

## 8. CORPORATE GRANT SCHEMES

REPORT OF: HEAD OF LEISURE AND SUSTAINABILITY  
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Wards Affected: All  
Key Decision: No

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### Purpose of the report

1. The purpose of this report is to present thirteen Facility and Small Revenue project grant applications for consideration by the Cabinet Grants Panel.

### Summary

2. A summary of the applications to be considered under both the Facility and Small Revenue grants streams, and the recommendations from the Grants Assessment Group on the level of financial assistance to be awarded to each organisation, are detailed as follows:

### Facility Grants

Organisation	Purpose for which grant is sought	Grant Requested	Grant Suggested
Ansty Village Centre Trust	New community centre and sports facilities	£127,000	£127,000
East Grinstead Town Football Club	Extension to clubhouse	£40,000	£40,000
East Grinstead Cricket Club	Outdoor cricket nets	£19,418	£16,918
Crawley Down Community Centre	Re-fit kitchen and toilets, fence play area and replace chairs	£20,000	£20,000
Crawley Down Tennis Club	Extension and compost toilet	£6,957	£5,218
<b>Total</b>		<b>£213,375</b>	<b>£209,136</b>

### Small Revenue Project Grants

Organisation	Purpose for which grant is sought	Grant Requested	Grant Suggested
Burgess Hill Runners (Sports Grant Application)	Set Up Costs of Park Run	£500	£500
Disability Access – East Grinstead Area	Contribution towards running costs	£1,000	£800
Handcross Rosemary Club	Contribution towards insurance, transport costs and hall hire	£480	£400
Haywards Heath Operatic Society (Arts Grant Application)	Contribution towards 10 personal microphones	£1,815	£1,500
Mid Sussex Older People's Council	Publicity materials in connection with rural "MSOPC Roadshow"	£1,000	£800
Neighbourly Care	Publicity materials and distribution costs		£800
Sheddingdean Community Association/Windmills Opportunity Playgroup	Rental Costs of Community Centre	£4,020	£4,020
Vitalise	Contribution towards respite care breaks for disabled people	£1,197	£660
<b>Total</b>		<b>£11,012</b>	<b>£9,480</b>

### Recommendations

**Members of the Panel are requested to consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendices A and B of this report.**

### Background

- This is the first meeting in the 2013/2014 council year, which considers Facility and Small Revenue grant applications under the Corporate Grants scheme. Partnership Agreement applications were considered by Cabinet on February 12<sup>th</sup> 2013. Subsequent grants rounds are scheduled to be held in September and January, where appropriate.
- The application form is worded in plain English, simple to follow with clear instructions and seeks all relevant information from the applicant that clearly links to the evaluation process. Applications for Partnership Agreements, Facility and Small Revenue Project Grants are assessed against a standard checklist and considered by a "Grants Assessment Group" to ensure a consistent approach to the awarding of grants.

### Assessment and Policy Context

- All applications are assessed against the criteria for the grant scheme, the strategic cultural context and the Council's corporate priorities.
- The applications received in this grants round have been considered by the Grants Assessment Group comprising relevant officers from across the authority together

with a representative from West Sussex County Council's Public Health Team, and, unless there is a conflict of interest, the local Council for Voluntary Service.

7. The Group reaches a consensus as to the merit of each application judged against the agreed criteria and the level of funding that should be recommended to the Cabinet Grants Panel. Additionally, the Group takes into account of the limited budget available and the consideration of a further grants round in this financial year.
8. The presence of outside representatives on the group has enabled effective information exchange with regard to any possible duplication of funding and service delivery. A summary of the assessment of each application is included within the individual project reports in Appendices A and B.
9. All organisations have met the basic criteria and specific grant criteria, i.e. are fully constituted voluntary and not for profit organisations, and have provided the relevant information to support their application.

### **Other Options Considered**

10. The grants provided by this Council are 'pump priming' in the context of enabling the applicants to lever in substantial monies from other organisations, grant-giving charities and national schemes.

### **The Spotlight Programme**

11. The Spotlight Programme is intended to put the Council in closer touch with diverse sectors of the community across Mid Sussex and to give particular focus to local priorities and key activities which aim to improve quality of life for Mid Sussex communities. Each year the Panel agrees to adopt of a theme, the theme for 2013/14 agreed by the Panel at their last meeting is Make a Difference in your Local Community.
12. Small grants will be made available to voluntary/community organisations for one-off events or items of equipment that will make a beneficial difference to their local community, i.e. town or village. The Spotlight grants are aimed at new innovative projects and some examples of activities that could be funded are as follows, schemes to deter anti-social behaviour, decorating a community building, starting a community garden/wildflower garden, formation of a community choir, "Silver Surfers" Day, equipment to tidy-up your neighbourhood, or an event to bring together isolated local people living in the same locality. Awards are likely to be in the region of £500.
13. Projects that will be excluded from the Spotlight Programme include those that are already on-going or those that benefit a wider area than their immediate locality.
14. All applications need to meet the basic criteria of the corporate grants scheme and the standard assessment process will be applied.
15. Applications for grants relating to the Spotlight Programme will be brought to the Panel meeting in September 2013, for consideration. Any application will need to meet the basic criteria of the corporate grants scheme and the standard assessment process will be applied.

## Financial Implications

16. Members will recall that Facility Grants are funded by the use of S106 contributions which the Council holds for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development.
17. The total Revenue Grants budget for 2013/14 is £253,017. Cabinet agreed to support seven organisations under the Partnership Agreement arrangements totalling £227,926 at their meeting of 6th February 2012. Therefore the remaining budget for the revenue Corporate Grants Scheme for 2012/13 is as follows:

<b>Scheme</b>	<b>Budget 2013/14</b>	<b>Allocated and spent to date</b>	<b>Balance for 2013/14</b>
Partnership Agreements	£227,926	£227,926	£0
Small Revenue Grants	£20,091	£0	£20,091
Spotlight Grants	£5,000	£0	£5,000
<b>Total</b>	<b>£253,017</b>	<b>£227,926</b>	<b>£25,091</b>

## Risk Management Implications

18. The main associated risks that may impact upon the successful implementation of the decisions arising from this report would be the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
19. Additionally, the sharing of information with West Sussex County Council will ensure that organisations are not being double-funded for the same purpose.
20. A Contract is signed at the application stage by organisations seeking funding that details the terms and conditions under which the grant is given, including the return of all monies to the Council should the purpose for which the grant is awarded not materialise. In respect of Capital Grants, the Council may impose additional safeguards.
21. All organisations are requested to complete an End of Grant Report at the end of the funding period and required to submit information relating to the grant including purchase invoices, details of the number of residents benefiting from the grant, annual accounts, how the grant was used etc.
22. It is considered that these measures would mitigate the main risks from materialising and indicate a low-risk to the successful outcomes arising from this report.

## Equality and customer service implications

23. As part of the assessment process all of the organisations applying for funding from the Council have complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

## Legal Implications

24. The Council is not obliged to provide grant funding, but by virtue of S.2 of the Local Government Act 2000, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This

includes the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

### **Background Papers**

Grant applications and associated documentation for the Small Revenue Grants and individual Facility Grant project files are held in the Community Services and Culture Section.

**Corporate Capital Grants Scheme \* new application**

Town: Ansty

Title of project: Ansty Village Centre

Applicant: Ansty Village Centre Trust

Type of applicant: Charitable Incorporated Organisation

## Previous Grants in past 5 years:

£17,440	Ansty Village Hall Trust – redeveloping village hall	Feb 2009
£6,831	Ansty & Staplefield PC – cricket nets and seating	Oct 2010

Grant Request to MSDC	£127,000
Total project cost:	£983,000

**Financial Summary**

## Sources of funding and whether secured

Ansty Village Hall Trust	113,000	secured
Ansty Cricket Club	28,000	secured
Ansty Sports and Social Club	42,000	secured
Ansty Village Hall Trust	21,000	applied
Ansty & Staplefield PC	100,000	applied
Ansty Village Hall Trust	4,500	unsecured
Ansty Cricket Club	20,000	unsecured
Ansty Sports and Social Club	20,000	unsecured
England Cricket Board	tbc	unsecured
Sport England – Inspired Facilities	50,000 max	unsecured
Biffa	50,000 max	unsecured
Football Foundation	20,000 max	unsecured
Local fundraising	tbc	unsecured
Total	£ 468,500	

**Summary of project proposal and aims:**

The purpose of this project is to construct a new community centre (the Ansty Village Centre) to replace the existing village hall and sports pavilion facilities at Ansty Recreation Ground.

