



DISABILITY CRICKET CHAMPION CLUB GRANT

CREATING AN APPLICATION – CLUB USER GUIDE

Contents

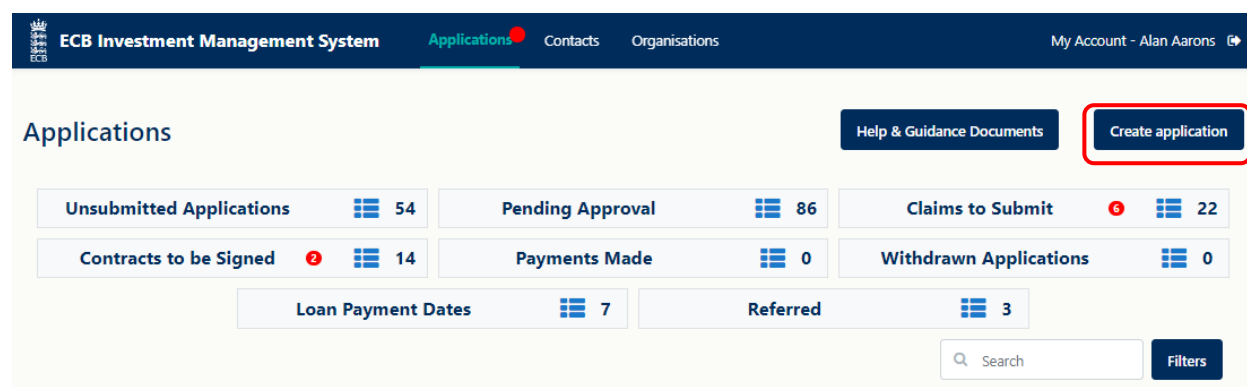
Creating a New Application	2
Documents Section	4
Updating Organisation Documents.....	8
Application Approved	10
Completing DocuSign	11
Making a Claim and Leaving Feedback	14

Creating a New Application

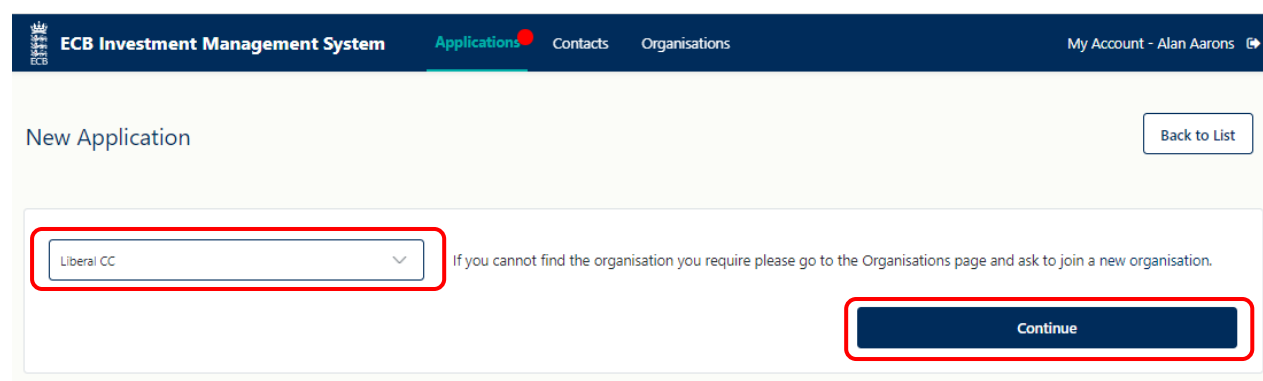
Please Note: Key Dates

- Tuesday 5th May 2026 - Scheme opens to applications from Clubs.
- Friday 16th October 2026 - Closing date for Clubs to submit their application.
- Friday 27th November 2026 - Last date for claims and supporting evidence to be submitted.

