



THE CRICKET DEVELOPMENT TRUST (SCOTLAND) LTD

Guidelines for Applicants

Updated: February 2025

Thank you for requesting information about funding support from The Cricket Development Trust (Scotland) Ltd.

The broad aim of this programme is to promote and support the education, development and well being of children and young people within Scotland through the game of cricket.

To apply, applicants must have a written Constitution or governing document, have a minimum of three unrelated members on their management committee or board and have a bank account in the organisation's name with at least two unrelated signatories.

Organisations do not need to be registered Charities, or be registered as Community Amateur Sports Clubs with HMRC, to apply but must be established on a not-for-profit basis.

- 1 Please read the following notes and the Application Form before deciding whether or not to apply. Occasionally, we revise our application materials or make changes to our funding support programme. Please check our website at www.cdts.org.uk for information about any recent or forthcoming changes.
- 2 We will inform you by letter or email of the outcome of your application as soon as possible. Please do not call to find out whether your application is successful or not.
- 3 Applications can be submitted at any time. There is no closing date.
- 4 Decisions will normally be made within eight weeks from the receipt of a complete and eligible application.
- 5 **You may only make one application at a time.**
- 6 If your application is successful, you will not be able to apply again for twelve months **from the date your funding support is approved.**
- 7 Any funding support received must be spent within one year of the award.



- 8 Applications from organisations that have previously received funding support may be treated as a lower priority if there is a lot of competition for the available funds.
- 9 We cannot award funding support to an organisation if we have not received the relevant Completion Report from a previous successful application. Please also check our eligibility guidelines as these may have changed since any previous application.
- 10 Applications for funding towards the cost of non-turf wickets or non-turf net lanes must only include quotes from ECB Non -Turf Pitch Approved Suppliers as per the current ECB Approved Suppliers list. If in any doubt regarding supplier eligibility, please contact us.

These programmes DO NOT currently fund the following:

- 1 Individuals.
- 2 Organisations with fewer than three unrelated members on their management committee or board.
- 3 The purchase of secondhand vehicles or machinery.
- 4 The repayment of loans or payment of debts.
- 5 Costs already incurred or activities which will take place before we have made a decision on an application (retrospective funding).
- 6 Payments towards areas generally understood to be the responsibility of statutory authorities.
- 7 Organisations who will then [re-]distribute the funds as grants or bursaries.
- 8 General fundraising appeals or activities.
- 9 Projects which do not benefit cricket in Scotland.

Guidelines for Completion of the Application Form

All sections of the Application Form must be completed. Incomplete applications will be returned. Do not state "**see attached**" on any part of the form as a substitute for information - although if you wish to include other documents with which to support and supplement your application then you are welcome to do so.



Section 1 – Contact details

- 1 Make sure that this is someone who is familiar with both the workings of the organisation and of the funding support application, as this is the person who will be contacted if any further information is necessary.
- 2 Beneficiary Postcode: Please complete when the project aims to take place and benefit those in a different area code to the main correspondence address.
- 3 Please inform us by ticking the appropriate box, as to whether the addresses stated are private (personal home address for example) or a business address.

Section 2 – About the organisation

- 1 We can only consider applications from constituted organisation. The name of your organisation should be the name written on your Constitution (or governing document or set of rules). You must send us a copy of your Constitution with your application.
- 2 Your organisation does not need to be a Charity recognised by OSCR or the Charities Commission to apply for funding support, nor be registered as a Community Amateur Sports Club with HMRC; however, your organisation should be a non-profit organisation with charitable aims and objectives. If you are a registered charity, please supply the Scottish or UK Charity Number.
- 3 A copy of your most recent annual accounts must be included with your application. We will be unable to process your application if you include a set of accounts that are out of date. Where your organisation is a subsidiary of a parent organisation or is a section/group within a larger organisation, the latest annual accounts of the parent or head organisation must also be included.
- 4 Organisations who have not yet completed one full year must provide a **projection of income and expenditure for the organisation's first year of operation**, and also complete Section 2 with any information relevant to this. Please also include any evidence you can of funding pledged or secured and include details of all your organisation's income and expenditure, not just that which relates to this application.
- 5 Please tell us what the difference was in your last year's accounts between the money coming in and going out (your surplus or deficit). Please also tell us about any unrestricted reserves you have and tell us if these cannot be used for the project you are applying for help with. (*Unrestricted* reserves are general funds held by the organisation, as opposed to *restricted* reserves which will have been provided by a funder or donor only for a particular purpose or project.)



- 6 You will be required to demonstrate that your organisation's annual accounts have been subject to some form of evidenced inspection and/or audit.

Since the introduction in 2006 of a new regulatory framework for Scottish charities, any registered Charity – no matter how small its income – will already be required to subject its annual accounts to some level of independent inspection. Registered companies must do likewise, in accordance with Companies House requirements. These organisations will therefore already be meeting our requirements.

If your organisation is unincorporated and not a registered Charity, you will not necessarily have previously had your accounts inspected – although you may do so either because your Constitution requires it or as a matter of good practice. However, the Trust believes that having someone (preferably independent) look over your accounts promotes good practice – promoting transparency and confidence in organisations, and so we have this requirement.

