: May Timpson
Created On: 20/01/2023
Submitted On: 20/01/2023
Current Status: EOI Submitted 20/01/2023
Controller: County
Financial Year: 2022

Total Project Cost: £12,000
Grant Amount: £9,000
Partnership Funding: £3,000

View Details

This summary box above shows a quick view of the application which is shaded darker in the list on the left.

To view the full application, you can either click on the 'View Details' button or the eye icon.

The first step of the County Grants Fund is for clubs to submit an Expression of Interest Application (EOI Submitted). The club will fill in brief details of their project and will submit it to the County for review.

Contact Page

The review will start at the Contact Page.

The person who created the application will be designated as the Key Contact and will be one of the signatories. This should contain personal details, not those of the club.

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments
Expression Of Interest Application

Back to List Help & Guidance Documents
EOI Submitted

The menu on the left shows you which section of the application you are viewing (shaded).

Once you have checked the details, use the drop-down arrow to change the circle to a colour to indicate a different action.

Green = Approved and no further action is required.
Amber = Needs Referring/Additional info

To be reviewed
Approved
Reviewed

Cancel Save and Exit Save and Continue

To move to the next page, click 'Save & Continue' or you can click 'Save & Exit' to leave the application and return later.

Organisation Page

The Organisation section should show the site address of the club. This is for location purposes only.

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments
Expression Of Interest Application

Back to List Help & Guidance Documents
EOI Submitted

Please request any changes via grantmanagement@ecb.co.uk

To be reviewed
Approved
Reviewed

Cancel Save and Exit Save and Continue

If you are satisfied with the details provided, click on the circle to change it to green then click on 'Save & Continue'.

In Principle Support

The Expression of Interest (EOI) stage is designed so that Clubs only need to provide a basic level of information at the start of the process. This enables CCBs to make an initial assessment of a project rather than the Club having to complete a full application first. By approving the EOI, the CCB is only giving in principle support to a project at an early stage. It should not be regarded as full support until the CCB has had the opportunity to review and approve the whole application and supporting documents.

Increased Grant Award up to £50,000

In exceptional circumstances, there may be a need to support a larger grant amount to enable a project to happen. Typically, the Grant Amount Requested is between £1,000 - £10,000. Although not advertised to Clubs, this amount can be up to £50,000. This is not an excuse for Clubs to avoid providing partnership funding and the vast majority of grants should not exceed £10,000. Keep an eye out for any application requesting above £10,000. Usually, you will have had a conversation with the FPM about these rare projects first but, if not, you should contact the FPM to discuss further.

CCB Grant Contribution

Another feature is that CCBs will now have the opportunity to support an application financially by using their own funding resources (not provided by ECB / EWCT). Some CCBs already operate their own grant schemes so this is a way for them to make a financial contribution to a Club's project, should they wish to do so.

Again, this feature is not advertised to Clubs. If the CCB intends to contribute, we suggest you have a conversation with the Club at EOI stage to let them know that you intend to provide a financial contribution.

Administration of how and when funding will be paid to a Club will be the responsibility of the CCB and will need to be managed outside of IMS, just like any other partnership funding from an external funding source.

Written partnership funding evidence from the CCB will not be required on IMS as we will use the contribution on the EOI as proof.

CCBs will be able to amend the amount of contribution up until the application is submitted to ECB.

If a CCB does not wish to contribute they should just leave the contribution box at £0.

If the EOI is approved by the CCB, access to the full application will be granted to the Club.

Withdrawal of EOIs

If the EOI is not approved, the CCB will need to withdraw the EOI and provide the Club with a valid reason for the decision (e.g. duplicate application / club doesn't meet the criteria / ineligible project etc). This can be done by going to the 'Actions' page where the explanation for the withdrawal should be added to the transition email before clicking on the 'Withdraw' button. This information will automatically be saved in the 'Comments History'.

KPI Monitoring

In 2024, ECB will be monitoring performance using the KPIs for the scheme, including the response time at EOI and full application submission stages.

The initial KPI response time should be within 30 days of submission, although it is anticipated that most in principle decisions and responses should be able to be made much more quickly than this.

