



DISABILITY CRICKET CHAMPION CLUB GRANT

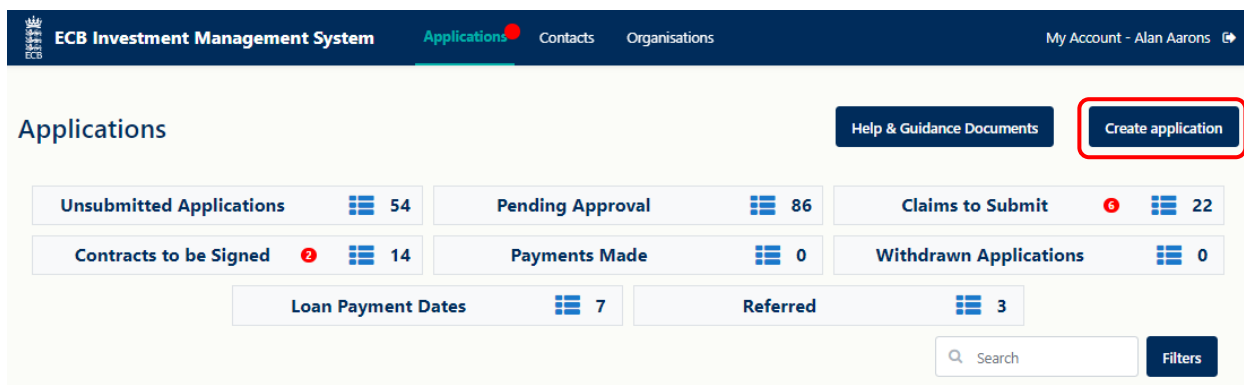
CREATING AN APPLICATION – CLUB USER GUIDE

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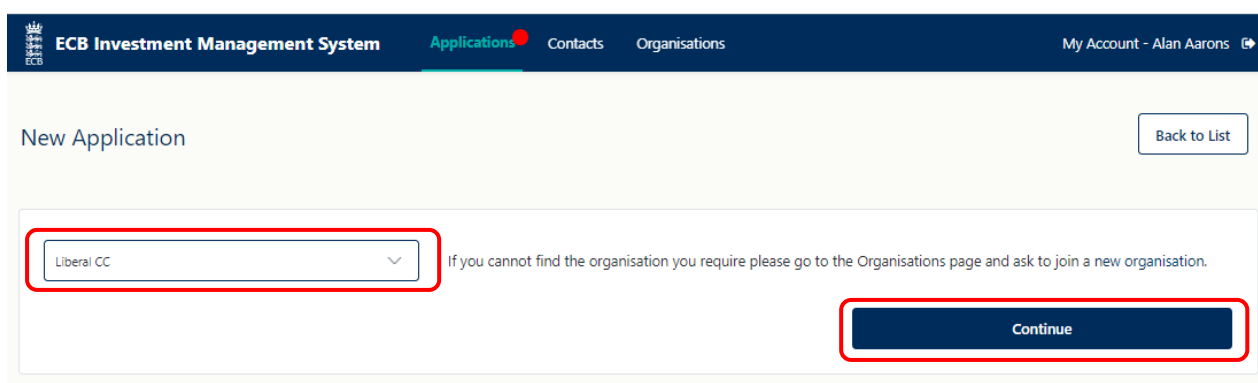
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Creating a New Application

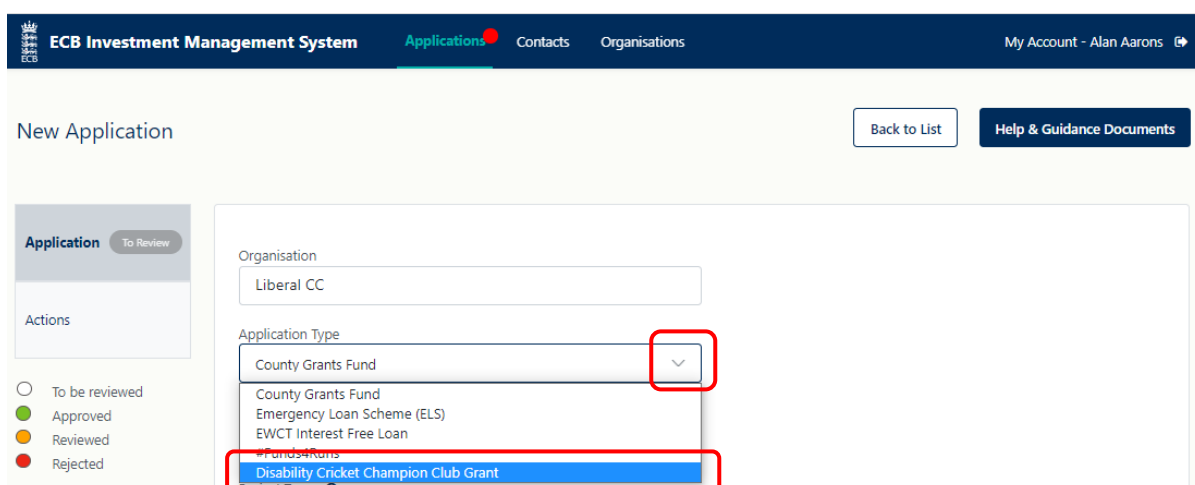
Log on to the ECB Investment Management System (IMS) at <https://ims.ecb.co.uk/> and click on the 'Create application' button at the top right of the screen.



