

## CORPORATE GRANT SCHEMES

**REPORT OF:** HEAD OF CORPORATE RESOURCES  
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**Wards Affected:** All  
**Key Decision** No

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### Purpose of the report

1. The purpose of this report is to present nineteen Facility, Community & Economic Development applications for consideration by the Cabinet Grants Panel. The report also provides an update on the deferred application from the Branch Line who have submitted further information.

### 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 to each organisation are detailed as follows:

### Facility Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Chapelfields Residents' Association	Improvements to play area	13,250	13,250
<b>Total</b>		<b>£13,250</b>	<b>£13,250</b>

### Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
4 Sight Vision Support	Outreach low vision assessments	£4,803.75	£4,803.75
Bentswood Community Partnership	Youth Engagement Project	£5,000.00	£5,000.00
Disability Access East Grinstead and District	Advice on disability matters and free loan service on equipment	£1,000.00	£0.00
East Grinstead Tennis, Squash and Racketball Club	Extra-curricular sporting activities for children and young people	£4,800.00	£4,800.00
East Grinstead Town Action Group	Equipment and hi viz wear plus admin costs	£1,225.00	£560.00
East Grinstead Town Council	East Court Live events and 250 <sup>th</sup> Anniversary celebration	£5,000.00	£5,000.00
Friends of Burgess Hill Green Circle Network	Wild about Mid Sussex event	£1,843.00	£1,843.00
Haywards Heath Town Council	Town Day	£2,240.00	Defer
Hurst Festival	Music Club	£5,000.00	£5,000.00
Hurst Festival	Community Day	£5,000.00	£0.00
Hurstpierpoint and Sayers Common Parish Council	Furniture and equipment for Court Bushes Community Hub	£5,000.00	£5,000.00

Lindfield Arts Festival	Arts activities	£1,580.00	Defer
Pericles Theatre Company (Hoathly Hill Trust Ltd)	Theatre performances by people with learning disabilities	£5,000.00	£1,000.00
Smart Dog Education	Support for people with disabilities	£5,000.00	£0.00
St Peter and St James Hospice	Air conditioning unit	£2,569.00	£2,569.00
West Sussex Mediation Service	Free mediation service for Mid Sussex residents	£3,000.00	£3,000.00
<b>Total</b>		<b>£58,060.75</b>	<b>£38,575.75</b>

### Community and Economic Development Grants - Sponsorship

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Experience Mid Sussex	Digital PR programme	£3,500.00	£3,500.00
South of England Agricultural Society	Young Craftsman of the Year competition	£1,500.00	£1,500.00
<b>Total</b>		<b>£5,000.00</b>	<b>£5,000.00</b>

### Recommendations

**3. Members of the Panel are requested to consider and decide upon:**

- i. the recommendations for each of the above applications, summaries of which are attached in Appendices A, B and C;*
- ii. extensions to special Facility Grant conditions as detailed in Appendix E*
- iii. the recommendation to award a Facility Grant of £50,867.98 to the Branch Line (see para 15)*

### Background

4. Applications for all grants are assessed against a standard checklist and considered by a "Grants Assessment Group" to ensure a consistent approach to the awarding of grants.

### Assessment Process

5. Applications are assessed against four key criteria – Council priorities, evidence of need, finances and impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
6. The applications received in this grants round have been considered by the Grants Assessment Group comprising relevant officers from across the authority together with representatives from West Sussex County Council's Partnerships and Communities Team and, unless there is a conflict of interest, the local Council for Voluntary Service.
7. The merit of each application is judged against the agreed criteria and a level of funding is recommended to the Cabinet Grants Panel. A summary of the assessment of each application is included within the individual project reports in Appendices A and B.

8. All organisations have met the basic criteria and specific grant criteria, i.e. are fully constituted voluntary and not for profit organisations, and have provided the relevant information to support their application.

### **Sponsorship**

9. In order to maximise the funds available, two applications for Community and Economic Development Grants totalling £5,000, if approved, will be funded through available monies in our sponsorship and tourism budgets. The nature of these applications relate to tourism and sponsorship and there are available funds of £7,246.

