



**COUNTY  
GRANTS  
FUND**

## **CREATING AN APPLICATION - CLUB USER GUIDE**

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## Creating an Application Expression of Interest (EOI)

To start your application, click on the 'Create Application' button. You will be the key contact and you will be required to sign the offer letter.

To view 'Help & Guidance Documents', click here.

[Help & Guidance Documents](#) [Create application](#)

Unsubmitted Applications 17 Referred 0 Pending Approval 12

Contracts to be Signed 10 Claims to Submit 2 Loan Payment Dates 0

Payments Made 5 Withdrawn Applications 0

Application Type: All Status: All Organisation: All

Theme: All Project Type: All Search: Show All Show Archive

Applications

URN desc.

URN - 547  
Liberal CC  
Enhanced Facilities

Enhanced Facilities

URN - 547  
Organisation - Liberal CC  
Application created by Lindz Norton  
Created at 02/07/2021

View details

Not Submitted

Archive

Choose your club from the drop-down list and click Continue.

ECB Investment Management System Applications Contacts Organisations My Account - May Timpson

New Application Back to List

Cheshire Cubs Cricket Club

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

Continue

If your club is not listed, go to the 'Organisations' page, click on the 'Ask to Join Organisation' button.

Organisation to join  
Type or double-click for list

Agent Role  
Chairperson

Cancel Ask To Join

If you cannot find your organisation click here to create a new organisation.

A new search window will appear. Click on where it says **create a new organisation**.

## Application Page

Select the 'Application Type' using the drop-down arrow (v) and enter details of your club and project.

**ECB Investment Management System**   Applications   Contacts   Organisations   My Account - Betty Cricket

### New Application

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

**Application**   To Review

Actions

- To be reviewed
- Approved
- Reviewed
- Rejected

Organisation:

Application Type:

Project Theme:

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:

Project Type:

Brief Project Description (What):   
(Maximum 150 characters):113

Project Need (Why):   
(Maximum 2000 characters): 1913

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

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

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

**Project Type** – Each theme has different project types to select from.

**Brief Project Description** - Use this box to describe **what** your project involves.

Some projects may cover more than one project type. Linked packages of work will be reasonably considered, i.e. a social space project may also incorporate elements of digitising and accessibility. If so, please choose the main project type.

**Project Need** – use this box to describe **why** your club needs this project and how it will benefit the club and its members.

Partnership Funding (calculated from above amounts) ⓘ

£ 6,000

Proposed Start Date  
07/11/2022

Is site address different to the Organisation address?

Tenure Type \*  
Freehold

Partnership Funding is the difference between the total project cost and the amount of grant. It can be sourced from club funds, other grant bodies or sponsorship etc.

There is no minimum level of partnership funding required.

Select this box if your project is at a different site location to the address on the 'Organisations' page.

Is site address different to the Organisation address?

Postcode  
Type or double-click for list

Address

Town County

Cancel Save and Exit Save and Continue

Select 'Save & Exit' if you want to leave and return to your application later or 'Save & Continue' to carry on.

Partnership Funding Page  
This section does not need completing at EOI stage, however, if you have the details click on 'Add New Funding Source' and enter the funding source in the pop-up window then click 'Save'.

ECB Investment Management System Applications Contacts Organisations My Account - Betty Cricket

URN - 1038 Application for Gardners CC: Creating Welcoming Environments

Back to List Help & Guidance Documents Not Submitted

Contact To Review

Organisation To Review

Application To Review

Partnership Funding To Review

Actions

Partnership Funding

Add New Funding Source

Organisation: Gardners CC

Partnership Funding Name

Save Cancel Save and Exit Save and Continue

○ To be reviewed  
● Approved  
● Reviewed  
● Rejected

URN - 1038 Application for Gardners CC:  
Creating Welcoming Environments

Back to List Help & Guidance Documents Not Submitted

You can add multiple funding sources.

- Contact To Review
- Organisation To Review
- Application To Review
- Partnership Funding To Review**
- Actions

### Partnership Funding

Add New Funding Source

Funding Source	Amount	Is this funding guaranteed?
Club Funds	£ 3,000	<input checked="" type="checkbox"/>
Sponsors	£ 3,000	<input type="checkbox"/>

2 records

Cancel Save and Exit Save and Continue

If funding is guaranteed, change the toggle to dark blue by clicking it once.

### Actions Page

You can add a comment to the transition email or to the Application by using the drop-down arrow.

URN - 1038 Application for Gardners CC:  
Creating Welcoming Environments

Back to List Help & Guidance Documents Not Submitted

- Contact To Review
- Organisation To Review
- Application To Review
- Partnership Funding To Review
- Actions**

- To be reviewed
- Approved
- Reviewed
- Rejected

Submit Withdraw

Add comment on transition email

### Comment History

No comments to show

To save the comment use the 'send' icon.

