
4 December 2020

PLEASE NOTE START TIME OF MEETING

New regulations came into effect on 4 April 2020 to allow Councils to hold meetings remotely via electronic means. As such, Council and Committee meetings will occur with appropriate Councillors participating via a remote video link, and public access via a live stream video through the [Mid Sussex District Council's YouTube channel](#).

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held **VIA REMOTE VIDEO LINK** on **MONDAY, 14TH DECEMBER, 2020 at 4.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

1. Roll Call and Virtual Meeting Explanation.
2. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.
3. To receive apologies for absence.
4. To receive Declarations of Interests from Members in respect of any matter on the Agenda.
5. To confirm the Minutes of the Meeting of the Panel held on 19 October 2020 **3 - 10**
6. To consider any items that the Chairman agrees to take as urgent business.
7. To receive representations from Members of the Council on the applications.

8.	Corporate Grant Schemes	11 - 28
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10.	Covid-19 Recovery Grant Scheme - Business Grants	43 - 58

To: **Members of Cabinet Grants Panel:** Councillors N Webster (Chair), S Hillier (Vice-Chair) and J Belsey

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 19th October, 2020
from 4.00 pm - 5.08 pm**

Present: N Webster (Chair)
S Hillier (Vice-Chair)

J Belsey

1. ROLL CALL AND VIRTUAL MEETING EXPLANATION

The Chairman welcomed everyone to the meeting and took a roll call of Members present. Tom Clark, Solicitor, provided a virtual meeting explanation.

**2. TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

None as all Members were present.

3. TO RECEIVE APOLOGIES FOR ABSENCE.

None as all Members were present.

**4. TO RECEIVE DECLARATION OF INTERESTS FROM MEMBERS IN RESPECT OF
ANY MATTER ON THE AGENDA.**

Cllr Belsey declared a prejudicial interest in the application for the extension of the grant for Age East Grinstead as he is the Chairman of the organisation. He also declared a personal interest in the application from East Grinstead Town Council as he is an East Grinstead Town Councillor.

Cllr Hillier declared a personal interest as he is a West Sussex County Councillor as West Sussex County Council has been referred to a number of times in the report. He also declared that he is a member of the Bentswood Community Partnership whom likely will receive grant funding.

**5. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 29
JUNE 2020**

The minutes of the meeting of the Cabinet Grants Panel, held on 29 June 2020 were approved as a correct record and electronically signed by the Chairman.

**6. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS
URGENT BUSINESS.**

None.

7. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE APPLICATIONS.

No representations were received.

8. CORPORATE GRANTS SCHEMES REVIEW

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance, introduced the report which presented the review of Community Grant awards made under the Community and Economic Development (CED) Grants programme from 2015-20 as well as setting out proposals regarding the delivery of a new £300,000 Covid19 Recovery Grant fund for businesses and community organisations.

The Vice-Chairman applauded the mention of Service Level Agreements (SLAs) in the report and the work with the Business Associations. He felt impressed that £300,000 was available in the COVID-19 Recovery Grant Fund however sought reassurances from officers that it would be well spent. He expressed that he would like the money spent on businesses that are sustainable or bringing forward sustainable projects as he believed that there are tough times ahead and the Council would need to be hard-headed about the grants that it provides.

The Chairman expressed his desire to support as many organisations as possible as the Council cannot afford to prop-up organisations that would not be viable or sustainable in the long-term. He believed that COVID-19 will be around for a long time and that national government, local government, the voluntary sector, businesses, business associations, community organisations, the NHS and many other organisations will have to pull together, in partnership, to recover as much as possible.

The Business Unit Leader for Community Services, Policy and Performance noted that any SLA would be reviewed by the Cabinet Grants Panel who can refer it to Cabinet for their review and agreement. She also noted that the report requested the agreement that the existing SLAs be extended for a year so that the review is carried out alongside the other SLAs before being referred to Cabinet. In response to the Vice-Chairman's request for reassurance, she confirmed that there is a robust criteria and application process overseen by both Community Services and the Economic Development Team; the assessment will ensure that core costs are not funded and instead provide for their response to COVID-19 or provide a new innovation or service in a post COVID-19 world.

The Chairman noted that SLAs are discussed in Section 6 of the report.

The Vice-Chairman sought clarification on how the figures for the respective grants were arrived at. He expressed his delight that the Council will be launching a 'Shop Local' campaign however with Brexit and the economic challenges of the pandemic expected he wished for further marketing on shopping British. He noted Paragraph 5.1.1 on P.14 which referred to town-based events however he presumed the reference to imply community-based events so as not to preclude the parishes and larger villages.

The Chairman noted that the previous contracts with Age UK were arranged by West Sussex County Council. He also noted the benefits from buying British and buying local.

The Business Unit Leader for Community Services, Policy and Performance confirmed that the Council does co-commission work with West Sussex County Council. She added that Age UK East Grinstead only deals with the north whereas the others work for the entire district so requires more funding and that inflation is the cause for the pennies that are added on. She noted that the reference should indeed refer to community-based events.

The Member welcomed the fund and believed it was brilliant that the Council was able to put the money aside for the business community. He shared the desire to ensure that the money was provided to the right businesses. He noted the criteria to be able to apply for a grant however he enquired whether it would include expanding the type of services that they offer which wouldn't have otherwise been available before COVID-19. He also noted that the Microbusiness Grants Scheme will be coming back and sought clarification on the balance of where businesses should apply for one or for the other.

The Business Unit Leader for Community Services, Policy and Performance outlined that whilst the offer of the grants is similar it is actually different and applying for one grant shouldn't preclude the other, as they have different objectives. Businesses and organisations will be asked what other grant funding they have accessed so the Council can take a fair view and prioritise any other businesses that haven't been able to access as much funding. She noted that the primary aim of the COVID-19 Recovery Grant Fund is reskilling to ensure the retention or creation of local jobs whereas the Microbusiness Grants Scheme would be to get the businesses back to what they were doing or revising themselves in a 'post-covid world'.

The Member believed it would be sensible if there was flexibility built into the system so enquired whether an increase of funding could occur should the need arise.

The Business Unit Leader for Community Services, Policy and Performance stated that £38,908 is left in the budget however the £300,000 is being used to top the fund up. She added that it is for Members of the Panel to discuss the ongoing annual budgeting process; especially important given the difficult financial environment the Council is facing.

The Chairman noted that there is a mechanism for moving money around which has been used more frequently recently. He found Figure 1, 2 and 3 in the report very interesting, as well as the funding that was contributed to children and young people to help older people celebrate Silver Sunday.

The Business Unit Leader for Community Services, Policy and Performance felt pleased that there was an even distribution of funds in the analysis. She highlighted a gap in the number of BME organisations which the Council has identified and would like to provide greater support for them to apply for grants.

The Chairman explained that as a frequent user of the NHS he comes into contact with a lot of good BME and LGBT groups employed by them so expressed his full support for the proposal and looked forward to working with MSVA to progress the work.

The Vice-Chairman endorsed the comments from the Chairman and highlighted the need to ensure existing organisations are reaching out to the BME communities and supporting them which can be more effective than just the Council doing so.

Members were supportive of recommendations; 2.1 and 2.2.

[Cllr Belsey was removed from the meeting and placed into the 'Waiting Room' at 4:38pm]

Members were supportive of recommendation 2.3.

[Cllr Belsey returned to the meeting at 4:39pm]

RESOLVED

The Cabinet Grants Panel:

1. Approved the criteria for the new 2020-21 COVID19 Recovery Grant Fund.
2. Approved the approach for the continued delivery of the Community and Economic Development Grants including the proposed amends to funding criteria.
3. Endorsed the approach to future Service Level agreements (SLAs) as outlined and:
 - a. Supported the extension of the annual grant to Age UK East Grinstead of £17,823 for one year, Apr 2021 – Mar 2022 and refer this decision to Cabinet.
 - b. Supported the proposal to extend the annual grant to Age UK West Sussex Brighton & Hove of £53,470 for one year, Apr 2021 – Mar 2022 and refer this decision to Cabinet
 - c. Approve the proposal to continue to support the three Mid Sussex Business Associations (BAs) through the payment of an annual grant of £2,500 per BA and make this contingent on their agreement of an SLA with the Council from 2021/22.

9. CORPORATE GRANTS SCHEMES

Elaine Clarke, Community Facilities Project Officer, introduced the report to present three releases of S106 contributions and one release of Covid-19 Emergency Responses request for consideration by the Cabinet Grants Panel. She also presented recommendations to allow an extension of time and an amendment to the S106 contributions allocated to the Haywards Heath Tennis Club and amend the grant agreement with the St Francis Sports & Social Club to allow for a phased delivery of the project. She noted that The Branch Line, whom received a grant of £50,868 in February 2019, were unable to raise the match funding required by the grant, so the funds will instead be released and used to fund other projects.

