



INTEREST FREE LOAN SCHEME GUIDANCE NOTES

AIM

The interest-free loan scheme aims to finance capital projects, including renovations, to improve facilities which contribute to increased participation in cricket.

THE LOAN

Loans will be interest free. If a club defaults on a repayment or is in breach of any of the loan terms, the whole of the loan amount may become immediately repayable or become subject to interest until the outstanding amounts are paid.

The maximum interest-free loan is £50,000.

The loan period will be agreed during the application and acceptance process. It is envisaged that most loans will be for less than 5 years. The maximum loan period will be 10 years.

The loan shall be repaid in equal quarterly instalments over the period of the loan. The repayment schedule will be agreed during the application and acceptance process.

If a Club is seeking funding from the interest-free loan scheme it cannot exceed 75% of the total costs of the project.

Legal and professional fees will not be covered by the England and Wales Cricket Trust Loan Scheme. Loan applications are only applicable to the works planned. Fees not covered by the scheme are for example; Architects, Surveyors and Third party Consent.

The England and Wales Cricket Trust may in its absolute discretion require that;

- A Club provide a legal charge over property owned or leased by the Club.
- Clubs and Guarantor(s) to guarantee the repayment of all monies due to England And Wales Cricket Trust; and/or
- Such other security for the loan as it considers appropriate.

The Trustees have discretionary powers over all loans.

Clubs must agree to the England and Wales Cricket Trust Terms and Conditions and sign a form of acceptance prior to a loan being released.

Repeat loan applications (i.e. an application every five years for the replacement of the same synthetic turf practice area) will be declined. A Club cannot apply for a second loan within 12 months of having the first loan accepted. The maximum total loan granted by the England and Wales Cricket Trust at any one time to a club shall be £50,000.

An interest-free loan will not be granted to cover or repay any existing loans or credit held by or advanced to a club.

If a Club does not meet the mandatory requirements set out below at any stage during the life of the loan then this will be deemed an act of default and could lead to the immediate repayment of the loan or the payment by the Club of interest on any outstanding amounts.

The timescale of a decision on an application will be confirmed in writing by an appointed case officer acting on behalf of the England and Wales Cricket Trust. The England and Wales Cricket Trust will endeavour to reach a decision on a fully complete application within 60 working days.

ELIGIBLE CLUBS

To be eligible to apply for a loan from the England and Wales Cricket Trust:

- Clubs must meet (or where relevant agree to meet) the mandatory requirements
- Clubs must be affiliated to the ECB via their County Cricket Board (CCB)
- Clubs must have a junior section (A cricket club with a junior section is defined as a cricket club that offers appropriate coaching and competition to cricketers under the age of 18 years old.)
- Clubs must, as a minimum be registered (and actively working towards) ECB Clubmark Accreditation. For further details go to www.ecb.co.uk/clubmark
- Clubs must have an approved club development plan **submitted in the mandatory format**. For further details go to www.ecb.co.uk/clubdevelopmentplanning
- Clubs must have submitted core sections of their club development plan onto the ECB County Board Management System (CBMS). **For further details go to www.ecb.co.uk/clubdevelopmentplanning**

Eligible clubs are required to conduct a review of the proposed project with the CCB Cricket Development Manager (CDM) www.ecb.co.uk/cricketdevelopmentmanagers prior to application submission approval

Eligible clubs may only submit an application on the approval of an ECB Regional Development Manager www.ecb.co.uk/cricketdevelopmentmanagers

Eligible clubs will agree to carry out all recommendations placed on proposed projects by the ECB Regional Development Manager

MANDATORY REQUIREMENTS

An application will only proceed if the club can meet the mandatory requirements for the Club, the Project and the Club's finances. These mandatory requirements are set out below.