Select your Organisation name from the drop-down list and click 'Continue'.



Under 'Application Type' select 'Disability Cricket Champion Club Grant' (DCCC) from the drop-down.



The application will then load, and you will need to complete the following:

- Enter details about the activity/project you are planning.
- Tick the box to confirm activity complies with ECB Safeguarding Policy.
- Enter the start and end dates of your planned activity. The 'Delivery End Date' must be no later than Thursday 28th December 2023 (you will only be able to submit your Claim after the end date has passed).
- Confirm a 2nd contact who will sign the contract (they will also need to register on IMS).

Please Note: Key Dates

- Monday 13th February 2023 - Scheme opens to applications from Clubs.
- Friday 29th September 2023 - Closing date for Clubs to submit their application.
- Friday 29th December 2023 - Last date for claims and supporting evidence to be submitted.

The screenshot shows the 'New Application' form in the ECB Investment Management System. The form is titled 'New Application' and has a 'Back to List' button and a 'Help & Guidance Documents' button. The form is divided into several sections:

- Application:** A tab labeled 'To Review'.
- Actions:** A section with a legend:
 - To be reviewed (white circle)
 - Approved (green circle)
 - Reviewed (yellow circle)
 - Rejected (red circle)
- Organisation:** A text input field containing 'Liberal CC'.
- Application Type:** A dropdown menu showing 'Disability Cricket Champion Club Grant'.
- Project Description:** A text area with the prompt 'Project Description * - Please outline what your project entails.' and a character limit of '(Maximum 2000 characters):2000'.
- Any activity will comply with the ECB Safeguarding Policy. *** A checkbox that is currently unchecked.
- Grant Requested:** A text input field containing '£ 500'.
- Delivery Start Date - Please enter the start date of your activity.** A date input field containing '13/02/2023'.
- Delivery End Date *** A date input field with a placeholder 'DD/MM/YYYY'.
- 2nd Contact *** A dropdown menu with a '-' symbol.

At the bottom right of the form, there are three buttons: 'Cancel', 'Save and Exit', and 'Save and Continue'. The 'Save and Continue' button is highlighted with a red box.

Once complete click 'Save and Continue' to proceed or 'Save and Exit' if you wish to come back to the application at a later stage.

Documents Section

Click on the down arrow to upload documents on the 'Mandatory Section'.

The screenshot shows the ECB Investment Management System interface. The top navigation bar includes the ECB logo, 'ECB Investment Management System', and tabs for 'Applications', 'Contacts', and 'Organisations'. The user's account is 'My Account - Alan Aarons'. The main content area is titled 'URN - 1110 Application for Liberal CC:' and includes buttons for 'Back to List', 'Help & Guidance Documents', and 'Not Submitted'. A left sidebar contains sections for 'Contact', 'Organisation', 'Application', 'Documents', and 'Actions', each with a 'To Review' button. The 'Documents' section is highlighted in red. The main 'Documents' area has a 'Mandatory [0 of 1]' section with a down arrow icon highlighted by a red box, and an 'Organisation Documents [2 of 2]' section below it. At the bottom of the document area are buttons for 'Cancel', 'Save and Exit', and 'Save and Continue'.

To enter the club's bank account details and upload the statement click on the green 'plus' icon.

This screenshot shows the same interface as the previous one, but the 'Mandatory [0 of 1]' section is expanded. It displays a table with two columns: 'Type' and 'Uploaded Files'. The first row is 'Bank Statement' with a plus icon next to it. A red box highlights a green plus icon in the 'Uploaded Files' column. Below the table is the 'Organisation Documents [2 of 2]' section. The 'Cancel', 'Save and Exit', and 'Save and Continue' buttons remain at the bottom.

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.

ECB Investment Management System Applications Contacts Organisations My Account - Alan Aarons

URN - 1110 Application for Liberal CC: Back to List Help & Guidance Documents Not Submitted

Add Bank Statement

Is this the account that you wish 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 Add Files

Explanation

Cancel Save Save and Continue

Click on the down arrow to upload the 'Organisation Documents'.