Haywards Heath Tennis Club

The Community Facilities Project Officer presented the request for an extension of time and an amendment to the S106 contributions allocated to the Haywards Heath Tennis Club. She noted that the Covid-19 pandemic has created some delay and the Club have requested a 12-month extension of time to October 2021 to secure the funds, with a further twelve months to deliver the project. She also noted that under the terms of the grant agreement the Council has required the Club to make the facility available to community activities for a number of hours every week and that

the Council will be looking to improve the facilities such as the improving the gate to allow automatic entry for online bookings.

The Vice-Chairman expressed support for the recommendation but enquired how enforcement will be carried out to ensure community use.

The Community Facilities Project Officer confirmed that due to the grant being over £50,000 there will be a formal agreement requiring them to show how the facility will be advertised and requiring their rates to be affordable. The Council has recourse to reclaim the grant if the Council wanted to enforce the requirements.

Members were supportive of the recommendation.

St Francis Sports & Social Club

The Community Facilities Project Officer presented the amended proposal for the St Francis Sports & Social Club which was a request to allow for a phased delivery of their project. She outlined that the Club are aiming to proceed with the swimming pool aspect of the project and will be looking at something more affordable for the remaining elements of the project. She added that the Club is keen for St Francis Rangers FC to take a central role in improvements to the playing pitches and will work with them to bring forward a scheme that is achievable and affordable.

The Chairman believed that the suggestions seem sensible.

The Vice-Chairman noted the aspirations of the Club and highlighted that it has always been an aspiration of the town to make the site a multi-sport and community facility. He stated that the Council needs to be satisfied that the money will be used for community benefit.

The Chairman stated that the proposal before the Panel is to address some of the Club's aspirations and for that part of the development which can go forward now. He outlined that they would need to relook at their designs and aspirations for the other stage of the project to see what they can achieve with their own finance and public money.

The Community Facilities Project Officer explained that whilst the money has been allocated to the project, it actually hasn't been released to them as the Council needs to be assured that the project will be deliverable and accessible by all. The legal agreement between the Club and the Council outlines a number of conditions they have to meet such as accessibility to all and reasonable rates to use the facility. She added that they can put forward one element of the extant planning application and that they could go on to build the community facility if they had the funds to do so.

The Member reiterated the position of the Panel that they do not want funds to be released to projects that are not viable and said that the project is an important steppingstone for the site.

Members were supportive of the recommendation.

East Grinstead Town Council

[Cllr Belsey was removed from the meeting and placed into the 'Waiting Room' at 4:57pm]

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance, presented the request to release of Covid19 Emergency Funds for Town Councils for East Grinstead Town Council to fund the costs of maintaining business continuity by supporting a change in workstyles to facilitate a virtual working environment and the costs of making the Town Council building a COVID Safe environment.

The Chairman believed the grant was a reasonable sum of money and acknowledged the hard work of the town councillors, officers, and community for East Grinstead.

Members were supportive of the application.

[Cllr Belsey returned to the meeting at 5:01pm]

Release of S106 contributions

The Community Facilities Project Officer presented the application from Ansty Village Centre Trust which requested funds to fit out the new sports and community centre at Ansty Recreation Ground with modern fixtures and fittings to make it comfortable, secure and accessible, ready to open to the public in Spring 2021.

The Vice-Chairman expressed his support for the application but questioned what measures they have in place to reach out and support BAME communities.

The Chairman understood there to be an equalities assessment in the application so believed that it would be addressed there.

Members were supportive of the application.

The Community Facilities Project Officer presented the applications from Ashenground Community Centre, which requested funding to make a number of facility improvements in order to protect staff and visitors, and from Hurstpierpoint Allotment Association which sought funding to install five new water tanks and standpipes at the allotment site in Albourne Road

Members were supportive of both applications.

RESOLVED

The Cabinet Grants Panel agreed:

1. That an extension of time and an amendment to the S106 contributions allocated to the Haywards Heath Tennis Club be granted.
2. That the grant agreement with the St Francis Sports & Social Club be amended to allow for a phased delivery of the project
3. That £27,073 of S.106 contributions be released to Ansty Village Centre Trust to retrofit the new sports and community centre at Ansty Recreation Ground with modern fixtures and fittings to make it comfortable, secure and accessible, ready to open to the public in Spring 2021.
4. That £2,642 of S.106 contributions be released to Ashenground Community Centre to fund a number of facility improvements in order to protect staff and

visitors and make the building and car park safer to use and available to the community to use and enjoy.

5. That £1,375 of S.106 contributions be released to Hurstpierpoint Allotment Association to fund the installation of five new water tanks and standpipes at the allotment site in Albourne Road, Hurstpierpoint to make watering easier and cater for the growing numbers of allotment holders.
6. That £2,408.53 of Covid19 Emergency Funds for Town Councils be released to East Grinstead Town Council to contribute to the costs of maintaining business continuity by supporting a change in workstyles to facilitate a virtual working environment and the costs of making the Town Council building a COVID Safe environment.

The meeting finished at 5.08 pm

Chairman

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CORPORATE GRANT SCHEMES

(Covid 19 Recovery Grants – Community and Voluntary Sector Applications)

REPORT OF: HEAD OF CORPORATE RESOURCES

Contact Officer: Emma Sheridan; Business Unit Leader Community Services, Policy and Performance

Email emma.sheridan@midsussex.gov.uk

Wards Affected: All

Key Decision: No

Purpose of the report

1. The purpose of this report is present to the Cabinet Grants Panel thirty-one applications received from Community and Voluntary Sector organisations, in response to the Mid Sussex Covid 19 Recovery Grant Fund.
2. A separate report will be presented to the Panel regarding applications to this fund that have been received from local businesses.

Recommendations

3. Members of the Cabinet Grants Panel are recommended to
 - a. **Consider and approve the grant awards proposed in Table 1**
 - b. **Consider and approve the refusal of grant applications as proposed in Table 2**
 - c. **Approve a second grant round of the Covid19 Recovery Fund as proposed in paragraph 25**

Summary

4. A summary of the applications to be considered and the recommendations from the Community Grants Assessment Group on the level of financial assistance to be awarded to each organisation are detailed as follows:

Organisation	Grant Purpose	Award Requested	Award Suggested
107 Meridian FM	Home broadcasting equipment for volunteers	£2,280	£2,280
4Sight Vision Support	Costs towards increased newsletter printing and distribution	£868	£868
Aspire Sussex Ltd	Additional cleaning materials for Marle Place centre	£1,000	£1,000
Bolney Community Café Centre	Purchase Covid screens and outdoor shelter	£5,000	£5,000
Concordia	Set up virtual e-learning zone for Youth Action programme	£3,620	£3,620
Crawley and East Grinstead Branch of Parkinson's UK	Develop website to promote services and raise awareness	£1,500	£1,500
East Grinstead Rugby Football Club	Cleaning requirements and sports equipment	£4,492	£4,492
East Grinstead Sports Club	Works to facilitate social distancing measures and regular cleaning regimes for the club	£2,900	£2,900
Friends of Bolney School	Purchase 'Buddy Bench' for children feeling anxious	£176	£176
Handcross Rosemary Club	Cost of Christmas hampers to replace Christmas lunch, monthly tea and visits	£1,000	£1,000
Hope	Fund hall hire where groups can no longer meet in own homes	£992	£992

Hurstpierpoint Gymnastics Club	Additional cleaning materials, equipment and coaches to assist with smaller groups	£5,000	£5,000
Mid Sussex Marlins Swimming Club	Additional pool hire costs to make lessons Covid compliant	£5,000	£5,000
Mid Sussex Older People's Council	Costs towards increased newsletter printing and posting	£1,000	£1,000
Mid Sussex Voluntary Action	Cost of new CRM and to migrate onto Cloud	£5,000	£5,000
Mycarematters 2020 CIC	Set up Buddy system for people struggling to plan for later life and end of life	£5,000	£5,000
Revitalise Respite Holidays	Cost of PPE for the respite centre	£3,600	£3,600
SASBAH	Online workshops	£873	£873
*Slaugham Parish Council	Purchase free standing sanitation stations	£1,500	£1,500
St Peter & St James Hospice	Expansion of telephone befriending service	£2,000	£2,000
The Ashdown Hub CIO	Set up social networking groups (Covid compliant) with expert clinician to advise on wellbeing	£1,210	£1,210
UK Harvest	Food deliveries to vulnerable residents and set up online cheffing course	£5,000	£5,000
Age UK East Grinstead & District	Analysis of survey and purchase new IT, marketing and postage	£5,000	£3,500
Being Neighbourly	Set up website, information packs and social events	£4,965	£2,851
St Peter's Preschool & Toddler Group	New website, film virtual tour and fit new carpet	£1,500	£1,152

Victim Support	Purchase two new laptops for volunteer and Kickstart employee	£2,485	£1,242.50
	TOTAL	£75,313	£70,108.50

