

23 July 2018.

PLEASE NOTE TIME OF MEETING

Dear Councillor,

A meeting of **THE CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **TUESDAY 31 JULY 2018 at 4.00 p.m.** when your attendance is requested.

Yours sincerely,

KATHRYN HALL

Chief Executive.

A G E N D A

	Pages
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda.	
4. To confirm the Minutes of the meeting of the Panel held on 19 June 2018.	3 - 10
5. To consider any items that the Chairman agrees to take as urgent business.	
6. To receive representations from Members of the Council on the applications.	
7. Microbusiness Grant Scheme.	11 - 39
8. Corporate Grant Schemes.	40 - 59

To: **Members of the Cabinet Grants Panel** – Councillors Ash-Edwards,
Marsh and Webster.

**Minutes of a Meeting of the Mid Sussex District Council
Cabinet Grants Panel held on Tuesday 19 June 2018
From 4.30 p.m. to 6.10 p.m.**

Present: Councillors: Jonathan Ash-Edwards (Chairman)
Norman Webster (Vice-Chairman)

Gary Marsh*

1. ELECTION OF A CHAIRMAN

Councillor Webster nominated Councillor Ash-Edwards as Chairman of the Panel for the 2018/19 Council year. This was seconded by Councillor MacNaughton and agreed.

RESOLVED

That Councillor Ash-Edwards be elected Chairman of the Panel for the 2018/19 Council year.

2. APPOINTMENT OF VICE-CHAIRMAN

Councillor Ash-Edwards nominated Councillor Webster as Vice-Chairman of the Panel for the 2018/19 Council year. This was seconded by Councillor MacNaughton and agreed.

RESOLVED

That Councillor Webster be elected Vice-Chairman of the Panel for the 2018/2019 Council year.

3. SUBSTITUTES

Councillor Andrew MacNaughton substituted for Councillor Gary Marsh.

4. APOLOGIES

Apologies were received from Councillor Gary Marsh.

5. DECLARATIONS OF INTERESTS

None.

6. MINUTES

Elaine Clarke asked for the inclusion of the recommendations in Appendix D of item 7 the Corporate Grant Scheme which was agreed by the Panel. Councillor Webster also asked whether the Defibrillator at Age UK East Grinstead had been installed on the inside or outside of the building. This would be confirmed to Members at a later date by Elaine Clarke. After the amendments were agreed the Minutes of the meeting of the Panel held on 14 March 2018 were approved as a correct record and signed by the Chairman.

7. URGENT BUSINESS

None.

8. REPRESENTATIONS FROM MEMBERS OF THE COUNCIL

Councillor Hatton expressed her wholehearted support of the Hassocks Parish Council's application for Adastral Wheel Park and the Keymer & Hassocks Cricket Club's application for an artificial wicket. She added that if both Grants were approved they would be of great benefit to the local community.

9. RELEASE OF S.106 CONTRIBUTIONS FOR HAYWARDS HEATH LOCAL COMMUNITY INFRASTRUCTURE.

Robert Anderton, the Divisional Leader for Commercial Services and Contracts introduced the Report requesting that £68,761.63 be released to MSDC from Local Community Infrastructure contributions arising from St. Francis, Haywards Heath – Anscombe Wood Regeneration Contribution. The regeneration plan will divide the woodland into compartments to introduce diversity into the age range of the trees.

Members thanked Officers for the Report and the amount of management and thought that went into Mid Sussex's Greenspaces. A Member hoped that the press would publicise the work done by the Council to provide good greenspaces to the public more.

Following the Officer's Report, all Members were supportive of the release of S.106 contributions for Haywards Heath Local Community Infrastructure.

RESOLVED

That £68,761.63 be released to MSDC from Local Community Infrastructure contributions arising from St. Francis, Haywards Heath – Anscombe Wood Regeneration Contribution.

10. UTILISATION OF NEW RIVER RETAIL FUNDS FOR THE RELOCATION OF GROUPS AFFECTED BY THE TOWN CENTRE DEVELOPMENT PROGRAMME.

Robert Anderton, the Divisional Leader for Commercial Services and Contracts introduced the Report requesting the release of money from the Martlets Relocation Specific Reserve for groups/organisations incurring costs in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme. He informed the Panel that a comprehensive consultation exercise was undertaken throughout 2016 and 2017 with all the current users of the hall. The users requesting funding were asked to submit bids which had to meet criteria that are listed in the Report. Support has been provided in identifying potential alternative venues within the Burgess Hill area to accommodate them following the closure. A sum of £250,000 was agreed by New River Retail to assist the relocation of the affected groups, to date one payment had been received of £125,000.

Organisation	Summary of bid	Amount requested	Amount awarded
Sussex	Purchasing new,	£11,734	£11,734

<i>Gymnastics Club / Places for People Leisure</i>	<i>and transporting the existing gymnastics equipment from Martlets Hall to The Triangle.</i>		
<i>U3A / St. Andrews Church</i>	<i>Contribution towards major toilet works; and purchase of 350 new seats</i>	<i>£47,500</i>	<i>£47,500</i>
<i>Clubbercise / Wivelsfield Primary School</i>	<i>Supply and installation of black out blinds for school windows.</i>	<i>£3,600</i>	<i>£3,600</i>
<i>HAMSVA (now MSVA- Mid Sussex Voluntary Action)</i>	<i>Costs associated with moving from Martlets Heights to new premises on Church Road</i>	<i>£8,912</i>	<i>£8,912</i>
<i>Total Requested</i>		<i>£71,746</i>	<i>£71,746</i>

The Chairman asked whether all the users of the hall were involved during the consultation process.

The Divisional Leader for Commercial Services and Contracts confirmed that Officers had proactively searched for all the users of the hall and advised them to submit bids if required.

A Member asked whether, as Officers had been proactive, anymore bids would be submitted.

The Divisional Leader for Commercial Services and Contracts confirmed that it was reasonable to assume that they wouldn't receive any more bids.

A Member informed the Panel that he had done his own research into the price of hall chairs and had found that they were more expensive than he had originally believed. He was now of the opinion that the £20,000 for 350 hall chairs in the U3A/St. Andrews Church bid was a reasonable price.

The Divisional Leader for Commercial Services and Contracts confirmed to the Panel that if groups contact the Council with additional requirements they would still be able to submit a bid for funding.

Members were pleased to see that these groups had come forward to request assistance in relocating.

Following the Officer's Report, all Members were supportive of the release of money from the Martlets Relocation Specific Reserve for groups/organisations incurring costs in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

RESOLVED

1) That a sum of £11,734 be released from the Martlets Relocation Specific Reserve to the Sussex Gymnastics Club / Places for People Leisure for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

2) That a sum of £47,500 be released from the Martlets Relocation Specific Reserve to the U3A / St. Andrews Church for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

3) That a sum of £3,600 be released from the Martlets Relocation Specific Reserve to the Clubbercise / Wivelsfield Primary School for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

4) That a sum of £8,912 be released from the Martlets Relocation Specific Reserve to HAMSVA (now MSVA-Mid Sussex Voluntary Action) for the costs incurred in relocating to new premises as a result of the Burgess Hill town centre redevelopment programme.

11. MICROBUSINESS GRANT SCHEME.

Mark Healy, the Regeneration and Economy Programme Manager introduced the Report which presented 7 Microbusiness Grant Schemes.

All the applications were assessed against the criteria of delivering wider outreach, assisting with the delivery of new business lines, enabling more employees to be taken on, and delivering benefits to the community. Each business has also passed Officers due diligence checks.

