



'GO GREEN' CLUB FUND GUIDANCE NOTES



1. INTRODUCTION

- 1.1 The 'Go Green' Club Fund has been made available by the England and Wales Cricket Trust Limited (EWCT), the associated charity of the England and Wales Cricket Board (ECB).
- 1.2 The EWCT has committed funding towards the 'Go Green' Club Fund, which will be open to all ECB Affiliated Clubs who have registered for, and participate in, NatWest CricketForce 2008.
- 1.3 The 'Go Green' Club Fund is designed to promote the concept of cricket clubs 'going green' and to support the UK's short target to reduce (CO₂) omissions by 20% by 2010.
- 1.4 All projects must evidence an environmental theme and/or improve energy efficiency.

2. THE GRANT

- 2.1 The Grant is limited to a maximum of £10,000 per club, however, the EWCT reserves the right to review other projects under special circumstances.
- 2.2 This Grant cannot exceed 75% of the total cost of the project. However, 'in-kind' contributions may be considered as part of the 25% Partnership Funding, a breakdown of which must be evidenced, in writing, with the completed Application Form.
- 2.3 Clubs must sign an Acceptance Form prior to a Grant award being released. Any offer made is based on acceptance within 30 (Thirty) days, after which time the offer will lapse and the funding will be reallocated.
- 2.4 The project must be completed within 12 months of receiving a formal written offer and Clubs will be required to provide evidence of project completion.

3. ELIGIBLE CLUBS

To be eligible to apply for a Grant from the 'Go Green' Club Fund:

- 3.1 The Club must be affiliated to the ECB via their County Cricket Board (CCB).
- 3.2 The Club must be registered for NatWest CricketForce 2008 and have completed a project brief online at www.ecb.co.uk/natwestcricketforce
- 3.3 The Club should ensure that there is appropriate tenure for the site, by means of freehold, leasehold (e.g. leased from a landowner) or rental (e.g. an agreement to rent the land from another party), for at least five years. The EWCT reserves the right to review 12 month rolling lease / rental agreements where the Club can evidence a minimum of 20 years on the site.
- 3.4 The Club must have the appropriate insurance, covering (where appropriate) public liability, buildings and contents insurance to include fire, theft and malicious damage.
- 3.5 The Club must submit written clarification as to the status of planning permission, Building Regulations Approval, 3rd party consent and/or special licences (as appropriate) at the time of application.
- 3.6 The Club must submit two competitive quotes for the project at the time of application.
- 3.7 The Club must provide written confirmation of all Partnership Funding in relation to the project.
- 3.8 The Club must have a dedicated bank account.

- 3.9 The Grant will be paid to the applicant within 30 (thirty) days of receipt by the EWCT of a completed Claim Form, which must be accompanied by either an invoice or official purchase order.
- 3.10 The Club shall immediately on receipt of the Grant pay those sums received by it from the EWCT to the relevant Supplier.
- 3.11 All matters regarding press and publicity in relation to the Grant offer must be authorised by the EWCT prior to its release. The Club is required to forward all material relating to press and publicity to the ECB Facilities Administrator and await confirmation, in writing, of permission to proceed before it may be released.

4. TYPE OF PROJECTS THAT COULD BE CONSIDERED FOR A GRANT

4.1 SUSTAINABLE ENERGY

The following table outlines a summary of the most common sources of Sustainable Energy:

Energy Type	Key Benefits	Factors to Consider	Approx Cost	Useful Links
Solar Panel	<ul style="list-style-type: none"> Suitable for many small systems heating water. Long service life. 	<ul style="list-style-type: none"> Location of System Specialist expertise may be required such as plumbing. 	Single Panel, Single 170 litre cylinder system from £3k	www.therenewableenergycentre.co.uk/solar-heating
Photovoltaic (PV) means electricity from light	<ul style="list-style-type: none"> Reduces Electricity Bills. Life span of up to 30 years. 	<ul style="list-style-type: none"> Location of Solar Panel (taking into account orientation, shade & available area). Is planning permission required? 	From £12-14k	www.greenenergy.org.uk
Rainwater Harvesting	<ul style="list-style-type: none"> Can collect up to 100,000 litres of rainwater per year for medium size area. Water can be used to flush toilets, water outside areas etc. Can be installed in new or existing buildings. 	<ul style="list-style-type: none"> A calculation of the volume of rainfall that could be collected is required to compare against water requirements for the site. 	From £2- 3k	www.environment-agency.gov.uk
Small Wind Turbines	<ul style="list-style-type: none"> Stand alone systems are used to generate electricity for charging batteries to run small electrical appliances. Grid Connected systems are directly connected to existing mains supplies and may be considered a viable option if electricity consumption is high. 	<ul style="list-style-type: none"> To calculate the viability of Wind Turbines it may take up to 1 year to collect the data. Specialist support would be required throughout the process. 	Dependent on size of project.	www.bwea.com

The use of any of the sustainable energy sources requires considerable thought and planning. Sustainable Energy projects can take a long time to implement due to the nature of the market, however, they can be of great benefit environmentally and economically in the long term.

When undertaking a Sustainable Energy project there are 7 key steps to follow (as found on the Carbon Trust website at www.carbontrust.co.uk):

Step One	Understand the energy requirements: <ul style="list-style-type: none">• understand what the building requirements are against the options available.• understand how to improve energy efficiency measures for the building.
Step Two	Understand the site: <ul style="list-style-type: none">• Compile a shortlist of options available against the buildings' characteristics, i.e. space lease conditions building structure
Step Three	Specialist Advice; <ul style="list-style-type: none">• this will help to determine feasibility and technical / economic viability.
Step Four	Identify supplier / installer.
Step Five	Planning: <ul style="list-style-type: none">• your project may require planning permission, 3rd party consent and/or obtain special licences which must be in place prior to the project commencing.
Step Six	Implementation.
Step Seven	Monitor and Maintain.