By **inspection**, we mean that your accounts and financial records have been looked at by a suitably competent person. The purpose of the inspection is to check that your accounts are consistent with the financial records of your organisation (verifying that they appear to be accurate). The person carrying out the inspection should sign the accounts, providing a brief statement confirming that this is the case.

By **independent**, we mean someone with no connection to the management committee or board of the organisation that would inhibit their ability to undertake an objective and impartial inspection. This means that the person undertaking the inspection should *not* be:

- A member of the management committee or board, or anyone else closely involved in the administration of the organisation.
- A major donor or beneficiary of the organisation.
- A close relative, spouse, partner, business partner or employee of any of the above.

By **competent**, we mean that the person conducting the inspection should be sufficiently familiar with financial record keeping of a similar level of complexity. We envisage that, for organisations, a competent individual may be someone such as:

- The Treasurer of another group.
- A Bank official or Accountant, or someone retired from those professions.
- An individual with appropriate experience of financial record keeping.

- 7 Please make sure your accounts have been inspected by a suitable person and that they have signed them to say so. Then, please tell us on the Application Form, who they are and their position – i.e. what qualifies them as suitably competent in this case, e.g. "former Bank official", "Accountant", "Treasurer of community association", etc.
- 8 If your project involves work on land or a building, you must own it or hold a lease. We will require sight of a copy of any fully signed lease, rental or access agreement.
- 9 If your project involves the purchase of an asset, you must be able to evidence your organisation will have appropriate insurance cover for it.



Section 3 – Details of funding support requested

- 1 You can use this form to ask for any amount. However, ensure that you only apply for what will make the required impact.
- 2 Please ensure that this is the genuine cost of the whole project and not a section of a much larger appeal, as we are unable to consider such applications.
- 3 State where any other funding for this project is coming from, e.g. local fundraising or other funders. Please indicate whether the funding has been received or pledged. If you are awaiting a decision on a funding application, tell us when you expect to hear the outcome.
- 4 Detail the purpose of the funding, including a cost breakdown, and how the funding will accrue benefit(s). Useful information in this section could be:
 - Who will benefit?
 - How will the funding support improve your existing work?
 - How many people will benefit?
 - What difference will the funding make in the short or long term?

Please be prepared to spell this out for us, particularly if you are applying for equipment where perhaps the benefits for your service users are indirect. The information you give will help us form a view on the **impact** of awarding funding support.

- 5 Please give an accurate list of the costs involved in the work, service, project or items for which you need the funding support. If the funding support requested does not cover all the costs, you should make clear which costs it will cover or go towards and go on to show how you intend to meet the other costs to ensure that the project will go ahead.
- 6 We require formal quotations if your funding support request is for equipment, vehicles or refurbishment work, or other asset(s). Please supply at least two competitive quotes. If this is not possible or appropriate, please tell us why.
- 7 If your project is time specific then please make sure your application is made in plenty of time to receive a decision before the project takes place. The normal turnaround time for an application is **eight weeks**.

Please note that the CDTs will not fund the full cost of any project and in the majority of instances expect applicants to make a meaningful contribution in addition to support, if applicable, from other funders.

Section 4 – Bank details

Please note that "Account name" should give the exact name in which your account is held. We expect this to be the same as the name of your organisation (as shown on your Constitution) and if it isn't we may not be able to give you funding support.



Section 5 – Details of referee

Your choice of referee should be someone who knows about your project and its activities, e.g. someone from your local Council, a Cricket Scotland Development Officer, or a previous or other funder. The referee **must be independent** and must not be a member of your organisation. Please ensure the referee knows about this application and is willing to be contacted by us.

Appendix – Details of project

We require you to describe the project in sufficient detail for an understanding of its background, its purpose and its legacy benefit(s), remembering that your organisation, its activities and aims and objectives will not necessarily be known to us.

Sending us the application

- 1 Don't forget to sign and date the Application Form.
- 2 We cannot assess an application without a copy of a Constitution (or other governing document). We also need a copy of your most recent audited accounts or, for new organisations, a projection of the first year's income and expenditure and a copy of any signed lease, rental or access agreement.
- 3 We require quotations if your funding support request is for equipment, vehicles or refurbishment work, or other asset(s). Please supply at least two competitive quotes. If this is not possible or appropriate, please tell us why.
- 4 Where possible please email the application to the undernoted email address. If posting, please check you pay the correct postage for the size and weight of your application.

What happens next?

An assessor will consider your application and may telephone the main contact person and referee named on the form for additional information. This is not always necessary, however. Your application will then be forwarded to the next appropriate allocation meeting. You will be notified of the outcome by letter.

Should you have any queries or need help with completing the form please contact us.



Completed forms should be sent to:

Robbie Nellies
Commercial Director
CDTS
Rannoch
South Street West
Falkland
Fife
KY15 7BJ

Email: Robbie.nellies@cdts.org.uk

Website: www.cdts.org.uk