ECB Investment Management System Applications Contacts Organisations My Account - Alan Aarons

URN - 1110 Application for Liberal CC: Back to List Help & Guidance Documents Not Submitted

Documents

Type	Uploaded Files
Mandatory [1 of 1]	
Bank Statement	Bank Statement 1.docx
Organisation Documents [2 of 2]	

Down arrow icon highlighted in red box.

If there are no documents showing click on the green 'plus' icon and follow the instructions to upload the Constitution and/or Public Liability Insurance cover document.

The screenshot shows the 'Documents' section of the application. On the left, there is a sidebar with navigation options: Contact, Organisation, Application, Documents (highlighted in red), and Actions. Below the sidebar are status indicators: To be reviewed (white circle), Approved (green circle), Reviewed (yellow circle), and Rejected (red circle). The main content area is titled 'Documents' and has a dropdown menu set to 'Mandatory [1 of 1]'. Below this, there is a section for 'Organisation Documents [0 of 2]'. A table lists the mandatory documents:

Type	Uploaded Files or Explanation
Constitution or Governing Documents ⓘ	File not uploaded ⓘ +
Public Liability Insurance ⓘ	File not uploaded ⓘ +

At the bottom of the main content area, there are three buttons: 'Cancel', 'Save and Exit', and 'Save and Continue' (highlighted with a red box).

If you have previously applied for funding on IMS, your organisation documents will automatically be added to this application. Click 'Save and Continue'. If there is a red vertical line showing this will need reviewing, refer to the 'Updating Organisation Documents' section.

The screenshot shows the 'Documents' section of the application. The top navigation bar includes 'ECB Investment Management System', 'Application' (with a red dot), 'Contacts', 'Organisations', and 'My Account - Alan Aarons'. A 'Not Submitted' badge is visible in the top right. The sidebar on the left is the same as in the previous screenshot. The main content area shows the 'Organisation Documents [2 of 2]' section with a table:

Type	Uploaded Files or Explanation
Constitution or Governing Documents ⓘ	constitution.docx 🗑️
Public Liability Insurance ⓘ	pngimage.png Expiry Date: 30/05/2023 🗑️

At the bottom, the 'Save and Continue' button is highlighted with a red box.

If the application is complete, click 'Submit'.

If you wish to add any comments or upload any files regarding your application, you can enter them on this page and click the 'arrow' icon to save.

The screenshot displays the 'ECB Investment Management System' interface. At the top, there are navigation links for 'Applications', 'Contacts', and 'Organisations', along with a user profile 'My Account - Alan Aarons'. The main header indicates the current application: 'URN - 1110 Application for Liberal CC:'. A 'Back to List' button and a 'Help & Guidance Documents' button are visible. A 'Not Submitted' status badge is present. The left sidebar contains several 'To Review' buttons for different stages: Contact, Organisation, Application, Partnership Funding, and Documents. Below these is an 'Actions' section with a legend: 'To be reviewed' (white circle), 'Approved' (green circle), 'Reviewed' (orange circle), and 'Rejected' (red circle). The main content area features a 'Comment History' section with a 'Submit' button and a text input field labeled 'Add comment on transition email'. Below this, a larger 'Comment History' box shows 'No comments to show' with a speech bubble icon. At the bottom, there is a file upload area with a dashed border, the text 'Drag and drop a file here', and an 'Add File' button. A red box highlights the 'Submit' button and the text input field. Another red box highlights the file upload area. A third red box highlights the 'Add File' button.

Updating Organisation Documents

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.

ECB Investment Management System Applications Contacts Organisations My Account - Alan Aarons

URN - 1110 Application for Liberal CC: Back to List Help & Guidance Documents Not Submitted

Contact To Review

Organisation To Review

Application To Review

Documents To Review

Documents

Mandatory [1 of 1]

Organisation Documents [2 of 2]

Cancel Save and Exit Save and Continue

On this example you can see when the 'Organisation Documents' tab is expanded there are red vertical lines to the left of the 'Buildings and Contents Insurance' and the 'Public Liability Insurance' documents. To update these, you will need to delete them first, this can be done by clicking on the 'dustbin' icon (🗑️) on the right-hand side of the document.

ECB Investment Management System Applications Contacts Organisations My Account - Alan Aarons

URN - 1110 Application for Liberal CC: Back to List Help & Guidance Documents Not Submitted

Contact To Review

Organisation To Review

Application To Review

Documents To Review

Actions

○ To be reviewed
● Approved
● Reviewed
● Rejected

Documents

Mandatory [1 of 1]

Organisation Documents [2 of 2]

Type	Uploaded Files or Explanation	
Constitution or Governing Documents ⓘ	constitution.docx	🗑️
Public Liability Insurance ⓘ	testing blank page.... Expiry Date: 14/02/2023	🗑️

You will then need to click on the green plus icon to upload the new document.