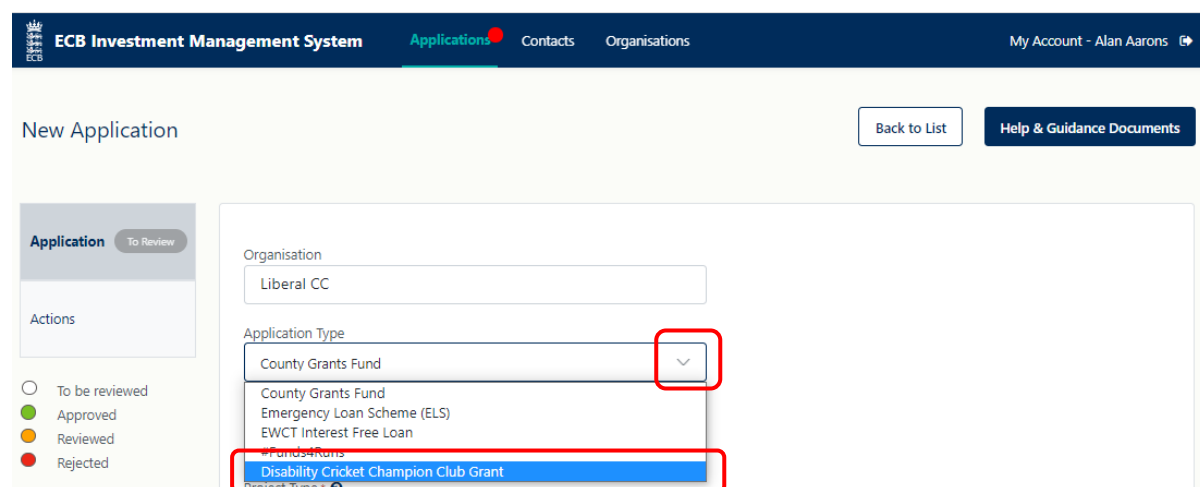
Log on to the ECB Investment Management System (IMS) at <https://ims.ecb.co.uk/> and click on the 'Create application' button at the top right of the screen.



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.
- Confirm if you have discussed the application with your County Cricket Board / Cricket Foundation?
- Enter the start and end dates of your planned activity.
- The 'Delivery End Date' must be no later than Friday 30 October 2026, you will be able to submit your Claim and Feedback after the end date has passed.
- Confirm a 2nd contact who will sign the contract (they will also need to register on IMS).

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’.

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

Documents

Mandatory [0 of 1]

Organisation Documents [2 of 2]

Cancel

Save and Exit

Save and Continue

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

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

Documents

Mandatory [0 of 1]

Type	Uploaded Files
Bank Statement	File not uploaded

Organisation Documents [2 of 2]

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

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

Mandatory [1 of 1]

Type	Uploaded Files
Bank Statement	Bank Statement 1.docx

Organisation Documents [2 of 2]

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.

Documents

Mandatory [1 of 1]

Organisation Documents [0 of 2]

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

Cancel Save and Exit Save and Continue

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.

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

Not Submitted

Documents

Mandatory [1 of 1]

Organisation Documents [2 of 2]

Type	Uploaded Files or Explanation
Constitution or Governing Documents ?	constitution.docx
Public Liability Insurance ?	pngimage.png Expiry Date: 30/03/2023

Cancel Save and Exit Save and Continue

When 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 by clicking on the dropdown.

