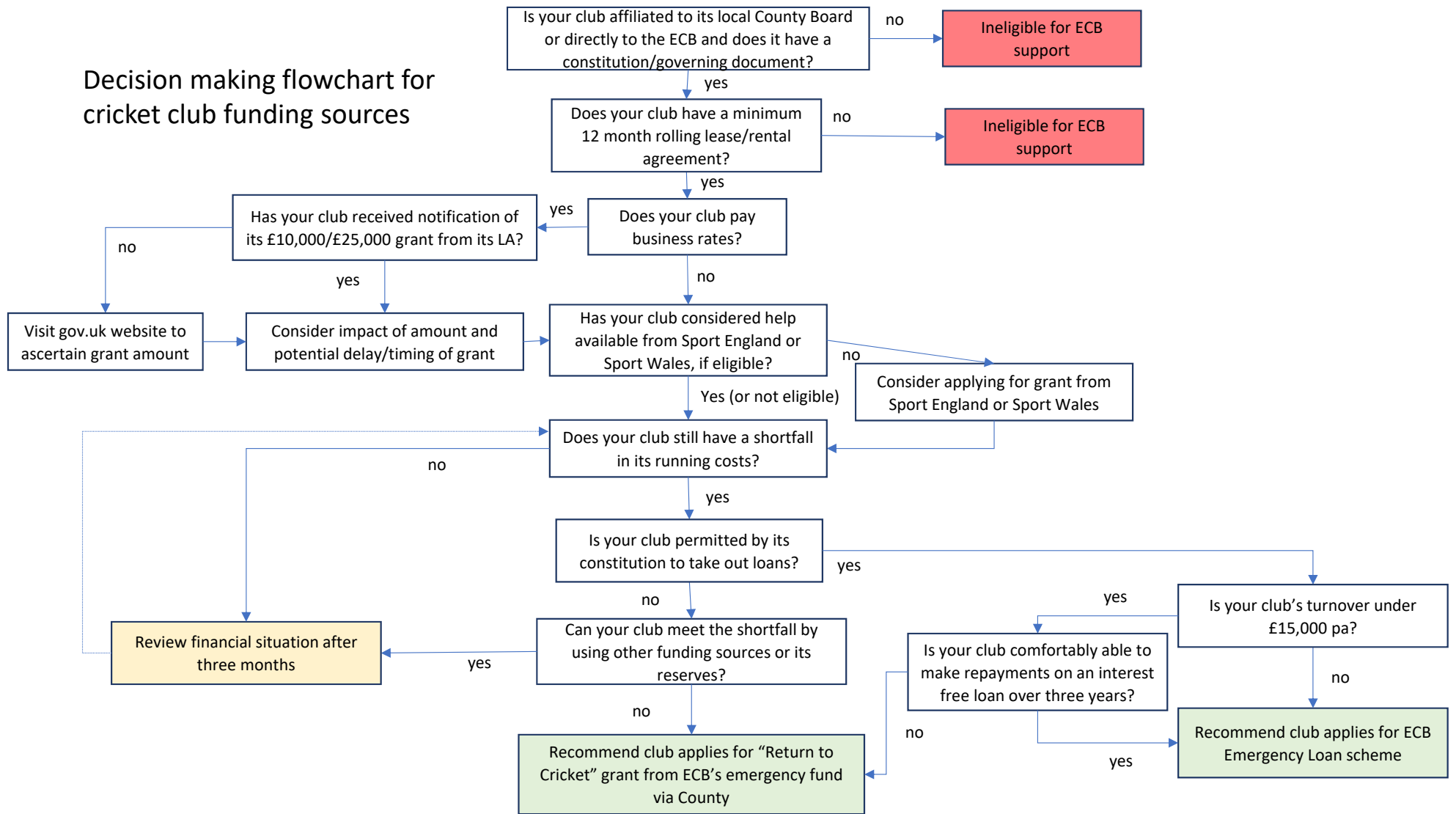


# Decision making flowchart for cricket club funding sources





# Programme development

- How we analyse what is working and what is not and make adjustments
- Identifying trends in applications (eligibility concerns / themes in clubs costs)
- Conversion of loans to grants
- KPIs for Facilities Investment Team and turnaround times
- Availability of funds
- Reaction to amounts applied for and uptake of actual loans – ie. Did we get current needs of the clubs right?