The screenshot shows the 'ECB Investment Management System' interface. The top navigation bar includes 'Applications', 'Contacts', and 'Organisations'. The user is logged in as 'My Account - Alan Aarons'. The main content area is titled 'URN - 1110 Application for Liberal CC:'. On the left, there is a sidebar with tabs for 'Contact', 'Organisation', 'Application', 'Documents', and 'Actions'. The 'Documents' tab is selected and highlighted in red. Below the sidebar, there are radio buttons for 'To be reviewed', 'Approved', 'Reviewed', and 'Rejected'. The main content area is titled 'Documents' and contains a table with columns 'Type' and 'Uploaded Files or Explanation'. The table has two rows: 'Constitution or Governing Documents' with 'constitution.docx' uploaded, and 'Public Liability Insurance' with 'File not uploaded'. A green plus icon in a red box is visible next to the 'Public Liability Insurance' row.

Complete the Expiry Date of the policy and upload the document by clicking on 'browse to upload' or dragging and dropping the file from a folder.

Once you have done this you can then click on 'Upload' at the bottom of the page.

The screenshot shows the 'ECB Investment Management System' interface with a modal form titled 'Add Public Liability Insurance'. The modal form has a close button (X) in the top right corner. It contains the following fields: 'Expiry Date *' with a date picker showing 'DD/MM/YYYY', 'Drop a file here or browse to upload' with a file upload icon, and 'Explanation' with a text area. At the bottom of the modal, there are 'Cancel' and 'Upload' buttons. The background shows the same 'Documents' section as the previous screenshot, but it is dimmed.

Once the 'Organisation Documents' have been updated the red vertical line should no longer show. To progress the application, you will need to click on the 'Save and Continue' option at the bottom of the page. The red vertical line against the 'Documents' tab will then disappear too.

ECB Investment Management System Applications Contacts Organisations My Account - Alan Aarons

URN - 1110 Application for Liberal CC: [Back to List](#) [Help & Guidance Documents](#) **Not Submitted**

Contact To Review

Organisation To Review

Application To Review

Documents To Review

Actions

To be reviewed
 Approved
 Reviewed
 Rejected

Documents


Mandatory [1 of 1]

Organisation Documents [2 of 2]

Type	Uploaded Files or Explanation	
Constitution or Governing Documents ⓘ	constitution.docx	
Public Liability Insurance ⓘ	testing blank page... Expiry Date: 31/01/2024	

Application Approved

Once the application to become a Disability Cricket Champion Club has been approved, the Key Contact will receive an email from ECB advising to look out for an email from DocuSign which will contain a link with the contract.



Dear Alan

The contract for your Disability Cricket Champion Club Grant application has now been issued through DocuSign, and will require you to electronically sign and submit.

A guide on how to use DocuSign can be found on IMS by clicking on the 'Help & Guidance Documents' button.

ECB Facilities Investment Team

ECB, Lord's Cricket Ground, London NW8 8QZ
 Do not reply to this email. It is not a monitored address.
 Don't like these emails? Click [here](#)