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Bright Light Film	Marketing campaign	£1,425	£1,425
Gore Property Services Ltd	New printer and computer	£1,500	£1,500
Designs by Sussex Landscape	New website and computer	£700	£700
Define Hospitality Ltd	Promotion campaign	£2,000	£2,000
CKG OT Ltd	New staff member	£2,000	£2,000
Smith Home Transformations	Apprentice	£1,500	£1,500
The Jonathan Lea Network	New product and website	£2,000	£2,000
Total		£11,125	£11,125

The Panel were supportive of the bid from Bright Light Film and were pleased to see that any outsourced activities would stay within Mid Sussex.

It was requested by a Member that when a bid of a more technical nature was included in the Report that the Officers would include more explanatory notes. This was agreed by the Panel.

The Panel were supportive of the bid from CKG OT Ltd and a Member was pleased to note that the employee was a local resident. A Member also commented that there was a shortage of expertise in the Occupational Therapy industry in the area.

The Regeneration and Economy Programme Manager informed the Panel that the

bid from Smith Home Transformations had been approved in 2017 however the organisation were unable to find an appropriate apprentice. They had now found an apprentice, so were resubmitting their bid. Members were supportive of the bid as they wanted to encourage as many apprentices as possible.

The Chairman commented that he would prefer to see a wider take up from across the District. The Regeneration and Economy Programme Manager accepted this and informed the Panel that they were doing everything they could to promote the scheme across the District.

RESOLVED

- 1) That a Micro Business grant of £1,425 is awarded to Bright Light Film to support implementation of a Pay Per Click scheme.
- 2) That a Micro Business grant of £1,500 is awarded to Gore Property Services Ltd to support the purchase of a new printer and associated computer.
- 3) That a grant of £700 is awarded to Designs by Sussex Landscape to assist in the purchase of a new computer and website.
- 4) That a grant of £2,000 is awarded to Define Hospitality to support the commission of a series of promotional videos.
- 5) That a grant of £2000 is awarded to CKG OT to support employment of a new member of staff.
- 6) That a grant of £1,500 is awarded to Smith Home Transformations to support the recruitment of an apprentice.
- 7) That a grant of £2,000 is awarded to The Jonathan Lea Network to support the redesign of their website.

12. CORPORATE GRANT SCHEMES.

Elaine Clarke, the Community Leisure Officer introduced the Report to present thirteen Facility, Community & Economic Development applications with all of the applications having the suggestion to award funds.

Each application had been assessed against a standard check-list and considered by a 'Grants Assessment Group' to ensure a consistent approach to the awarding of grants.

The Facility Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
The Branch Line	Learning Centre and display materials	130,784	50,868
Crawley Down Community Centre Association (Haven Centre)	CCTV and hall refurbishments	24,379	24,379

Hassocks Parish Council	Adastra Wheel Park	75,000	75,000
Lindfield Cricket Club	Pavilion extension	55,000	55,000
Total		£ 285,163	£ 205,247

The Community & Economic Development Grants which are recommended for consideration and approval by the Panel are set out below:-

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Ashenground Community Centre	Outdoor game	500	500
Ashurst Wood Youth Club	Indoor games tables	698	698
Brighton Science Festival	Pocket Science Funfair	5,000	5,000
Greater Brighton Economic Board	Annual contribution	11,234	11,234
Hurst Festival	Graffiti workshop	2,000	1,250
Keymer & Hassocks Cricket Club	Artificial Wicket	3,500	3,500
Hurstpierpoint Methodist Church	Improvements to community facilities and access	5,000	5,000
Lindfield Arts Festival	Circus, theatre and visual art	2,500	2,500
Maple Drive Community Group	Summer Fayre	480	480
Total		£30,912	£30,162

The Community Leisure Officer informed the Panel of the small grants being offered for Silver Sunday Events and Beacons of Light Schemes. Members agreed an award of £4,500 toward the costs of rebranding and relaunching the Haywards Heath and District Business Association.

The Chairman said that he would discuss the Community and Economic Development grants budget with the Cabinet Member for Finance and Performance as the Community Leisure Officer told the Panel that there was only £40,879 of funding left

The Chairman commented that in his position as a Town Councillor he had already seen a presentation by the Branch Line organisation regarding their Learning Centre. Although it was a good presentation he left with a number of concerns such as the sustainability of the project and the financial viability of the centre as there were no obvious revenue streams in the proposal. He did believe that the plan had merit but he would need more information before making a decision.

Members agreed that the Branch Line application was for a worthy project, however not enough information on the financial stability had been provided to Members so that they could make a decision. It was agreed that this application be deferred until more information was provided.

Members noted that the Crawley Down Community Centre Association had shown a deficit of £61,377 in their unaudited accounts for the year ending 31st March 2017. However a Member did comment that it was under new ownership and that the Centre had improved greatly and was of benefit to the local community. Members were supportive of the application.

Members commended the group of youngsters within the Hassocks Parish who submitted a

petition to the Parish Council requesting that the current facilities in Adastra Wheel Park be improved or replaced. Members were supportive of the application from Hassocks Parish Council.

The Chairman queried whether the Lindfield Cricket Club would require planning permission to extend the Pavilion. The Community Leisure Officer confirmed that they already had planning permission.

During consideration of the Community & Economic Development Grants presented, the Panel raised a number of issues which the Community Leisure Officer clarified.

The Chairman noted that the Brighton Science Festival had taken the Panels advice to run taster sessions and that these sessions had gauged that there was a large appetite for the festival.

Members were supportive of the Greater Brighton Economic Board grant as part of Mid Sussex's annual contribution. The Chairman informed the Panel that this grant was included in the Community and Economic Development Grants as a matter of transparency but could in the future be set as a budgeted item.

The Community Leisure Officer informed the Panel that as Hurst Festival were already in receipt of a grant from MSDC she recommends increasing the existing grant.

A Member queried whether artificial wicket at Keymer & Hassocks Cricket Club would be available to everyone and that if it wasn't it should be suggested to them.

Members noted that the Lindfield Arts Festival has sought a grant multiple times from the Panel. The purpose of the grants isn't to fund running costs but one of seed and project funding. However as the grant was being used to fund free events it was understood that it would be difficult to be self-sufficient. The Panel decided to award £1,250 and asked the Officers to recommend that the Festival find other sources of match funding to finance the events.

Members were supportive of the application from Maple Drive Community Group as they improved the strong community spirit and Members agreed that an increase to £500 for the grant would be appropriate.

RESOLVED

- 1) That a Facility Grant of £50,868 to the Branch Line be deferred pending further information.
- 2) That a Facility Grant of £24,379 be awarded to Crawley Down Community Centre Association (Haven Centre) toward the cost of CCTV and hall refurbishments
- 3) That a Facility Grant of £75,000 be awarded to Hassocks Parish Council for the cost of Adastra Wheel Park.
- 4) That a Facility Grant of £55,000 be awarded to Lindfield Cricket Club toward the cost of the Pavilion extension.
- 5) That the sum of £500 from the Community and Economic Development Fund be agreed as a contribution towards the hire of a Rock Climbing Wall and Reaction Test Game for the Ashenground Open Afternoon on 21 July 2018.
- 6) That the sum of £698 from the Community and Economic Development Fund be awarded to Ashurst Wood Youth Club to purchase a multi-use games table and table football.

- 7) That the sum of £5,000 from the Community and Economic Development Fund be awarded to the Brighton Science Festival toward the costs of five Pocket Science Funfairs in Mid Sussex, during Summer 2018.
- 8) That the sum of £11,234 from the Community and Economic Development Fund be provided to fund the Council's contribution toward the Greater Brighton Economic Board.
- 9) That the sum of £1,250 from the Community and Economic Development Fund be agreed to deliver a Graffiti Workshop arts project as part of Hurst Festival in Court Bushes (subject to Outdoor Services approval).
- 10) That the sum of £5,000 from the Community and Economic Development Fund be awarded to the Hurstpierpoint Methodist Church toward the costs of improvements to the community facilities and access.
- 11) That the sum of £3,500 from the Community and Economic Development Fund be awarded to Keymer and Hassocks Cricket Club toward the costs of relaying the artificial wicket in Adastra Park (subject to submission of an Equal Opportunities Policy).
- 12) That the sum of £1,250 from the Community and Economic Development Fund be agreed as a contribution towards the costs of engaging Applause Outdoor Company to provide a circus, installation and theatre show at the Lindfield Arts Festival.
- 13) That the sum of £500 from the Community and Economic Development Fund be awarded to the Maple Drive Community Group toward the costs of a Summer Fayre in July 2018.