# Roles – Emergency Assistance Loan

## What is the purpose of the Emergency Assistance Loan?

- Meet the shortfall in asset-owning/long-term leasing clubs' income for the 2020 season
- To pay clubs' essential fixed/contracted costs after other appropriate funding sources (Government and Sport England/Sport Wales) have been explored and utilised where appropriate

## What ECB will do:

- Inform Counties of the scheme and its criteria
- Process applications, contact clubs as appropriate, make payments within reasonable timescales (KPIs to be set)
- Provide ongoing contract management support post award of any loan

## What we expect Counties to do:

- Encourage clubs to apply for other sources of emergency funding to support them through this difficult time (Government and Sport England/Sport Wales Grants)
- Associate applicant details with their affiliated club when an application is received online through the Investment Management System (including confirmation that the information provided is accurate to the best of the County's knowledge). Where the County has restricted or no access to the IMS for staffing reasons, ECB can centrally verify the club details with permission from the County.

## How will clubs apply?

- Emergency Assistance Loan Application via ECB's dedicated online Investment Management System - <https://ims.ecb.co.uk>

## What we need from clubs:

- Confirmation they have applied for assistance/are awaiting a grant from HM government where club is run as a business/pays rates/employs staff
- Confirmation they have applied for assistance from Sport England/Sport Wales
- Most recent financial accounts; Year to Date position if available; and the most current club bank statements
- Evidence they meet ECB safeguarding requirements (Safe Hands Policy) or a commitment to undergo training and nominate a club welfare officer within the year (set as a condition precedent in the loan contract)
- An open current club constitution
- Equality and diversity policy
- Valid Buildings, Contents & Public Liability Insurance
- Calculation of shortfall that needs to be met after other funding sources have been utilised
- Two people to act as authorised signatories on the application

# Roles: Return to Cricket Grant Scheme

## What is the purpose of the Return to Cricket Emergency Grant?

- To provide cricket clubs and leagues with emergency assistance in exceptional circumstances, where other potential sources of financial support have been considered and are not available and/or are inappropriate for their circumstances, for example:
  - Club is not allowed to enter into loan agreements by its constitution
  - Club's turnover is too low to make loan repayments and remain financially sustainable
- Meet the shortfall in asset-owning/long-term leasing clubs' income for the 2020 season to pay their essential fixed/contracted costs after other appropriate funding sources (HM Government, Sport England/Sport Wales, ECB emergency loan) have been utilised, up to an anticipated maximum of £3,000 per club

## What will ECB do:

- Inform Counties of the scheme and its criteria, emphasising the "last resort" nature of the fund and its affinity to our usual Emergency Fund (which is also not usually formally publicised)
- Process applications, contact clubs as appropriate, make payments within reasonable timescales (KPIs to be set)
- Provide ongoing contract management support post award of any Grant

## What we expect Counties to do

- Encourage and signpost cricket clubs to other immediate sources of funding such as HM Government, Sport England and ECB Emergency Assistance Loan, prior to referring clubs to this fund where appropriate
- Refer clubs in exceptional financial difficulty who contact them to ECB Facilities Planning Team in order to access the emergency "Return to Cricket" emergency grants scheme,
- Verify club and organisation details when requested (including confirmation that information provided is accurate to the best of the County's knowledge )
- Manage clubs' expectations that a grant application submitted is not a guarantee of funding from ECB

## How will clubs apply?

- Clubs will contact their County in the first instance, who will make an initial assessment of the club's financial situation and provide them with an application form to complete and send to ECB via [grantmanagement@ecb.co.uk](mailto:grantmanagement@ecb.co.uk).