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

Submit

Add comment on transition email

Comment History

Application To Review

Documents To Review

Actions

To be reviewed

Approved

Reviewed

Comment History

No comments to show

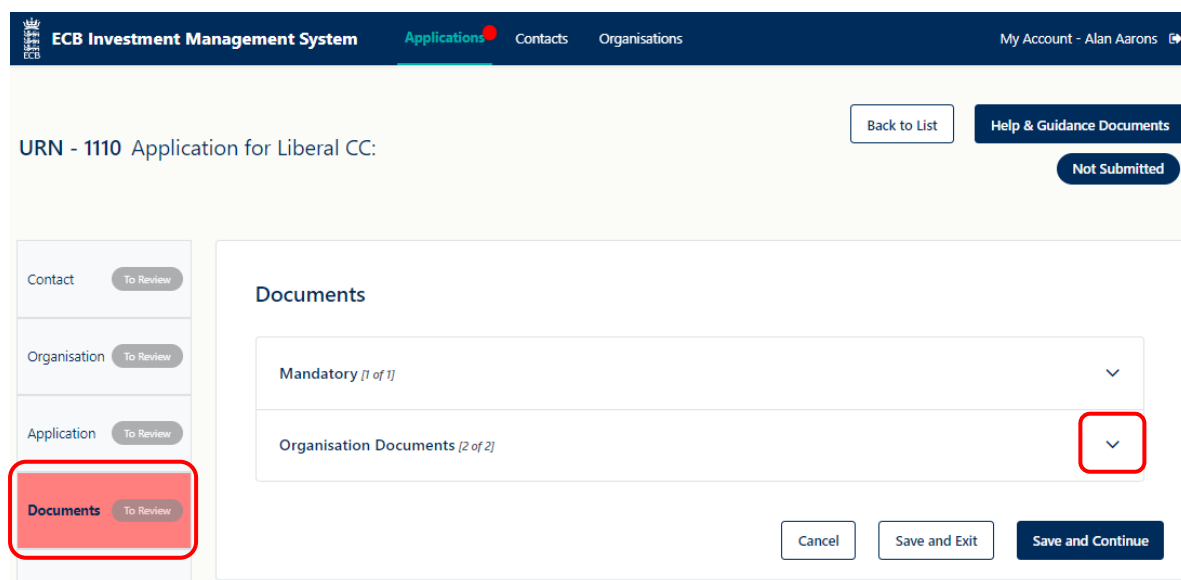
Drag and drop a file here

Add File Save Comment

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

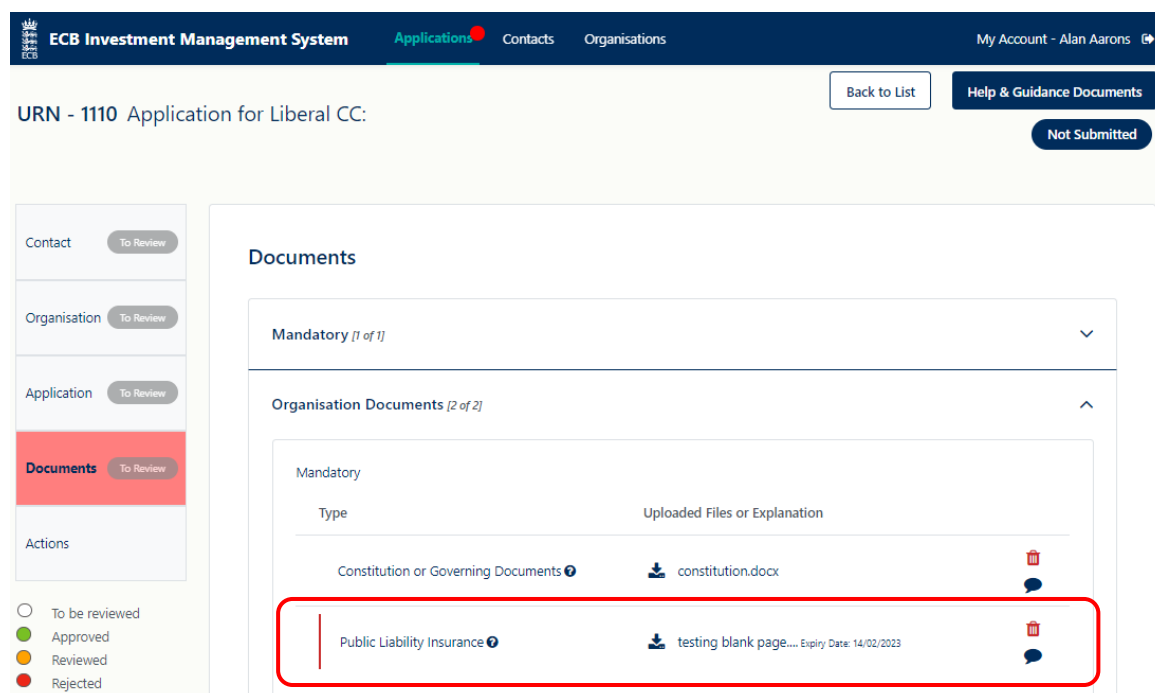
Documents

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 is a red vertical line to the left of the 'Public Liability Insurance' document. To update this, you will need to delete it first, 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.

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 [1 of 2]

Type	Uploaded Files or Explanation
Constitution or Governing Documents	constitution.docx
Public Liability Insurance	File not uploaded

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.