Chairman.

7. MICROBUSINESS GRANT SCHEME

REPORT OF: Economic Development Officer
Contact Officer: William Hawkins
Email william.hawkins@midsussex.gov.uk **Tel:** 01444 477322
Wards Affected: All

Purpose of the report

1. The purpose of this report is to present 13 microbusiness grant applications for consideration by the Cabinet Grants Panel.

Summary

2. A summary of the applications to be considered and the recommendations from the Economic Development Team on the level of financial assistance to be awarded to each organisation are detailed as follows:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Just Drinking Water Ltd	New product launch	£2,000	£2,000
Dynamic Music Distribution	New website and social media development	£2,000	£2,000
Fun Pots Ltd	IT improvements/overhaul	£2,000	£2,000
InsideOut Home and Garden Improvements	New product development	£2,000	£2,000
Aureo Group Ltd	Marketing campaign	£2,000	£2,000
Press Start 2 Join Ltd	New equipment and website	£2,000	£2,000
A.S.L Carpentry and Construction	New van and apprentice	£3,500	£3,500
Cullen Scholefield Ltd	Website and marketing strategy	£2,000	£2,000
Local Edge Ltd	Product development	£2,000	£2,000
Words Guy Ltd	Training courses	£365	£365
Conquest Hard Landscaping	New equipment	£2,000	£2,000
Dennise Rathbone Ltd	Advertising and new laptop	£808.50	£808.50
Cater and Co. The Social Kinetic	Develop services	£2,000	£2,000
Total		£25,308.50	£25,308.50

3. The panel is asked to note that, following the circulation of the Matrix detailing the grants, there was an inaccuracy on the application from Words Guy Ltd. The actual project cost is £365, not £730 as was listed.

Recommendations

Members of the Panel are requested to

- a) Consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendix A of this report.***

Background

- This is the second meeting of the Cabinet Grants Panel to consider the 2018/2019 Micro Business Grant Scheme. The scheme has seen a great deal of interest, and is already nearly fully subscribed. Following this meeting, the panel will have reviewed 20 of the 36 applications that have been submitted.

Assessment and Policy Context

- The applications received have been considered by the Council's Economic Development Officer, William Hawkins. A summary of the assessment of each application is included within the individual project reports in Appendix A
- All organisations have met the basic criteria and specific grant criteria, i.e. are properly constituted micro-businesses and have provided the relevant information to support their application. Most applicants have been subject to a due diligence review, exceptions to this are Conquest Hard Landscaping and Dennise Rathbone Ltd. A verbal confirmation of the due diligence checks for the aforementioned businesses will be provided at the Cabinet Grants Panel meeting.

Financial Implications

- The microbusiness grants are funded through an allocation from the WSCC business rates pool, with £500,000 to be divided equally between districts.
- The current fund stands at:

Scheme	Original fund	Funds approved	Funds requested	Balance
Micro Business Grant Scheme	£72,000	£11,125	£25,308.50	£35,566.50

- Some of the applicants listed have noted they are not VAT registered and have requested that the grant awarded includes the VAT on items/services purchased. A written confirmation, from the applicant, will be requested before this is confirmed. Applicants in question are: Press Start 2 Join, A.S.L Carpentry and Construction and Dynamic Music Distribution. This is also likely the case for Dennise Rathbone Ltd, but will be confirmed during the aforementioned due diligence review.

Risk Management Implications

- The main associated risk to the successful implementation of the decisions arising from this report is the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
- To minimise this risk, the decision has been taken to only pay out the grants following proof, from the applicant, that the project in question has begun, or equipment has been purchased. This is in the form of receipts, invoices etc.

Equality implications

- As part of the due diligence process all of the businesses whose bids are included in this report Council have been assessed to be in compliance with the requisite policies/legislation.

Legal Implications

13. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, 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

14. Grant applications and associated documentation for the Microbusiness Grant Scheme are held in the Economic Development Team.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	New product launch
Applicant:	Just Drinking Water Ltd
Type of business:	Sale of drinking water
Grant Request to MSDC	£2,000
Total project cost:	£10,000

Summary of project proposal and aims:

To aid in the launch of a new product; 1litre paper packaged water.

Background

Just Drinking Water Ltd is a business based in Haywards Heath, which produces and distributes bio-degradable, eco-friendly, paper packaged water; Aquapax. The business distributes throughout the UK and parts of Europe, with a hope to begin distributing in the USA. Just Drinking Water Ltd would like grant funding in order to help launch their new 1litre size product. The business is confident that there is sufficient demand for their product, having received requests following a digital mock-up they produced. The grant funding would aid in the development of the artwork and print of the package.

How does the project meet the stated criteria?

Delivering wider outreach – A new product will allow the business to reach a wider customer base

Assisting with delivery of new business lines – A new product will be created and distributed as a direct result of grant funding

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Just Drinking Water Ltd fit the criteria of a micro-business with two full time employees and three part time employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the company to deliver new business lines and develop a wider outreach. 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 £2,000 is awarded to Just Drinking Water Ltd to support the launch of a new product.

Micro-business Grants Scheme

Town:	Lindfield
Project:	New website and social media development
Applicant:	Dynamic Music Distribution Ltd
Type of business:	Wholesale and distribution of music accessories.
Grant Request to MSDC	£2,000
Total project cost:	£4,000

Summary of project proposal and aims:

The development of a social media strategy and website to reach a wider client base.

Background

Dynamic Music Distribution business ran by a single person, which has only recently started trading. They specialise in the distribution of guitar accessories. The business is currently the exclusive UK distributor of three, high quality, brands, and is hoping to soon acquire a fourth. The demand from retailers to Dynamic Music Distribution is high, and is therefore asking for grant funding in order to develop their website and social media presence. This will allow the business to better manage demand and maintain momentum. Improvement to their social media presence will be done through the help of specialist advice in hope to learn how to better market via these channels. The new website will include a better system to manage orders.

How does the project meet the stated criteria?

Delivering wider outreach – a new website and improved social media presence will allow the business to reach a wider audience.

Assisting with delivery of new business lines – an improved social media presence will allow Dynamic Music Distribution to better promote brands and gauge interest from retailers, in order to later stock them.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Dynamic Music Distribution fit the criteria of a micro-business with one full time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the company to implement a more effective social media strategy and better manage orders online. 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 £2,000 is awarded to Dynamic Music Distribution Ltd to support a new website and social media improvements.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	IT improvements/overhaul
Applicant:	Fun Pots Ltd
Type of business:	Pottery Painting
Grant Request to MSDC	£5,000
Total project cost:	£2,000

Summary of project proposal and aims:

On overhaul of existing administration systems to more up to date IT systems. In regards to payment and order processing, website and inventory management.

Background

Fun Pots Ltd is a pottery painting studio located in Haywards Heath. The business allows customers to choose and paint their own pottery within the studio, while also doing personalised commission pieces by order. Currently the studio processes all orders and stock using a paper based system. Fun Pots Ltd are therefore asking for grant funding in order to undertake a complete overhaul of their systems, including: replacing manual systems with database software, purchasing new tills, replacing their outdated website, developing systems which automatically alert customers when their orders are ready. The grant will also go toward the purchase of a card reader, allowing the business to take card payments while off-site, rather than a reliance on cash payment.