Applications Considered but NO GRANT Award Recommended

Table 2		
Organisation	Purpose for which grant is sought	Award requested
Christians Against Poverty Debt Centre	Contribution towards emergency aid payments and insolvency/bankruptcy fees for clients	£1,000
Coro Nuovo	Commemoration Concert and bursary costs	£8,000
Hurstpierpoint Scout Group	Lettings and general running costs	£1,000
Haywards Heath Dementia Action Alliance	Set up and deliver services for people living with dementia	£15,000
	TOTAL	£25,000

* These applications have been referred to alternative funding streams as detailed in paragraphs 17-20

Background

5. Mid Sussex District Council has a long history of collaborative community development and engagement with a strong local CVS as well as other local statutory and private sector partners. The impact and legacy of this work and the powerful relationships it has fostered, have been realised in recent months as this Council, its partners and its communities, mobilised to respond to the Covid19 pandemic, attending to the needs of and supporting the vulnerable communities of our District.
6. In recognition of the ongoing challenging environment in which the local CSV sector are operating in, and aware that not all organisations were able to benefit from the Government grant schemes; the Council has established a new grant stream focusing on providing recovery grants to support businesses and the local CSV to amend/adapt and reconfigure their operations; to not only continue to respond to the COVID19 pandemic, but to build and adapt for the future. In recognition of the ongoing challenging environment in which the local CSV sector are operating in, and aware that not all organisations were able to benefit from the Government grant schemes; the Council has established a new grant stream focusing on providing recovery grants to support businesses and the local CSV to amend/adapt and reconfigure their operations; to not only continue to respond to the COVID19 pandemic, but to build and adapt for the future.
7. On 19th October Cabinet Grants Panel agreed the criteria for the Covid 19 Recovery grant Fund and the fund was opened to applications on 30th October for a period of one calendar month.
8. To ensure that the Community Voluntary Sector were able to take full advantage of the grant scheme, targeted engagement was undertaken by the Community Services Team. This included presenting at two Zoom meetings hosted by Mid Sussex Voluntary Action which outlined the grant offer and application process. 36 organisations attended the meetings. These were followed up with detailed information on how to apply and a FAQ leaflet. A significant amount of time was also given to applicants who needed support with their bids. The quality in the final bids reflects this engagement.

Assessment Process

9. Applications have been assessed against the Covid19 Recovery Grant Criteria as agreed by Cabinet Grants Panel on 19th October 2020.

10. The applications from Community and Voluntary Sector Organisations received in this funding round have been considered by the Community Grants Assessment Group comprising relevant officers from Community Services, Policy and Performance, Economic Development, Finance, and unless there was a conflict of interest, the local Council for Voluntary Service have been consulted.
11. The Assessment Group reached a consensus as to the merit of each application judged against the agreed criteria and the level of funding that should be recommended to the Panel.
12. A due diligence exercise has been undertaken on each applicant organisation apply to o ensure that they have met the grant criteria, in particular that they are properly constituted voluntary and not for profit organisations and have provided the relevant legal and financial information to support assessment of their application.

Grants Recommended for approval under the Covid19 Recovery Fund

13. Fourteen Organisations have applied for funding to re-model, adapt and in many cases increase their communication channels to continue and extend their reach with their service users. Communication has been greatly affected by Covid for CVS groups that have not been able to meet in person and have had to adapt the ways in which they continue to keep the essential levels of contact with their, frequently vulnerable users. These bids include continuing to deliver live community radio with home broadcasting equipment for volunteers, costs towards increased expenditure on printing and distribution, setting up new and developing existing websites and online platforms for e-learning.
14. Ten organisations have applied for funding to purchase additional equipment, PPE and resources to make their services Covid safe. This includes improvements to facilitate safer social distancing and segregated access routes, additional coaching hours and resources to enable smaller numbers in classes to Covid screens.
15. Three groups have applied to fund changes in how they deliver their community services; replacing the usual Christmas lunch for older residents with home delivered hampers, venue costs to meet in halls where they have traditionally met in private homes and the purchase of a buddy bench for school children to combat anxiety and promote positive mental health.

Grants recommended for approval under the Covid19 Emergency Fund

16. In June 2020, following receipt of additional Government funds (the Covid19 Emergency Fund) to support District, Town and Parish Councils in their immediate

response to Covid19; the Leader of this Council wrote to Town and Parish Councils informing them of funds available to support them in their response to the COVID19 pandemic. Slaugham Parish Council has requested funds in the sum of £1,500 from this fund in contribution to the additional costs they have and will incur in the coming months.

Grants not recommended for approval under the Covid19 Recovery Fund

17. The application from Coro Nuovo, which is for a community choir event and music bursaries, has been referred to the Community and Economic Development Grant Fund for consideration in 2021. Under current Covid restrictions some of the activity for which the funding has been requested is not encouraged. Moreover, the application whilst referencing the pandemic does not meet the criteria of the Covid19 Recovery Fund and is better suited to the criteria of the CED Grant Fund.
18. The application from the Haywards Heath Dementia Action Alliance is, in consultation and with the agreement of the applicants, being instead considered for in year funding via the Wellbeing Service with a view to developing a Service Level Agreement for future years. This is considered a more appropriate funding stream for this workstream given that Dementia is a key priority for Public Health as well as the district council and the wider Mid Sussex Partnership.
19. The grant application submitted by Christians Against Poverty does not meet the criteria for this fund as is intended to provide individual hardship payments. Other support channels for this type of need exist both locally and at county level and officers have highlight these in the application feedback.
20. The grant application submitted by Hurstpierpoint Scout Group application does not meet the criteria for this fund as it relates specifically to core running costs which does not fall under the approved criteria for this fund. Officers from the Community services team have referred them to colleagues administering the government business and discretionary grant schemes which do cover core costs.

Other Options Considered:

Alternative options considered are:

21. fund from the COVID19 Recovery Fund.
In this unprecedented time for the community and nation during a worldwide pandemic withdrawing support is not considered a viable option when so many local businesses and communities are not only looking to the council for support but can make use of

COVID19 Recovery grant funding to lever in additional support from other grant making bodies and national schemes. In addition, to not adapt that programme to take account of the changed world in which the Council and its communities are now in would be to risk the recovery of our economy and with that the resilience and future prosperity of Mid Sussex as a District.

Financial Implications

22. Covid19 Recovery Grants are funded through a dedicated reserve. The agreed Fund total is £300k and this report represents the first call on that Fund.
23. Grant applications that have been recommended have had all accounts/financial data assessed and audited by finance with all due diligence undertaken.
24. The total amount of the Covid19 Grants for the Community Voluntary Sector proposed in this Cabinet Grants Panel report is £68,608.50 (this excludes £1,500 recommended to be awarded from the Covid Emergency Fund). The total amount of grants proposed by Economic Development is £84,615. If all grants are approved, the amount remaining will be a total of £146,776.50 available for the second round.
25. Whilst interest in and demand for the COVID19 recovery fund has been high, given that funds remain unallocated after the initial invitation to bid, it was proposed that a second grant round invite applications from 15th December 2020 to 15th January 2021 with any second-round grant awards being determined by the MSDC Cabinet Grants Panel on 14th March 2021

Risk Management Implications

26. The main associated risks that may impact upon the successful implementation of the decisions arising from this report would be the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
27. 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 funds are awarded not materialise.
28. All organisations in receipt of grant funds 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.

29. 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

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

Legal Implications

31. 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

32. Cabinet Grants Panel report of 14th October 2020 including agreed Covid19 Recovery Grant Criteria
33. Copies of the original grant applications are held on file by the Community Service team

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COVID-19 RECOVERY GRANTS

MEMBER INFORMATION TABLE - CABINET GRANTS PANEL 14 December 2020

Organisation	Area of Benefit	C19 Bid Criteria	Purpose	Total Project Cost	Award Request	Award Recommended
Applications awarded total amount recommended						
107 Meridian FM	East Grinstead	Covid Response	Home broadcasting equipment for volunteers to keep the radio station on air.	£2,280	£2,280	£2,280
4Sight Vision Support	Mid Sussex	Covid Response	Increasing newsletters that will be available online, audio or braille.	£868	£868	£868
Aspire Sussex Ltd	Mid Sussex	Covid Response	Contribution towards the cost of additional cleaning regimes for the centre (Marle Place)	£1,188	£1,000	£1,000
Bolney Community Café Society	Bolney	Covid Response	Purchase 2 Covid screens and an outdoor shelter to be erected on the café terrace.	£2,352	£2,352	£2,352
Bolnore Village Community Partnership	Bolnore	Covid Response	improvements to the facilities to ensure that they can be cleaned more easily and be Covid safe	£9,000	£5,000	£5,000
Concordia	Mid Sussex	Realign	Set up a virtual e-learning zone for the Youth Action Programme	£3,620	£3,620	£3,620
Crawley and East Grinstead Branch of Parkinson's UK	East Grinstead	Covid Response	Website to promote the subsidised care and transportation services offered and raise awareness of Parkinsons.	£3,000	£1,500	£1,500
East Grinstead Rugby Football Club	East Grinstead	Covid Response	Extra costs associated with cleaning requirements and sports equipment.	£4,492	£4,492	£4,492
East Grinstead Sports Club	East Grinstead	Covid Response	Improvement works to help facilitate safer social distancing and safer access routes for club users and to implement a regular cleaning regime in the changing facilities.	£5,800	£2,900	£2,900
Friends of Bolney School	Bolney	Covid Response	Purchase of 'Buddy Bench' for children feeling anxious to promote good mental health.	£426	£176	£176
Handcross Rosemary Club	Handcross	Realign	Christmas hampers to replace Christmas lunch, monthly tea and visit.	£1,250	£1,000	£1,000