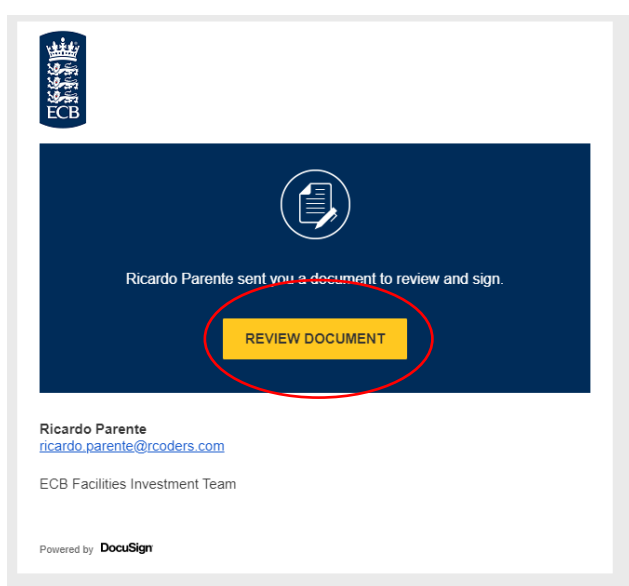
Powered by ECB

Completing DocuSign

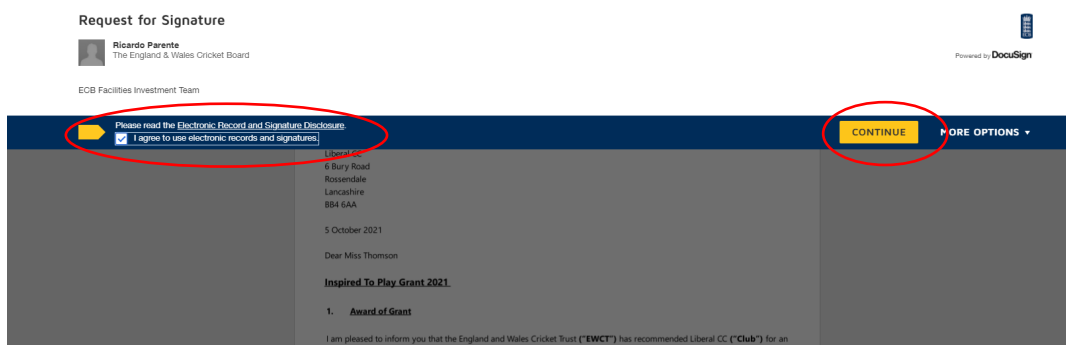
Please read carefully before you sign the document.

Only the Signatories, as named on the application, can sign this document on behalf of the Organisation. When signed, it will become a legally binding contract. Only complete your section of the document. DO NOT attempt to complete a section on behalf of anyone else. If you wish to change a Signatory, you will need to contact ECB.

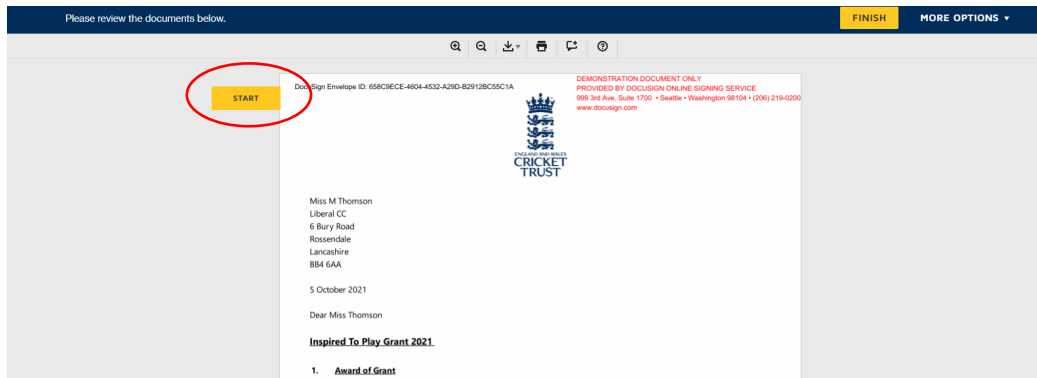
The Key Contact will receive an email from ECB, via DocuSign, containing the Offer Letter which will need to be reviewed and signed. Click on the yellow 'Review' button within the email to start the signing process.



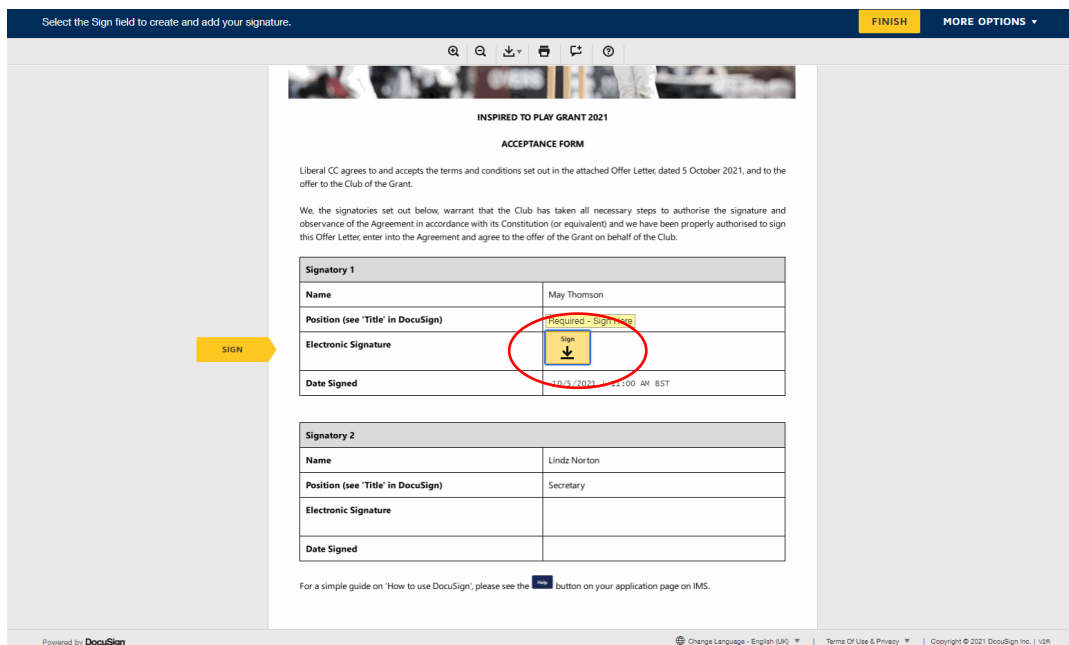
You will need to agree to the terms and conditions of DocuSign and then press 'Continue' to review the Offer Letter.