CLUB

An application will only be considered if a **club** can meet the following mandatory requirements:

- The Club must have appropriate security of tenure for the site by means of freehold or leasehold. All loans will require a Club to have security of tenure of 5 years or greater or be able to provide such comfort the England and Wales Cricket Trust requires of security of tenure (which may include an appropriate letter of intent) if the Club operates under a rolling short-term lease
- The Club has a constitution recognised by England and Wales Cricket Board over the total period of the loan
- The Club has appropriate insurance over the total period of the loan, covering where appropriate public liability, buildings and content insurance to include fire, theft and malicious damage
- The Club meets the ECB guidelines for the protection and welfare of children and young people over the total period of the loan. For further information go to www.ecb.co.uk
- The Club adopts and implements an equity policy over the total period of the loan. For further information go to www.ecb.co.uk
- The Club as a minimum is registered (and actively working towards) ECB Clubmark Accreditation, for further information go to www.ecb.co.uk/clubmark
- The Club's application has received the support of the County Cricket Board through the CDM
- The club development plan has been approved by the CDM

THE PROJECT

An application will also only be considered if the **application** can meet the following mandatory requirements:

- The project has a programme of community usage
- The project provides a project plan detailing the timescales for completion accompanied with scheme drawings and photographs (where applicable)
- The project provides a maintenance programme for the site (if the project is greater than £5k)
- The project provides 2 competitive quotes for projects under £25k and 3 quotes for over £25k
- The project must comply with the relevant ECB and Sport England Guidance Notes
- The project's application is accompanied by confirmation of planning consent and copies of appropriate surveys for the nature of the project. (see specific notes on Fine Turf and Synthetics contained within this document)
- The project maybe an outright purchase of goods but will still be required to evidence warranties, service arrangements and management plan (where applicable)

TYPES OF PROJECTS TO BE CONSIDERED

Eligible Project themes – amongst others:

- Synthetic net bays / match play pitches (Non Turf Pitches - NTP)
- Fine Turf square and outfield
- Drainage / Irrigation
- Machinery (subject to suitable Health & Safety qualifications)
- Land Purchase for cricketing purposes

- Security (Perimeter fencing / Ball stop netting)
- Machinery storage (compliant with Health & Safety risk assessment)
- Changing room development / minor works to changing rooms
- Sight screens, mobile covers and cages
- Scoreboards
- Clubhouse development and renovation

Not eligible – amongst others:

- Projects that are under criminal investigation (subject to insurance claim due to arson etc)
- General landscaping
- Commercial activities including bar areas
- Car Parks
- Outdoor Lighting
- CCTV
- Single plant equipment (not incorporated within a larger scheme of work)
- Coaching items
- Video recorders
- Bowling Machines
- Indoor Facilities (such as indoor practice facilities or teaching classrooms etc)

REFURBISHMENT / REPLACEMENT

Any project that seeks to refurbish existing facilities will also only be considered if compliant with current ECB / Sport England / Sports Council for Wales technical standards.

Reconditioned machinery is acceptable provided that a warranty of no less than twelve months can be supplied and the applicant can prove that they have the qualified staff to operate it.

SPECIFIC GUIDANCE FOR FINE TURF PROJECTS

All applicants for fine turf works should provide as a minimum an ECB Pitch Advisers report qualifying the need, recommended method for such works. Please contact your CDM to gain access to your County Pitch Advisor.

The cost of this report shall be borne by the Applicant Club.

All designed works and specification meet the ECB Performance Quality Standards (PQS).

Clubs must appoint a technical consultant for the design of works for projects above a cost of £3k.

ECB will accept an outline specification of works which can provide a simple bill of quantities

Clubs should commission an Institute of Groundsmanship (IOG) management report to assist in sustaining their investment and improving standards and competencies.

SPECIFIC GUIDANCE FOR SYNTHETIC PROJECTS

ECB strongly recommends the use of the ECB design brief for net bays and match play pitches. ECB will only accept contractors that have a certificate of approval complying with the ECB minimum performance standards for NTPs.