Hope	Mid Sussex	Realign	Fund the cost of hiring venues for support groups to meet who can no longer meet in their homes as happened pre-Covid.	£992	£992	£992
Hurstpierpoint Gymnastics Club	Hurstpierpoint	Covid Response	Additional cleaning materials, equipment and coaches to assist with smaller groups, cleaning and supervision of arrival & departure of children.	£6,026	£5,000	£5,000
Mid Sussex Marlins Swimming Club	Mid Sussex	Covid Response	Additional Pool hire costs to make lessons Covid compliant.	£18,000	£5,000	£5,000
Mid Sussex Older People's Council	Mid Sussex	Covid Response	Additional costs incurred with increase in postal newsletters.	£1,055	£1,000	£1,000
Mid Sussex Voluntary Action	Mid Sussex	Covid Response	Costs towards a new CRM which can be placed on the Cloud and migrating existing systems on to the Cloud.	£9,935	£5,000	£5,000
Mycarematters 2020 CIC	Mid Sussex	Covid Response	Set up a Buddy system for people who are struggling to plan for later life and end of life, specifically the elderly, including those living with early stages of dementia.	£11,800	£5,000	£5,000
Revitalise Respite Holidays	Mid Sussex	Covid Response	The cost of PPE for the respite centre (Netley Waterside House) for 6 months.	£3,600	£3,600	£3,600
SASBAH	Mid Sussex	Return to BAU	A schedule of online workshops, groups and activities, including fitness, cookery, art, discussions and quizzes.	£7,939	£873	£873
Slaugham Parish Council	Slaugham	Covid Response	Installation of eight free-standing sanitation stations. Refer the bid to the Covid Emergency Fund.	£1,924	£1,500	£1,500
St Peter & St James Hospice	Mid Sussex	Covid Response	Expansion of telephone befriending service; focusing on elderly people living alone and carers including volunteer training	£75,000	£2,000	£2,000
The Ashdown Hub CIO	East Grinstead	Return to BAU	Set up groups in East Grinstead which are Covid compliant to promote walking and ecotherapy and arts therapies with expert clinician to advise on wellbeing.	£1,210	£1,210	£1,210
UK Harvest	Mid Sussex	Return to BAU	Food provision to vulnerable people in the district supported by online educational cookery courses	£13,292	£5,000	£5,000
				£185,049	£61,363	£61,363

Organisation	Area of Benefit	C19 Bid Criteria	Purpose	Total Project Cost	Award Requested	Award Recommended
Applications part funded						
Age UK East Grinstead & District	East Grinstead	Realign	Undertake an analysis of survey conducted during lockdown. Purchase new IT equipment, marketing, postage and activity equipment. The details of the survey analysis were not satisfactory and therefore The Assessment Team do not recommend they are funded.	£10,000	£5,000	£3,500
Being Neighbourly	East Grinstead	Realign	Set up website and hosting, purchase card readers, volunteer information packs, resident leaflets and social events. The Assessment Team recommend funding the digital aspects and volunteer support of this bid.	£5,464	£4,965	£2,851
St Peter's Preschool & Toddler Group	Ardingly	Return to BAU	Fund a new website and film a virtual tour of the playgroup. Fit a new carpet. The Assessment Team recommend the funding of the website and digital marketing to help grow the organisation post Covid and reach out to existing members during Covid, but do not recommended funding the new carpet which is a standard maintenance cost and as such outside of the grant criteria .	£1,500	£1,500	£1,152
Victim Support	Mid Sussex	Covid Response	Purchase two laptops for a volunteer and a young person to be recruited by the Kickstart scheme. The Assessment Team recommend funding one laptop as the Kickstart scheme provides funds for IT equipment.	£2,485	£2,485	£1,242.50
TOTAL				£19,449	£13,950	£8,745.50

Organisation	Area of Benefit	C19 Bid Criteria	Purpose	Total Project Cost	Award Requested	Award Recommended
Applications considered but NO COVID19 RECOVERY GRANT awarded						
Christians Against Poverty Debt Centre	Mid Sussex	N/A	Contribution towards emergency aid payments and insolvency/bankruptcy fees for clients. This application does not meet any criteria.	£1,000	£1,000	0
Coro Nuovo	Mid Sussex	N/A	Costs towards a Commemoration Concert and bursary for young musician competition. The application has been referred to the Community & Economic Development Grant fund.	£8,000	£4,000	0
Hurstpierpoint Scout Group	Hurstpierpoint	N/A	Fund cost of lettings and general running costs. The group have been referred to the government discretionary and business grants.	£1,000	£1,000	0
Haywards Heath Dementia Action Alliance	Mid Sussex	N/A	Set up and deliver services for people living with dementia in Mid Sussex. The application has been referred to alternative funding schemes.	£15,000	£15,000	0
TOTAL				£25,000	£21,000	0

	Total Project Cost	Award Requested	Award Recommended
GRAND TOTAL	£229,498	£96,313	£70,108.50

Appendix B COVID19 Recovery Grant Criteria

Mid Sussex District Council's Community and Economic Development (CED) Grants Programme has established a new grant fund to make available £300,000 to support local businesses and communities with COVID19 recovery.

The new grant fund be run independently of the existing CED funds such that applications for the COVID19 Recovery Fund would not, provided applications meet the relevant criteria, preclude business or organisations from making additional applications to other funds within the CED Grant programme (i.e. microbusiness grants; community grants) in the current financial year and vice versa.

This specific grant fund, offered during the 2020-21 financial year, will provide:

1. Small Grants of up to £1,000
2. Large Grants of up to £5,000

Applications are invited for submission from 30th October 2020 to 30th November 2020, 2020. Grants awards will be determined by the MSDC Cabinet Grants Panel on 14 December 2020.

If funds allow, a second grant round will invite submissions from 7th December 2020 to 7th January 2021 with any second-round grant awards being determined by the MSDC Cabinet Grants Panel on 26th January 2021. Potential applicants should note that there is no guarantee that a second round will take place.

The number of awards that each organisation can receive from this fund is limited to one. Business or organisations may apply for **either** the Small or the Large Covid19 Recovery Grant, it is not permitted to apply for both.

Partnership bids are actively encouraged.

Though the Council will consider a variety of applications they must meet the criteria as outlined below and the Council reserves the right to reject applications. This is a discretionary grant; therefore, there is no right to appeal the Council's decision.

Who can apply?

Applications can be made by:

- Constituted groups based in or delivering community services in Mid Sussex
- Registered Charities based in or delivering community services in Mid Sussex,
- Businesses with a minimum of 1.5 FTE but no more than 250 employees

Note: Businesses and organisations that are registered separately at differing premises but share the same directors/board/owners and are managed together will only be eligible to make one application.

What will we fund?

In order to support local businesses and organisations to respond to and recover from the impacts of the COVID19 Pandemic, applications will be considered for costs and/or projects which relate to:

1. **Emergency Response** - Additional costs, above and beyond normal running costs, whilst operating under legal restrictions because of COVID19 which prevents normal service delivery; or example maintaining contact with clients and customers and delivering COVID19 support e.g. to vulnerable and shielded groups.
2. **Return to Pre-Covid Provision** - Additional costs associated with reopening and return to Business as Usual in a COVID19 safe way; for example, new equipment, staff training, physical works to create a COVID19 secure working environment.
3. **New Service or Business Innovation** - Adapting the business or organisation to new delivery or service provision; for example, a shift to new digital provision or other innovative ways of working.

What we will not fund under this grant programme:

- Activities promoting political activities or specific religious beliefs,
- General appeals and ongoing day-to-day running costs (This includes but is not limited to rates, lease costs, monthly/annual rents, utility bills, insurance, regular staff salaries),
- Loan re-payments,
- Individuals,
- Education, health or social service activities, where central government, the health authority or county council are the most appropriate funder,
- Any retrospective applications for goods, services or expenses procured or incurred prior to receipt of a grant offer,
- Ongoing maintenance, routine repairs and renewals,

Who we will not fund under this grant programme

- Businesses or organisations that are not based or delivering community services within Mid Sussex
- Community Groups that are not operating a community service in Mid Sussex.
- Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.
- Organisations with, at the time of application, more than 9 months' unrestricted reserves,
- Local groups and organisations whose fundraising are sent to their Headquarters for distribution to other areas,
- Town and Parish Councils unless acting as Sole Trustee for a Village/Community Hall
- Businesses or organisation with a history or active dispute with the Council or who are not up to date with any taxes or duties such as business rates

What are our priority areas?