All comments can be viewed by the CCB and ECB.

The Application then goes to the County Board for review.

Drag and drop a file here

Add File

## Application Page

### Full Application – EOI Supported

Once the EOI has been approved, the key contact should complete the rest of the application and submit to the CCB.

The screenshot shows the 'County Grants Fund' application page. The left sidebar has a red highlight on the 'Application' section. The main form contains the following fields:

- Organisation: Gardners 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?:
- Tenure Type: Freehold
- 2nd Contact (authorised signatory): - (highlighted with a red box)

Buttons at the bottom include 'Cancel', 'Download Application', 'Save and Exit', and 'Save and Continue' (circled in red). A callout box states: 'The red box indicates outstanding fields that need to be actioned.'

You will need to select a 2<sup>nd</sup> contact at before you can proceed any further. Once added, click 'Save & Continue' or 'Save & Exit' to return later.

## Documents Page

Upload all the relevant documents and use the drop-down arrow to expand each section (refer to appendix for further details on the documentation required).

The screenshot shows the 'Documents' page for the application. A callout box states: 'All 'Mandatory' documents need to be added.' The 'Mandatory' section is expanded, showing a red box around the drop-down arrow. The document categories are:



- Mandatory [0 of 6]
- Supporting Evidence (if applicable) [0 of 8]
- Not Mandatory [0 of 1]
- Organisation Documents [5 of 5]

Buttons at the bottom include 'Cancel', 'Save and Exit', and 'Save and Continue'.

To upload a document, click on the green 'plus' icon.

Mandatory [0 of 6]

Type

1 - Preferred Supplier(s) Quotation(s) ?	File not uploaded	
2 - Alternative Supplier(s) Quotation(s) ?	File not uploaded	

Whenever you see a red line to the left of the page, this indicates that information is required.

As you move down the list, the red lines on the left will disappear.

### Preferred Supplier Quotation(s)


#### Add 1 - Preferred Supplier(s) Quotation(s)

Item	Supplier	
Toilet Refurbishment	Fixflo	
Reference	Date	
	02/01/2023	
Total ex VAT	VAT	Total inc VAT
£ 16,000	£ 4,000	£ 20,000

Drag and drop a file here

Add Files

File Name

Preferred Supplier.pdf 

Are you intending to reclaim VAT on this quotation (if your Organisation is VAT registered)?

Yes  No


Cancel Save

A pop-up window will appear.  
Enter the quote details and upload the official quote or screenshot of the shopping basket from a website.  
Web links are not acceptable.

If you intend to reclaim the VAT, click 'Yes'. Check the amount of the Total Project Cost (including non-recoverable VAT) on the 'Application' page and review any partnership funding.  
Click 'No' if you DO NOT intend to reclaim the VAT or are unable to reclaim VAT as the Club is not VAT registered.









If you have more than one quote, upload them separately using the green 'plus' icon and enter the details.

To edit quotation details, click on the 'Edit'  icon.



Once the quote figures have been entered, IMS will automatically re-calculate the Total Project Cost on the 'Application' page. You will only be able to amend the Total Project Cost by changing the figures on the quote details.

#### Mandatory [1 of 6]

Type	Uploaded Files
Toilet refurbishment	Fixflo 16/01/2023 £20,000  
1 - Preferred Supplier(s) Quotation(s) 	   Preferred Supplier.pdf

#### Bank Statement

To enter bank account details and upload the statement click on the green 'plus' icon.

Bank Statement  File not uploaded 

A pop-up box will appear for you to confirm this is the account you would like the grant paid into by ticking the box. You are required to enter the account details and upload a recent bank statement (dated within the last 3 months). Click 'Save' once all details have been added.

#### Add Bank Statement

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

Name on the account

Sort Code  
Must be 6 digits long

Account Number  
Must be between 6 and 8 digits long

Building society roll number (if you have one)  
You can find it on your card, statement or passbook

Drag and drop a file here

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

Explanation

## Supporting Evidence

You must complete each section by uploading evidence (if applicable) or select 'N/A'. You can also add a comment if you require.

Type	Uploaded Files or Explanation
Additional Supporting Documents	Additional doc.docx
Building Regs Approval	Not Applicable
Partnership Funding Evidence	Partnership Funding from Sport England.docx
Planning Permission	Not required - Internal redecoration only
Plans / Drawings	File not uploaded
Programme of Works	File not uploaded

Not all the documents will be required for every project. See appendix for further information about the document requirements.

## Organisation Documents

If you have previously applied for funding on IMS, your organisation documents will automatically be added to this application.

