



**COUNTY
GRANTS
FUND**

CREATING AN APPLICATION - CLUB USER GUIDE

Contents

Creating an Application	2
Expression of Interest (EOI)	2
Application Page	3
Partnership Funding Page.....	4
Actions Page.....	5
Application Page	6
Full Application – EOI Supported	6
Documents Page	6
Preferred Supplier Quotation(s)	7
Bank Statement	8
Supporting Evidence	9
Organisation Documents	9
Actions Page.....	10
Referred Application	11
Actions Page.....	11
Appendix - Document Types	12

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.

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

Applications

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

Help & Guidance Documents Create application

Unsubmitted Applications 112 Pending Approval 147 Claims to Submit 42

Contracts to be Signed 20 Payments Made 0 Withdrawn Applications 0

Loan Payment Dates 13 Referred 13

Search by Organisation + URN Filters

Applications

URN desc.

1218 - Alexandria Cricket Club

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

1218 - Alexandria Cricket Club View Details

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

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

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

New Application Back to List

Alexandria 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 - May Timpson

New Application

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

Application To Review

Actions

- To be reviewed
- Approved
- Reviewed

Organisation
Alexandria Cricket Club

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
150

Project Type *
Social Space

Brief Project Description (What)
Refurbishment of bar and lounge area.
(Maximum 150 characters):113

Project Need (Why)
Area needs redecorating. Fixtures and fittings need replacing as they are old and worn.
(Maximum 2000 characters): 1913

Total Project Cost * (inc. non-recoverable VAT)
£ 16,000

Grant Requested * (between £1,000 and £10,000)
£ 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 17/01/2024

Is site address different to the Organisation address?

Tenure Type* Freehold

Cancel Save and Exit Save and Continue

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

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 - May Timpson

URN - 1219 Application for Alexandria Cricket Club: Creating Welcoming Environments Expression Of Interest Application

Back to List Help & Guidance Documents Not Submitted

Contact To Review Organisation To Review Application To Review Partnership Funding To Review

Partnership Funding

Add New Funding Source

Organisation Alexandria Cricket Club Partnership Funding Name Club Sponsor Save Cancel Save and Exit Save and Continue

To be reviewed Approved Reviewed Controller: Agent

URN - 1219 Application for Alexandria Cricket Club:
 Creating Welcoming Environments
 Expression Of Interest Application

Back to List Help & Guidance Documents Not Submitted

Partnership Funding You can add multiple funding sources. Add New Funding Source

Funding Source	Amount	Is this funding guaranteed?
Club Sponsor	£ 2,000	<input type="checkbox"/>
Club Funds	£ 4,000	<input checked="" type="checkbox"/>

2 records

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

Cancel Save and Exit Save and Continue

Click 'Save & Continue' to continue onto the next page.

Actions Page

On the Actions page, you have the option to 'Submit' which sends it to the county board to review or 'Withdraw' to remove the application from the system.

URN - 1219 Application for Alexandria Cricket Club:
 Creating Welcoming Environments
 Expression Of Interest Application

Back to List Help & Guidance Documents Not Submitted

You can add a comment to the transition email before clicking 'Submit' or 'Withdraw'.

Submit Withdraw Add comment on transition email

Comment History

No comments to show

To view or add to the 'Comment History' click on the drop-down arrow. All comments can be viewed by the CCB and ECB.

Drag and drop a file here

Add File Save Comment

Application Page

Full Application – EOI Supported

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

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

URN - 1219 Application for Alexandria Cricket Club:
Creating Welcoming Environments

Back to List Help & Guidance Documents EOI Supported

Also on this application NN CL

Contact Approved

Organisation Approved

Application To Review

Partnership Funding To Review

Actions

County Grants Fund Submitted: today

Organisation Alexandria Cricket Club

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) -
Please choose the officer that will be the 2nd Contract signature.

Cancel Download Application Save and Exit Save and Continue

You will need to select a 2nd contact 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).

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

URN - 1219 Application for Alexandria Cricket Club:
Creating Welcoming Environments

Back to List Help & Guidance Documents EOI Supported

Also on this application NN CL

Contact Approved

Organisation Approved

Application To Review

Partnership Funding To Review

Documents To Review

Actions

Documents

Mandatory [0 of 5]

Supporting Evidence (if applicable) [0 of 8]

Not Mandatory [0 of 1]

Organisation Documents [5 of 5]

Cancel Save and Exit Save and Continue



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

Mandatory [0 of 6]

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.

Type

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

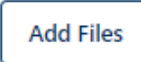

Preferred Supplier Quotation(s)

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

A pop-up window will appear.

Enter the quote details by supplier and upload the official quote or screenshot of the shopping basket from a website.

Weblinks are not acceptable.


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		
		
File Name		
Preferred Supplier.pdf 		
Are you intending to reclaim VAT on this quotation (if your Organisation is VAT registered)?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		

Cancel

Save







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.

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.

Supporting Evidence (if applicable) [4 of 9]

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.

Organisation Documents [4 of 4]

Mandatory

Type	Uploaded Files or Explanation	
Constitution or Governing Documents	ecb - model club constitution 4-19.docx	
Public Liability Insurance	blank doc.docx Expiry Date: 20/08/2024	
Safe Hands Certificate	safeguarding certificate.pdf	

Supporting Evidence

Type	Uploaded Files or Explanation	
Buildings and Contents Insurance	buildings and conte... Expiry Date: 30/06/2024	

Cancel Save and Exit Save and Continue

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.

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'.

URN - 1219 Application for Alexandria Cricket Club:
Creating Welcoming Environments

Back to List Help & Guidance Documents

EOI Supported

Also on this application **NN** **CL**

Contact **Approved**

Organisation **Approved**

Application **To Review**

Partnership Funding **To Review**

Documents **To Review**

Actions

To be reviewed
 Approved
 Reviewed

Controller: Key Contact & 2nd Signature

Withdraw **Submit**

Add comment on transition email

Comment History ⌵

If you wish to add any comments about your application, enter them on this page using the drop-down arrow.

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'. A 'Referred' status badge is 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 a message: 'Please amend to 'Providing Enhanced Facilities'', with an amber circle next to it. A callout box explains: 'You will see an amber circle indicating where you need to take action.' At the bottom, a callout box states: 'Once you have made the amendments, click 'Save & Continue' or if you need to return later, click 'Save & Exit''. The bottom right contains 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. Click 'Submit' to resubmit the application.

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'. A 'Referred' status badge is visible. The application details for 'County Grants Fund' are shown. The 'Comment History' section is expanded, displaying 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. The bottom right contains buttons for 'Submit' and 'Withdraw', and a link to 'Add comment on transition email'.

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	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>Clubs 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"> • 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) • Electronic scoreboards

	<ul style="list-style-type: none"> • 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 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 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.