How does the project meet the stated criteria?

Delivering wider outreach – a website will allow the business to better display their services to potential customers. Better IT systems will allow Fun Pots Ltd to manage an increased client base.

Assisting with delivery of new business lines – a portable card reader will allow the business to attend more events externally, developing the services they offer.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Fun Pots Ltd fit the criteria of a micro-business with one full time employee and seven part time employees. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The project will allow the business to better manage its services and increase its client base through a new website. 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 Fun Pots Ltd to assist in the improvement of IT systems.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	New product development and website
Applicant:	InsideOut Home and Garden Improvements
Type of business:	Landscaping
Grant Request to MSDC	£5,475
Total project cost:	£2,000

Summary of project proposal and aims:

Development of a new product (Green Walls) and an updated website.

Background

InsideOut Home and Garden Improvements Ltd are a landscaping business based in Haywards Heath, who also provide services such as decorating and interior design. The landscaping industry has become crowded recently and the business feels they can develop a product that would be uniquely provided by them within the area. Green walls not only make excellent use of space but also have substantial environmental benefits. InsideOut Home and Garden Improvements Ltd are therefore looking for grant funding in order to develop this product. In addition to this, the grant will also help fund website improvements for the business, as the current site is out of date and can be updated to reflect the progress the business has done in regards to quality of service.

How does the project meet the stated criteria?

Delivering wider outreach – a new product line will allow the business to target a wider potential customer base.

Assisting with delivery of new business lines – the project will directly support the delivery of a new business line.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

InsideOut Home and Garden Improvements fits the criteria of a micro-business with three full time employees and one part time employee. They have provided satisfactory proof that their company is properly constituted and are located within the District.

The grant funding will support development of a new product and website. 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 £2,000 is awarded to InsideOut Home and Garden Improvement to support the development of a new product and website

Micro-business Grants Scheme

Town:	Burgess Hill
Project:	Marketing Campaign
Applicant:	Aureo Group
Type of business:	Office Services
Grant Request to MSDC	£2,000
Total project cost:	£8,938

Summary of project proposal and aims:

Undertaking a telemarketing campaign to increase potential customers.

Background

The Aureo Group are a business specialising in the supply of products to offices, the main focus of the business is the provision of Coffee machines, however they also provide office plants and breakout furniture. The Aureo Group are looking to grow and expand their business through data collected through a telemarketing campaign, and are therefore seeking grant funding to support this. This campaign will involve hiring an external marketing company along with the addition of two new internal staff dedicated to marketing.

How does the project meet the stated criteria?

Delivering wider outreach – data collected from the campaign will help to develop more customers and sales for the business.

Assisting with delivery of new business lines – not applicable.

Enabling more employees to be taken on – two extra employees will be taken on as a result of this grant.

Delivering community benefit – not applicable.

Officer evaluation of the project

CKG OT fits the criteria of a micro-business with five 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 hiring of two new members of staff and develop the customer base of the business. 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 the Aureo Group to support a telemarketing campaign.

Micro-business Grants Scheme

Town:	Burgess Hill
Project:	New Equipment
Applicant:	Press Start 2 Join
Type of business:	Entertainment/Leisure
Grant Request to MSDC	£2,000
Total project cost:	£5,000

Summary of project proposal and aims:

Develop website and expand Virtual Reality portfolio.

Background

Press Start 2 Join is a business which specialise in providing video gaming experiences and events to a range of organisations and individuals. The business both hires out equipment and takes equipment to venues to assist with events. Press Start 2 Join are looking to expand the work they do with schools, in regards to using virtual reality (VR) systems to support the education curriculum. VR systems can be used to create experiences otherwise inaccessible (I.e. virtual safari) or to develop team building exercises. The business has already had success with these events in schools such as Burgess Hill Academy. Press Start 2 Join are therefore looking for grant funding to purchase new VR systems and to develop their website to better co-ordinate their business going forward.

How does the project meet the stated criteria?

Delivering wider outreach – the development of a website and acquisition of new VR systems will allow Press Start 2 Join to cater to a wider client base.

Assisting with delivery of new business lines – this project directly supports the implementation of a new business line.

Enabling more employees to be taken on – grant funding will allow the business to take on more staff and allow the current staff to work full time.

Delivering community benefit – the project will bring community benefits via the development of already existing events which the business organises.

Officer evaluation of the project

Press Start 2 Join fit the criteria of a micro-business with only two 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 growth of the company through the development of a website and the growth of their portfolio. 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 £2,000 is awarded to Press Start 2 Join to support the development of their business services.

Micro-business Grants Scheme

Town:	Crawley Down
Project:	Apprentice and new van
Applicant:	A.S.L Carpentry and Construction
Type of business:	Construction
Grant Request to MSDC	£3,500
Total project cost:	£4000 + Apprentice Costs

Summary of project proposal and aims:

The appointment of an apprentice and the purchase of a new branded van in order to better serve clients and advertise the business

Background

A.S.L Carpentry and Construction is a business which offers carpentry and construction services, along with also offering project management for construction projects. The business is looking to hire an apprentice to help with jobs and allowing them to take on larger projects. Last year A.S.L Carpentry and Construction were awarded a grant for an apprentice and the development of a website and company clothing, however the apprentice left after only 4 months. This was due to the apprentice not enjoying the field of work. As a result the business has had more involvement with the apprentice to ensure the same problem does not arise, including having already worked some 'trial' days with them. In addition to this A.S.L Carpentry and Construction are seeing grant funding to assist with the purchase of a new van, this is due to the current vehicle being too small and causing problems with moving equipment. The van will also have company branding applied to increase advertisement and visibility of the business.

How does the project meet the stated criteria?

Delivering wider outreach – the development of this project will allow the applicant to deliver to a wider client base due to an additional staff member resulting in the ability to take on larger projects.

Assisting with delivery of new business lines – an apprentice will allow the business to take in new lines of work previously constrained.

Enabling more employees to be taken on – an apprentice will be taken on as a direct result of the grant.

Delivering community benefit – not applicable

Officer evaluation of the project

A.S.L Carpentry and Construction fits the criteria of a micro-business with only one 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 the purchase of a new company van, both 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 £3,500 is awarded to A.S.L Carpentry and Construction to support the appointment of an apprentice and the purchase of a new van.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	Website and marketing strategy
Applicant:	Cullen Scholefield Ltd
Type of business:	HR & Management Consultancy
Grant Request to MSDC	£2,000
Total project cost:	£6,000

Summary of project proposal and aims:

To develop their website, marketing strategy and social media plan in order to better grow the business.

Background

Cullen Schofield Ltd is a consultancy which specialise In management, HR, HR development. The company also focus on the provision of training services and qualifications to assist businesses. The managing director of the company is an ex chair of the Haywards Heath Business Association. The company has identified that they are beginning to be known more for the provision of qualifications over their main work of consultancy. Due to this they have identified work that can be done in order to better promote their services. Cullen Scholefield Ltd is therefore looking for grant funding in order aid the development their website and the creation of a marketing and social media strategy. Both projects will require outside support. Their intention is to buy in this support and then once the company know how best to promote themselves, they will look to hire a part time member of staff to implement these strategies.

How does the project meet the stated criteria?

Delivering wider outreach – the promotion of their available products will lead to more work being taken on and a website will help manage this.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the project will lead to the creation of one new, part-time, position within the company.

Delivering community benefit – not applicable

Officer evaluation of the project

Cullen Scholefield Ltd fit the criteria of a micro-business with 4 full-time 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 growth of the company through the development of their website and marketing strategy. 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 £2,000 is awarded to Cullen Scholefield Ltd to aid in the development of a new website and the development of a new marketing strategy.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	Product development
Applicant:	Local Edge Ltd
Type of business:	Digital Marketing
Grant Request to MSDC	£2,000
Total project cost:	£5,000

Summary of project proposal and aims:

To develop products and a website that will aid small businesses in taking steps to become GDPR compliant.

