

NB – all recommendations in this are dependent on the completion of appropriate due diligence checks. These will be completed in time for a verbal report at the meeting.

Micro-business Grants Scheme

Town:	Burgess Hill
Project:	Apprentice
Applicant:	Premier Marketing
Type of business:	Providing corporate merchandise
Grant Request to MSDC	£1,500
Total project cost:	£Costs associated with the apprentice

Summary of project proposal and aims:

Employment of an apprentice to assist with various office-based administration and marketing tasks.

Background

Premier Marketing was established in 1999 to provide corporate merchandise to order and now provides its services in seven countries. The current owners bought out the company 3 years ago and are looking for an apprentice to improve sales capacity as the business starts to see more growth.

How does the project meet the stated criteria

Delivering wider outreach – additional support for the sales force will allow the team to reach more prospects (as well as better serve existing clients)

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the grant will allow an apprentice to be taken on

Delivering community benefit – the company supports a number of charities and also has established a payroll giving system. The growth of the company will facilitate further charitable activity.

Officer evaluation of the project

Premier Marketing fit the criteria of a micro-business with 2 full time employees, 4 part-time employees and an apprentice. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the company to employ an apprentice to assist with office-based administrative and marketing tasks. This meets the overall aim of the grant programme (supporting microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1500 is awarded to Premier Marketing to support the employment of an apprentice.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	Purchase of laptop and accompanying software
Applicant:	Bright Light Film
Type of business:	Marketing
Grant Request to MSDC	£275
Total project cost:	£550

Summary of project proposal and aims:

Purchase of a laptop with appropriate software to facilitate presentations in meetings as well as the capability to work outside the office.

Background

Bright Light Film has been operating as a film production company for 5 years. The company now focuses on delivering customer testimonials and developing educational/promotional web videos for their clients. The company is seeking assistance with the purchase of a laptop and accompanying software that will enable the owner to be more flexible in work locations and deliver presentations to clients at their offices.

How does the project meet the stated criteria

Delivering wider outreach – being able to work flexibly will enable the company to reach more clients as well as facilitating a more professional approach to client meetings which should lead to securing more clients.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Bright Light Film Ltd fit the criteria of a micro-business with 1 full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The laptop and software will allow Bright Light Film to work more flexibly and professionally which will enable them to reach out to greater number of clients. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £275 is awarded to Bright Light Film to assist with the purchase of a laptop and software.

Micro-business Grants Scheme

Town:	Burgess Hill
Project:	Recruitment of an apprentice
Applicant:	MIJC Ltd
Type of business:	PAT testing
Grant Request to MSDC	£1,500
Total project cost:	£6,000

Summary of project proposal and aims:

The recruitment of an apprentice to undertake general administration tasks whilst also gaining qualification as a PAT tester.

Background

MIJC Ltd (trading as MPAT) changed direction two years ago to focus solely on delivering PAT testing services. As the business is now growing well, MIJC Ltd are seeking assistance with the recruitment of an apprentice to undertake business administration work whilst learning the practical skills and gaining the formal qualification of a PAT tester

How does the project meet the stated criteria

Delivering wider outreach – the assistance of an apprentice will enable the company to reach more clients

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the project will facilitate the recruitment of one apprentice, if the company continues to grow there will be the opportunity for further apprentices along with another full time employee.

Delivering community benefit – not applicable

Officer evaluation of the project

MIJC Ltd fits the criteria of a micro-business with 1 full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The recruitment of an apprentice will provide an opportunity for an apprentice to gain experience in a local business and a formal qualification, it will also help the company reach more clients. This meets the overall aim of the grant programme (supporting microbusinesses to take on apprentices as well as supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1500 is awarded to MIJC Ltd to support the recruitment of an apprentice.

Micro-business Grants Scheme

Town:	Crawley Down
Project:	Recruitment of an apprentice along with a website upgrade and company clothing
Applicant:	ASL Carpentry & Construction Ltd
Type of business:	Construction
Grant Request to MSDC	£2,100
Total project cost:	£4,200

Summary of project proposal and aims:

Recruitment of an apprentice to allow the company to take on bigger jobs along with the purchase of clothing with the company logo and an upgrade of the website to provide a more professional image.