Budget

In the event that a Club does not spend its full grant allocation on completion of the project, any underspend will be returned to the ECB / EWCT budget of the relevant CCB.

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments
Expression Of Interest Application

Back to List Help & Guidance Documents

EOI Submitted

Contact Approved

Organisation Approved

Application To Review

County Board Review

Partnership Funding To Review

Actions

To be reviewed
 Approved
 Reviewed

County Grants Fund

Submitted: today

Organisation
Highfield Operators CC

Application Type
County Grants Fund

Project Theme *
Creating Welcoming Environments

Do you run an All Stars and/or Dynamos programme or a Junior section?

Do you run a Women's and/or Girls' section?


Do you run a Disability section?



Estimated number of people to benefit from this project ⓘ
0


Example 1 - if you require more information for the project description, change the circle to amber and a text box will appear for you to add your instruction/comment, e.g., please amend to show what your project includes.


Example 2 - if the CCB wants to offer a different amount of grant to that requested by the club, change the circle to amber and enter the revised grant offer and explanation in the text box. When referred to the club, they will be able to amend the amount of grant requested in line with the CCB offer.

Any detailed questions should be asked on the 'Actions' page.


Project Type * 


Digitising  

Brief Project Description (What) * 


We want to digitise the club by adding a new electronic scoreboard, live streaming, new TV, Hi Def Audio speakers and Wifi.  *Add more information of the project*

(Maximum 150 characters):27




Project Need (Why) 

We want to improve the experience of playing and watching cricket for a new and existing members and non members. We have a large women and girls section and want to be seen as a fun and modern cricket club that wants to display the great talents we have at our club. 

(Maximum 2000 characters): 1733


Total Project Cost * (inc. non-recoverable VAT) 

£ 12,000

Grant Requested * (between £1,000 and £10,000)   

£ 9,000


Do you require an EWCT Interest Free Loan to be added to this project?


Partnership Funding (calculated from above amounts) 

Total Partnership Funding



£ 3,000


Proposed Start Date

08/01/2024 

Is site address different to the Organisation address? 

Tenure Type *

Freehold  

 Approve All Cancel Download Application Save and Exit **Save and Continue**

Any club applying for machinery, can only request 25% of the cost.

For Example:

Electric Mower @ £6,000 = £1500 (max 25%)

Rainwater Harvesting @ £8,000

Grant = £9,500

If the club have selected a County Grant with loan, this box will be ticked, and the loan amount can be seen below.

Do you require an EWCT Interest Free Loan to be added to this project?

Value of interest free ECB loan required

£ 10,000

Once you have gone through all the details, click on 'Save & Continue'.

County Board Review

You will need to give details on the development outcomes expected from the project and the strategic need/justification for supporting it.

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments
Expression Of Interest Application

[Back to List](#) [Help & Guidance Documents](#)
[EOI Submitted](#)

Contact Approved

Organisation Approved

Application Approved

County Board Review

Partnership Funding To Review

Actions

County Grants Fund

Submitted: today

Budget Year
-

Grant Requested * (between £1,000 and £10,000) ⓘ
£ 9,000

CCB contribution ⓘ
£ 0

Partnership Funding
£ 3,000

Development Outcomes

(Maximum 2000 characters): 2000

County Grants Fund

Budget Year
2024

Grant Requested * (between £1,000 and £10,000) ⓘ
£ 9,000

CCB contribution ⓘ
£ 1,000

Partnership Funding
£ 2,000

Select the budget year.

Grant requested = Amount requested by club.

CCB Contribution = Amount offered to club by CCB.

Partnership Funding = Any other funding sources.

CCBs have until the application is submitted to the ECB to change the contribution.

○ To be reviewed
● Approved
● Reviewed

Strategic Need

(Maximum 2000 characters): 2000

Do you run an All Stars and/or Dynamos programme or a Junior section?

Womens And Girls Question

Disability Question

Estimated number of people to benefit from this project
0

Comments

Cancel Save and Exit **Save and Continue**

The shaded information is pulled from the Application page.

If you have nothing further to add, click 'Save & Continue'.

Controller: County

Additional comments and files can be added here by clicking on the dropdown arrow. This will only be seen by the CCB and ECB.