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 [1 of 2]

Public Liability Insurance

Expiry Date *

DD/MM/YYYY

Drop a file here or browse to upload

Explanation

Cancel Upload

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 shaded '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]

Mandatory

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

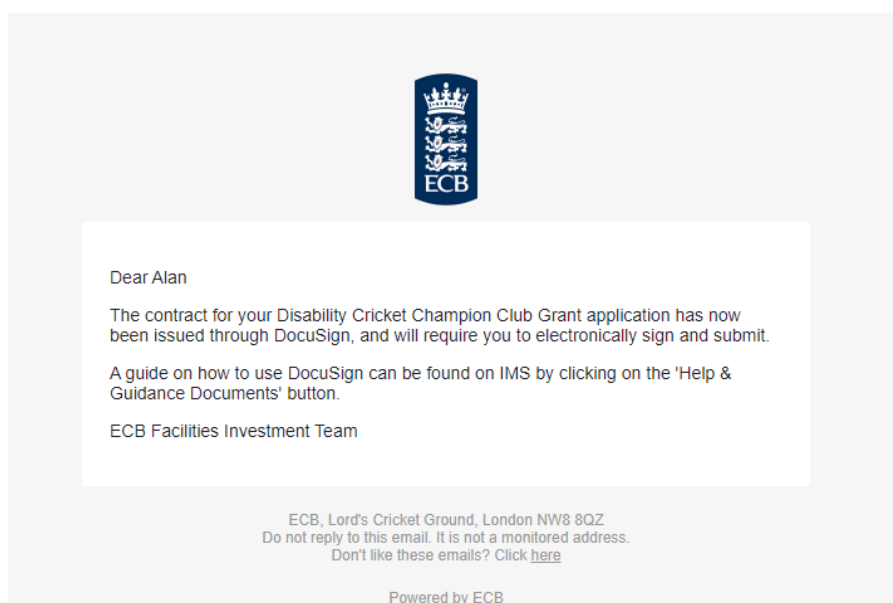
Cancel

Save and Exit

Save and Continue

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 to the contract.

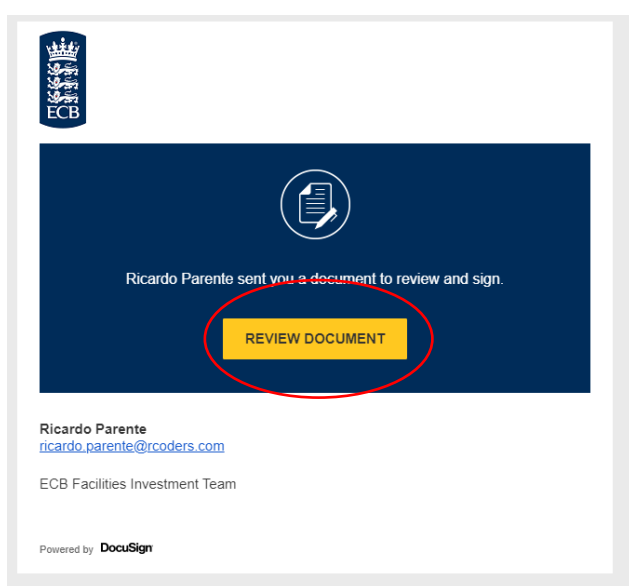


Completing DocuSign

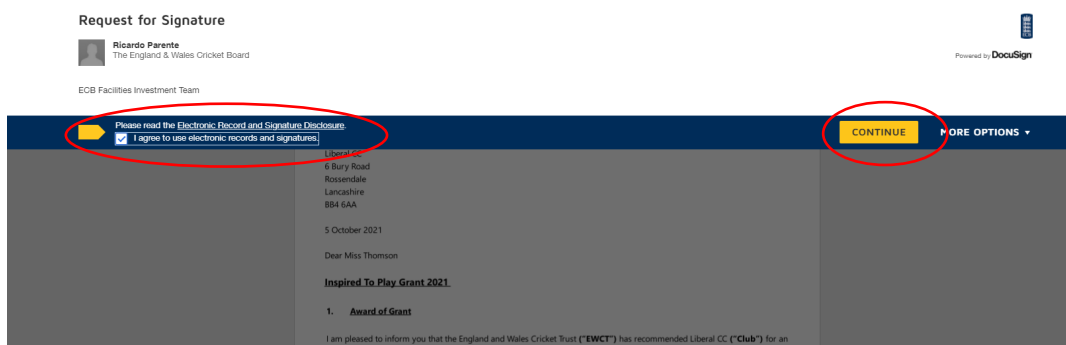
Please read carefully before you sign the document.