**Background**

The existing village hall dates back to 1921 and is the freehold property of the Ansty Village Hall Trust (AVHT), it is dilapidated beyond repair and in need of replacement. There is currently a

bar area leased to the Ansty Sports and Social Club (AS&SC) and two changing rooms which fall short of the England Cricket Board/Football Foundation standards. The poor state of the building and the inadequate facilities place limitations on hiring and contributes to the low levels of utilisation and high running costs.

The AS&SC consists of the football club which has two men's teams in the Mid Sussex Football League and Ansty Cricket Club (ACC) which plays in the Sussex Cricket League.

ACC runs four Saturday sides including the first and second teams playing county league cricket. The third team plays in the Mid Sussex Stoner league division 5 with the fourth team as a newly formed team for the coming season. The club also run a Sunday side, with the main emphasis being on the social side of the game with all abilities encouraged to play. The club has a thriving colt section with the vast majority of the current senior squad consisting of current or past colts. In addition, the club also has an up and coming girls section as well as a senior woman's side.

Mid Sussex District Council owns Ansty Recreation Ground and has an RMA with Ansty and Staplefield Parish Council (A&SPC) who deal with routine maintenance and pitch bookings. The recreation ground is used for general public recreation and cricket, there are cricket practise nets and a brick store used by the AS&SC.

AS&SC also has a 25 year lease on the football pitch and second cricket ground on land owned by the Norris Estates to the north of the recreation ground . MSDC has an easement across the recreation ground to allow access to this site.

The Parish Council met on 13 May 2013 and discussed all the project papers including the business case and governance arrangements. Following the meeting, the Parish Clerk confirmed that they remain fully supportive of this project. The Parish Council is impressed with the way that the project has progressed in recent months and is pleased to see all parties working so well together.

### **Project management / governance arrangements**

A&SPC, AVHT and AS&SC have established a Steering Committee and drafted Memorandum of Understanding (MOU), outlining how they can work together to secure a new purpose build multi-functional community building that meets their needs and those of local residents. The Steering Committee consists of two representatives from each of the partner organisations.

The parties have committed to fundraise and share resources to achieve their common aim which is detailed in a Project Initiation Document.

The Steering Committee intends to establish a new Charitable Incorporated Organisation (the Ansty Village Centre Trust) to manage the tendering and construction phases of the projects and responsible for the operation of the new facility once built.

A management committee will be established to oversee the day to day running of the centre with sub-committees responsible for the village hall, sports and social, cricket, bar and catering.

Each sub-committee will have its own accounts and banking, membership and subscription arrangements and pay an annual fee for use of the facilities. The sub-committees will each appoint one trustee to the AVC Board and one representative to sit on the management

committee. A&SPC will nominate two trustees to the Board. A wholly owned trading subsidiary (AVC Services Ltd) will be set up to manage the bar and covenant 100% of profits to the new CIO (AVCT).

## **Design and Build**

A village consultation was carried out in May 2011 and 84% were in favour of the project. Most of those opposed lived close to the recreation ground. Following this the initial design and position of the building was altered to address concerns and the new plan has been better received by local residents.

The new building will provide adjoining social club and village hall areas (that could be combined to create a larger space), kitchen, four sports changing and officials changing rooms that meet the requirements of the national governing bodies, increased car parking capacity from 22 to 54 spaces, an outside store and snooker room.

It will be relocated to MSDC land on the recreation ground (offset by the additional recreation land for the second cricket pitch) and the existing site owned by the AVHT will be used for additional car parking. The cricket nets will need to be relocated and the existing store will be demolished.

A pre-planning meeting has been held with the Council's planning service which the applicants have described as positive and constructive.

## **Land ownership**

A lease agreement will need to be drawn up between MSDC and the new CIO (AVCT) to enable them to build on the recreation ground (with permission to sub lease certain areas to the user groups as necessary). The MSDC Outdoor Business & Property team will need to advertise the potential land disposal, and agreement to this approach would be subject to a report to Council.

The new CIO (AVCT) will have agreements with each of the sub-committees regarding their use of the facilities and contributions toward on-going revenue costs.

The Cricket Club will also need a license of similar from MSDC to allow them to use and maintain the square and nets to satisfy ECB requirements and secure a grant.

The RMA with the Parish Council will need to be revised to reflect the new arrangements.

## **Budget and funding**

The new building has been designed by Scandia Hus and the estimated construction costs supplied by a chartered surveyor are as follows:

Building costs	868,000
Professional fees	25,000
External works (car park – temporary surface only, limited landscaping, paths, services connections etc.)	70,000
Demolition costs	20,000
Total	£983,000



Relocation of the cricket nets is estimated to cost an additional £25,000 and will be carried out within three years of the build.

A separate project to complete the landscaping of the car park and resurface the area will be completed within five years of the build.

The construction of a new community building can be zero rated if it is solely used for a 'relevant charitable purpose', and the steering group is awaiting advice from the HMRC. If they had to pay VAT on the project this would add approximately £175,000 to the costs.

The Steering Group have secured £183,000 toward the project to date and applied for a further £121,000. They have identified a further £164,500 in potential grant funding plus £127,000 from MSDC, making a total of £595,500. This leaves a budget shortfall £387,500 to be covered by an ECB grant/interest free loan and local fundraising.

The Steering Group has drawn up an operating budget for the new building which assumes growth and increased profitability on all areas (village hall, cricket, sports and social and bar). This is an ambitious project and there is a significant funding gap but by working together and pooling resources they can access a wide variety of funding streams.

Members should note that the contributions identified for this project are from the Sandrocks development in Rocky Lane, which is in Ansty and Staplefield Parish and on the outskirts of Haywards Heath. The Council's solicitor has advised that these monies could be used to fund develop facilities in Ansty or Haywards Heath.

It should also be noted that the £113,000 secured by Ansty Village Hall Trust toward this project includes a previous Facility Grant of £17,440 awarded by the Cabinet Grants Panel in February 2009 to rebuild the village hall. The Ansty Village Hall Trust has pledged to contribute this amount toward the combined scheme making the total award from MSDC £144,440.

## **Timetable**

The business plan includes an outline project timetable which needs to be revised as it is unrealistic. In addition to on-going fundraising, the Steering Group will need to apply for planning permission, negotiate with MSDC regarding the lease arrangements, set up the charitable trust and carry out a tendering exercise to clarify the project costs.

## **Head of Finance Comments**

### **Ansty Cricket Colts**

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> October 2012 which show a Deficit of £794.

Total income was £6,329: mainly generated from Subscriptions (£5,317), Grants (£684) Coaching & Training (£150), Fundraising (£105), Miscellaneous (£70) and Interest (£3).

Total expenditure was £7,123; mainly consisting of Rent & Ground Hire (£4,488) and Supplies and Services (£2,635).

Balances held at the end of this period showed Net Assets of £7,244, comprising of Cash at bank £7,244.

### **Ansty Cricket Club**

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> October 2012, which show a surplus of £3,678.

Total income was £9,362; mainly generated from Match Fees (£2,065), Subscriptions (£1,785), Other Income (£1,505), Grants (£4,000) and Interest (£7).

Total expenditure was £5,684; mainly consisting of Supplies and Services (£4,635) and Third party subscriptions (£1,049).

Balances held at the end of this period showed Net Assets of £10,216, which comprised of Cash at bank £10,336 and Creditors (£120).

### **Ansty Sports and Social Club**

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> December 2012, which show a surplus of £1,175.

Total income was £56,513; mainly generated from Bar Takings (£40,217), Fundraising (£7,135), Subscriptions (£6,413), Other Income (£2,726) and Interest (£22).