Comments

No comments to show

Drag and drop a file here

Add File Save Comment

Partnership Funding Page

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments
Expression Of Interest Application

Back to List Help & Guidance Documents
EOI Submitted

Contact Approved
Organisation Approved
Application Approved
County Board Review
Partnership Funding To Review
Actions

Partnership Funding

Add New Funding Source

Funding Source	Amount	Is this funding guaranteed?
CCB Contribution	£ 1,000	<input type="checkbox"/>
Club funds	£ 2,000	<input checked="" type="checkbox"/>

2 records
To be Reviewed

Cancel Save and Exit Save and Continue

If toggled to the right, funding is guaranteed.
CCB contribution is automatically added.

Actions Page

On the Actions page, you have the option to 'Refer', 'Approve' and 'Withdraw'.

ECB Investment Management System Trackers Applications Contacts Organisations My Account - County Lancashi...

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments
Expression Of Interest Application

Back to List Help & Guidance Documents
EOI Submitted

Contact Approved
Organisation Approved
Application Approved
County Board Review
Partnership Funding Approved
Actions

Before selecting the next action, you can add a message to the notification email, by clicking on 'Add comment on transition email'. This will also post the comment in the comment history section.

Refer Approve Withdraw
Add comment on transition email

Comment History

You can also add comments by clicking on the down arrow. These will stay on the application and can be viewed by all parties.

Refer Approve Withdraw
Cancel
Text can be added here to be included in the email that's sent to the next person in the process OR if referring back to the Key Contact

Click 'Approve' to give the club access to the full application.

Click 'Refer' if you require further information.

Click 'Withdraw' if you do not want the application to proceed and make sure you add a reason for the decision on the transition email.

If you try to withdraw the application without adding a transition email comment, a pop-up box will appear. Please state the reason for the withdrawal and click 'Confirm'.

The screenshot displays the 'ECB Investment Management System' interface. The main header includes navigation links for 'Trackers', 'Applications', 'Contacts', 'Organisations', and 'Reports', along with a user profile 'My Account - County Lancashi...'. The application details for 'URN - 1213 Application for Liberal CC' are shown, including the sub-headers 'Tackling Climate Change' and 'Expression Of Interest Application'. A 'Back to List' button and 'Help & Guidance Documents' link are visible. A status indicator shows 'EOI Submitted' with a timer for '(23 days left)'. On the left, a sidebar lists various stages: 'Contact' (Approved), 'Organisation' (Approved), 'Application' (Approved), 'County Board Review' (highlighted in red), and 'Partnership Funding' (To Review). A legend at the bottom left identifies the status icons: 'To be reviewed' (white circle), 'Approved' (green circle), and 'Reviewed' (orange circle). The 'Actions' section is partially visible. A central dialog box titled 'Information' prompts the user to 'Please add a reason why the application is being withdrawn.' The text 'Application withdrawn due to no budget' is entered into the provided text field. The 'Confirm' button is circled in red, indicating the required next step.

Approving a Submitted Application

The key contact has completed the full application and uploaded the additional documents. The application will show as 'Submitted' on the dashboard.

Applications

Help & Guidance Documents | Create application

Search | Back | Filters

Applications to Approve

URN desc. ▾

- 1084 - Highfield Operators CC** (Warning icon)
 - County Grants Fund
 - Creating Welcoming Environments
 - Submitted 20/01/2023
 - 2023
- 1069 - Gardners CC**
 - County Grants Fund With Loan
 - Creating Welcoming Environments
 - Submitted 06/01/2023
 - 2022
- 1064 - Gardners CC**

1084 - Highfield Operators CC

Application Type: County Grants Fund
Theme: Creating Welcoming Environments
Type: Digitising

Created By: May Timpson
Created On: 20/01/2023
Submitted On: 20/01/2023
Current Status: Submitted 20/01/2023
Controller: County
Financial Year: 2023

Total Project Cost: £12,000
Grant Amount: £9,000
Partnership Funding: £3,000

View Details

To view the full application, you can either click on the 'View Details' button or the eye icon.

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments

Back to List | Help & Guidance Documents

Submitted | Also on this application MT

The grey sections need to be reviewed if the club has added or changed some information.