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.

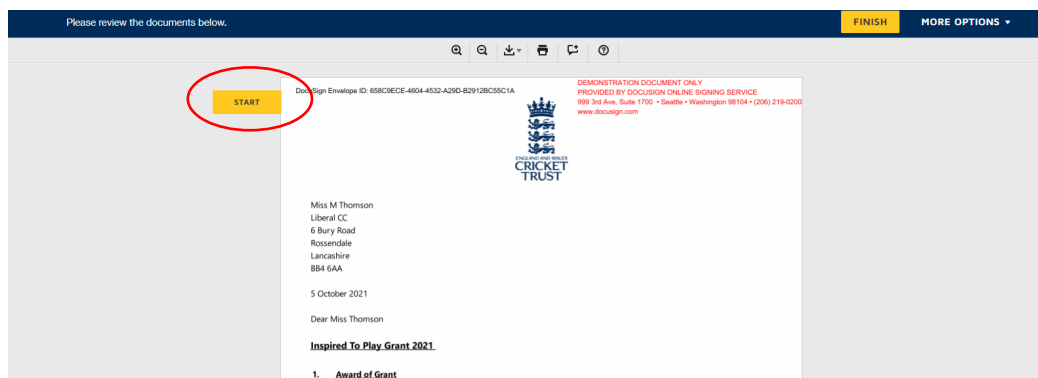
The Key Contact will receive an email from ECB, via DocuSign, containing the Offer Letter which will need to be reviewed and signed. Click on the yellow 'Review' button within the email to start the signing process.



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.

FINISH MORE OPTIONS ▾

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	Linda 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.

FINISH MORE OPTIONS ▾

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:

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](#).

SUBMIT **NO THANKS**

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

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 activity has been completed, the 'Key Contact' will need to access the application on IMS to complete the claim and feedback sections to receive the DCCC grant.

On the 'Claims' tab, click on the 'Add New Item' button.

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

Contact Approved

Organisation Approved

Application Approved

Documents Approved

Claims To Review

Feedback To Review

Claim Documents and Information

£ Grant Approved
500

£ Grant Claimed
0

£ Balance Remaining
500

Add New Item

No items added to this claim.

Once you have uploaded all invoices to the value of the final project cost, please click on 'Save and Continue' to proceed to the 'Actions' page to submit the claim.

Please enter the following details shown below and click on 'Save'.

There is no need to 'Add File' for this scheme as the £500 Grant is a set amount.

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

Contact Approved

Organisation Approved

Application Approved

Documents Approved

Claims To Review

Feedback To Review

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: £0

Drag and drop a file here

Add File

Cancel **Save**

Item: DCCC Grant
Reference: DCCC Grant
Date: today's date
Amount to Claim: £500
Invoice Amount: £500

to proceed to the 'Actions' page

Save and Continue

The 'Claims' page will look like this, click '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.

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, click 'Save and Continue'.

The screenshot shows a form titled "Supporting Evidence" with a red box highlighting the input fields and the "Add Feedback" button. The form includes a "Title" text box, a "Comment" text area, and a file upload area with the text "Drop a file here or browse to upload". Below the input fields is a blue bar with an information icon and the text "No feedback added." At the bottom of the form are three buttons: "Cancel", "Save and Exit", and "Save and Continue", with the "Save and Continue" button highlighted by a red box.

Click 'Submit Claim and Feedback' on completion.

The screenshot shows the ECB Investment Management System dashboard. The top navigation bar includes the ECB logo, the system name, and links to "Applications", "Contacts", and "Organisations". The user's account is "My Account - Alan Aarons". The main content area shows the application details for "URN - 1110 Application for Liberal CC:". On the left, there is a sidebar with status indicators for "Contact", "Organisation", "Application", and "Documents", all marked as "Approved". On the right, there is a "Comment History" section. A red box highlights the "Submit Claim And Feedback" button, which is located next to the "Comment History" section. Below the button is a link that says "Add comment on transition email".

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.



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

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](#)

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