Total expenditure was £55,338; mainly comprising of Cost of sales (£18,487), Staff Related (£16,335), Premises Related (£16,074), Supplies and Services (£3,187), Depreciation (£1,005) and Transport Related (£250).

Balances held at the end of this period showed Net Assets of £52,041, which comprised of Fixed Assets £6,284, Debtors £2,245, Stock £1,398 and Cash at bank £51,354 and Creditors (£9,240).

### **Ansty Village Hall Trust**

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> December 2012, which show a surplus of £250.

Total income was £6,766; mainly generated from Fundraising (£4,461) and Hall Hire (£2,305).

Total expenditure was £6,516; mainly comprising of Supplies and Services (£6,216) and Third Party grants (£300).

Balances held at the end of this period showed Net Assets of £113,132, which comprised of Cash £113,132.

### **How does the project meet the Council's aims?**

#### **Better Lives**

The project will enable ACC to develop its programme and involve more participants, including junior and women's teams, in healthy outdoor activities. The new changing facilities are essential to realise the ambition of having two cricket grounds at the site. Improved changing facilities offer the opportunity to develop the football programme during the winter, snooker and darts will be played all year round.

#### **Better Environment**

The project will increase off-road parking and improve the local amenities to promote a vibrant, thriving village. The current building is cold and dilapidated, the new building will be far more energy efficient and warm which will encourage more clubs, children's groups and evening classes.

## **Better Services**

The improvement in the village hall facilities will offer the opportunity to promote clubs and societies using the site for meetings and other activities. The church, post office, shop and public house have all closed in the village and this will provide a new community venue for residents' that is fit for purpose.

### **Corporate Grant Assessment Group evaluation of the project**

The assessment group feels that this project to redevelop the village hall will be of benefit the residents of Ansty and the surrounding area.

### ***Corporate Grant Scheme Assessment Group Recommendation***

**The Assessment Group recommends that the Cabinet Grants Panel award the AVCT, a grant of £127,000 (13% of the total project cost) to build a sports and community centre at Ansty Recreation Ground, which is made up of - £76,716 (P35/723 formal sports), £33,325 (P35/723 community buildings) and £16,959 (P35/723 Local Community Infrastructure – ring fenced for expenditure on the toilets and car park) monies.**

**This grant offer is made subject to the following special conditions:**

- **That it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer**
- **The project must be completed within 12 months of project funding being obtained**
- **A new CIO (AVCT) must be established and registered with the Charity Commission (draft constitution to be agreed by MSDC Legal)**
- **A lease agreement to build on the recreation ground must be drawn up between MSDC and the new CIO (AVCT)**
- **The applicant agrees to demolish the existing village hall and store at Ansty Recreation Ground prior to any building works**
- **A signed copy of the MOU and PID are required supported by a revised business plan with an updated timetable and budget (including tender details and advice from the HMRC regarding the VAT position)**
- **Planning permission for the new facility must be obtained.**

## Corporate Capital Grants Scheme \* new application

Town:	East Grinstead
Title of project:	Clubhouse extension
Applicant:	East Grinstead Town Football Club
Type of applicant:	Community Amateur Sports Club
Previous Grants in past 5 years:	£25,000 - Stadia improvements (2007)
Grant Request to MSDC	£40,000
Total project cost:	£295,906

### Financial Summary

Sources of funding and whether secured

Football Stadia Improvement Fund	100,000 applied
Sport England – Inspired Facilities	50,000 applied
SITA Charitable Trust	31,150 applied
Gatwick Airport Community Trust	5,000 applied
East Grinstead War Memorial Ltd	20,000 unsecured
East Grinstead Town Football Club – donations	49,756 secured
Total	£ 255,906

### Summary of project proposal and aims:

The club is seeking grant aid to build a new extension to the clubhouse incorporating changing rooms and ancillary accommodation including spectator toilets and upgrading the facilities to comply with the FA's Ground Grading criteria for Grade E.

### Background

East Grinstead Town Football Club (EGTFC) is a registered not-for profit Community amateur Sports Club run entirely by volunteers. It was formed in 1890 and was a founder member of the Mid Sussex Football League and the Sussex County Football League (SCFL). EGTFC was one of the first clubs in Sussex to attain FA Standard Chartered Development Club status which is a quality standard for coaching, administration and child protection.

It runs four adult teams and has a strong youth programme for under 10s and under 18s. It is the biggest provider of football in the East Grinstead area with a playing membership of over 250 members. EGTFCs first team, reserves and under 18s use the clubs East Court ground for their home matches, some County FA and County League cup matches are played there as well as the annual junior football festival and charity matches. The First Team will finish in the top half of Division One of the SCFL (Step 5) this season and has aspirations to progress to the Ryman League South at the end of the next season which will require an upgrade to the facilities.

The existing clubhouse was erected in 1971 and is a predominantly wooden construction that was refurbished in 2009/10. The current facilities need refurbishing, the roof needs replacing and a spectator toilet is needed that does not require access through licensed premises.

EGTFC intends to demolish the existing temporary boardroom, kitchen and changing rooms and erect a new 16 x 14m single storey extension to the clubhouse to incorporate two team and two officials' changing rooms (male and female), a first aid room, kitchen, spectator toilets, and an increase in covered seating with the provision of turnstiles, vehicular access and resurface the car park. This upgrade will enable the club to comply with National Ground Grading Category E and meet the entry requirements for the Ryman League South. The club has obtained planning permission for these improvements (ref 12/03930/FUL)

The club has drawn up a detailed specification of the works required and obtained three quotations from contractors. The preferred quote, which is the lowest of the three, are as follows:

Demolition of existing and construction of new changing rooms	215,744
Create level area for 2 turnstiles, gated access for emergency vehicles into ground and lower level covered area at clubhouse entrance	35,750
Reconfigure upper seated stand and lower standing stand	7,800
Re-grade and resurface car park, currently an unbound surface and extensively potholed	33,250
Planning and building control fees	1,787
Professional services for survey, drawings etc. for planning and building regulations	1,575
Total	£ 295,906

The project has the support of East Grinstead Town Council who has written a letter in support of the project. EGTFC has 22 years remaining on the lease for the grounds and clubhouse with the East Grinstead War Memorial Ltd and the landlord has invited them to submit a formal application for funds toward the cost of the project.

### **Head of Finance Comments**

Independently examined accounts have been submitted for the year ending 31<sup>st</sup> May 2012, which shows a Surplus of £4,062.

Total income was £88,584; generated from Fees and Subscriptions (£18,767), Bar Income (£18,024), Receipts and Sales (£15,000), Grants (£12,670), Donations (£12,514) Sponsorship and Advertising (£8,671), Other Income (£1,727) Fundraising (£1,163) and Interest (£48).

Total expenditure was £84,522; comprising of Supplies and Services (£49,733), Depreciation (£12,670), Transport Related (£12,629) and Premises Related (£9,490).

Balances held at the end of this period showed Net Assets of £10,317, which comprised of Fixed Assets £63,350, Cash £131,016, Debtors £1,146, Stock £739, Creditors (£185,934).

### **How does the project meet the Council's aims?**

#### **Better Lives**

EGTFC is open to the whole community, values the diverse background of its players and officials and is committed to eliminating discrimination. The realisation of the clubhouse

improvements will enable the club to increase participation, retention and progression. The will continue to promote youth football through the annual junior football festival and the development of the senior sections so that youngsters can aspire to play at County League level.

### **Better Environment**

The project will secure the long term future of the club with modern, clean, functional and aesthetically pleasing facilities reflecting a well-run amateur

### **Better Services**

The improved facilities will encourage the club to achieve its target of promotion from the Sussex County League to Ryman League South and will enable the club to host more Sussex County FA and League key matches which will attract more visitors to the facilities as spectators and players.

### **Corporate Grant Assessment Group evaluation of the project**

The assessment group feels that this project to East Grinstead Town Football Club will be of benefit the residents of East Grinstead and the surrounding area.