Contact Approved

Organisation Approved

Application To Review

County Board Review (Highlighted Red)

Partnership Funding Approved

Documents To Review

Actions

May Timpson

myathomp1@gmail.com
 31 Chester Street
 Manchester
 Lancashire
 M15 6JX
 0300 303 8642
 Not Defined

Approved

The County Board Review section is highlighted red for you to add any missing information.

Cancel | Save and Exit | Save and Continue

County Board Review

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments

Back to List

Help & Guidance Documents

Submitted

Contact	Approved
Organisation	Approved
Application	Approved
County Board Review	
Partnership Funding	Approved
Documents	To Review
Actions	

Submitted: today

County Grants Fund

Budget Year: You must select a budget year.

Grant Requested* (between £1,000 and £10,000):
£ 9,000

CCB contribution:
£ 1,000

Partnership Funding:
£ 2,000

Development Outcomes:

(Maximum 2000 characters): 1970

Strategic Need:

Mandatory fields will turn red if not completed and you will not be able to proceed.

To be reviewed
 Approved
 Rejected

CCB Contribution (If applicable)

If the CCB wishes to provide the club with a financial contribution (not provided by the ECB), go to the Actions page, and click 'Edit County Review' to add or amend your contribution.

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments

Back to List

Help & Guidance Documents

Submitted

Contact	Approved
Organisation	Approved
Application	Approved
County Board Review	
Partnership Funding	Approved
Documents	To Review
Actions	

Support Refer Withdraw **Edit County Review** Add comment on transition email

Comment History

Only select this option if you want to add or amend your CCB contribution.

Contact Approved

Organisation Approved

Application Approved

County Board Review

Partnership Approved

County Grants Fund

Submitted: today

Budget Year

Grant Requested * (between £1,000 and £10,000)

CCB contribution

Partnership Funding

The application will return to 'EOI Submitted', as the figures will have changed.

Actions

- To be reviewed
- Approved
- Reviewed

Strategic Need

(Maximum 2000 characters): 1970

Do you run an All Stars and/or Dynamos programme or a Junior section?

Womens And Girls Question

Disability Question

Estimated number of people to benefit from this project

Once you have added or amended the amounts, click on 'Save & Continue'.

Cancel

Save and Exit

Save and Continue

You will be redirected to the 'Actions' page to approve the EOI and return to the key contact.

Contact Approved

Organisation Approved

Refer

Approve

Withdraw

Add comment on transition email

Documents Page

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments

Back to List Help & Guidance Documents

Submitted

Also on this application MT

The type and size of the project will automatically determine which documents are required.

Use the drop-down arrow to expand the sections.

Contact Approved

Organisation Approved

Application Approved

County Board Review

Partnership Funding Approved

Documents To Review

Actions

Documents

Mandatory [6 of 6] ▼

Supporting Evidence (if applicable) [8 of 8] ▼

Not Mandatory [1 of 1] ▼

Organisation Documents [5 of 5] ▼

Cancel Save and Exit **Save and Continue**

To view the document either click on the download arrow or the eye icon.