In the event of demand exceeding the available funds, applications will be prioritised by consideration of:

- Previous receipt of MSDC grant funding; those who have not already been in receipt of alternative funding will receive priority from this fund (this includes funding via the Government's COVID19 business and discretionary grants)
- How well applications demonstrate that they will contribute to MSDC's COVID19 Recovery Priorities as outlined in the revised Corporate Plan as agreed by Council on 30th September 2020) and outline below.

Sustainable Economic Recovery and Growth

Priority will be given to grant applications which:

- Introduce new products and services or new ways of delivering pre-existing products/services
- Support creation and/or retention of local jobs particularly apprentices or take up of Kickstart employees
- Support the local economy through the procurement of local goods and services
- Encourage footfall to town and village centres
- Support environmental improvements to business operations that support a Green Recovery

Strong and Resilient communities

Priority will be given grant applications which:

- Tackle issues relating to social isolation and loneliness
- Promote and enable community cohesion and integration
- Provide support to vulnerable communities and groups
- Reduce Health inequalities
- Provide or promote inclusive sports
- Provide focused interventions and activities for young people
- Encourage and enable volunteering in the community
- Develop and maintain rural resilience
- Support organisations in delivering COVID19 response services

A full copy of the Revised Corporate Plan can be found on [the Councils website](#)

What your application will need to include:

About Your Organisation

1. Constitution, set of rules, Companies House Reference Number and or VAT Registration
2. Last financial year's annual accounts or statement of income and expenditure if available
3. Recent original business or organisational bank statement from any current and investment account.
4. Equal Opportunities Policy.
5. Environmental and/or Corporate Social Responsibility Policy

What impact COVID19 has had and how you have responded

6. Details of how your business or organisation has been impacted by the COVID19 pandemic including explanation of what you have done to date to keep your staff, volunteers and customers/clients/members Covid-safe; to support the local economy or to support the local community.

What other funding have you had

7. Details of any other grant funding you have obtained since 01 April 2020 including but not limited to COVID19 Business Grants, Discretionary grants, Local Restriction Support Grant, C2C Business recovery Grant and what that funding has been used for.

What are you going to do with the Grant if awarded?

8. Details of what you propose to do with this grant including:
 - a. What exactly the funding will be spent on
 - b. How it will benefit the residents and/or the local economy of Mid Sussex
 - c. How it will meet the Council's priorities for sustainable economic growth or strong and/or resilient communities as defined in this guidance
 - d. Details of your plans to engage with the Kickstart initiative

What would happen if you don't get this funding ?

9. What the impact/implications would be if your grant application was not successful

Where the grant application involves the purchase of equipment or physical works applicants will need to provide:

- Two alternative, letterheaded, quotes
- Evidence that of intended use of suppliers/providers which are based in the Mid Sussex District. Where applicants are unable to use a supplier/provider within the Mid Sussex district an explanation must be provided.
- If the supplier/provider is a family member or has an interest in your business, this must be stated on the application form and a further quote must be provided by another supplier/provider.

The application concludes with a series of declarations which should be read carefully before signing. It is therefore important that the person completing the form is an authorised signatory for the organisation.

Note: If you submit an incomplete application, it will not be assessed.

Levels of monitoring for successful grants

Up to £1,000

Grant will be released within 5 working days of your business or organisation being registered with us following confirmation of the award. Applicants will be asked to complete a short End of Grant Report on completion of the project or spend.

Over £1,000

Applicants will need to provide invoices / receipts as evidence of expenditure before the grant is released. You will also be asked to complete an End of Grant Report and should expect a discussion or visit from the officer administering the grant. Evaluation of all grants will be reported to the Cabinet Grants Panel in the 2021-22 Financial Year.

Decision Making

- Deadline for applications 30th November 2020
- Officer Assessment against published criteria 2nd November – 4th December 2020
- Recommendations published for Cabinet Grants Panel 7th December 2020
- Grants will be approved by the Cabinet Grants Panel 14th December 2020.

MICROBUSINESS GRANT SCHEME

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

Purpose of the report

1. The purpose of this report is to present 3 micro business 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	Location	Purpose for which award is sought	Award Requested	Award Suggested
Albion Business Computers	Burgess Hill	Apprentice	£1,500	£1,500
Owen Garages Ltd	Haywards Heath	Apprentice	£1,500	£1,500
Zona Football Ltd	Haywards Heath	Apprentice	£1,500	£1,500
Total			£4,500	£4,500

Recommendations

Members of the Panel are requested to

- a) Consider and agree the funding request for each of the above applications, summaries of which are attached in Appendix A of this report.***

Background

3. This is the first meeting of the Cabinet Grants Panel to consider the 2020/21 Micro Business Grant Scheme. This is a County-wide scheme funded through the West Sussex Local Enterprise and Apprenticeship Platform (LEAP), which in turn is funded from retained business rates. A total of £500,000 has been allocated to the Districts and Boroughs within West Sussex, with £71,428.57 allocated to Mid Sussex District Council (MSDC). Grants of up to £2,000 are available to assist micro businesses with projects that will help them grow or up to £1,500 to help with the costs of taking on an apprentice.
4. The scheme is now in its third successful year, with £71,068.77 awarded to 44 micro businesses in 2019/20, attracting over £110,000 in match funding.
5. This year officers have implemented a system for return applications, as agreed in a report to the Panel in August 2020, whereby businesses who have received a grant for two consecutive years must ensure a 'gap year' before being eligible again. Applicants have also been scored as per the scoring matrix noted in appendix B.

6. The launch of the scheme this year was delayed County wide as a result of Covid-19. It was launched on 30th October 2020 with a closing date of 30th November 2020. Due to the delays in the launch it has been agreed County wide that the deadline for expenditure is 31st March 2021.

This year has seen a substantial increase in the number of applications received for the Micro Business Grant Scheme with 64 submissions. Due to the high demand for the scheme, the need to expedite the Covid-19 Recovery Grant Scheme, and the need to undertake all due diligence checks, the assessment of the Micro Business Grants has been phased with applications for apprenticeship funding taken first. Further Micro Business Grants applications will be reported at the next meeting of the Cabinet Grants Panel.

Assessment and Policy Context

7. The applications received have been assessed using an agreed matrix. A summary of the assessment of each application is included within the individual project reports in Appendix A.
8. All of the bids included in the paper have met the basic eligibility criteria for the grant scheme. All are properly constituted businesses with fewer than 10 employees and are located in the District.

Financial Implications

9. The micro business grants are funded through an allocation from the WSCC LEAP business rates pool, with £500,000 to be allocated between districts.
10. The current fund stands at:

Scheme	Fund as at 14 12 2020	Funds approved so far	Funds requested in this paper	Balance (if all bids in this paper are approved)
Micro Business Grant Scheme	£71,428.57	£0	£4,500	£66,928.57

Risk Management Implications

11. 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.
12. To minimise risk to the fund the decision was taken in 2017/18 to pay grants in arrears on receipt of invoices or other evidence. This approach differs from practice in some other parts of the County where payments are made to businesses as soon as the bid is approved. The payment-on-invoice approach is one key means on reducing risk to the fund and ensuring that grant payments do support the delivery of genuine growth or the recruitment of an apprentice. For apprenticeship grants this approach requires the business to provide evidence that the apprentice noted in the application has formally started before funding is released.

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 Micro Business Grant Scheme are held in the Economic Development Team.

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Micro Business Grant Scheme – Application Summary

Applicant	Albion Business Computers
Address	Unit 3 Ashwyn Business Centre Burgess Hill West Sussex RH15 8QY
Project Proposal	Apprentice
Type of business	Technology

Grant request	£1,500
Project cost	£12,000 – apprentice salary

Previous Grants?	none
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Summary of project proposal and aims

To aid in the hiring of an apprentice

Background and additional information

Albion Business Computers is a Burgess Hill based business providing advice and support to business with regards to IT and technology. This includes the setup of systems such as cloud data storage and telecommunications alongside larger infrastructure projects.

The business is looking to hire an Infrastructure Technician on a level 3 apprenticeship.

How does the project meet the stated criteria?

- Increase number of employees - 3/3
- Improve business productivity - 2/3

Officer evaluation and recommendation

Albion Business Computers fits the criteria of a micro business with 6 employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business will use the grant funding in order to hire an apprentice. 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.

Officers recommend that the grant of £1,500 is awarded to support hiring an apprentice.

Application Summary

Applicant	Owen Garages Ltd
Address	Market Place, Haywards Heath, West Sussex, RH16 1DB
Project Proposal	Apprentice
Type of business	Automotive

Grant request	£1,500
Project cost	£17,280 – apprentice salary

Previous Grants?	none
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Summary of project proposal and aims

To aid in the hiring of an apprentice

Background and additional information

Owen Garages are a Haywards Hath based business which provide a range of automotive services. Including servicing, repairs and maintenance. The business caters for both the trade and domestic sectors and specialise in high performance cars.

The business is looking to hire an apprentice on a level 2, vehicle repair apprenticeship. The business currently employs one other apprentice.