### ***Corporate Grant Scheme Assessment Group Recommendation***

**The Assessment Group recommends that the Cabinet Grants Panel award East Grinstead Town Football Club, a grant of £40,000 (16% of the total project cost) to build and extension to the clubhouse and make improvements to the ground which is made up of - £12,908 (P35/652B formal sports), £11,183 (P35/705 formal sports), £13,849 (P35/624 formal sport) and £2,060 (P35/519 formal sport) monies.**

**This grant offer is made subject to the following special conditions:**

- **That it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer**
- **The project must be completed within 12 months of project funding being obtained**

## Corporate Capital Grants Scheme \* new application

Town:	East Grinstead
Title of project:	Outdoor cricket nets and other equipment
Applicant:	East Grinstead Cricket Club
Type of applicant:	Unincorporated organisation and member of East Grinstead Sports Club which is a registered charity
Previous Grants in past 5 years:	£2,041 – indoor cricket nets (Feb 2013)
Grant Request to MSDC	£ 16,918
Total project cost:	£ 19,418

### Financial Summary

Sources of funding and whether secured	
Own fundraising	£ 2,500
Total	£ 2,500

### Summary of project proposal and aims:

The club aims to refurbish the outdoor cricket nets to the ECB required standard and purchase capital equipment to improve pitch preparation and practice facilities.

### Background

East Grinstead Cricket Club was founded 156 years ago and is managed by a team of volunteers. The club are a Sussex Focus Club, obtaining the Sport England Clubmark Award to recognise the club activities as Safe, Effective and Child Friendly. The club has a thriving junior section with over 100 members giving players of all ages the opportunity to be coached and experience competitive cricket for the first time. Up to 100 matches are competed every summer in this section and all coaching is undertaken by experienced qualified ECB coaches.

The club has two grounds and runs 5 senior league teams on a Saturday, one league team plus a friendly side on Sundays and occasional mid-week side and 7 junior sides. A second Sunday team commences in 2013 in the Surrey U18 Development League. Two sides are in the Sussex Premier league and three sides are in the Mid Sussex League. Two Sunday sides compete in the Surrey leagues and a new girls / women's section is being introduced in 2013. The ground is being used for the first time by the Sussex women's County team bringing County women's cricket to the North of the County for the first time.

The club aims to refurbish and upgrade a 4 bay outdoor cricket nets. The existing lanes were installed in 1990 and 2005 and are used most days between April and September. The netting has been attacked by rabbits and an upgrade is needed to bring these facilities up to the ECB standards including fitting batting blinkers and enclosing the bowling area. An Allett power unit and combibrake will enable the club to prepare the pitches and playing surface. A mobile cricket cage will replace the existing cage which is now 10 years old and the portable outdoor practise net will be used and organised practice and coaching sessions 6 times per week with

up to 4 groups on the cricket outfield. The portable nets are light and can be easily assembled and stored.

The project will cost £19,418 in total and the club has raised £2,500 toward the cost of the project. They aim to carry out the work between May – Oct 2013. The applicant drew up a tender brief and obtained competitive quotes for the various elements of the budget and the costs below are based on the best price:

Outdoor synthetic nets refurbishment / upgrade	15,933
Verticut blades – Allett power unit	870
Mobile Cage	1,602
Portable practise net	407
Sisis combirake	606
Total	19,418

East Grinstead Town Council is aware of the grant application and have confirmed that they are fully supportive of the cricket clubs bid for s106 funds. The club is also fundraising for a new bowling machine which will cost a further £2,400 but this task has been assigned to the younger members of the club (18-26 years) and has not been included in this submission.

The club has also enclosed a letter of support from the Sussex Cricket Board and we understand they are in discussion with them about an ECB award for rainwater harvesting.

### **Head of Finance Comments**

Unaudited accounts have been submitted for the year ending 30<sup>th</sup> September 2012, which shows a Surplus of £3,128.

Total income was £30,882; generated from Subscriptions and Memberships (£8,655), Grants and Donations (£8,630), Fees (£5,868), Sponsorship (£3,508) Fundraising (£2,742) and Other Income (£1,479).

Total expenditure was £27,754; comprising of Supplies and Services (£27,754).

Balances held at the end of this period were £4,196, comprising of bank £6,779, Debtors £1,693 and creditors £4,276.

### **How does the project meet the Council's aims?**

#### **Better Lives**

The club offers training facilities to children and adults and provides an opportunity for them to take part in constructive social leisure activities that help them gain skills and keep fit.

#### **Better Environment**

The project provides cricket practice / coaching facilities relevant to the Sussex and Mid Sussex League standards. It will also maintain a facility that has been well used by residents of the Town and District over the past 20 years.

#### **Better Services**

The project will provide cricket match, practice and coaching facilities to Sussex / Mid Sussex League standards.



### **Corporate Grant Assessment Group evaluation of the project**

The assessment group feels that this project to improve the outdoor cricket training facilities will be of benefit the residents of East Grinstead and the surrounding area.

### ***Corporate Grant Scheme Assessment Group Recommendation***

**The Assessment Group recommends that the Cabinet Grants Panel award East Grinstead Cricket Club, a grant of £16,918 (87% of the total project cost) to improve the outdoor training facilities which is made up of - £9,472 (P35/652B formal sports) and £7,446 (P35/709 formal sports) monies.**

**This grant offer is made subject to the following special conditions:**

- **The project must be completed within 12 months of project funding being obtained**

## Corporate Capital Grants Scheme \* new application

Town:	Crawley Down
Title of project:	Building refurbishments
Applicant:	Crawley Down Community Centre (The Haven Centre)
Type of applicant:	Registered Charity
Previous Grants in past 5 years:	£ 0
Grant Request to MSDC	£ 20,000
Total project cost:	£ 24,516

### Financial Summary

Sources of funding and whether secured		
Gatwick Airport Community Trust	1,500	unsecured
Local fundraising	3,016	secured
Total	£ 4,516	

### Summary of project proposal and aims:

The applicant aims to upgrade the facilities by refitting the kitchen and toilets, installing a fenced area for outdoor play and replacing old chairs.

### Background

The Haven Centre provides room hire for the benefit of residents of Crawley Down and the surrounding area. Local community groups and organisations meet at the Haven Centre regularly. They provide facilities for parent and toddler groups, Rainbows, Open Door meetings, birthday parties, fundraising events, keep fit and other classes. The Haven Centre own the building and have a long lease /mortgage with MSDC for the land until 2089.

The community centre is seeking a grant to

- Refit the kitchen to comply with health and safety requirements
- Refit and update the toilets
- Fence an outside area for children to play safely
- Replace old and work chairs

The applicant has included a number of quotes for the works and the following budget is based on the costs supplied by the selected contractors:

Kitchen refurbishments	10,210
Ladies and gents toilets	7,987
Palisade fencing and gates	1,888
150 Azteca Economy Stacking Chairs	4,431
Total	£ 24,516

The kitchen units have been mended and patched on a number of occasions but they are no in such a poor condition they can no longer be adequately cleaned. The under sink units are in a particularly poor condition where the units doors have become wet and the surface area has blown.

The WSCC Rural Outreach Co-ordinator has been encouraging the Haven Centre to develop a safe outside play area and has written in support of the application. The Kiddies Korner Parent and Toddler Group hold two sessions each week and the Children and Family Centres regularly run holiday activities at the Haven Centre and would benefit from these facilities. Worth Parish Councillors have been informed about the application to MSDC and have no objections.

### **Head of Finance Comments**

Independently examined accounts have been submitted for the year ending 31<sup>st</sup> March 2012, which shows a surplus of £3,925.

Total income was £102,934; generated from Rental Income (£95,521), Other Income (£3,139), Activities for generating funds (£3,031) and Donations and Gifts (£1,243).

Total expenditure was £99,009; comprising of Supplies and Services (£51,849), Staff Related (£17,722), Depreciation and Mortgage Interest (£14,959), Premises Related (£12,738) and Governance Costs (£1,741).