Background

ASL Carpentry & Construction Ltd has been operating for two years and offers a carpentry and joinery service along with overall project management for construction projects. They are also a member of CheckaTrade.com. The company is seeking assistance with the recruitment of an apprentice to allow them to take on bigger jobs, and also assistance with the purchase of clothing with the company logo along with an edit of their website in order to provide a more professional image.

How does the project meet the stated criteria

Delivering wider outreach – the apprentice will enable more jobs to be taken on and a more professional website is also likely to secure more trade

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – an apprentice will be recruited

Delivering community benefit – not applicable

Officer evaluation of the project

ASL Carpentry & Construction Ltd fits the criteria of a micro-business with 1 full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the recruitment of an apprentice along with company-branded clothing and an improved website all of which will allow the company to secure and take on more work. This meets the overall aim of the grant programme (supporting the growth of microbusinesses and assisting microbusiness to recruit apprentices) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2100 is awarded to ASL Carpentry & Construction Ltd to support the recruitment of an apprentice and the purchase of company-branded clothing along with an improved website.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	Trade mission to South Korea
Applicant:	Ozlana Australia Ltd
Type of business:	Wholesale retail
Grant Request to MSDC	£2,000
Total project cost:	£4,920

Summary of project proposal and aims:

The project will support a trade mission to South Korea in order to unlock another potential export market.

Background

Ozlana Australia is a Haywards Heath-based shoe supplier of UGG type sheepskin boots. They design, make samples and approach retailers and wholesalers world-wide and have recently taken on order from on-line retailer ASOS. They are seeking assistance with the costs of a Trade Mission to South Korea. In order for such a mission to be successful it is usual to employ a locally based organisation to perform introductions and set up meetings. The Mission will allow them to unlock a potentially large export market (their estimate is that it could add \$350,000 to their turnover).

How does the project meet the stated criteria

Delivering wider outreach – will allow the company to access a new export market

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – if the project achieves its objective in terms of increasing turnover, the company will seek to open a showroom/office and employ support staff

Delivering community benefit – not applicable

Officer evaluation of the project

Ozlana Australia fits the criteria of a micro-business with just 1 full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support a trade mission to South Korea – officers have secured supporting information that demonstrates the costs involved are legitimate with arrangements being made through the British Chamber of Commerce in South Korea. The grant will help unlock a new export market and therefore meets the overall aim of the grant programme (supporting the growth of microbusinesses), making it an appropriate project to receive support.

Recommendation

That a grant of £2000 is awarded to Ozlana Australia to support a Trade Mission to South Korea.

Micro-business Grants Scheme

Town:	Scaynes Hill
Project:	Apprentice
Applicant:	N Smith Home Transformations
Type of business:	Building trade
Grant Request to MSDC	£1,500
Total project cost:	Apprentice costs

Summary of project proposal and aims:

Recruit an apprentice to assist on building projects

Background

N Smith Home Transformations deliver a wide spectrum of home improvement works with the owner stating on his application that he is a member of Which? trusted traders and the guild of master craftsmen. The company is seeking assistance with the recruitment of an apprentice in order to allow the m to take on more work.

How does the project meet the stated criteria

Delivering wider outreach – an apprentice would allow the company to service more clients

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the project would allow the recruitment of an apprentice.

Delivering community benefit – not applicable

Officer evaluation of the project

N Smith Home Transformations fits the criteria of a micro-business with just 1 full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the recruitment of an apprentice to assist with the delivery of projects (particularly carpentry). This meets the overall aim of the grant programme (assisting microbusinesses to recruit apprentices) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £1500 is awarded to N Smith Home Transformations to support the recruitment of an apprentice.

Micro-business Grants Scheme

Town:	Ardingly
Project:	Recruit an apprentice and deliver a website upgrade
Applicant:	ER Longley Hydroworks LLP
Type of business:	Water Treatment
Grant Request to MSDC	£3,500
Total project cost:	£18,000

Summary of project proposal and aims:

Delivery of a new website and recruitment of an apprentice to either assist in the office or with fieldwork.

Background

ER Longley Hydroworks LLP was founded in 1926 and was purchased as a bankrupt business by the current owners in August 2016. It provides water softening products and services to its customers. They are seeking assistance with the recruitment of an apprentice and the creation of a new website. The apprentice will either assist with office work or will work as part of the field team, depending on the apprentice. The creation of a new website is required as the existing one was that created by the previous owner and is outdated.