Background

Local Edge Ltd are a digital marketing company which helps businesses with a range of services such as website developments, marketing strategies and paid advertising. They have identified that many small businesses do not have the ability, or funding for legal fees and consultants in order to become policy compliant, following the implementation of the General Data Protection Regulation. As a result of this, Local Edge Ltd are seeking grant funding to be able to develop a service which will allow them to help small businesses develop a solution to this. This solution will be in the form of a series of online form questions to determine the businesses requirements to then tailor a legally compliant policy and update their websites etc. accordingly. In order to do this Local Edge Ltd will use the grant funding in order to bring in a developer to create the necessary software for the project.

How does the project meet the stated criteria?

Delivering wider outreach – not applicable

Assisting with delivery of new business lines – grant funding will directly create new business line for Local Ede Ltd

Enabling more employees to be taken on – not applicable

Delivering community benefit – is successful, the project will benefit many small businesses in Mid Sussex. Local Edge Ltd is also looking to hire a local developer for the project.

Officer evaluation of the project

Local Edge Ltd fit the criteria of a micro-business with only 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 growth of the company through the development of this new product. 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 £2,000 is awarded to Local Edge Ltd to aid in the development of a product to aid small businesses with policy compliance.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	Training Courses
Applicant:	Words Guy Ltd
Type of business:	Media/Communications
Grant Request to MSDC	£365
Total project cost:	£730

Summary of project proposal and aims:

To attend a number of training courses to be able to deliver video production and voice over services.

Background

Words Guy Ltd is run by a single individual, working as a professional copywriter, creating content for national and international companies. He has recently noted that there has been a growing demand for services that go beyond traditional copywriting; these are services which he currently has to outsource. One such service he has identified is voice over work. Words Guy Ltd is therefore seeking grant funding to be able to attend a series of training courses and workshops to be able to be able to take on this type of work. This will generate new business for the company.

How does the project meet the stated criteria?

Delivering wider outreach – A new business service will allow Words Guy Ltd to reach a wider client base.

Assisting with delivery of new business lines – grant funding will directly create new business line for Words Guy Ltd.

Enabling more employees to be taken on – not applicable

Delivering community benefit – not applicable

Officer evaluation of the project

Words Guy Ltd fit the criteria of a micro-business with only 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 growth of the company through the development of a new business service. 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 £365 is awarded to Words Guy Ltd to aid in the payment for training courses to be able to offer a new business service to clients.

Micro-business Grants Scheme

Town:	Haywards Heath
Project:	New equipment
Applicant:	Conquest Hard Landscaping
Type of business:	Landscaping design & build
Grant Request to MSDC	£2,000
Total project cost:	£4,000

Summary of project proposal and aims:

To purchase new equipment to aid the business: a Zip Level, drone and signage/security for the company's van.

Background

Conquest Hard Landscaping is a design and build landscaping company which undertake work all across Sussex. They offer a wide range of services to their clients and have won a number of awards for their work. The company recently featured a build at the Royal Horticultural Show. Conquest hard landscaping realise the need to promote their work better on social media and website, therefore they are seeking grant funding to purchase a drone which will enable them to take better and higher quality photos of their work. The grant will also help to fund a Zip Level, allowing them to better survey project areas, and signage/better security for recently purchased vehicles.

How does the project meet the stated criteria?

Delivering wider outreach – a better visual portfolio of work will allow Conquest Hard Landscaping to better promote their company to potential 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

Conquest Hard Landscaping fit the criteria of a micro-business with 3 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 growth of the company through the better advertisement of their work and improved speed of installation. 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 Conquest Hard Landscaping to aid in the purchase of new equipment and signage.

Micro-business Grants Scheme

Town:	Ashurst Wood
Project:	Advertisement and new laptop
Applicant:	Dennise Rathbone Ltd
Type of business:	Psychotherapy and Counselling
Grant Request to MSDC	£808.50
Total project cost:	£1617

Summary of project proposal and aims:

To increase client base through advertisement in local magazines and to purchase a new laptop to increase work efficiency.

Background

The applicant works as a private Psychotherapist and Counsellor, and has recently started working out of the Acorn Therapy Clinic in Ashurst Wood. She has focused primarily on advertisement in the Forest Row area so far however wishes to now expand that by advertising in publications in the East Grinstead area. The applicant would also like to purchase a new laptop in order to better manage workloads and work with a more robust system when managing client data, to better comply with new General Data Protection Regulations. Dennise Rathbone Ltd is therefore seeking grant funding to aid in advertisement fees or the RH uncovered magazine and East Grinstead living Magazine, along with the purchase of a new laptop.

How does the project meet the stated criteria?

Delivering wider outreach – advertisement over a wider area will allow Dennise Rathbone Ltd to generate a larger client base.

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

Dennise Rathbone Ltd fit the criteria of a micro-business with only 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 growth of the company through the better advertisement of their work. 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 £808.50 is awarded to Dennise Rathbone Ltd to aid in advertisement costs and the purchase of a new laptop.

Micro-business Grants Scheme

Town:	Ardingly
Project:	Developing services
Applicant:	Cater & Co. The Social Kinetic
Type of business:	Change Management
Grant Request to MSDC	£2,000
Total project cost:	£5,800

Summary of project proposal and aims:

To develop a range of Engagement/consultation training and support services and to develop a dedicated website in order to advertise the scheme.

Background

Cater & Co. The Social Kinetic are a company which currently provides a range of consultancy and research services, mostly to the public sector. They have an office in Mid Sussex and London. They are committed to only working on projects that generate a social benefit. Cater & Co. The Social Kinetic are seeking grant funding in order to develop a range of services under the brand The Engagement Academy, these will be designed to build engagement and consultation skills and understanding in both the public and private sectors. They will provide training in these areas and aid clients in the design of relevant strategies, plans, tools and methodologies. The creation of this project is likely to generate two positions within the company. The company are also looking to develop their website in order to create a dedicated space for this project.

How does the project meet the stated criteria?

Delivering wider outreach – an improved website will allow Cater and Co. The Social Kinetic to reach a larger client base.

Assisting with delivery of new business lines – a new business line will be created directly through the implementation of this project

Enabling more employees to be taken on – two new positions will be created as a result of this project.

Delivering community benefit – not applicable

Officer evaluation of the project

Cater & Co. The Social Kinetic fit the criteria of a micro-business with two full-time employees and two 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 implementation and advertisement of a new business line. 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 £2,000 is awarded to Cater & Co. The Social Kinetic to aid in the development of their services.

8. CORPORATE GRANT SCHEMES

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Mandy Cunningham, Commissioning and Partnerships Advisor/Regina Choudhury, Community Development Officer (for Silver Sunday grants)
mandy.cunningham@midsussex.gov.uk Tel: 01444 477094
Email: regina.choudhury@midsussex.gov.uk Tel:01444 477495
Wards Affected: All
Key Decision No

Purpose of the report

1. The purpose of this report is to present one Community & Economic Development application for consideration by the Cabinet Grants Panel, make a recommendation not to run the spotlight grant programme from 2018/19, to recommend extending an existing approved grant and to present thirteen Community and Economic Development Grant applications for Silver Sunday Community Events for consideration by the Cabinet Grants Panel.