Balances held at the end of this period showed Net Assets of £711,366, which comprised of Fixed Assets £802,695, Cash £17,872, Debtors £5,984, Creditors within 1 year (£23,805) and Creditors due after more than 1 year (£91,380).

### **How does the project meet the Council's aims?**

#### **Better Lives**

The project will improve the facilities for the parent and toddler group and provide a safe space for outdoor holiday activities for children.

#### **Better Environment**

This project will improve leisure facilities in the village for the local community, making the centre a cleaner and safer environment.

#### **Better Services**

By providing better facilities the community centre can attract local businesses to use the facilities, which provides good quality meeting space at reasonable rates and a useful income stream for the centre.

### **Corporate Grant Assessment Group evaluation of the project**

The assessment group feels that this project to refurbish and improve the Haven Centre will be of benefit the residents of Crawley Down and the surrounding area.

### ***Corporate Grant Scheme Assessment Group Recommendation***

The Assessment Group recommends that the Cabinet Grants Panel award Crawley Down Community Centre, a grant of £20,000 (82% of the total project cost) to refit the kitchen and toilets, fence an outdoor space and buy new chairs which is made up of - £19,180 (P35/728 community buildings) and £820 (P35/717 community building) monies.

This grant offer is made subject to the following special conditions:

- That it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer
- The project must be completed within 12 months of project funding being obtained

## **Corporate Capital Grants Scheme \* new application**

Town:	Crawley Down
Title of project:	Extension and compost toilet
Applicant:	Crawley Down Lawn Tennis Club
Type of applicant:	Unincorporated Community Sports Club
Previous Grants in past 5 years:	£ 0
Grant Request to MSDC	£ 6,957
Total project cost:	£ 6,957

### **Financial Summary**

The applicant has suggested a number of potential external funding sources listed below but has not secured any match funding to date

- Residents Association
- WSCC
- Gatwick Airport Community Trust
- Local Business sponsorship

### **Summary of project proposal and aims:**

The tennis club wants to build an access path and 3 x 1.5m extension to the existing clubhouse to house a dry composting toilet and portable hand wash unit. This will enable them to expand and retain their membership, hold junior activities on site during the holidays and entertain visiting clubs/matches.

### **Background**

Crawley Down Lawn Tennis Club was established in 1969 and facilities include 4 all-weather courts and a clubhouse with kitchen leased from MSDC until 2026. The club is sited on the eastern corner of the King George V Playing Field off Sandy Lane and is affiliated to British Tennis and the Lawn Tennis Association.

The Club holds regular sessions on Sundays and Thursday all year and on Tuesday evenings during the summer. There are currently 75 members who have access to a court key so they can arrange their own games outside of club session times and the courts are also available to hire by non-members on a play and pay basis. The club welcomes players of all abilities, there is no joining fee and annual subscription prices are very reasonably priced.

Club Championships are held each summer and the Club has a Ladies Team which takes part in the Summer Weald League and a Mixed Doubles Team which takes part in the Winter Weald League. There is a tennis coaching programme ranging from the recognised LTA Mini Tennis programme through to Beginner/Intermediate/Advanced coaching for adults.

In 2008 the club applied for planning permission to rebuild the clubhouse with electricity, water and toilet facilities but this application was refused because of the impact on the adjacent football pitch. They re-applied last year to extend the existing clubhouse and create a footpath and were given planning permission to go ahead in February 2013 (Planning ref: 12/02643/FUL). The club will need to comply with relevant Building Regulations and/or Health and Safety requirements in relation to the toilet and hand washing facilities and has been in contact with the Council's Environmental Health officers to seek advice.

The club has submitted competitive quotes and the project budget is as follows:

Extension	4,650
Path	1,250
Toilet	879
Wash unit	178
Total	£ 6,957

Worth Parish Council has confirmed that they would support MSDC providing a contribution toward the costs of this project.

The club has £18k in reserves but these funds are needed for on-going maintenance of the facilities and major repairs that will be required to courts 3 and 4 in the next couple of years.

### **Head of Finance Comments**

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> March 2012, which show a surplus of £774.

Total income was £3,403; mainly generated from Subscriptions (£3,164), Fees (£103) and Interest (£136).

Total expenditure was £2,629; mainly comprising of Supplies and Services (£1,129) and Depreciation (£1,500).

Balances held at the end of this period showed Net Assets of £38,382, which comprised of Fixed Assets £20,305 and Cash £18,077.

### **How does the project meet the Council's aims?**

#### **Better Lives**

The club offers a place to play tennis which is a healthy outdoor activity that helps combat obesity, lower stress and depression. The installation of a toilet will allow the club to run a school holiday programme for children which encourage more young members to join.

#### **Better Services**

Installation of the toilet should help to increase membership which will secure the clubs future and ensure it remains viable. Improved facilities will encourage families and people of all ages to enjoy taking part in club activities, with no hurry to leave!

## **Corporate Grant Assessment Group evaluation of the project**

The assessment group feels that this project to build an extension and install a compost toilet will be of benefit the residents of Crawley Down and the surrounding area.

### ***Corporate Grant Scheme Assessment Group Recommendation***

**Members will recall that at the previous Cabinet Grants Panel meeting in February 2013 it was decided that a previous applicant should provide 25% toward the projects costs. Therefore, the Assessment Group recommends that the same principle is applied in this case and the Cabinet Grants Panel award the Crawley Down Lawn Tennis Club, a grant of £5,218 (75% of the total project cost) to build an extension and install a compost toilet which is made up of - £5,218 (P35/728) formal sports monies.**

**This grant offer is made subject to the following special conditions:**

- **That it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer**
- **The project must be completed within 12 months of project funding being obtained**
- **Environmental Health to approve the specification for the proposed toilet and hand washing facilities.**

**SMALL REVENUE GRANTS****SPORTS GRANT APPLICATION**

<b>Name of Organisation</b>	:	Burgess Hill Runners
<b>Purpose for which Grant is Sought</b>	:	Contribution towards Set Up Costs for Park Run
<b>Total Project Cost</b>	:	£6,000
<b>Amount of Grant Sought</b>	:	£500
<b>Previous Grants</b>	:	N/A
<b>Grants Awarded from WSCC</b>	:	£1,000

**Background information**

Burgess Hill Runners, established in 1993, focuses on endurance running events such as road races, cross country and multi-terrain. They have a wide range of running abilities and ages.

The organisation, in conjunction with Haywards Heath Harriers, plan to establish a Park Run in June/July 2013; this is a free weekly timed 5km run, aimed at participants of all ages and abilities. This will be the only Park Run in Mid Sussex, currently the nearest runs are in Hove and Crawley; there are 152 Park Run projects across the country (plus hundreds of projects across the globe). **Runners sign up once on the website, then just turn up and run at any event in the world.** The Mid Sussex Park Runs will take place at Clair Park, Haywards Heath, usually on a Saturday morning.

Participants can be anyone from existing runners looking for an extra training run, to beginners looking for help and encouragement, or to people looking to improve their general health, weight loss and mental wellbeing. Both running clubs will be involved in organising the events and there is a high level of interest; there are many people from this area who currently travel to Crawley or Hove to participate in events there.

Park Run events will be run solely by volunteers and the application for funding is to contribute towards the set up costs which will be £6,000, broken down as £2,000 for all equipment costs, £1,000 for training and £3,000 for website setup and event configuration. Each week the results and times for the run will be uploaded to the event specific page of the Park Run website.

Support for the project has already been secured from Haywards Heath Town Council, £500, and West Sussex County Council, £1,000. The Council has offered the use of Clair Park at no charge. **The two running clubs are also contributing £500 each towards the project. They aim to raise £3,000, the remainder will be match funded by Park Run itself.**



## **Head of Finance Comments**

Independently examined accounts have been submitted for fifteen months ending 31<sup>st</sup> March 2013, which show a deficit of (£201).

Total income was £9,604; mainly generated from Membership Fees and Subscriptions (£8,420), Grant (£250), Events and Other Income (£864) and Interest (£70).

Total expenditure was £9,805; mainly comprising of Supplies and Services (£8,185) and Third Party Donations and Subscriptions (£1,620).