Where additional works are required in terms of earthworks, steel structures (including security fencing) the designs and materials must be approved by the requisite British or European standard.

Where banking or retaining walls are planned these must be approved and certified by a recognised surveyor or engineer competent in this field.

CLUB FINANCES

An application will also only be considered if the **Club** can meet the following mandatory financial requirements:

- The Club has a dedicated bank account
- The Club has prepared a detailed budget breakdown of all the project costs including a sinking fund budget for reinvestment in the project area
- The Club's application includes a copy of the latest annual accounts together with the annual accounts for the last three years, the most recent being prepared to a date within the last 12 months
- The Club provides an income and expenditure forecast for the next five years
- The project's direct debit mandate has been accepted and confirmed

- The Club provides documentation of other charges over property as security
- The Club provides details of all funding that the club has applied for in the last 3 years

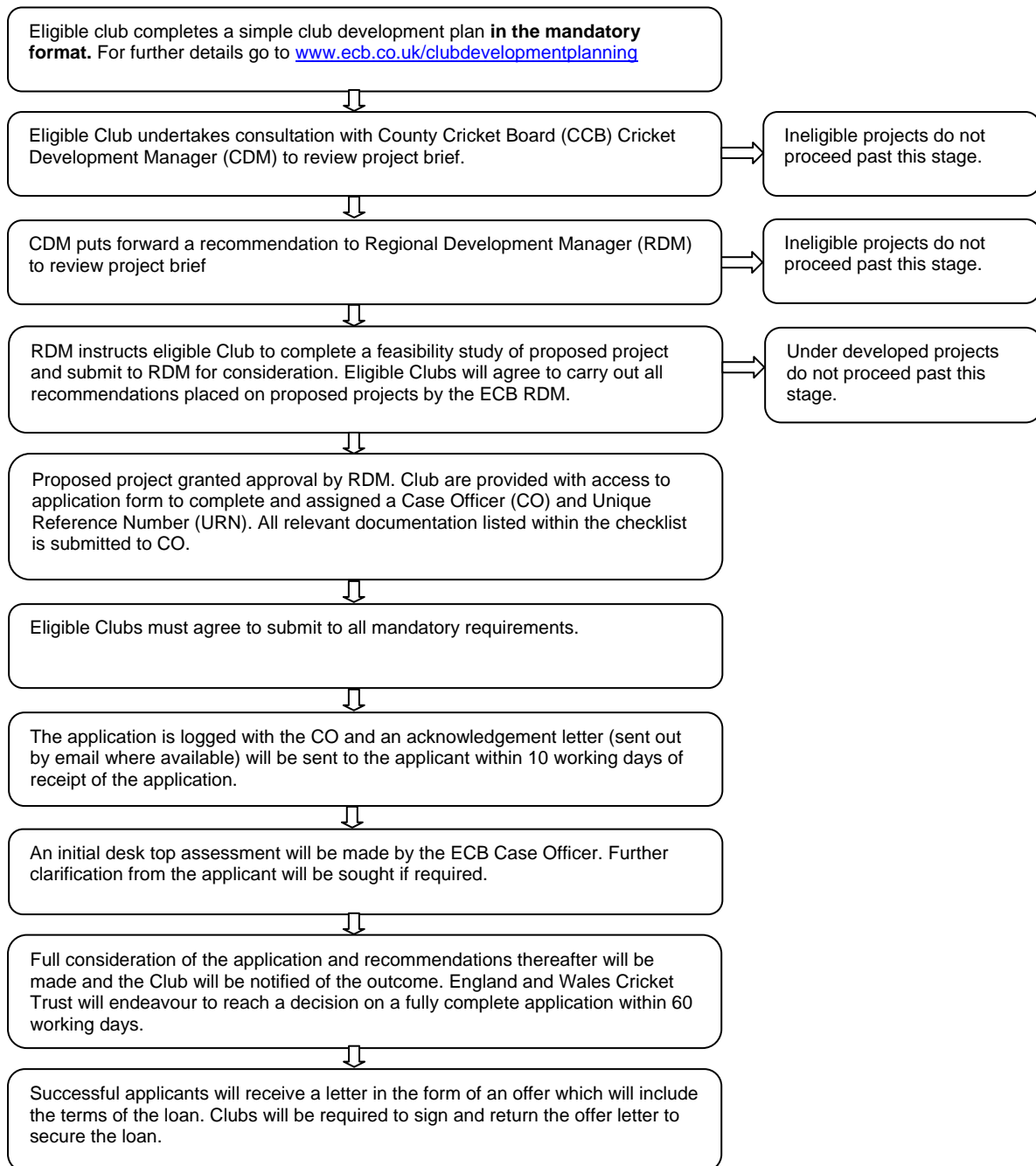
The England and Wales Cricket Trust must be notified immediately of any intention by the Club to take out additional loans during the period covered by the interest free loan.