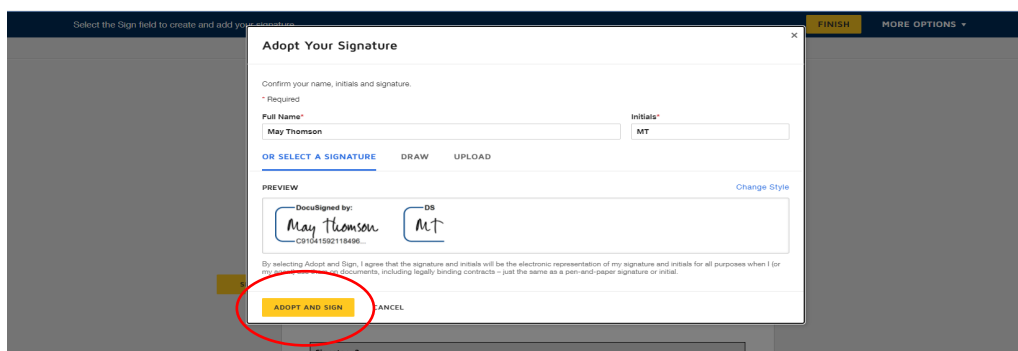
If you are happy with the offer, click 'Start' to automatically scroll to the end of the document where you are required to electronically sign the Acceptance Form.



Click on 'Required – Sign Here' to add your electronic signature.



A new window will appear for you to select a signature. You will also have the option to change the style. Click the yellow 'Adopt & Sign' button.



Click 'Finish' to complete the signing process.

Done! Click Finish to send the completed document.

INSPIRED TO PLAY GRANT 2021
ACCEPTANCE FORM

Liberal CC agrees to and accepts the terms and conditions set out in the attached Offer Letter, dated 5 October 2021, and to the offer to the Club of the Grant.

We, the signatories set out below, warrant that the Club has taken all necessary steps to authorise the signature and observance of the Agreement in accordance with its Constitution (or equivalent) and we have been properly authorised to sign this Offer Letter enter into the Agreement and agree to the offer of the Grant on behalf of the Club.

Signatory 1	
Name	May Thomson
Position (see 'Title' in DocuSign)	
Electronic Signature	
Date Signed	10/9/2021 11:00 AM BST

Signatory 2	
Name	Lindz Norton
Position (see 'Title' in DocuSign)	Secretary
Electronic Signature	
Date Signed	

A new window will appear. Click 'No Thanks' to close and complete the process.

Done! Click Finish to send the completed document.

Save a Copy of Your Document

Sign up for a FREE DocuSign account today and sign all your documents electronically.

E-mail

Password

Confirm Password

Country
-- select --

By clicking the 'SUBMIT' button below, you accept the [Terms & Conditions](#) and acknowledge that your data will be used as described in the [DocuSign Privacy Policy](#).

Electronically sign any document.
Get signatures from others.
Sign on the go with DocuSign Mobile!