Summary

2. A summary of the applications to be considered and the recommendations from the Grants Assessment Group on the level of financial assistance to be awarded is as follows:

Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Mid Sussex RED	WW1 Remembrance Events	£2,964	£2,450
1st Lindfield Scout Group	Silver Sunday lunch party with musical entertainment.	110	£110
Age UK West Sussex	Silver Sunday lunch party with Entertainment, magician and a two course meal	250	£250
Ardingly Parish Council	A tea party in partnership with Ardingly Women's Institute to include afternoon tea and entertainment.	250	£250
Balcombe 1961 Club	Contribution towards Christmas party	250	£0
Befriended	Silver Sunday cream tea with entertainment.	250	£250
Bentswood Community Partnership	Intergenerational tea party at Saltworkz café in Bentswood.	250	£250
Brendoncare Stildon Care Home	Silver Sunday tea party for older residents with the local nursery and Worth School students.	250	£250
Burgess Hill Marching Youth	Silver Sunday band concert with refreshments	250	£250

Burgess Hill Town Council	Contribution towards the Silver Sunday event at the Market Place shopping centre.	250	£250
Cake and Company EG Age UK	Film screening with a silver service tea at the Glebe Centre.	250	£250
Haywards Heath U3A	Silver Sunday tea party with music, dance, a raffle and entertainment to be held in Lindfield.	250	£250
Mid Sussex Older People's Council	Three Silver Sunday tea parties to be held in each town.	250	£250
Royal British Legion Women's Section Burgess Hill	Silver Sunday bingo session with refreshments at Cyprus Hall, Burgess Hill.	250	£250
Total		£6,070	£5,310

Recommendations

Members of the Panel are requested to;

- a) consider and decide upon the recommendation not to run the "spotlight" grant programme from 2018/19;*
- b) consider and decide upon the recommendation for the above application from Mid Sussex RED for a Community and Economic Development Grant and summary which is attached in Appendix A;*
- c) consider and decide upon the recommendations for each of the above applications, summaries of which are attached in Appendix B*
- d) consider and decide upon the recommendations made in Appendix C in relation to the Community and Economic Grant approved to Hurstpierpoint Methodist Church in June 2018*

Spotlight Grants

3. Each year the council has chosen a theme to "spotlight" particular parts of the community that may need extra help and awarded grants of up to £500 for community groups delivering projects relating to the chosen theme. This is taken from the Community and Economic Development Grant budget and runs once a year with a deadline in September.
4. Historically, we do not receive many applications for these grants (none were received in 2017/18) and groups will be eligible to apply for funding via the regular Community and Economic Development grants in any case. This year we are running both the Silver Sunday events and the Beacons of Light, so funding has been earmarked from the budget to effectively spotlight these. If a particular part of the community is identified as needing extra help in the future, we can work with partners (such as Mid Sussex Voluntary Action) to target these and encourage them to apply for a Community and Economic Development Grant. For these reasons, it is recommended that the spotlight grant programme is no longer run.

Background

5. The grant application from Mid Sussex RED detailed at Appendix A has been presented to the July Cabinet Grants Panel because the project is due to start in

October. If the application was considered at the September meeting, the project will have started before the outcome of the application is known.

6. In 2017, the Council awarded grants for eleven Silver Sunday Events. This year a provisional allocation of £5,000 from the Community & Economic Development Grants budget was set aside for up to twenty awards. It is recommended that £2,860 is awarded to the thirteen applicants for Silver Sunday grants.
7. Silver Sunday is an annual day of fun and free activities for older people across the UK, which takes place in October. It celebrates the value and knowledge older people contribute to our communities while combating loneliness and isolation. Last year a Silver Sunday celebration tea party was held in the Meridian Hall in East Grinstead.
8. This year, the focus was placed on encouraging local community organisations to bid for funding to hold their own event or activity to celebrate Silver Sunday. Organisations were invited to arrange activities that would provide an opportunity for older people to try something new, meet new people and have an uplifting day.

Assessment Process

9. All applications have met the basic criteria of the corporate grants scheme and the standard assessment process has been applied. This year, for the Silver Sunday grants, in order to encourage organisations (including smaller ones) to apply, the grant application form was simplified to reflect the small one-off grant offer and to recognise that organisations have been invited by the Council to bid for a specified project.

Financial Implications

10. Community & Economic Development Grants are funded through a dedicated budget. The current fund stands at:

Scheme	Fund as at 6 April 2018	Additional funds approved	Ringfenced funds	Spend to date	Balance
Community & Economic Development	£96,830	£0	£11,000	£43,721	£42,109

11. The ring fenced figure comprises of up to £5,000 for Silver Sunday events and up to £6,000 for the Beacons of Light initiatives. The spend to date includes the amount approved for CED grants at the Grants Panel meeting of 19 June as well as grants awarded to the Sheddingdean Community Association and Windmills Opportunity Playgroup agreed through a Cabinet Member report (MIS bulletin No. 16).
12. If Members agree to the recommendations the ringfenced amount will reduce £8,860 and the remaining amount that was allocated towards Silver Sunday events will move into the total balance. This will leave a remainder of £41,799 in the Community & Economic Development Fund reserve.

Risk Management Implications

13. 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 organisation to carry out the services, activities or equipment purchase for which funding had been awarded.

14. Additionally, the sharing of information with West Sussex County Council will ensure that organisations are not being double-funded for the same purpose.
15. 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
16. All successful applicants 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. Grants of over £1,000 are released on evidence of expenditure.
17. 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

18. As part of the assessment process funding applicants will have complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

Legal Implications

19. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, 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

20. Grant applications and associated documentation for the Community & Economic Development and Facility Grants are held in the Community Services, Policy and Performance Section.

Community and Economic Development Grants Scheme - new application

Name of Organisation	:	Mid Sussex Remembrance, Education and Development (RED)
Purpose for which Grant is Sought	:	WW1 Remembrance events
Total Project Cost	:	£3,200
Amount of Grant Sought	:	£2,964
Previous Grants	:	£2,500

Background information

Mid Sussex RED is an unincorporated association which was set up in 2016 to inform people about military history and remembrance through educational events, talks and activities. The group has a small voluntary management team and a further 15 volunteers and have delivered a number of local military based events since their inception, which focused on the First and Second World Wars. MSDC provided a grant to Mid Sussex Red in 2017 towards display and projection equipment and venue hire for military history events for children.

2018 is the Centenary of WW1 and to mark this, they plan to deliver a number of events in the Autumn. These will comprise of the following:

- Two events for primary school children on 19 October in St Andrews Church in Burgess Hill and on 16 November at Clair Hall in Haywards Heath. These will offer a large exhibition, presentations and a mini museum. Other local charities will assist in the delivery of these events including the Royal British Legion and East Grinstead Museum.
- A public event on 4 November at King Edward Hall in Lindfield entitled "Lindfield Remembers World War 1" to remember Lindfielders who fell in WW1 which will offer an exhibition, presentations and a living museum where partner charities will wear first world war officer and nurses uniforms. This is significant as King Edward Hall was used as a military hospital during the World War 1. Lindfield History Project Group, Lindfield Royal British Legion and the Lindfield Bonfire Society will co-deliver this event. Up to £3 will be charged for adults to attend the event which Mid Sussex RED have said they will distribute to the charities involved.
- A public event on 11 November on Lindfield Common in partnership with Lindfield Parish Council, Lindfield Royal British Legion and Lindfield Bonfire Society to deliver a series of remembrance activities. The Parish Council plan to apply to MSDC for a beacon of light as part of this event (which is separate to this project).

Mid Sussex RED are also producing a booklet of information regarding local men who were killed during WW1. The information in the booklet will be available at all four events.

The budget consists of hall hire for 3 events (£1,200), two display stands and tables (£700) a gazebo for outdoor events (£300) and printing costs (£1,000).

MS RED has secured match funding of £235.50 from a local charity towards the venue hire for the event at King Edward Hall. They have also applied for funding for 10 transparent silhouettes of soldiers by the "There but not There" charity, although this has not been included as part of this project's costs.