Type	Uploaded Files																				
1 - Preferred Supplier(s) Quotation(s)	<table border="0"> <tr> <td>Accessories</td> <td>B&Q</td> <td>01/01/2024</td> <td>£8,000</td> <td></td> </tr> <tr> <td> </td> <td>Preferred Supplier.pdf</td> <td></td> <td><input type="radio"/> ▼</td> <td></td> </tr> <tr> <td>Ipad and POS</td> <td>Electrix</td> <td>07/01/2024</td> <td>£2,000</td> <td></td> </tr> <tr> <td> </td> <td>Quote.pdf</td> <td></td> <td><input type="radio"/> ▼</td> <td></td> </tr> </table>	Accessories	B&Q	01/01/2024	£8,000			Preferred Supplier.pdf		<input type="radio"/> ▼		Ipad and POS	Electrix	07/01/2024	£2,000			Quote.pdf		<input type="radio"/> ▼	
	Accessories	B&Q	01/01/2024	£8,000																	
		Preferred Supplier.pdf		<input type="radio"/> ▼																	
	Ipad and POS	Electrix	07/01/2024	£2,000																	
	Quote.pdf		<input type="radio"/> ▼																		
Clubhouse improvements	<table border="0"> <tr> <td>Tim Jeffery's Handy Services</td> <td>03/01/2024</td> <td>£9,600</td> <td></td> </tr> <tr> <td> </td> <td>Quote.pdf</td> <td></td> <td><input type="radio"/> ▼</td> </tr> </table>	Tim Jeffery's Handy Services	03/01/2024	£9,600			Quote.pdf		<input type="radio"/> ▼												
	Tim Jeffery's Handy Services	03/01/2024	£9,600																		
	Quote.pdf		<input type="radio"/> ▼																		
2 - Alternative Supplier(s) Quotation(s)	<table border="0"> <tr> <td> </td> <td>Alternative Supplier.pdf</td> <td></td> <td><input type="radio"/> ▼</td> <td></td> </tr> </table>		Alternative Supplier.pdf		<input type="radio"/> ▼																
	Alternative Supplier.pdf		<input type="radio"/> ▼																		
Bank Statement	<table border="0"> <tr> <td>Bank Statement.pdf</td> <td><input type="radio"/> ▼</td> <td></td> </tr> </table>	Bank Statement.pdf	<input type="radio"/> ▼																		
Bank Statement.pdf	<input type="radio"/> ▼																				
Evidence of Tenure	<table border="0"> <tr> <td> Evidence of Tenure.pdf Expiry Date: 31/12/2024</td> <td><input type="radio"/> ▼</td> <td></td> </tr> </table>	Evidence of Tenure.pdf Expiry Date: 31/12/2024	<input type="radio"/> ▼																		
Evidence of Tenure.pdf Expiry Date: 31/12/2024	<input type="radio"/> ▼																				
Partnership Funding Evidence	<table border="0"> <tr> <td> Partnership Funding Evidence.pdf</td> <td><input type="radio"/> ▼</td> <td></td> </tr> </table>	Partnership Funding Evidence.pdf	<input type="radio"/> ▼																		
Partnership Funding Evidence.pdf	<input type="radio"/> ▼																				

Quotes need to be separated by supplier.

CCBs will not be able to view the accounts or bank statement but will still be required to turn the circle green to confirm a document has been added so the application can proceed. These will be checked when the application reaches ECB.

In 'Supporting Evidence' the club can upload any other documents they think may be relevant to support their application, e.g. Landlord's consent. Please see the document appendix for further guidance relating to these requirements.

Supporting Evidence (if applicable) [8 of 8]			
Type	Uploaded Files or Explanation		
Additional Supporting Documents		Landlords Consent.pdf	<input type="radio"/> <input checked="" type="checkbox"/>
Building Regs Approval		Not Applicable	<input checked="" type="radio"/> <input type="checkbox"/>
Planning Permission		Not Applicable	<input checked="" type="radio"/> <input type="checkbox"/>
Plans / Drawings		Not Applicable	<input type="radio"/> <input checked="" type="checkbox"/>
Programme of Works		Not Applicable	<input type="radio"/> <input checked="" type="checkbox"/>
Site Plan		Not Applicable	<input type="radio"/> <input checked="" type="checkbox"/>
Specification		Not Applicable	<input type="radio"/> <input checked="" type="checkbox"/>
Tender Analysis		Not Applicable	<input type="radio"/> <input checked="" type="checkbox"/>

The 'Organisation Documents' will automatically be added to any applications the club may make in the future, although the insurance documents will need replacing annually.

Organisation Documents [4 of 4]			
Mandatory			
Type	Uploaded Files or Explanation		
Constitution or Governing Documents		ecb - model club constitution 4-19.docx	<input checked="" type="radio"/> <input type="checkbox"/>
Public Liability Insurance		blank doc.docx Expiry Date: 20/08/2024	<input checked="" type="radio"/> <input type="checkbox"/>
Safe Hands Certificate		safeguarding certificate.pdf	<input checked="" type="radio"/> <input type="checkbox"/>
Supporting Evidence			
Type	Uploaded Files or Explanation		
Buildings and Contents Insurance		buildings and content insurance.pdf Expiry Date: 30/06/2024	<input checked="" type="radio"/> <input type="checkbox"/>

In exceptional cases, some clubs may not have B&C cover as it may be covered by the landowners, e.g. Parish Council. These clubs can provide a brief explanation rather than an insurance policy.

