

## MICROBUSINESS GRANT SCHEMES

**REPORT OF:** Programme Manager, Burgess Hill Growth Area  
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**Wards Affected:** All  
**Key Decision:** No  
**5<sup>th</sup> June 2017**

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### Purpose of the report

1. The purpose of this report is to present nineteen microbusiness grant applications for consideration by the Cabinet Grants Panel, including the three applications held over from the previous meeting of the Panel.

### Summary

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

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Premier Marketing	Apprentice	£1,500	0
Ozlana Australia Ltd	Trade mission to South Korea	£2,000	£2,000
ER Longley Hydroworks	Website redesign and apprentice	£3,500	£3,500
Med Secretary	Apprentice and website upgrade	£3,500	£3,500
Not Another Bunch of Flowers	Website improvements	£2,000	£2,000
Ottilie	Website upgrade, social media promotion and events	£1,788.55	£1,788.55
Ops Angel	Apprentice and laptop with projector	£2,000	£2,000
The Alternative Healthcare Ltd	Website creation and marketing	£2,000	£2,000
Coles Estate Agents	Website upgrade	£2,000	£2,000
The Perrymount Clinic	Re-configuration of new premises	£2,000	£2,000
Sussex Zest Ltd	Fitness Rig	£2,000	£2,000
MDHUB Ltd	Development of CRM and website along with marketing materials	£2,000	£2,000
Critter Sitter	Van	£2,000	£2,000
Silver Bullet Business Training	Laptops and software	£2,000	£2,000
The Fresh Fish Shop	Kitchen improvements and shop facelift	£2,000	£2,000
Fine Baps	New website including online ordering	£2,000	£2,000
Katie Puppies 2014	Purchase of stall equipment and membership of e-commerce site	£2,000	0
Ouh La La Limited	Website upgrade	£2,000	£2,000
Linear Health & Fitness	Extension of indoor cycling facility	£2,000	£2,000
<b>Total</b>		<b>£40,288.55</b>	<b>£36,788.55</b>

**NB – the suggested award is based in the assumption that due diligence checks have been satisfactorily passed. This will be confirmed, or otherwise, at the Cabinet Grants Panel meeting.**

## Recommendations

***Members of the Panel are requested to***

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

## Background

3. Given the level of demand, arrangements have been made to transfer £11,600 from the Community and Economic Development Grant fund. Even with this injection of cash, applications since the last Cabinet Grants Panel have been at a level that, should the Panel agree with officers' recommendations, the fund will be able to support one more application. There is currently a reserve list of two applications that could be considered at the next Panel should there be sufficient funds available.
4. Including this month's applications, the Panel has considered applications from 45 companies. Just over half of the applicants (23) have been based in Haywards Heath, 7 have come from Burgess Hill and the remainder have been spread amongst other settlements. Surprisingly there has only been one application from East Grinstead.
5. 9 applications have been for an apprentice (including the one recommended for refusal). 22 of the applications relating to projects have been for a website re-design/upgrade or some other form of digital marketing assistance.
6. A detailed analysis of applications will be presented to the Panel once the funds have been fully allocated.

## Assessment and Policy Context

7. The applications received have been considered by Council Officers Rachel Ryan-Crisp and Gordon Reay. A summary of the assessment of each application is included within the individual project reports in Appendix A.
8. All organisations have met the basic criteria and specific grant criteria, i.e. are properly constituted micro-businesses and have provided the relevant information to support their application. As noted above, a verbal confirmation of the due diligence checks will be provided at the Cabinet Grants Panel.

## Financial Implications

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

<b>Scheme</b>	<b>Original fund (plus top up)</b>	<b>Funds approved</b>	<b>Funds requested</b>	<b>Balance</b>
Microbusiness grant	£83,000	£44,184	£40,288.75	-£1,472.75

## **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 this risk we have requested that recipient businesses provide proof of purchase of equipment or employment of the apprentice. We consider this a proportionate approach given the relatively small sums involved in this grant programme.

## **Equality implications**

13. As part of the due diligence process all of the organisations for this funding from the Council have been assessed to be in compliance with the requisite policies/legislation.

## **Legal Implications**

14. 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**

15. Grant applications and associated documentation for the Microbusiness Grant Programme are held in the Burgess Hill Programme Management team.