Type	Uploaded Files or Explanation
Club Safeguarding	safe hands.docx
Constitution	a constitution.docx
Public Liability Insurance	public liability in... Expiry Date: 19/11/2021

Supporting Evidence

Type	Uploaded Files or Explanation
Buildings and Contents Insurance	buildings and conte... Expiry Date: 03/02/2022

IMS will not let you proceed if an insurance policy has expired. A red line will appear to the left to indicate this. Delete the old policy using the dustbin icon and upload the new policy. Renewal invitations/quotes cannot be accepted as evidence of insurance cover.

Cancel Save and Exit Save and Continue

Once you have uploaded all documents, click 'Save & Continue' or 'Save & Exit' to return to the application later.

## Actions Page

If your application is complete, click 'Submit'.

If you change your mind about applying to the scheme, click 'Withdraw'.

Creating Welcoming Environments EOI Supported

Contact To Review

Organisation To Review

Application To Review

Partnership Funding To Review

Documents To Review


**Actions**

- To be reviewed
- Approved
- Reviewed
- Rejected

Submit Withdraw

[Add comment on transition email](#)

### Comment History



No comments to show

If you wish to add any comments about your application, enter them on this page and click the arrow to save.

Drag and drop a file here

Controller: Key Contact

## Referred Application

Your application may be referred to you if the CCB or ECB require more information or need you to amend any details.

The screenshot shows the 'ECB Investment Management System' interface. The top navigation bar includes 'Applications' (highlighted with a red dot), 'Contacts', and 'Organisations'. The user is logged in as 'My Account - May Timpson'. The main header displays 'URN - 1038 Application for Gardners CC: Creating Welcoming Environments' and a 'Referred' status badge. A 'Back to List' button and 'Help & Guidance Documents' link are visible. The application details for 'County Grants Fund' are shown, including 'Organisation: Gardners CC', 'Application Type: County Grants Fund', and 'Project Theme: Creating Welcoming Environments'. A red box highlights an amber circle next to the Project Theme, with a callout box stating: 'You will see an amber circle indicating where you need to take action.' Below this, a dashed box contains the text: 'Please amend to 'Providing Enhanced Facilities''. A legend on the left indicates that a green circle means 'Approved', an orange circle means 'Reviewed', and a red circle means 'Rejected'. At the bottom, a callout box instructs: 'Once you have made the amendments, click 'Save & Continue' or if you need to return later, click 'Save & Exit'.', with buttons for 'Cancel', 'Download Application', 'Save and Exit', and 'Save and Continue'.

## Actions Page

Before resubmitting the application, check the 'Comment History' to see if there are any further instructions/comments added by the CCB or ECB. Use the drop-down arrow to expand the box.

The screenshot shows the 'Actions Page' for the same application. The top navigation and header are identical to the previous screenshot. The 'Referred' status badge is present. The 'Comment History' section is expanded, showing a comment: 'Please see the amber comments. County Lancashire1 23/01/2023 12:30:32'. A red circle highlights a drop-down arrow next to the comment. Above the comment history, there are 'Submit' and 'Withdraw' buttons, and a link to 'Add comment on transition email'. The left sidebar shows the application status as 'Edited'.

## Appendix - Document Types

Document Type	What is required?
Preferred Supplier(s) Quotation(s)	<p>This is / are the supplier(s) that you intend to use for your project. Depending on the type of project, you may have more than one supplier e.g. for a patio project you 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"> <li>• Supplier's details</li> <li>• Date of quote (no more than 6 months old)</li> <li>• Details of the project or items to be purchased</li> <li>• Total price including VAT, delivery fees and any discounts</li> </ul> <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>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).
Accounts	Financial accounts from the Club's last budget year.
Bank Statement	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>Club's with leasehold or rental agreements may need to obtain written evidence of Landlord's consent for their project. Please check your 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"> <li>• Installation of a new non-turf pitches</li> <li>• Installation of new or extended practice facilities</li> <li>• Outfield drainage</li> <li>• Replacement doors and windows (in a conservation area)</li> <li>• New or extended patio / decking areas</li> <li>• Roof mounted solar panels (in a conservation area)</li> <li>• Ground mounted solar panels</li> <li>• Exterior signage (including boundary advertising)</li> <li>• Electronic scoreboards</li> </ul>

	<ul style="list-style-type: none"> <li>• Car park</li> <li>• Building extensions</li> </ul>
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 your 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 Policy, Club Welfare / 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&amp;C cover for legitimate reasons e.g. at risk of flooding. These clubs can provide a brief explanation rather than an insurance policy.</p>
Club Safeguarding	The Club Safeguarding / Club Welfare Officer's Safe Hands Workshop certificate should be uploaded here. All clubs with junior sections and any club playing under 18's in open age cricket must meet ECB safeguarding standards.