MONITORING OF PROJECTS

In the interests of performance Clubs may be asked to provide yearly reports on the impact of the award and the new facility. 10% of clubs will be randomly monitored on behalf of the England and Wales Cricket Trust, including site visits.

APPLICATION PROCESS

The following application process will be adhered to where possible; however, the England and Wales Cricket Trust reserves the right to change the process at any stage without prior notification.



WARRANTY AND WAIVERS

This guidance note sets out an outline of the process for application and requirements to be fulfilled by a Club prior to or as a condition of the grant of a loan by the England and Wales Cricket Trust. This guidance is correct on the date on which it was printed.

The England and Wales Cricket Trust reserves the right at any stage to change any or all of the requirements or any terms and conditions for the grant of any loans to any Club.

All loans will be granted by the England and Wales Cricket Trust in its absolute discretion. Not all applications will be successful even if all criteria set out above are met. In addition, the England and Wales Cricket Trust is not under any obligation to consider any proposal or application that it may receive.

Neither these guidance notes nor any other information supplied by the England and Wales Cricket Trust (or its officers or agents) constitute a contract or an offer which is capable of acceptance by any Club. These Guidelines do not contain any representation upon which any Club is entitled to rely at any time.

The England And Wales Cricket Trust (and its officers or agents) will not be responsible for any costs, losses or expenses which Clubs or any other parties incur in the preparation and submission of applications or in complying with any of the mandatory requirements [unless such costs have reasonably been incurred as a result of negligence on the part of the England And Wales Cricket Trust or its officers or agents].

USEFUL CONTACTS

England and Wales Cricket Board

c/o Lord's Cricket Ground (Finance)
London
NW8 8QZ

Tel: 0207 432 1200
Website: www.ecb.co.uk

England and Wales Cricket Board

c/o County Cricket Ground
Old Trafford
Manchester
M16 0PX

Facilities & Funding Unit

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ECB Funding Programme Manager

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ECB Case Officer (South)

Daniel Musson daniel.musson@ecb.co.uk
ECB Case Officer (North)

Sport England

3rd Floor, Victoria House
Bloomsbury Square
London
WC1B 4SE

Tel: 0207 273 1500
Website: www.sportengland.org

Institute of Groundsmanship (IoG)

28 Stratford Office Village
Walker Avenue
Wolverton Mill East
Milton Keynes
MK12 5TW

Tel: 01908 312 511
Website: www.iog.org

Club Unit

Dave Leighton dave.leighton@ecb.co.uk
ECB National Club Development Manager

Tessa Whieldon tessa.whieldon@ecb.co.uk
ECB National Club Development Officer

ECB Regional Development Manager (RDM)
www.ecb.co.uk/cricketdevelopmentmanagers

ECB Cricket Development Manager (CDM)
www.ecb.co.uk/cricketdevelopmentmanagers

Sports Council for Wales

Sophia Gardens
Cardiff
CF11 9SW

Tel: 02920 338 200
Website: www.sports-council-wales.co.uk