How does the project meet the stated criteria?

- Increase number of employees - 3/3
- Improve business productivity - 2/3

Officer evaluation and recommendation

Owen Garages fits the criteria of a micro business with 4 employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business will use the grant funding in order to hire an apprentice. 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.

Officers recommend that the grant of £1,500 is awarded to support hiring an apprentice.

Application Summary

Applicant	Zona Football Ltd
Address	Unit 22 Bolney Grange Business Park Stairbridge Lane, Haywards West Sussex RH17 5PB
Project Proposal	Apprentice
Type of business	Youth Football Academy

Grant request	£1,500
Project cost	£9,900

Previous Grants?	None
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Summary of project proposal and aims

They have found a new apprentice that would like to work for them but would benefit from the extra funding to make it work for them as a business.

Background and additional information

Zona is a youth football academy which specialise in coaching and teaching football in creative, innovative ways. The business also offers classes for international students in order to aid in teaching them English in association with GBMET College in Brighton. The business also hosts a university tournament with participants from across the UK.

The business is looking to hire a Community Activator Coach on a level 2 apprenticeship.

How does the project meet the stated criteria?

- Increase number of employees - 3/3
- Improve business productivity - 2/3

Officer evaluation and recommendation

Zona Football Ltd fits the criteria of a micro business with 4 employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business will use the grant funding in order to hire an apprentice. 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.

Officers recommend that the grant of £1,500 is awarded to support hiring an apprentice.

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Micro Business Grant Scheme - Scoring Matrix (Maximum Score = 15)

Criteria	Not Applicable: this criteria is not applicable to the application.	Poor: the application does not meet the stated criteria (Score = 0)	Fair: the application meets the criteria but provides little evidence (Score = 1)	Good: the application meets the criteria and shows strong qualities (Score = 2)	Excellent: the application meets the criteria and shows outstanding qualities (Score = 3)
Reach new customers	Not applicable	The application provides little or no evidence on how it meets this criteria.	The application provides limited detail on how it plans to reach new customers.	The application: <ul style="list-style-type: none"> - Provides a detailed statement on how the project reaches stated criteria - Provides reasoning behind the project and identifies some key benefits - Provides some detail on activities the business plans to undertake - Provides a rough cost plan - Provides a rough timeframe for the project 	The application satisfies all the criteria for a 'good' submission and provides an excellent level of detail to support the criteria. The application may demonstrate one or more of the following: <ul style="list-style-type: none"> - Provides evidence of need (e.g consultations, statistics, research reports etc.) - Identifies how the project will be evaluated and success measured - Provides quotations to support their cost plan and identifies suppliers - Meets one or more value-added criteria
Increase number of employees	Not applicable	The application provides little or no evidence on how it meets this criteria.	The application makes limited reference to intention of increasing employment, however this is not a clear deliverable of this project.	The application will result in further employment, but this is not the primary deliverable of the grant.	The applications primary deliverable is to increase the number of employees and the grant will support the cost of this.

Micro Business Grant Scheme - Scoring Matrix (Maximum Score = 15)

<p>Introduce new products or services</p>	<p>Not applicable</p>	<p>The application provides little or no evidence on how it meets this criteria.</p>	<p>The application provides only limited information on the products or services it wishes to introduce.</p>	<p>The application:</p> <ul style="list-style-type: none"> - Provides a detailed statement on how the project reaches stated criteria - Provides reasoning behind the project and identifies some key benefits - Provides some detail on activities the business plans to undertake - Provides a rough cost plan - Provides a rough timeframe for the project 	<p>The application satisfies all the criteria for a 'good' submission and provides an excellent level of detail to support the criteria. The application may demonstrate one or more of the following:</p> <ul style="list-style-type: none"> - Provides evidence of need (e.g consultations, statistics, research reports etc.) - Identifies how the project will be evaluated and success measured - Provides quotations to support their cost plan and identifies suppliers - Meets one or more value-added criteria
<p>Improve business premises</p>	<p>Not applicable</p>	<p>The application provides little or no evidence on how it meets this criteria.</p>	<p>The application is provides limited information on how it plans to improve business premises.</p>	<p>The application:</p> <ul style="list-style-type: none"> - Provides a detailed statement on how the project reaches stated criteria - Provides reasoning behind the project and identifies some key benefits - Provides some detail on activities the business plans to undertake - Provides a rough cost plan - Provides a rough timeframe for the project 	<p>The application satisfies all the criteria for a 'good' submission and provides an excellent level of detail to support the criteria. The application may demonstrate one or more of the following:</p> <ul style="list-style-type: none"> - Provides evidence of need (e.g consultations, statistics, research reports etc.) - Identifies how the project will be evaluated and success measured - Provides quotations to support their cost plan and identifies suppliers - Meets one or more value-added criteria

Micro Business Grant Scheme - Scoring Matrix (Maximum Score = 15)

Improve business productivity	Not applicable	The application provides little or no evidence on how it meets this criteria.	The application is not clear in how it plans to improve business productivity and provides little reasoning behind this.	<p>The application:</p> <ul style="list-style-type: none"> - Provides a detailed statement on how the project reaches stated criteria - Provides reasoning behind the project. - Identifies some benefits of the project - Provides some detail on activities the business plans to undertake - Provides a rough cost plan - Provides a rough timeframe for the project 	<p>The application satisfies all the criteria for a ‘good’ submission and provides an excellent level of detail to support the criteria. The application may demonstrate one or more of the following:</p> <ul style="list-style-type: none"> - Provides evidence of need (e.g consultations, statistics, research reports etc.) - Identifies how the project will be evaluated and success measured - Provides quotations to support their cost plan and identifies suppliers - Meets one or more value-added criteria
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Value-Added Matrix (Alignment to the Council’s Economic Development Strategy 2018-2031)

In addition to the scoring matrix, applicants will also be assessed against their ability to define how their project aligns with the Council’s Economic Development Strategy. Applicants will not be scored on this section, however their application will provide a note on their achievements in aligning with the Strategy which should be treated as a ‘Value-Added’ bonus.

Additional criteria will include:

- The creation of new jobs for local individuals
- Improving the skills of the workforce
- Supporting the local supply chain
- Enhances the public realm or local amenities
- Promotes or improves sustainability, with emphasis on environmental sustainability.

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COVID-19 RECOVERY GRANT SCHEME – BUSINESS GRANTS

REPORT OF: Business Development Officer
Contact Officer: Caroline Duffy
Email: caroline.duffy@midsussex.gov.uk
Wards Affected: All

Purpose of the report

1. The purpose of this report is to present 23 Covid-19 Recovery Grant applications for consideration by the Cabinet Grants Panel. This report details those applications made by businesses under the scheme. Community Service and Voluntary Sector applications are being reported separately as requested at the previous Cabinets 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:

Business / Contact	Purpose for which award is sought	Award Requested	Award Suggested
7th Heaven Salon Limited / Ellie Malins	Purchase IT equipment	£2,000.00	£2,000.00
First Recruitment Services Limited / Claire Sipple	IT Improvements	£5,000.00	£5,000.00
The Matthew Clift Collection Ltd / Matt Clift	IT equipment / website improvements	£5,000.00	£5,000.00
EBISS UK LTD / Wayne Forster	Website / vehicle / warehouse improvements	£12,000.00	£5,000.00
Beautiful Naturally / Laura Platt	New service / training / equipment	£5,000.00	£5,000.00
Ravenswood Venue Ltd / Tony Tijhuis	Purchase IT equipment	£5,000.00	£5,000.00
Strategic Marcomms Consultancy Ltd / Rebecca Jabbar	Online training website / materials	£5,000.00	£5,000.00
The Hub Kids Club Ltd / Gemma Coombes	Purchase equipment / ipads / staffing costs	£5,000.00	£2,000.00
Sixstar World Ltd / Sacha Dykes	Website improvements / software	£5,000.00	£5,000.00
Jigsaw Occupational Therapy Ltd / Dominic Simpson	Training videos/ software / equipment	£1,500.00	£1,500.00
Limepalm Ltd / Susie Leppard	Website improvements / training / fees	£3,000.00	£3,000.00

Business / Contact	Purpose for which award is sought	Award Requested	Award Suggested
Squires Planning Ltd / Andrew Metcalfe	IT equipment / software	£1,000.00	£1,000.00
International Location Safety Limited / Helen Hill	Digital marketing support	£1,000.00	£1,000.00
Jonathan Lea Ltd / Jonathan Lea	IT equipment	£4,675.00	£4,675.00
The Sport and Travel Group Ltd / Jon Ruben	IT equipment / membership fee	£4,391.00	£4,391.00
Avensys Ltd / Samantha Wood	Purchase equipment	£5,000.00	£5,000.00
The Fresh Fish Shop Ltd / Sebastian Candelon	Ecommerce / marketing / shop front	£3,829.00	£2,000.00
Hassocks Eyecare Centre Ltd / Vicki Macken	Improve premises	£2,000.00	£2,000.00
Highley Manor Venue Ltd / Tony Tjihuis	Improve premises	£5,000.00	£5,000.00
Flinders Coffee Ltd / Katrina Wale	Purchase equipment / seating / website	£5,000.00	£5,000.00
Purple Carrot Enterprises Ltd / Chris Wilson	Outdoor equipment / website / signage	£3,570.00	£3,570.00
The Tasting Rooms Wine Lounge Ltd / Rob Bliss	Outside area / equipment	£3,150.00	£3,150.00
Mid Sussex Osteopaths / Adam Fiske	Staff training / marketing / outreach work	£2,500.00	£2,500.00
TOTAL		£95,115.00	£82,786.00