Insurance policy schedule / certificate required. Renewal notices are not acceptable.

Actions Page

ECB Investment Management System

Trackers Applications Contacts Organisations

My Account - County Lancashi...

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments

Back to List Help & Guidance Documents

Submitted

Contact Approved

Organisation Approved

Application Approved

County Board Review

Partnership Funding Approved

Documents Approved

Actions

Support Refer Withdraw Edit County Review

Add comment on transition email

Comment History

If you have approved all the documents and are satisfied with the application, click 'Support'.
The application will be submitted to ECB for processing.

URN - 1084 Application for Highfield Operators CC:
Creating Welcoming Environments

Back to List Help & Guidance Documents

Submitted

Contact Approved

Organisation Approved

Application Approved

County Board Review

Partnership Funding Approved

Documents Edited

Actions

Support Refer Withdraw Edit County Review

Add comment on transition email

Comment History

If you have 'ambered' any sections, click 'refer' to return to the club.
Use the transition email to add a comment and state which section(s) needs amending.

Click 'Withdraw' if you do not want the application to proceed and make sure you add a reason for the decision on the transition email.

Uplift Process

The uplift process is not advertised and should only be offered at the CCB's discretion. Any uplift will be taken from the CCB's ECB/ EWCT budget so you must have sufficient funds available to support it.

On occasion, a Club may contact the CCB worried due to an unexpected rise in the final project costs and they may be struggling to meet the increase. The CCB will now have the option to offer an uplift to the original award offer.

It should only be offered where there is an increase of several hundred or thousands of pounds and which could leave the Club unable to pay for the project or leave them in financial difficulty.

It is not to be used to cover minor price increases of a few pounds or to reduce a Club's partnership funding contribution.

The uplift process will only come into effect when the Club is at the Claims stage.

Ideally, the Club will have uploaded invoices / receipts equal to the increased final project cost so you can determine the exact amount of uplift required.

An uplift offer letter will be issued to the Club, which they will need to sign and return before they can submit the claim for an increased grant to ECB.

Claims ⓘ

£ Total Project Cost 12,000	£ Grant Approved 9,000	£ Uplift Grant 0
£ Final Project Cost 15,000	£ Grant Claimed 0	£ Balance Remaining 9,000

Item(s)	Ref	Date	Grant Claimed	Invoice Amount	Documents
UES fixed price invoice		22/01/2023	£0	£15,000	Invoice.pdf

i Once you have uploaded all invoices to the value of the final project cost, please click on 'Save and Continue' to proceed to the 'Actions' page to submit the claim.

Uplift Grant

To be Reviewed **Add Uplift Amount**

The claim section will be blank if the club have not uploaded any information, but you can still add the uplift amount.

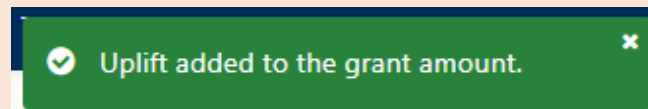
Enter the decided amount and click 'Add uplift Amount'.

Please double check the amount you have entered before clicking the button.

Uplift Grant
£ 1,500 **Add Uplift Amount**

To be Reviewed

A green box will appear at the top of the page confirming that the amount has been added.



Also on this application **NN**

Claims ⓘ

The uplift amount will be displayed here.

£ Total Project Cost 12,000	£ Grant Approved 9,000	£ Uplift Grant 1,500
£ Final Project Cost 0	£ Grant Claimed 0	£ Balance Remaining 10,500

No items added to this claim.

i Once you have uploaded all invoices to the value of the final project cost, please click on 'Save and Continue' to proceed to the 'Actions' page to submit the claim.

Uplift Grant
£ 0 **Add Uplift Amount**

Cancel **Save and Exit** Save and Continue

As the application is still with the key contact, you only need to 'Save & Exit' after completing the uplift process.

The key contact will need to complete the claims section and submit to ECB.

If approved by ECB, a new uplift contract will be issued before the claim will be processed.