## What we need from clubs

- Proof that they have applied for/are waiting for government help where club is run as a business/pays rates/employs staff
- Proof of any assistance applied for from Sport England and any acceptance/rejection from them
- Most recent financial accounts and a YTD position if available and most current bank statement for all club accounts
- Summary of hardship faced and shortfall that needs to be met after other funding sources have been utilised
- Two people to act as authorised signatories on the application
- Evidence they meet ECB safeguarding requirements (Safe Hands Policy) or a commitment to undergo training and nominate a club welfare officer within the year (set as a condition precedent in the loan contract, what is grant equivalent?)
- An open current club constitution
- Equality and diversity policy
- Valid Buildings, Contents & Public Liability Insurance

## Club evidence criteria – Return to Cricket Emergency Hardship Fund

- A current open constitution
- Valid Buildings, contents and public liability insurance - will we need to ask the clubs for evidence they cannot claim some of the costs through insurance?
- Security of tenure: leasehold, freehold or rental agreement (minimum of one year)
- Financial Accounts from the last 12 months and a current YTD position
- A copy of the most recent bank statement for all accounts
- A copy of the clubs adopted safeguarding policy, confirmation that a Club Welfare Officer has been appointed and vetting requirements within the club are being managed or a commitment to undertake the above within 12 months of the award
- An adopted version of the clubs equality policy
- Two people to act as authorised signatories on the application

# Eligible costs: Emergency Assistance Loan & Return to Cricket emergency grant

## What are eligible fixed or contracted costs?

Whilst this is not an exhaustive list we expect the following types of costs to be eligible (projected costs ongoing for up to 12 months):

- Rental charges
- Staff costs
- Cleaning or maintenance commitments
- Outstanding creditor payments
- Subscriptions (*noting that Sky have automatically removed Sky Sports payments from Sky Business accounts from 14 March until live sport recommences*)
- Utility or services costs
- Insurance
- Already agreed equipment orders (for example – cricket balls)
- Affiliations
- Any other reasonable fixed and/or contracted costs

## Amount of funding available:

- No partnership funding is required for this Loan or the RTC EHF
- For EAL loans will be between £1,000 and £5,000
- Clubs without a junior section will be capped at £3,000 (ECB reserve the right to review this)
- Interest free repayments will be over a **maximum of 3 years with clubs not having to make their first repayment for the funds until at least May 2021 (potentially longer based on quarterly payments)**
- Interest free re-payments will be made equally every quarter (May 2021, then August, November, February annually)**

## Explicitly excluded costs:

- We don't expect clubs to apply for any projected income (eg. bar or memberships)
- ECB reserves the right to decline specific costs which they feel are not suitable for this loan / grant

## Return to Cricket – Capital funding (not in guidance notes but needs to be in PP for Counties on 8/4 )

- RFPMs are already dealing with a number of clubs who have been affected through flooding during this winter. This support will continue and any new capital emergency funds shall be dealt with via RFPMs. To reiterate the capital element of the fund:
  - Supports cricket clubs reinstate their facilities that have suffered damages resulting in ground, ancillary or large-scale capital equipment through exceptional events such as fire, flood or drought
  - For Capital based costs these would include but are not limited to:
    - Damage to ground (outfield, Grass wickets, Non-Turf Pitches, practice facilities)
    - Ancillary facilities (Pavilion, Access, Changing Rooms, Equipment Stores, Fencing)
  - This fund is intended to cover the cost of unexpected exceptional situations only, and, therefore general grounds maintenance and improvements will not be considered for this fund.
  - Where there is general maintenance and equipment costs – ECBs normal IFLS is still operational
  - Applications for additional CAPITAL EMERGENCY FUND should be made through Counties and RFPMs – there will be an offline application form and the RFPMs will manage the club through the process. In some cases this will also involve the Regional Pitch Advisor from the GMA (Grounds Management Association)