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 and the accompanying criteria scoring assessment in Appendix B.***

Background

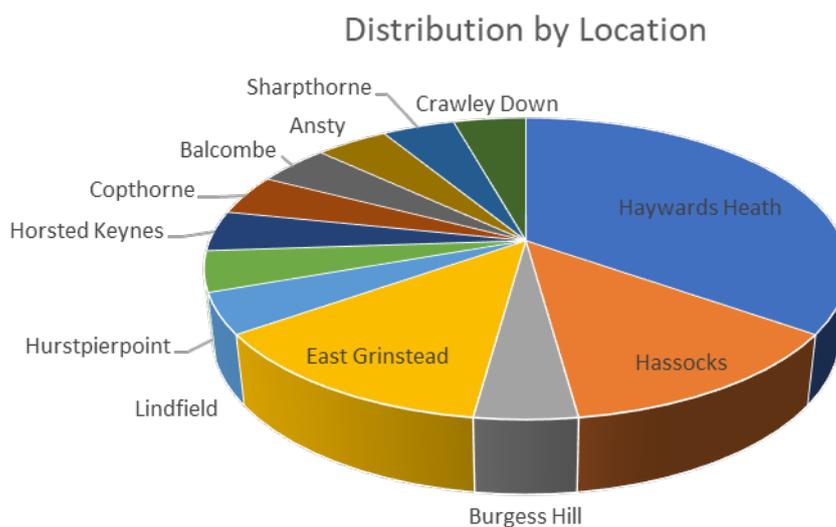
- This is the first meeting of the Cabinet Grants Panel to consider the Covid-19 Recovery Grant Scheme.

The scheme was launched on the 30th October 2020, one day prior to the government announcement of a 4-week national lockdown commencing 5 November. For many businesses this returned them to a state of survival rather than recovery and this in turn is likely to have had an impact on the level of applications to date. Subsequently there will be remaining funding available for a second round of applications.

- The scheme received a total of 42 applications (including 1 duplicate application). 14 were not eligible under the criteria for this scheme, 6 of these have been referred to the Government Grants as they related to fixed and / or running costs. 4 of these have successfully been awarded grants under the national scheme and 1 further application is currently being assessed. One business has not applied so far and is

being contacted directly to promote the availability of the Additional Restrictions Grant.

- Two applications scored below 50% when assessed against the criteria. Both businesses are undergoing additional assessment and due diligence with a view to submitting these applications in the second round of applications.
- The pie chart below illustrates the distribution of these applications by location. In summary 35% were from Haywards Heath, 13% from East Grinstead, 13% from Hassocks, 4% (one application) from Burgess Hill with single applications from other locations (as below).



Assessment and Policy Context

- The applications received have been considered by officers within the Council's Economic Development Team. A summary of the assessment of each application is included within the tables in Appendix A.
- In regard to the applications for Ravenswood Venue Ltd and Highley Manor Venue Ltd, these businesses share the same Directors meaning that under the grant criteria only one of these could be funded. However, the applicant has urged us to consider both stating, they are very different venues, and each has been heavily affected by the pandemic. Officers would recommend of the two projects funding Ravenswood Venue Ltd.
- Applications have been assessed against five key criteria – evidence of need, impact, benefits and Council priorities including engagement with the Kickstarter programme. The maximum possible score for excellent applications which fully meet all the criteria is 15. A summary of the scoring criteria used is included in Appendix B.
- All of the businesses whose bids are included in the paper have met the basic eligibility criteria for the grant scheme. All are properly constituted businesses with a minimum of 1.5 FTE but no more than 250 employees. All have provided any additional information requested by officers to support their applications.
- The new grant fund is run independently of the existing CED funds such that applications, provided they meet the relevant criteria does not preclude businesses or organisations from making additional applications to other funds within the CED

Grant programme (i.e. microbusiness grants; community grants) in the current financial year and vice versa.

Financial Implications

12. The Covid-19 Recovery grants are funded through the Council's own funds with £300,000 to be allocated to support both local businesses and communities with Covid-19 recovery. The Covid-19 Recovery Grants do not require match funding.

13. The current fund stands at:

Covid-19 Grant Scheme	No. of applications in this paper	Funds requested in this paper
Business Grants	23	£82,786.00
Community Grants	26	£68,608.50
Balance (if all bids in this paper are approved)		£148,605.50

Risk Management Implications

14. 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.

15. To minimise the risk and as a continuance of the due diligence already carried out, successful businesses will be subject to the following levels of monitoring;

Up to £1,000 - Applicants will be asked to complete a short End of Grant Report on completion of the project or spend.

Over £1,000 - Applicants will need to provide invoices / receipts as evidence of expenditure before the grant is released. They will also be asked to complete an End of Grant Report and should expect a discussion or visit from the officer administering the grant.

Evaluation of all grants will be reported to the Cabinet Grants Panel in the 2021-22 Financial Year.

Legal Implications

16. 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

17. Grant applications and associated documentation for the **Covid-19 Recovery - Business Grants** are held in the Economic Development Team.

Appendix A

Business Name / Contact Name	Sector	Location	Project	Criteria Score	Total Project Cost	Amount Requested	Amount Recommended	*Previous Grant Funding
7th Heaven Salon Limited / Ellie Malins	Hair and Beauty	East Grinstead	Purchase a new computer to continue to manage clients' database	9/15	£2,000	£2,000	£2,000	Yes - Govt.
First Recruitment Services Limited / Claire Sipple	Recruitment	Haywards Heath	Transition IT into a cloud-based system	11/15	£9,909	£5,000	£5,000	Yes - Govt.
The Matthew Clift Collection Ltd / Matt Clift	Tour operator	East Grinstead	Pivot the business to offer Training platform - website build - iPad Pro, Pen & keyboard	8/15	£5,000	£5,000	£5,000	Yes - Govt.
EBISS UK LTD / Wayne Forster	Events	Haywards Heath	Website improvements and online quoting system, warehouse improvements (art storage)	13/15	£30,390	£12,000	£5,000	Yes - Govt.
Beautiful Naturally / Laura Platt	Hair and beauty	Hassocks	Offer a new service, including cost of training, equipment and licences (Microblading and Semi-Permanent make-up)	12/15	£5,934	£5,000	£5,000	Yes - Govt. / Micro
Ravenswood Venue Ltd / Tony Tijhuis	Venue	Sharpthorne	Laptops to establish part of the wedding team to be able to work from home	12/15	£5,000	£5,000	£5,000	Yes - Govt.
Strategic Marcomms Consultancy Ltd / Rebecca Jabbar	Marketing	Haywards Heath	Deliver the training online and also enable clients to access (behind a paywall) at anytime / anywhere. Video creation, strategy, optimisation, monitoring, supplementary material creation	10/15	£5,500	£5,500	£5,000	Yes - Govt. / Micro

Business Name / Contact Name	Sector	Location	Project	Criteria Score	Total Project Cost	Amount Requested	Amount Recommended	*Previous Grant Funding
The Hub Kids Club Ltd / Gemma Coombes	Childcare	Haywards Heath	To purchase extra equipment to reduce sharing and to purchase iPads so the children can take part in socially distant activities online	12/15	£14,000	£5,000	£2,000	Yes - Govt.
Sixstar World Ltd / Sacha Dykes	Events	Ansty	Change website and create software to enable venues to list their own venues	10/15	£5,000	£5,000	£5,000	Yes - Govt.
Jigsaw Occupational Therapy Ltd / Dominic Simpson	Occupational Therapy	Burgess Hill	To provide additional remote support via the production of training videos for families, schools and other professionals Expand practice management software to transfer more assessment services online. Invest in more sanitising equipment and staff to increase our ability to deliver face-to-face services where possible	12/15	£1,500	£1,500	£1,500	Yes - Govt.
Limepalm Ltd / Susie Leppard	Drama and dance classes	Lindfield	e-commerce platform and services, developing website to offer more non-contact provision - e.g. registration forms, payment of fees, secure access portal for parents/carers as an alternative to Zoom for classes. Staff training, social media training, COVID-safe practices.	10/15	£4,000	£3,000	£3,000	No

Business Name / Contact Name	Sector	Location	Project	Criteria Score	Total Project Cost	Amount Requested	Amount Recommended	*Previous Grant Funding
Squires Planning Ltd / Andrew Metcalfe	Planning Consultancy	Crawley Down	Adapting to home working, specifically the setup of new PC to host GIS Systems and other business systems to enable home working. Also equipment for the setup of a home office for one employee.	9/15	£1,034	£1,000	£1,000	Yes
International Location Safety Limited / Helen Hill	Risk advisory services and security training courses	Hurstpierpoint	Digital marketing consultancy support to create digital marketing strategy, to market effectively new online courses are able to reach target audience, expand client base and maximise sales in order to capitalise on these new products	10/15	£1,475	£1,000	£1,000	Yes - Govt.
Jonathan Lea Ltd / Jonathan Lea	Solicitors	Haywards Heath	2 x Computer work stations for paralegals and TV screen	13/15	£4,675	£4,675	£4,675	Yes - Govt. / Micro
The Sport and Travel Group Ltd / Jon Ruben	Tour Operator	Horsted Keynes	IT equipment to ensure we have flexibility to work in the current lockdown period. - 2 laptops to enable remote working. - 3 iPads for sales staff to work more efficiently from home and do presentations to golf clubs and clients when restrictions ease. - Annual membership of MDHub, a Sussex based networking "club" for business owners.	9/15	£4,391	£4,391	£4,391	Yes - Govt.