How does the project meet the stated criteria

Delivering wider outreach – both the apprentice and a revamped website will allow the company to reach more customers

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the project will allow the recruitment of an apprentice and should the overall project achieves its growth aims (they have a database of over 15,000 customers but can only look after 500 at the moment) then further staff will be needed.

Delivering community benefit – not applicable

Officer evaluation of the project

ER Longley Hydroworks LLP fits the criteria of a micro-business with 3 full time employees and 2 part-time employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the recruitment of an apprentice and the creation of a new website, this will allow the company to reach, and provide a service to, more customers. This meets both overall aims of the grant programme (supporting the growth of microbusinesses and assisting microbusinesses to recruit apprentices) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £3500 is awarded to ER Longley Hydroworks LLP to support the recruitment of an apprentice and creation of a website.

Micro-business Grants Scheme

Town:	Turners Hill
Project:	Creation of a website and CE certification advice
Applicant:	Tiny Land
Type of business:	Children's play materials
Grant Request to MSDC	£2,000
Total project cost:	£6,500

Summary of project proposal and aims:

Advice on compliance with CE certification along with the creation of a website to market the company and secure orders through.

Background

Tiny Land is a new start company who have only been in existence since January 2017. They supply messy play and art materials, such as paints and play dough with all products being environmentally conscious, vegan and made using mostly natural ingredients. Tiny Land are seeking assistance with the creation of a website to market their products and secure orders through and also assistance with advice on compliance with CE certification legislation. This will allow them to develop a much wider market and ensure their products are fully compliant with the necessary rules.

How does the project meet the stated criteria

Delivering wider outreach – a proper website (rather than reliance on FaceBook) will allow the company to reach a much wider audience and allow the provision of more information about the products, as well as allowing people/organisations to order online.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – Tiny Land has a strong charitable focus with 1p from each product sold donated to Medcins sans Frontiers and they are also looking to make their products affordable for charities.

Officer evaluation of the project

The Tiny Land fits the criteria of a micro-business with 1 full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the creation of a website as well as the provision of advice on compliance with relevant legislation, allowing the company to reach a wider market and ensure their products are safe. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2000 is awarded to Tiny Land to support the creation of a website and the provision of relevant advice on CE certification.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	Purchase of new laptop
Applicant:	Get Marketing Ltd
Type of business:	Digital Marketing
Grant Request to MSDC	£950
Total project cost:	£1,899

Summary of project proposal and aims:

Support the purchase of additional equipment along with the development of a more professional website and a marketing campaign in order to reach a wider clientele.

Background

Get Marketing Ltd is a new start up company (established in November 2016) delivering digital marketing services to Sussex based companies as well as offering training packages on digital marketing and social media. They are seeking assistance with the purchase of a laptop (to replace their current old PC) in order to be able to pitch to clients at their office, offer on-site training to clients as well as deliver more presentations at events.

How does the project meet the stated criteria

Delivering wider outreach – the laptop will allow Get Marketing to reach more customers by facilitating client outreach and offsite work.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – if the company is successful, they will be looking to employ another member of staff (potentially an apprentice)

Delivering community benefit – not applicable

Officer evaluation of the project

Get Marketing Ltd fits the criteria of a micro-business with just 1 full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the purchase of a new laptop that will allow the company to reach a wider number of customers and deliver services more flexibly. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £950 is awarded to Get Marketing Ltd for the purchase of a new laptop.

Micro-business Grants Scheme

Town:	Balcombe
Project:	Website upgrade and delivery of booking platform
Applicant:	Worth Glamping Ltd
Type of business:	Campsite
Grant Request to MSDC	£950
Total project cost:	£1,899

Summary of project proposal and aims:

Support the purchase of additional equipment along with the development of a more professional website and a marketing campaign in order to reach a wider clientele.

Background

Worth Glamping Ltd is a new start-up company that has recently been granted planning permission for a glamping safari tent site where they propose to offer holiday let accommodation. They are seeking assistance with the creation of a website that includes an online booking platform in order to reach a wider number of customers and enable them to book and pay online.

How does the project meet the stated criteria

Delivering wider outreach – the website with booking platform will enable the company to attract more customers, particularly as it will allow the company to link through camping portals.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Worth Glamping fits the criteria of a micro-business with 2 full time employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support the creation of a new website and online booking portal that will allow the company to attract more visitors to their new glamping site. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2000 is awarded to Worth Glamping for the creation of a new website with an online booking portal.