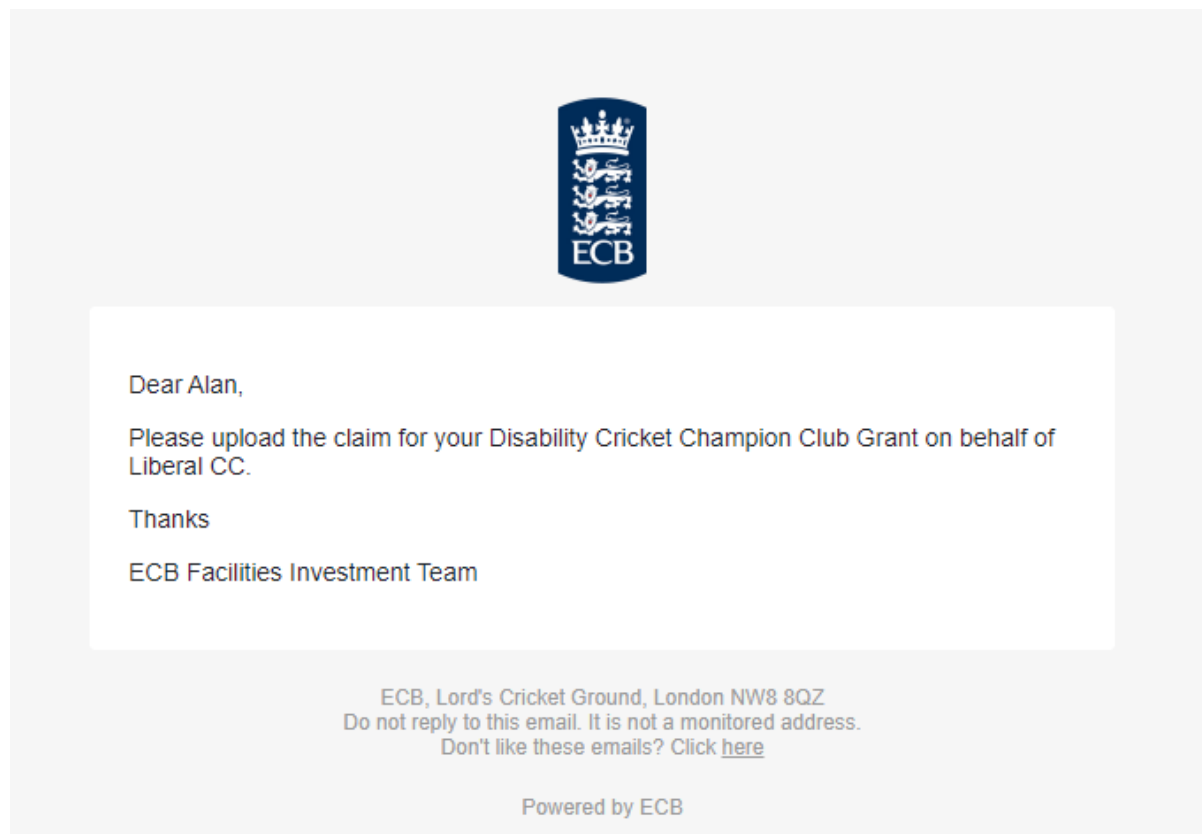
SUBMIT NO THANKS

Once the Key Contact has clicked 'Finish', the **2nd Contact** will automatically receive the Offer Letter for completion of their section by email.

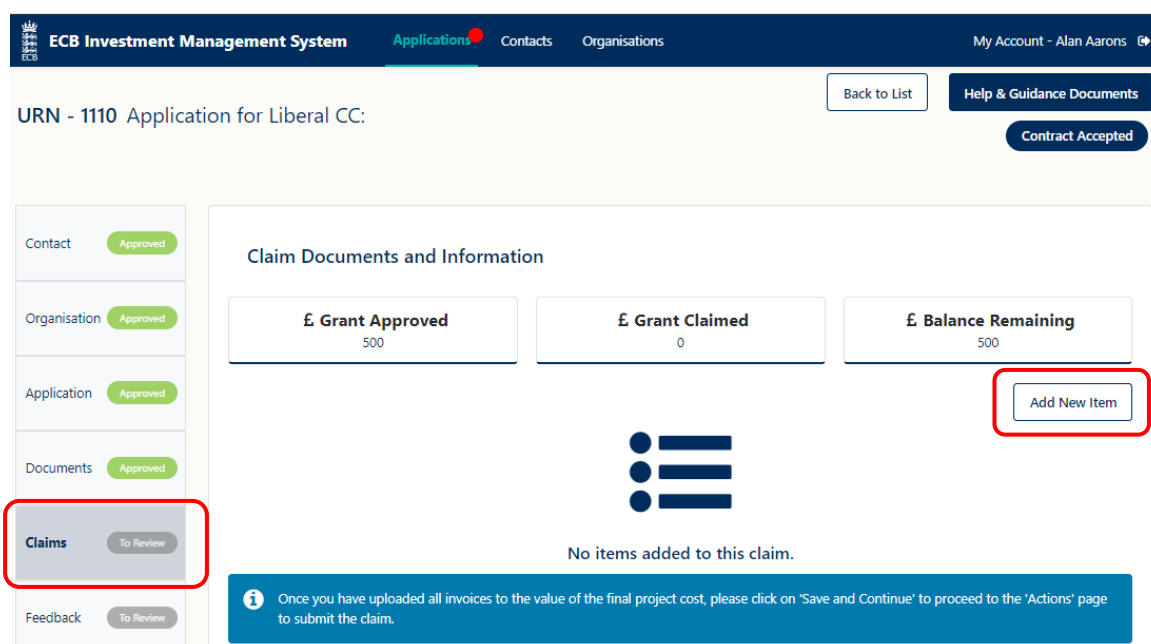
Once both contacts have completed each section, the signed Offer Letter will automatically be returned to ECB via DocuSign, and both signatories will also receive a signed copy, which should be retained for your records.

Making a Claim and Leaving Feedback

Once the delivery end date has passed, the 'Key Contact' will receive an email asking for the claim to be uploaded.