Business Name / Contact Name	Sector	Location	Project	Criteria Score	Total Project Cost	Amount Requested	Amount Recommended	*Previous Grant Funding
Avensys Ltd / Samantha Wood	Hire & Events - Audio visual production for corporate events	Copthorne	Develop Online service, purchase of Broadcast Quality Video Camera and Stream enabled Vision Mixer	13/15	£11,270	£5,000	£5,000	No
The Fresh Fish Shop Ltd / Sebastian Candelon	Retail	Haywards Heath	E-commerce platform, marketing / advertising and enhancement to shop front	12/15	£3,829	£3,829	£2,000	Yes - Store front / Fishmongers Trust
Hassocks Eyecare Centre Ltd / Vicki Macken	Optician	Hassocks	Automatic front door so safer for patients entering as no contact and also safer for staff. The door entry system will also have a wheelchair friendly height push button to open the door	8/15	£2,000	£2,000	£2,000	Yes - C2C
Highley Manor Venue Ltd / Tony Tijhuis	Wedding and Events Venue	Balcombe	Create and fit out a 'Getting Ready Room' on the premises.	9/15	£16,700	£5,000	£5,000	Yes - Govt.
Flinders Coffee Ltd / Katrina Wale	Coffee Shop	Haywards Heath	Seating booths to aid social distancing, create a website that will allow pre-orders and set up a delivery system for the local community. Purchase a counter fridge to increase pre-prepared food offering and speed up takeaway service	12/15	£5,646	£5,000	£5,000	Yes - Govt. / Micro / Store front

Business Name / Contact Name	Sector	Location	Project	Criteria Score	Total Project Cost	Amount Requested	Amount Recommended	*Previous Grant Funding
Purple Carrot Enterprises Ltd / Chris Wilson	Coffee bar and bistro	Hassocks	Adapting outside areas for use through the winter months - small marquee covering the patio area, environmentally friendly heating, Covid barrier screens, large umbrella /sail structure for front exterior covering, patio security, further Covid safety signage, updating website and systems for online booking, ordering and payments	11/15	£3,570	£3,570	£3,570	Yes - Govt.
The Tasting Rooms Wine Lounge Ltd / Rob Bliss	Wine Bar & Tasting Events	East Grinstead	To develop an outside seating area	8/15	£6,300	£3,150	£3,150	Yes - Govt.
Mid Sussex Osteopaths / Adam Fiske	Osteopath	Haywards Heath	Staff training; marketing and outreach work	10/15	£3,000	£2,500	£2,500	Yes - Govt.

* Note regarding previous grant funding; Micro Grant funding refers to that received in previous years not the current 2020/2021 applications. Store Front Grant refers to funding received as part of the Independent Retailers fund in 2019. Both of these grants required a match funding element.

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Appendix A

Applications considered but NO GRANT recommendation as scored below 50%

Business Name / Contact Name	Sector	Location	Project	Criteria Score	Total Project Cost	Amount Requested	*Previous Grant Funding
Mid-Sussex Super Cream / Ashok Kumar	Ice cream company, retail and trade	Balcombe	Vehicle maintenance, rent, electric costs, insurances, Covid-19 training, protective screens on vans, special Covid-19 signs, printed uniforms with Covid restrictions on and PPI	5/15	£7,200	£7,200	No (Govt. pending)
Hardings Bar & Catering Services Ltd (The Talbot) / Dean Harding	Pub and Restaurant	Cuckfield	External cover and heating for the outside area	6/15	£10,000	£6,000	Yes - Govt.

* Note regarding previous grant funding; Micro Business Grant funding refers to that received in previous years not the current 2020/2021 applications. Store Front Grant refers to funding received as part of the Independent Retailers fund in 2019. Both of these grants required a match funding element.

Applications considered but NO GRANT recommendation as did not meet the grant criteria

Business Name / Contact Name	Sector	Location	Project	Total Project Cost	Amount Requested
Just Drinking Water Ltd / Neil Tomlinson	Water (sales)	Haywards Heath	To build a home / office room	£11,108	£5,000
Burgess Hill Community Radio / Jerry Bradford	Radio Station	Burgess Hill	To fund advertising packages for businesses, nominated by MSDC, to help them 'Survive the Virus'.	£4,940	£4,940

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Appendix A

Applications not considered as were not eligible

Business Name	Sector / Description	Location	Reason
Trade Legion Ltd / Ercan Yuzey	Restaurant	Horsham	Out of area
Ultimate Warrior Training Ltd / Nicola Gilson	Fitness and training	Burgess Hill	Not eligible related to running costs
Peeweess Hair Ltd / Tracey Prescott	Hair and beauty	Burgess Hill	Not eligible related to running costs
P&W Event Hire Ltd / Richard Walker	Events	Surrey	Out of area
My Enhance t/as Enhance Aesthetics and Beauty / Katie Phipps	Hair and beauty	East Grinstead	Not eligible related to running costs
Hair Obsession / Lydia Green	Hair and beauty	Hurstpierpoint	Not eligible related to running costs
Cross Origin / Piero Barba	Design & marketing	Haywards Heath	Not eligible related to running costs
Salt Kettle Restaurants Ltd / James Clark	Pub	Cuckfield	Application incomplete
Gatwick Recruitment and Training Ltd / Nic Chaviaris	Recruitment / training	Crawley	Out of area
Ashdown Commercial Ltd / Melissa Beatty	Office Space	East Grinstead	Not eligible no staff employed and does not meet Covid-19 Recovery Grant criteria
Pangdean Barn / Nicky Currie	Wedding and catering venue	Pyecombe	Not eligible related to running costs
Superfood Goddess Café / Diana Romrig	Cafe	Burgess Hill	Not eligible no staff employed
Brighton Business Expo / Mike Monk	Events	Hassocks	New Service or Business Innovation
Beauty by Rosanna / Rosanna Barba	Beautician	Haywards Heath	Not eligible no staff employed

Assessment Matrix (max score = 15)

Criteria	<i>Excellent:</i> the application meets the criteria and shows outstanding qualities (Score 3)	<i>Good:</i> the application meets the criteria and shows strong qualities (Score = 2)	<i>Fair:</i> the application meets the criteria (Score = 1)	<i>Poor:</i> the application does not meet the criteria (Score = 0)
Costs and/or projects which relate to one of the following: <i>1) Emergency Response 2) Return to Pre-Covid Provision 3) New Service or Business Innovation</i>	The application clearly articulates how the project will meet at least one of the funding criteria	The application states how the project will meet at least one of the funding criteria	The application states that the project will meet at least one of the funding criteria	The project will not meet any of the funding criteria
Council's priorities <i>Council's priorities for Sustainable Economic Growth or Strong and/or Resilient Communities</i>	The application clearly articulates how the project will meet at least one of the Council's priorities	The application states how the project will meet at least one of the Council's priorities	The application states that the project will meet at least one of the Council's priorities	The project will not meet any of the Council's priorities
Benefits	Project clearly describes the beneficiaries (80%+ from Mid Sussex), outcomes and measures of success	Beneficiaries (80%+ from Mid Sussex), outcomes and evaluation methods are listed but not detailed	Limited information has been supplied regarding beneficiaries (80%+ from Mid Sussex), outcomes and project evaluation	Less than 80% of beneficiaries are from Mid Sussex. Outcomes are not evident
Plans to engage with the Kickstart initiative	The application clearly articulates how the project will engage with the initiative	The application states how the project will engage with the initiative	The application states that the project will engage with the initiative	The project will not engage with the initiative
Evidence of need	The application clearly articulates the impact of Covid-19 on the business and implications if this application is not approved	The applicant has outlined the impact of Covid-19 on the business and implications if this application is not approved	The impact of Covid-19 on the business and implications if this application is not approved is identified	The impact of Covid-19 on the business and implications if this application is not approved are not evident

TOTAL SCORE:

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