Head of Finance Comments

Unaudited accounts have been submitted for the 14 months ending 30th November 2017 which show a surplus of £2,936.

Total income was £6,320; mainly generated from Grants (£2,732), Management Loan (£2,367), Sponsorship (£583), Miscellaneous Income and Ebay sales (£215), Subscriptions (£184), Ticket Sales (£121) and Donations (£118).

Total expenditure was £3,384; consisting of Supplies and Services (£3,384).

No Balance Sheet was provided.

Corporate Grant Assessment Group's evaluation of the project

Mid Sussex RED have delivered eight events across the district since their inception in 2016 and are enthusiastic about local military history. The WW1 centenary events planned for 2018 will be educational, informative and of interest to local people.

A grant towards this project will be worthwhile although Mid Sussex RED received funding for 3 display stands from MSDC last year and are now requesting 2 more of these in this application. The assessment group feel that the project could be delivered with a reduced grant from MSDC.

Overall Score: 7

The project meets the following corporate objectives

Strong and Resilient Communities – MS RED have developed partnerships with other local organisations in delivering these events. The school events will add value to the children's history curriculum and bring about a local perspective. The public events will bring local people together and educate them about the local history during WW1.

Recommendation

That a sum of £2,450 from the Community and Economic Development Fund be awarded to Mid Sussex RED towards the cost of delivering the WW1 Remembrance Events (subject to receipt of a child safeguarding policy).

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	1st Lindfield Scout Group
Purpose for which Grant is Sought	:	Silver Sunday lunch party
Total Project Cost	:	£110
Amount of Grant Sought	:	£110
Previous Grants	:	None

Background information

1st Lindfield Scout Group provides scouting opportunities for local children in the community aged between 6 to 14 years old. They have currently involved 110 children. The group gets involved in local community events such as Village Day and the London to Brighton Bike Ride.

The group is seeking funds to hold a Silver Sunday lunch for older residents in Lindfield. The event will be held at the Scout Hut and musical entertainment will be provided by the Scouts. The event will also be used as an opportunity to highlight the work of the Scouting group. The preparations undertaken by the young people for the event will go towards achieving their community badge.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

The event will encourage intergenerational participation, enabling local older residents and younger residents to share a positive experience. Assessment Group feel the bid will help to provide a positive contribution to the community and would like to recommend it.

Recommendation

That the sum of £110 from the Community and Economic Development Fund is awarded to 1st Lindfield Scout Group towards the cost of holding a Silver Sunday lunch party at the Scout Hut.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Age UK West Sussex
Purpose for which Grant is	:	Silver Sunday lunch party
Sought		
Total Project Cost	:	£250
Amount of Grant Sought	:	£250
Previous Grants	:	2017 £4,900

Background information

Age UK West Sussex at the Cherry Tree Centre is an activity centre in Burgess Hill. The Centre provides many activities, including Tai Chi, Flower Arranging and home cooked lunch. Members of the Cherry Tree have access to the Information and Advice Service, Help at Home and Home from Hospital Service offered by Age UK West Sussex.

The organisation is seeking funds to hold a subsidised Silver Sunday lunch for older residents in Burgess Hill. The event will include entertainment, magician and a two course meal and will be open to all residents in Burgess Hill.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

The Cherry Tree Centre is a popular centre for older people in Burgess Hill and is ideally suited to celebrate Silver Sunday. It will enable existing members and those who don't normally attend to enjoy an afternoon of food and entertainment. The event will enable the Centre to promote its services to the wider community.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Age UK West Sussex towards the cost of holding a Silver Sunday lunch party at the Cherry Tree Centre.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Ardingly Parish Council
Purpose for which Grant is Sought	:	Tea party for older residents
Total Project Cost	:	£250
Amount of Grant Sought	:	£250
Previous Grants	:	2015 £4,595 2017 £5,000 2017 £250

Background information

Ardingly Parish Council provides facilities and services to the Parish of Ardingly and its residents. The Parish Council are working with Ardingly WI to arrange a Silver Sunday afternoon tea with entertainment for residents in the village held in Hapstead Hall in the heart of the village. The grant will go towards the cost of entertainment and food.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

A very successful Silver Sunday event was held last year in partnership with Ardingly WI and the grant will enable this to take place again to benefit more residents. The event will follow on from other recent events held by the WI to alleviate loneliness amongst older people.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Ardingly Parish Council towards the cost of holding a Silver Sunday afternoon tea party at Hapstead Hall.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Bentswood Community Partnership
Purpose for which Grant is Sought	:	Silver Sunday tea party
Total Project Cost	:	£340
Amount of Grant Sought	:	£250
Previous Grants	:	2017 £250

Background information

The Bentswood Community Partnership works to benefit all the residents within the Haywards Heath ward of Bentswood. The Partnership seeks to co-ordinate the work of a variety of public voluntary agencies to deal with issues of isolation, promote health and wellbeing, organise events and activities, foster community spirit and cohesion, provide facilities for the community and support initiatives that benefit residents.

The group is seeking funds to hold an inter-generational tea party of older residents over 65 at the Saltworkz café in Bentswood. The grant would go towards providing refreshments and light entertainment. Partners will be invited to deliver advice and support on living independent lives and well-being. The additional costs will be met by existing Bentswood Community Partnership funds.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

Bentswood Community Partnership is a well-established community organisation with good community links. This will help to ensure that the event is well attended. Older residents will be encouraged to come together to meet other members of the community and have access to advice on independent living and wellbeing.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Bentswood Community Partnership towards the cost of holding a Silver Sunday tea party in Bentswood.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Befriended
Purpose for which Grant is Sought	:	Silver Sunday tea party
Total Project Cost	:	£500
Amount of Grant Sought	:	£250
Previous Grants	:	2017 £250

Background information

Befriended provides a one to one befriending service for lonely or isolated older people living in Hassocks, Burgess Hill, Hurstpierpoint and Ditchling. They also run social events throughout the year.

The group would like to hold a Silver Sunday cream tea party with entertainment for Befriended clients, their linked volunteers and residents in the area.

The funds would be used to purchase food for the tea party and the additional £250 project costs have been secured from individuals and partner churches.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

Following on from a successful event last year it would be good see another successful event take place again this year. Befriended will be able to target individuals who are isolated and provide an opportunity for them to meet and make friends.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Befriended towards the cost of holding a Silver Sunday tea party in Hurstpierpoint.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Burgess Hill Town Council
Purpose for which Grant is Sought	:	Contribution towards annual Silver Sunday event at the Market Place Shopping Centre
Total Project Cost	:	£720
Amount of Grant Sought	:	£250
Previous Grants	:	2014 £1,000 2016 £75,000 2017 £250

Background information

Burgess Hill Town Council provides information and assistance via the Help point for all three Councils, general maintenance of the Town, and burial ground. The Town Council provides community assistance in the form of carer's events, young carer's events and young children's events.

The grant will go towards the Silver Sunday event to be held at Market Place Shopping centre to include entertainers, musicians, a raffle, games prizes and afternoon tea. Some of the additional costs will be provided by Burgess Hill Town Council and local businesses have been approached for sponsorship.

Head of Finance Comments

Burgess Hill Town Council is a statutory body and therefore it is not normal practice to comment on the organisations financial accounts.

Corporate Grant Assessment Group's evaluation of the project

The Burgess Hill Town Council Annual Silver Sunday event is now an established event and attracts a significant number of senior residents. The event is free to residents and celebrates older people in an engaging and enjoyable way.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Burgess Hill Town Council as a contribution towards the cost of the annual Silver Sunday event at the Market Place Shopping Centre.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Brendoncare Stildon
Purpose for which Grant is Sought	:	Silver Sunday tea party
Total Project Cost	:	£750
Amount of Grant Sought	:	£250
Previous Grants	:	None

Background information

Brendoncare Stildon is a care home for 32 residents and a day centre as well as supported living flats. They provide all care and end of life care and strive to make our residents have and maintain links with the local community.