Balances held at the end of this period showed Net Assets of £7,137, which comprised of Debtors £1,040, Stock £1,308, Cash at bank £5,422 and creditors (£633).

## **Corporate Grant Assessment Group's evaluation of the project**

The Assessment Group are very supportive of the project which has been run successfully in many locations throughout the country, and internationally. The runs are very popular and the establishment of a Mid Sussex Park Run will provide local residents with an opportunity to take part in a free weekly event without the need to travel to Crawley or Hove. Park Runs are community events with strong loyalty from runners and volunteers.

The 5 km Park Run is an ideal introduction to those people wishing to take up running or for existing runners looking for extra training.

## **The project meets the following corporate objectives**

Better Lives – Healthy Lifestyles. Park Run fosters an attitude towards improving health, fitness and, for some people, to join a formal club structure.

Park Run is fully inclusive, offers free, weekly events with low barriers to participation and in doing so drives and inspires involvement in all sports. The project encourages people to improve their general health, helps to contribute towards weight loss and mental wellbeing.

## **Recommendation**

**£500**

**Name of Organisation** : Disability Access – East Grinstead Area

**Purpose for which Grant is Sought** : Contribution towards running costs (£1,000) and transport costs for visually Impaired readers group (£200)

**Total Project Cost** : £7,500

**Amount of Grant Sought** : £1,200

**Previous Grants** : 2000/01 - £1,000 2001/02 - £500  
2003/04 - £500 2004/05 - £300  
2005/06 - £300 2006/07 - £350  
2007/08 - £300 2008/09 - £300  
2009/10 - £600 2010/11 - £600  
2011/12 - £600 \*2012/13 - £800  
\*Includes £200 towards moving costs

**Grants Awarded from WSCC** : Members Big Society Fund - £3,000  
towards set up costs involved with the  
mobility scooter loan service

### Background information

Disability Access – East Grinstead Area (formerly The East Grinstead and District Access Group) was established in 1996 to address local access issues in the north of the district. The group aims to ensure equal opportunities for any person in the area who suffers from disability, mobility or accessibility difficulties and to provide regular social and educational opportunities to enhance the quality of life for members.

The group, based in offices at East Court Mansion, also works in partnership with Mid Sussex District Council providing access related comments on planning applications for public buildings; their area of responsibility in this respect covers the whole of Mid Sussex. The Group also advises local businesses on access issues and the requirements of the Equality Act 2010.

Each year the group present the Burrin Awards to local businesses, organisations or shops in recognition of exceptional efforts made by them to ease access for disabled people. The Group publish a useful Access Guide detailing accessibility to East Grinstead premises such as shops, restaurants, public houses, churches and community services.

A “Free of Charge” Loan Service for various types of mobile electric scooters, manual wheelchairs, walking frames etc is currently being developed by the organisation and a grant of £3,000 has been received from the WSCC Members Big Society Fund to support the new initiative. Within the application to the Council, the organisation would like to apportion £300 of any successful award from the Council towards a leaflet advertising the new service.

Many campaigns and projects are undertaken by the organisation ranging from National Campaigns, Local Facilities and Individual Requirements, including inclusion in the consultation for the revision of Disability Living Allowance, the revised Blue Badge Scheme and revised Permit Parking Zones in East Grinstead.

In addition to requesting a contribution towards their running costs, Disability Access – East Grinstead has also requested funds of £200 to cover transport costs of the East Grinstead Visually Impaired Readers Group (VIP). The aim of the reading group is to maintain and improve independence and social contact for visually impaired people in the area. The VIP group meets 10 times a year at East Grinstead Library. The direct beneficiaries of the service are those who have their travel arrangements organised by Disability Access – East Grinstead. At present there are no other such reading groups in the East Grinstead area and WSCC Library Service is very supportive of the group. A grant of £250 has been awarded by Gatwick Airport Community Trust but this does not cover the full transport costs.

### **Head of Finance Comments**

Independently examined accounts have been submitted for the year ending 31<sup>st</sup> March 2012 which show a Surplus of £969.

Total income was £9,594: mainly generated from Rental Income (£3,689), Grants and Donations (£4,993) and Fundraising (£912).

Total expenditure was £8,625; mainly consisting of Rent (£4,931), Supplies and Services (£2,939), Transport (£705) and Restricted (£50).

Balances held at the end of this period showed Net Assets of £8,629, comprising of Cash at bank £8,629.

### **Corporate Grant Assessment Group's evaluation of the project**

The organisation works closely with the District Council on planning related access issues, covering the whole of the district. Activities include members meetings, the Burrin Awards, newsletters, circulations, specific projects and provision of the East Grinstead Access Guide, in addition to campaigns and exhibitions. Their work could be of benefit to all local residents and visitors to the area. The organisation also participates actively in community consultation exercises to represent the views of people with disabilities. The Assessment Group recommends awarding a grant of £650 as a contribution towards the running costs of the organisation, in line with previous awards, plus an additional £150 towards the VIP readers group transport costs. Total grant £800.

### **The project meets the following corporate objectives**

Better Lives – Opportunities and Quality of Life for All. Disability Access – East Grinstead makes people aware of the problems faced by disabled people generally and also helps carers cope better with disability. Improving access and facilities for disabled people, their carers and those with mobility problems promotes more healthy lifestyles by increasing physical activity and social interaction.

Better Services – Disability Access – East Grinstead assist Planning ensuring premises are compliant with the Equality Act 2010. Their volunteers conduct site surveys if required. The organisation is a campaigning service for people with disabilities and others with mobility/access issues.

### **Recommendation**

**£800 (£650 as a contribution towards running costs and £150 towards transport costs relating to the visually impaired readers group)**

<b>Name of Organisation</b>	:	Handcross Rosemary Club
<b>Purpose for which Grant is Sought</b>	:	Contribution towards insurance and hall hire
<b>Total Project Cost</b>	:	£3,021
<b>Amount of Grant Sought</b>	:	£480
<b>Previous Grants</b>	:	2000/01 - £400 2009/10 - £500 (Spotlight)
<b>Grants Awarded from WSCC</b>	:	£500 – 2011, 2013 application made for £600 but not determined yet

### **Background information**

The Handcross Rosemary Club was established in 1963. The Club aims to provide social and recreational facilities for elderly and disabled people and to promote the welfare of and encourage good fellowship amongst members.

Monthly meetings are held on 3<sup>rd</sup> Wednesday of each month, with entertainment or a speaker, followed by tea. The community bus collects members. The Club provides the opportunity for members to meet socially for companionship.

The club organises outings once or twice a year which are valued by members who find it difficult to get out on their own and to get to places inaccessible by public transport. They also run occasional coffee mornings and a Christmas Party.

The club is open to people aged 55 and over, or who are disabled or isolated living in Handcross and the surrounding villages. The Club currently has around 60 members all of whom are aged over 60. Many of the members live alone and some are socially isolated. The organisation owns two wheelchairs which can be loaned to anyone in the community in need. The Committee also follows up those members not attending to ensure that they are not in need of further support.

The Club has applied for a grant of £480 to contribute towards hall hire and insurance costs.

### **Head of Finance Comments**

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> December 2011, which show a surplus of £357.

Total income was £3,378; mainly generated from Donations and Grants (£1,688), Fundraising (£1,292), Membership Fees (£397) and Interest (£1).

Total expenditure was £3,021; mainly consisting of Supplies and Services (£2,531), Transport (£264) and Hall Hire (£226).

Balances held at the end of this period showed Net Assets of £2,393, which comprised of Cash at bank £2,393

### **Corporate Grant Assessment Group's evaluation of the project**

It is recognised that for older people to remain well, social interaction and companionship are vital, especially for those who live alone, have mobility difficulties or are isolated living in rural communities. Many of their members do live alone and the opportunity to attend the

Club and share afternoon tea with other members, is a welcome opportunity. The assessment group supports this application.

**The project meets the following corporate objectives**

Better Lives – Opportunities and Quality of Life for All. The Club addresses rural isolation faced by older people and people with disabilities and provides members with opportunities for social interaction and day trips, which may otherwise not be available to them.