### **Facility Grants Update and End of Revenue Grants Report**

10. The End of Revenue Grants Reports for Community & Economic Development Grants and a Facility Grants Update and are attached in Appendices D and E. The reports provide details of the outcomes relating to the Community & Economic Development Grants awards and the progress of capital projects funded through the Facility Grants scheme in 2017-18.

### **Other Options Considered**

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

### **The Branch Line**

12. On 19 June 2018 the Cabinet Grants Panel considered a Facility Grant application from the Branch Line regarding the construction of a Learning Centre attached at the side to the Sussex Miniature Locomotive Society Club house in Beech Hurst Gardens. Members of the panel raised concerns about the sustainability and financial viability of the project and requested that the application be deferred until more information was provided.
13. Since the previous submission, the Charitable Incorporated Organisation has been registered with the Charity Commission (Ref: 1178407), planning approval has been given for the project (Ref: DM/18/1003) and a website has been established <https://www.branchlinelearningcentre.com/>. In December 2018, the Chairman of the Branch Line submitted a Business Plan providing further information in support of the application.
14. The Learning Centre will be open to the public at the same time as the miniature railway, from 2-5 pm on Saturdays and Sundays between Easter and the end of September, on Bank Holidays and Wednesdays during the 6-week school summer holidays. This is typically over 65 open days per annum.
15. Approximately, 22,000 people ride on the miniature railway during these times and the aim is to attract 10% of these visitors to the Learning Centre. A £2 entrance fee should yield an annual income of £4,400 which should be sufficient to cover basic overheads which are estimated at £4,200 per annum (insurance, utilities, maintenance and repairs, website and promotional materials). The building will be fully staffed and managed by volunteers and will be available to hire for special events and functions.
16. The initial set up and capital project cost is £163,876 (excluding VAT) based on tenders received from six local building companies. The CIO has submitted a number of funding bids to trusts and foundations, including the National Lottery, and

also intends to seek donations via a crowd funding campaign and from wealthy individuals with an interest in railways.

17. It is recommended that the Council offers a grant of £50,867.98 toward the costs of constructing the Branch Line Learning Centre which is made up of - £2,704.19 (P35/757 Land at Butlers Green Road), £24,696.65 (P35/768 Land South Side of Rocky Lane), £4,819 (PL13-000539 17-21 Boltro Road), £3,601.51 (PL13-000616 The Oaks, 36 Paddockhall Road) and £15,046.63 (PL13-000841 1-3 Church Road) Community Buildings S106 monies.

Grant offer subject to the following special conditions:

- that it can be demonstrated that the project can be funded in its entirety within 12 months of the grant offer
- the project must be completed within 12 months of project funding being obtained
- a lease agreement to be drawn up with the Council (with the agreement of the Charity Trustees).

### Financial Implications

18. All Facility Grants are funded through the use of S106 contributions which the Council holds for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development.

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

<b>Scheme</b>	<b>Fund as at 6 April 2018</b>	<b>Additional funds from unspent grants</b>	<b>Allocated and spent to date</b>	<b>Balance</b>
Community & Economic Development	£96,830	£8,341	(£75,586)	£29,585

20. The allocated to date figure includes the amount approved for CED grants at the Grants Panel Meetings of 19 June, 31 July, 16 August, and 31 October, plus grants awarded to the Sheddingdean Community Association and Windmills Opportunity Playgroup agreed through a Cabinet Member report (MIS bulletin No. 16).

21. An additional £8,341 has been found from unspent funds for projects approved in 2017-18 that have now completed.

22. If Members agree to the recommendations, this will leave an overspend of the Community and Economic Development budget by £8,991. The head of Corporate Resources is happy to allocate up to £9k over budget and will look to top this up in April if a Council underspend is identified.

### Risk Management Implications

23. 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.

24. Additionally, the sharing of information with West Sussex County Council will ensure that organisations are not being double-funded for the same purpose.

25. A Contract is signed at the application stage by organisations seeking funding that details the terms and conditions under which the grant is given, including the return of all monies to the Council should the purpose for which the grant is awarded not materialise. In respect of Facility Grants, the Council may impose additional safeguards.
26. All organisations are requested to complete an End of Grant Report at the end of the funding period and required to submit information relating to the grant including purchase invoices, details of the number of residents benefiting from the grant, annual accounts, how the grant was used etc.
27. 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**

28. 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**

29. 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**

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