The organisation is a registered charity, dedicated to improving the quality for life for older people through care homes, friendship and wellbeing clubs.

The organisation plans to hold a Silver Sunday tea party for older residents and inviting the local nursery and Worth School students. The additional funds (£400) for the event have been secured from the organisations own funds.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

The event will bring together young and old to appreciate and value the strengths of each other. The funding will enable the Care Home to proactively open their venue to groups and organisations to celebrate the contribution of their older residents to the community.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Brendoncare Stildon as a contribution towards the cost of the Silver Sunday tea party in East Grinstead.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Haywards Heath University of the Third Age
Purpose for which Grant is Sought	:	Silver Sunday tea party
Total Project Cost	:	£350
Amount of Grant Sought	:	£250
Previous Grants	:	2017 £250

Background information

The University of the Third Age is a country wide voluntary organisation that provides educational and social events for retired and part time older people. Events and classes are organised and taught by members on a regular basis for the benefit of others.

Haywards Heath U3A holds social events throughout the year and there is an 'online' membership and magazine for members.

The organisation is looking to fund a Silver Sunday tea party for 100 people. The afternoon will include music and dance, a raffle and entertainment. The event will be held at King Edward Hall in Lindfield. Waitrose have been approached to cover the additional cost of the event, along with a planned raffle.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

U3A provides opportunities for older people to learn new skills and the event will build on the positive experiences of their members which will be shared with other older resident in Lindfield.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Haywards Heath University of the Third Age as a contribution towards the cost of the Silver Sunday tea party in Lindfield.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Mid Sussex Older People's Council
Purpose for which Grant is Sought	:	Silver Sunday afternoon tea party
Total Project Cost	:	£295
Amount of Grant Sought	:	£250
Previous Grants	:	2016 £500 2017 £250

Background information

MSOPC provide a range of network services, activities, events and meetings, including a quarterly newsletter and website to promote wellbeing, independence and engagement of older people across Mid Sussex.

The group is seeking funds to hold three Silver Sunday tea parties in East Grinstead library, Haywards Heath the Orchards and in Burgess Hill Town. The events will feature tea, cakes and information and advice.

The funding will be used to purchase refreshments, venue hire and publicity. The additional funding will be sourced from the organisation itself.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

MSOPC are a well-established group in Mid Sussex and their events are usually well attended. The events will enable residents across Mid Sussex to join in Silver Sunday as they will be taking place in each town offering a chance to meet people.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Mid Sussex Older People's Council as a contribution towards the cost of the Silver Sunday tea parties across the District.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Royal British Legion Women's Section, BH
Purpose for which Grant is Sought	:	Silver Sunday Bingo
Total Project Cost	:	£250
Amount of Grant Sought	:	£250
Previous Grants	:	None

Background information

The Royal British Legion Women's Section is a membership organisation and run monthly meetings and a monthly bingo evening for members and non-members. The organisation raises money for the Women's Section benevolent fund and supports the Poppy Appeal and remembrance events.

The organisation is looking to fund an afternoon bingo session with refreshments for older residents. The afternoon will take place in Cyprus Hall in Burgess Hill.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

The RBL Women's section has regular contact with residents in Burgess Hill and the grant will enable them to celebrate what they do and promote their services to more residents. Bingo is a fun activity that can be enjoyed by anyone and bring people together.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to the Royal British Legion Women's Section towards the cost of the Silver Sunday Bingo party in Cyprus Hall, Burgess Hall.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Cake & Company (in partnership with AgeUK)
Purpose for which Grant is Sought	:	Silver Sunday film screening and tea
Total Project Cost	:	£250
Amount of Grant Sought	:	£250
Previous Grants	:	None

Background information

Cake and Company is a partnership between All Saints Crawley Down and Age UK East Grinstead and District, to assist people over the age of 50 who live alone and are isolated. The group runs monthly sessions providing refreshments, activities, quizzes and knitting run by volunteers from the church and community providing an opportunity for residents to come together and socialise.

The group is seeking funds to host a film and silver service tea for the community at the Glebe Centre, giving people an opportunity to socialise and talk. The event will be focused on residents who live outside East Grinstead town.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

One of the key aims of Silver Sunday is to hold events that are enjoyable and inclusive. The film show will be accessible to many older people and the event is designed to allow time to socialise and make new acquaintances. It will also offer a Silver Sunday event for those who are more rural based.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Cake and Company towards the cost of the Silver Sunday Film screening and tea party at the Glebe Centre, Crawley Down.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Burgess Hill Marching Youth
Purpose for which Grant is Sought	:	Silver Sunday band concert
Total Project Cost	:	£250
Amount of Grant Sought	:	£250
Previous Grants	:	2016 £480

Background information

Burgess Hill Marching Youth is a youth marching band. Members take part in concerts, fetes, bonfire processions, Remembrance parades, massed band events and residential trips. Founded in 1986 the Band has over 30 years of experience but in recent years, has become the largest it has ever been.

The Band would like to host a concert with refreshments during an interval when members of the band will help to serve refreshments and talk to guests about the music. The concert will bring generations together with music

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

The event is an intergenerational project using music to bring people together. It will allow the young Band to share their skills and appreciate input from their older audience.

Recommendation

That the sum of £250 from the Community and Economic Development Fund is awarded to Burgess Hill Marching Youth towards the cost of the Silver Sunday band concert and refreshments in Burgess Hill.

Community and Economic Development Grants Scheme * new application

Name of Organisation	:	Balcombe 1961 Club
Purpose for which Grant is Sought	:	Funds towards a Christmas Party
Total Project Cost	:	£1,500
Amount of Grant Sought	:	£250
Previous Grants	:	None

Background information

The Balcombe 1961 Club caters for older residents in Balcombe. The group organises social meetings, outings, parties, speakers, musical entertainment, bingo, quizzes, film shows and card making.

The group is seeking funds to support their planned Christmas party or a contribution towards an existing planned outing.

Head of Finance Comments

A minimal financial assessment process has been applied appropriate to the risk level.

Corporate Grant Assessment Group's evaluation of the project

The Assessment group do not feel that the application meets the criteria set for the Silver Sunday. The fund is aimed at new events or activities that celebrate Silver Sunday. The application is seeking to support existing activities with little reference to Silver Sunday.

Recommendation

It is recommended that the application is not awarded any funds.

COMMUNITY AND ECONOMIC DEVELOPMENT GRANTS UPDATE – JULY 2018

APPENDIX C

Applicant	Date	Total approved	Comment
Hurstpierpoint Methodist Church	19 Jun 18	£5,000	<p>Hurstpierpoint Methodist Church have requested an extension to this project to September 2019.</p> <p>This grant was awarded in June towards the cost of installing an accessible toilet and modernised unisex toilets, a new meeting room, a kitchenette and a coffee bar for community use.</p> <p>The application was originally for a facility grant as it is for capital works. However, there are only limited Section 106 funds available for community buildings in Hurstpierpoint and they have already been committed to other local priorities. As the church had applied for just £5,000, it was agreed to grant them funding through the Community and Economic Development funding pot. The total cost of the project is £82,184.</p> <p>They had originally anticipated carrying out the works during the Summer holidays this year. A number of their regular hirers do not meet at this time of year and so the work will have a minimal impact on the wider community and lost income through room hire will be minimised.</p> <p>The Church are not able to start the project until further funding has been secured and have requested an extension to September 2019, which will enable them to carry out the works during the Summer holidays next year. They have secured funding of £19,500 plus MSDC's contribution of £5k. Further applications for funding are pending and the outcome will be known later in the year.</p> <p>Recommendation – to extend the project period to secure project funding to September 2019.</p>