**Recommendation**

**£400**

## ARTS GRANT APPLICATION

<b>Name of Organisation</b>	:	Haywards Heath Operatic Society
<b>Purpose for which Grant is Sought</b>	:	To purchase 10 personal microphones
<b>Total Project Cost</b>	:	£3,630
<b>Amount of Grant Sought</b>	:	£1,815
<b>Previous Grants</b>	:	N/A
<b>Grants Awarded from WSCC</b>	:	N/A

### Background information

Haywards Heath Operatic Society (HHOS) has been based in Haywards Heath since 1964, and has members from all over Mid-Sussex and beyond. They put on two shows each year – mainly West End and Broadway musicals performed at various local venues including Clair Hall and The Hub.

The performances attract between 1,500-2,000 local people at each of their shows every year. Recent past shows have included Jane Eyre, Sweet Charity, The King and I, Guys and Dolls, HMS Pinafore, The Wizard of Oz, 42<sup>nd</sup> Street and Blitz.

The organisation has requested a grant to cover half of the costs involved to buy 10 personal microphones; they intend to fundraise themselves for the remainder. The Society states that many local Operatic Societies have folded due to incurring significant losses on production costs which are not covered by ticket prices. The cost of sound and lighting continue to rise but HHOS are reluctant to increase ticket prices in these recessionary times. They consider that by owning their own microphones this would reduce their production costs and greatly assist the Society in continuing to put on quality musicals to the Mid Sussex community.

### Head of Finance Comments

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> December 2012, which show a deficit of (£5,343).

Total income was £22,636; mainly generated from Sales (£20,760), Subscriptions (£1,221) and Fundraising (£655).

Total expenditure was £27,979; mainly comprising of Supplies and Services (£24,493), Royalties (£3,411) and Transport (£75).

No Balance Sheet was provided

### Corporate Grant Assessment Group's evaluation of the project

HHOS is a long established local organisation (almost 50 years), attracting large audiences at their productions. They have open (and friendly) dialogue with both Burgess Hill Musical Theatre Society and East Grinstead Operatic Society and share production facilities, when possible; however, these Societies also do not own their own microphones. The Grants Assessment Group recommends that as a condition of the award, the microphones are also to be made available, when possible, to the other two Societies in Burgess Hill and East Grinstead.

### **The project meets the following corporate objectives**

Better Lives – Opportunities and Quality of Life for All. HHOS promotes music and drama in Mid Sussex contributing towards mental wellbeing and reducing social isolation by bringing people together. The Society is open to all and at each show around 100 people on average take part in the productions. The shows attract large audiences from the Mid Sussex locality enabling them to enjoy high quality theatre productions in the local area.

### **Recommendation**

**£1,500**

<b>Name of Organisation</b>	:	Mid Sussex Older People's Council
<b>Purpose for which Grant is Sought</b>	:	Publicity materials in connection with the rural "MSOP Roadshow"
<b>Total Project Cost</b>	:	£1,000
<b>Amount of Grant Sought</b>	:	£1,000
<b>Previous Grants</b>	:	2005/6 - £652 2006/7 - £700 2007/8 - £700 & £750 (Spotlight grant) 2009/10 - £385 & £500 (Spotlight grant) 2010/11 - £750 2011/12 - £500 (Spotlight grant)
<b>Grants Awarded from WSCC</b>	:	2013 application made for £2,400 but not determined yet

### Background information

Mid Sussex Older People's Council (MSOPC), established in 2004, aims to communicate with decision-making organisations on behalf of the older residents of Mid Sussex. The organisation holds public meetings on subjects of concern/interest to older people and publishes a regular newsletter. Their membership is around 1,200.

MSOPC is planning a Roadshow with the aim to visit as many village fetes in Mid Sussex during the 2013 summer period as possible (with a target of 10), the purpose is to engage with older people living in rural areas who may be socially excluded either through lack of family contacts, disability or lack of public transport. Information will be provided to these people covering issues such as benefit changes, Council Tax discounts, assistive services in the home, MSOPC publicity material and a copy of their latest newsletter. Attending at the Roadshows will be experienced MSOPC volunteers who will provide signposting advice on any matters of concern.

From the number of people visiting their stand at the various village fetes, MSOPC hope to be able to pinpoint areas more accurately where lack of public transport prohibits people from participating fully in their community. They hope to identify any existing local pensioner groups in each village, co-work with them and also provide transport for those older people wishing to attend their local village fete but who cannot do so due to lack of public transport.

At the end of the Roadshow visits, MSOPC plan to consolidate their findings into a post-event report that will be shared with relevant service providers and local authorities.

The grant requested by MSOPC is to purchase printed carrier bags (£140), inscribed pens (£230), production of newsletter and information (£300), hire of stall, publicity and administration costs (£330).

### Head of Finance Comments

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> December 2012, which show a surplus of £3,352.

Total income was £17,792; mainly generated from Donations and Grants (£17,775) and Interest (£17).



Total expenditure was £14,440; mainly comprising of Supplies and Services (£7,860), Staff Related (£4,849) and Travel Related (£1,731). Balances held at the end of this period showed Net Assets of £13,248, which comprised of Cash £13,248.

### **Corporate Grant Assessment Group's evaluation of the project**

The Roadshows will exclusively target the villages of Mid Sussex where social exclusion may exist. From information gathered at their public events, MSOPC are aware that there is a lack of people attending from the rural parts of Mid Sussex which may be due to lack of public transport or because their publicity does not reach them. MSOPC hope that by attending village fetes and engaging with local older people in rural communities they will have a better understanding of the issues and concerns which they face.

### **The project meets the following corporate objectives**

Better Lives – Opportunities and Quality of Live for All. 23% of the rural population are over retirement age compared to 18% in urban areas, and the proportion is expected to rise. The rural Roadshow will inform, liaise and consult with older people on issues of concern living in rural areas of Mid Sussex which will, hopefully, contribute to a better quality of their life.

### **Recommendation**

**£800**

<b>Name of Organisation</b>	:	Neighbourly Care
<b>Purpose for which Grant is Sought</b>	:	Publicity materials and distribution costs
<b>Total Project Cost</b>	:	£1,000
<b>Amount of Grant Sought</b>	:	£1,000
<b>Previous Grants</b>	:	2009/10 - £500 Spotlight
<b>Grants Awarded from WSCC</b>	:	£1,500 – 2011, £1,500 - 2012

### **Background information**

Established in 2008, Neighbourly Care provides practical help to housebound or isolated older people, people who are sick or disabled, people who are lonely, parents with young children or people in a sudden crisis.

The service, run entirely by volunteers, is free, although donations are appreciated. All volunteers have been checked by the Disclosure and Barring Service (previously Criminal Records Bureau). Neighbourly Care offers escorted shopping, shopping for the housebound, local transport, light help in the home, minor household repairs, small gardening jobs, befriending/visiting.

After making contact with the organisation, each client is assessed by one of their volunteers in order to ensure that they are the most appropriate organisation to help, if not, Neighbourly Care will offer signposting advice. Once the assessor has ensured that Neighbourly Care can offer the appropriate level of help, the assessor then matches a volunteer to the client. The selected volunteer contacts the client directly to make the necessary arrangements for visiting, shopping or whatever service is needed.

Neighbourly Care has requested a grant of £1,000 to cover the production costs of 20,000 new leaflets (£650) and distribution costs (£350). They wish to distribute the leaflets throughout their area of operation (Hassocks and Burgess Hill) with the aim to expand their activities and recruit more volunteers.

The service is highly valued by its clients and continues to be much needed.

### **Head of Finance Comments**

Unaudited accounts have been submitted for the year ending 31<sup>st</sup> January 2011, which shows a Surplus of £1,447.

Total income was £5,100 generated from Grants (£2,500), Donations (£1,876), Fundraising (£723) and Interest (£1).

Total expenditure was £3,653; comprising of Supplies and Services (£2,072) Transport Related (£1,297), Depreciation (£155) and Staff Related (£129).