Appendix – Document Types

Document Type	What is required?
Preferred Supplier(s) Quotation(s)	<p>This is / are the supplier(s) that the Club intend to use for the project. Depending on the type of project, they may have more than one supplier e.g. for a patio project they may have a quote from a builder and a quote for outdoor furniture.</p> <p>All quotations must be legible and contain the following information:</p> <ul style="list-style-type: none"> • Supplier's details • Date of quote (no more than 6 months old) • Details of the project or items to be purchased • Total price including VAT, delivery fees and any discounts <p>If a quote includes multiple items or options, the preferred items, size and quantity must be shown. Where available, the 'shopping basket' facility should be used.</p> <p>Upload quotes separately by supplier.</p> <p>Projects under £25k will require 2 sets of quotes, £25k and above will need 3 sets of quotes.</p> <p>Weblinks are not acceptable.</p>
Alternative Supplier(s) Quotation(s)	Second set of 'like for like' quote(s) for all parts of the project.
Accounts (CCB unable to view)	Financial accounts from the Club's last budget year.
Bank Statement (CCB unable to view)	Recent bank statement (dated within last 3 months) which includes bank name, club name and bank account details. This is the account that the funds will be paid in to.
Evidence of Tenure	<p>Freehold (owned by the applicant) / Leasehold (leased from landowner) / Rental (minimum 12 months) / Other (e.g. held in trust in perpetuity).</p> <p>Clubs with leasehold or rental agreements may need to obtain written evidence of Landlord's consent for their project. Check the agreements to confirm.</p>
Additional Supporting Evidence	Any document relevant to the application but not listed, e.g. Landlord's consent, photos.
Building Regs Approval	Building regulations approval is required to construct certain structures in England and Wales.
Planning Permission	<p>Projects which include changes to the external appearance of a clubhouse or require groundworks may require planning permission. Cricket Clubs are classified as 'non-domestic premises' and most permitted development rights do not apply. Clubs must contact the local planning authority, at the earliest opportunity, to obtain written confirmation of whether planning permission will be required or not. If planning permission is required, the process can take on average 12 weeks for a decision.</p> <p>Examples of projects likely to require planning:</p> <ul style="list-style-type: none"> • Installation of a new non-turf pitches • Installation of new or extended practice facilities • Outfield drainage • Replacement doors and windows (in a conservation area) • New or extended patio / decking areas • Roof mounted solar panels (in a conservation area) • Ground mounted solar panels • Exterior signage (including boundary advertising)

	<ul style="list-style-type: none"> • Electronic scoreboards • Car park • Building extensions
Plans & Drawings	Any relevant plans and drawings e.g. design, elevation drawings or even a simple sketch of the area to be developed. Photos are also a useful addition.
Programme of Works	The works to be carried out so the project is completed on time.
Site Plan	Where the proposed development is in relation to the property's boundary.
Specification	A description of the design and materials used.
Tender Analysis	Evaluation criteria and assessment of tenders / quotes preferably on club letter headed paper, used to select the preferred supplier for large / build projects only.
Constitution	<p>Constitution, Articles of Association or equivalent governing document. This is a set of basic rules to determine how the club will be run.</p> <p>In line with ECB model constitution, it should include open membership, adoption and implementation of ECB Safe Hands Policy, ECB Anti-Discrimination Code of Conduct, Club Safeguarding Officer to be included on the committee and a suitable dissolution clause.</p>
Public Liability Insurance	<p>Public or Civil Liability Insurance policy schedule / certificate required (min £5mill).</p> <p>Renewal notices are not acceptable. IMS will not accept the policy if the date has expired.</p>
Building & Contents Insurance	<p>The current insurance schedule should be uploaded. Renewal notices are not acceptable. IMS will not accept the policy if the date has expired.</p> <p>In exceptional cases, some clubs may not have B&C cover for legitimate reasons e.g. at risk of flooding or cover provided by the Parish Council. These clubs can provide a brief explanation rather than an insurance policy.</p>
Club Safeguarding	The Club Safeguarding Officer's Safe Hands Workshop certificate should be uploaded. All clubs with junior sections and any club playing under 18's in open age cricket must meet ECB safeguarding standards.