The 'Key Contact' will need to access the application on IMS to provide feedback on the activity they put on and make a claim to receive the DCCC grant. On the 'Claims' tab, click on the 'Add New Item' button.



Please enter the following details shown below, and click on 'Save' (No need to 'Add File')

- Item – DCCC Grant
- Ref – DCCC Grant
- Date – today's date
- Amount to Claim - £500
- Invoice Amount - £500

ECB Investment Management System Applications Contacts Organisations My Account - Alan Aarons

URN - 1110 Application for Liberal CC: Contract Accepted

New Item

Item: DCCC Grant

Reference: DCCC Grant Date: 15/02/2023

Amount to Claim (- Please insert £500): £ 500 Invoice Amount (- Please insert £500. (Upload of invoices is NOT required.)) £ 500

Balance Remaining: 500

Drag and drop a file here

Buttons: Cancel, Save, Add File, Add New Item, Save and Continue

The 'Claims' page will look like this, click 'Save and Continue'.

ECB Investment Management System Applications Contacts Organisations My Account - Alan Aarons

URN - 1110 Application for Liberal CC: Back to List Help & Guidance Documents Contract Accepted

Claim Documents and Information

£ Grant Approved: 500 £ Grant Claimed: 500 £ Balance Remaining: 0

Item(s)	Ref	Date	Grant Claimed	Invoice Amount	Documents
DCCC Grant	DCCC Grant	15/02/2023	£500	£500	-

Buttons: Cancel, Save and Exit, Save and Continue

The 'Feedback' tab will open, if not click on the left-hand side and complete all details including numbers breakdown. Then click on the down arrow to complete the 'Supporting Evidence' section where you can upload pictures of the activity.

The screenshot shows the 'Feedback' form in the ECB Investment Management System. The form is divided into several sections:

- Project Summary:** A text area for providing a summary of the activity.
- Sex:** Three input fields for 'Male', 'Female', and 'Not recorded/Prefer not to say'.
- Age Breakdown:** Two input fields for 'Under 18' and 'Over 18'.
- Disability Breakdown:** Six input fields for 'Learning Disability', 'Physical Disability', 'Hearing Impairment', 'Visual Impairment', 'Multiple impairments', and 'Other/Unknown'.
- Supporting Evidence:** A section at the bottom with a dropdown arrow.

 A legend on the left indicates the status of the application: 'To be reviewed' (grey), 'Approved' (green), 'Reviewed' (orange), and 'Rejected' (red). The 'Feedback' tab is currently selected and marked 'To Review'.

Input a Title, add Comments and either drag and drop a file or click 'browse to upload' to add the document/pictures. Then click 'Add Feedback'. You can add multiple documents and pictures by repeating this process. When you have uploaded all the pictures you have, click 'Save and Continue'.

The screenshot shows the 'Supporting Evidence' form. It contains the following elements:

- Title:** A text input field.
- Comment:** A text area for providing details.
- File Upload:** A section with the text 'Drop a file here or browse to upload' and a cloud icon.
- Add Feedback:** A button to submit the feedback.
- Notification:** A blue bar at the bottom of the form area that says 'No feedback added.'
- Navigation:** Three buttons at the bottom: 'Cancel', 'Save and Exit', and 'Save and Continue'.

Click 'Submit Claim and Feedback' on completion.

The screenshot shows the ECB Investment Management System interface. The top navigation bar includes the ECB logo, 'ECB Investment Management System', and menu items for 'Applications', 'Contacts', and 'Organisations'. The user's account is identified as 'My Account - Alan Aarons'. The main content area displays 'URN - 1110 Application for Liberal CC:' with buttons for 'Back to List', 'Help & Guidance Documents', and 'Contract Accepted'. On the left, a sidebar shows four categories: 'Contact', 'Organisation', 'Application', and 'Documents', each with an 'Approved' status. The main content area features a large empty box with a 'Submit Claim And Feedback' button and a link to 'Add comment on transition email', both highlighted with a red rectangle. Below this is a 'Comment History' section with a dropdown arrow.

Once your feedback and claim have been approved, you will receive a confirmation email advising your grant payment will be made, this is usually received within 10 working days.

The screenshot shows a confirmation email from the ECB Facilities Investment Team. At the top center is the ECB crest logo. The email body contains the following text:
Dear Alan
We are pleased to inform you that a payment will be made for your Disability Cricket Champion Club Grant application (URN 1110) for Liberal CC within the next ten working days to your club's nominated bank account.
Thanks
ECB Facilities Investment Team
At the bottom, the email provides the address: ECB, Lord's Cricket Ground, London NW8 8QZ, a note that the email is not monitored, and a link to unsubscribe. The footer states 'Powered by ECB'.