Balances held at the end of this period showed Net Assets of £4,179, which comprised of Fixed Assets £309, Cash £4,670, Debtors £164 and Creditors (£964).

### **Corporate Grant Assessment Group's evaluation of the project**

Neighbourly Care was established following a recognised need in the Hassocks and Burgess Hill area and its services are in demand. In providing the type of services such as escorted shopping, local transport (ie to Health Centre, shops, hospital visiting), light help in

the home or minor household repairs this enables vulnerable isolated people to stay in their own homes for longer and live more independent lives.

**The project meets the following corporate objectives**

Better Lives – the range of practical services offered by Neighbourly Care help vulnerable and isolated people to remain independent and living in their own homes for longer. The service is run by volunteers undertaking the type of tasks that would normally be undertaken by neighbours, friends or family members for people who have no other way of getting help.

**Recommendation**

**£800**

<b>Name of Organisation</b>	:	Sheddingdean Community Association/ Windmills Opportunity Playgroup
<b>Purpose for which Grant is Sought</b>	:	Rental costs of Community Centre
<b>Total Project Cost</b>	:	£4,020
<b>Amount of Grant Sought</b>	:	£4,020
<b>Previous Grants</b>	:	From 1997 £2,200 per annum From 2004 £3,720 per annum From 2011 £4,020
<b>Grants Awarded from WSCC</b>	:	N/A

### **Background information**

The Community Services Committee at its meeting in September 1997 considered a detailed report on the Sheddingdean Community Centre and the financial position of the Association which currently leases the Centre from the Council. At that time the Committee agreed in principle to make an annual grant, equal to the annual rent, which they are required to pay to the Council. It was noted that the organisation operates on a very restricted financial basis and that without what is effectively a 'rebate' on the rental it would almost certainly cease to exist.

The Sheddingdean Community Association is a group of local residents who manage the Community Centre. The Centre is hired on a regular basis by Sheddingdean Baptist Church, Weight Watchers, U3A, Dance School ,in addition to casual hirings.

The Windmills Opportunity Playgroup occupies the Maple Room and is open four days per week for children with special needs and all the children attending have been referred through social services.

The rent has been subject to a review by the Council's Property officers and was increased to £4,020 pa, in November 2011.

### **Head of Finance Comments**

Sheddingdean - Unaudited accounts have been submitted for the year ending 31<sup>st</sup> March 2012, which shows a Surplus of £2,899.  
Total income was £8,456 generated from Rental Income (£8,435), Other Income (£20) and Interest (£1).  
Total expenditure was £5,557; comprising of Supplies and Services (£4,128) and Staff Related (£1,429).  
Balances held at the end of this period showed Net Assets of £7,808, which comprised of Cash £7,808.

Windmills Opportunity Playgroup - Unaudited accounts have been submitted for the year ending 31<sup>st</sup> July 2012, which shows a Surplus of £14,011.  
Total income was £61,044 generated from Fees (£30,461), Grants and Donations (£29,356), Fundraising (£926), Other Income (£187) and Interest (£114).

Total expenditure was £47,033; comprising of Staff Related (£33,203), Supplies and Services (£11,240) and Rent (£2,590). Balances held at the end of this period showed Net Assets of £38,995, which comprised of Cash £38,995.

### **Corporate Grant Assessment Group's evaluation of the project**

Sheddingdean Community Centre plays an important role in bringing the local community together by offering a focal point for neighbourhood activities and a base for local voluntary and community groups; regular hirers include Windmills Opportunity Playgroup, Toy Library, Rosewood School of Dance, Baptist Church, Weight Watchers, and U3A.

Windmills Opportunity Playgroup is a long established and well respected playgroup that has been running since 1984, and they successfully support children with a range of additional needs.

### **The project meets the following corporate objectives**

Better Services and Better Lives – Opportunities and Quality of Life for All. The centre is used by a number of groups which provide social interaction and opportunities for physical activities for the local community. The Sheddingdean Community Association has responsibility for the maintenance of the grounds surrounding the centre. Windmills Opportunity Playgroup provides the chance for children with special needs to play and interact with other children in a structured environment and is an important part of building social skills.

### **Recommendation**

**£4,020**

<b>Name of Organisation</b>	:	Vitalise
<b>Purpose for which Grant is Sought</b>	:	Contribution towards 33 respite care break weeks
<b>Total Project Cost</b>	:	£11,979
<b>Amount of Grant Sought</b>	:	£1,197
<b>Previous Grants</b>	:	1995/6 - £882    1996/7 - £1,541 1997/8 - £2,500    2000/1 - £280 2001/2 - £350    2002/3 - £217 2004/5 - £300    2005/6 - £500 2006/7 - £620    2007/8 - £620 2008/9 - £740    2011/12 - £1,060 2012/13 - £1,000
<b>Grants Awarded from WSCC</b>	:	N/A

### **Background information**

Vitalise was established as a national disability charity in 1963 to provide short breaks for disabled people and their carers.

Last year they provided 4,838 weeks of breaks to disabled adults, children and their carers. The charity operates three accessible UK centres – in Southport, Essex and Southampton. Each centre runs an extensive programme of short breaks for disabled people in a holiday setting. Vitalise provides 24-hour personal support and care-on-call in a relaxed environment, as well as pre-arranged programmes of trips, activities and ranges of themed weeks to choose from.

Breaks include a choice of a large number of activities and excursions, and evening entertainment is provided every night. Many different special interest weeks, such as Country and Western, fishing, spring gardens, wildlife, youth, horse racing and myths & legends are offered.

Fully trained staff and volunteers aim to make the guests' experience enjoyable and memorable, whilst catering for individual needs. Vitalise creates a supportive environment that allows guests to relax and unwind, or join in with activities. The organisation also runs a programme of holidays and activity breaks for visually impaired and partially sighted people.

The organisation states that without financial help the majority of disabled people cannot afford a break and Vitalise subsidise the cost of each break – the charges vary depending on the time of year and the chosen centre. Last year disabled Mid Sussex residents benefited from 33 care breaks.

Vitalise has requested a grant of £1,197 to contribute towards the cost to provide 33 care breaks for disabled Mid Sussex residents, plus volunteer costs, representing 10% of the total cost which amount to £11,979.

### **Head of Finance Comments**

Independently audited accounts have been submitted for the year ending 31<sup>st</sup> January 2011, which shows a deficit of £1,909,000.

Total income was £8,998,000 (£187,000 Restricted); generated from Charitable Activities (£6,656,000), Donations and Legacies (£1,523,000), Income from Generated Funds (£812,000) and Investment Income (£7,000).

Total expenditure was £10,907,000 (£308,000 Restricted); comprising of Charitable Activity Costs (£9,864,000), Costs of Generating Funds (£1,041,000) and Loss on Sale of Fixed Asset (£2,000).

Balances held at the end of this period showed Net Assets of £9,100,000, which comprised of Fixed Assets £7,166,000, Cash £1,397,000, Assets held for resale £1,294,000, Debtors £884,000, Stocks £14,000, Creditors within 1 year (£1,355,000) and Creditors due after more than 1 year (£300,000).

### **Corporate Grant Assessment Group's evaluation of the project**

The organisation provides high quality breaks for disabled people based on individual need that additionally allows carers the opportunity to have a rest from their vital care role.

All their guests complete a questionnaire at the end of their stay, the results of which are subsequently analysed and used as a tool to drive forward changes and improvements.

In previous years, this Council has applied a calculation when awarding grants to Vitalise based on £20 per care break. For 2013 the organisation wish to support 33 care breaks for Mid Sussex residents and, by using the same calculation, the Grants Assessment Group recommend awarding Vitalise a grant of £660.

### **The project meets the following corporate objectives**

Better Lives – Opportunities and Quality of Life for All. Vitalise offers freedom, choice and opportunity in a relaxed, inclusive holiday environment, enabling their guests to regain confidence and vitality. They aim to contribute to the well-being of disabled and visually impaired people, their carers and families.

Better services – the provision of carers breaks helps relieve the pressure on local authorities who may otherwise be required to provide respite care.

### **Recommendation**

**£660**