Visit www.carbontrust.co.uk/technology/technicalolutions/renewables for further information on other sources of Sustainable Energy.

4.2 IMPROVING ENERGY EFFICIENCY

In addition to Sustainable Energy sources, there are a number of ways you can improve your Energy Efficiency, as follows:

- Replacing light bulbs with ones with a low energy specification.
- Improving the thermal efficiency of walls, windows and roofs (e.g. by using better insulation or glazing).
- Installing energy efficient products i.e. energy saving boilers etc.
- Flush reduction – e.g. the Severn Trent Water 'Save a Flush' Campaign in the form of a bag placed in the cistern which can save one litre of water with every flush.
- Providing cycle storage.
- Water conservation - i.e. water butts or rain water collection packages.
- Using environmentally friendly materials.
- Reduce, Re-Use, Recycle - provide recycling capacity either inside or outside.
- Grass Cuttings – composting guidance.
- Power Suppliers – some companies offer a green tariff.

5. APPLICATION PROCESS

The following application process must be adhered to, however, the EWCT reserves the right to change the process at any stage without prior written notification.

- 5.1 Club registers for NatWest CricketForce 2008 and completes the project brief information online at www.ecb.co.uk/natwestcricketforce
- 5.2 Club downloads a copy of the 'Go Green' Club Fund Application Form and Guidance Notes from www.ecb.co.uk/natwestcricketforce
- 5.3 Club completes the 'Go Green' Club Fund Application Form and compiles supporting evidence, as follows:
 - Confirmation of Tenure for the Site.
 - Copy of adequate Insurance Policy.
 - Written clarification as to the status of planning permission, Building Regulations Approval, 3rd party consent and/or special licences, as appropriate.
 - Two competitive quotes.
 - Written confirmation of all partnership funding (including 'in kind' contributions) towards the project.
- 5.4 Club forwards the completed application form along with the supporting documentation to the ECB Facilities Administrator (see contact details in Section 8).
- 5.5 An initial desk top assessment will be made by the ECB Facilities Administrator. Further clarification may be sought from the applicant, where necessary.
- 5.6 Full consideration of the application will be made and the Club will be notified, in writing, of the outcome. Successful applicants will receive an Offer Letter, which will include the Terms and Conditions of the Grant and an Acceptance Form. Clubs will be required to sign and return the Acceptance Form within 30 (thirty) days to secure the Grant.
- 5.7 On receipt of the completed Acceptance Form by the ECB Facilities Administrator, a Claim Form will be issued to the Club.
- 5.8 Club submits the completed Claim Form, together with copies of relevant invoices or official purchase orders, to the ECB Facilities Administrator.
- 5.9 Grant will be paid by the EWCT to the Club within 30 (thirty) days, by BACS transfer (unless otherwise stated).
- 5.10 Club shall pay the relevant Supplier immediately upon receipt of the Grant.
- 5.11 Clubs will be required to notify EWCT when the project has been completed.
- 5.12 Club may be required to arrange publicity to maximise awareness of the 'Go Green' Fund.

6. WARRANTY AND WAIVERS

- 6.1 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 an award by the EWCT. This guidance is correct on the date on which it was printed.
- 6.2 The EWCT reserves the right at any stage to change any or all of the requirements or any Terms and Conditions for the Grant of any awards to any Club.

- 6.3 All awards will be granted by the EWCT in its absolute discretion. Not all applications will be successful even if all criteria set out above are met. In addition, the EWCT is not under any obligation to consider any proposal or application that it may receive.
- 6.4 Neither this guidance note nor any other information supplied by the EWCT (or its officers or agents) constitutes 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.
- 6.5 The EWCT (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.

7. ALTERNATIVE FUNDING SOURCES

There are a number of alternative funding sources available in support of Sustainable Energy projects. A summary of some of the key funding providers are as follows:

- Enhanced Capital Allowances – organisations may claim up to 100% tax relief on specific technology products such as solar panels, within the 1st year of installation. Further information is available from www.eca.gov.uk/etl
- Carbon Trust Interest Free Loan Scheme - Energy-Efficiency Loans from the Carbon Trust are a cost effective way to replace or upgrade your existing equipment with a more energy efficient version. Visit www.carbontrust.co.uk/energy/takingaction/loans for further details.
- Low Carbon Buildings Programme - provide grants for non profit making organisations. Further information is available from www.lowcarbonbuildingsphase2.org.uk

Further sources of funding may be found on the websites, as listed in the Useful Contacts section of these notes.

8. USEFUL CONTACTS

Janine Holt
ECB Facilities Administrator
c/o County Cricket Ground
Old Trafford
Manchester
M16 0PX
Tel: 0161 877 6643
Email: janine.holt@ecb.co.uk

NatWest CricketForce Helpdesk
natwestcricketforce@ecb.co.uk

Carbon Trust
www.carbontrust.co.uk

Environment Agency of England and Wales
www.environment-agency.gov.uk

Energy Saving Trust
www.energysavingtrust.org.uk

Department for Business Enterprise & Regulatory Reform
www.dti.gov.uk/energy/sources/renewables