

21 October 2019

PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **OAKLANDS MEETING ROOM** at these offices on **TUESDAY, 29TH OCTOBER, 2019 at 4.30 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declaration of Interests from Members in respect of any matter on the Agenda.	
4. To confirm the Minutes of the Meeting of the Panel held on 23 September 2019	3 - 6
5. To consider any items that the Chairman agrees to take as urgent business.	
6. To receive representations from Members of the Council on the applications.	
7. Micro Business Grants Scheme	7 - 20
8. Corporate Grant Schemes	21 - 54

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, 23rd September, 2019
from 4.30 pm - 5.04 pm**

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

J Belsey

Also Present: Councillor P Chapman

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

None as all Members were present.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

None as all Members were present.

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

The Vice-Chairman declared a personal interest in the Micro Business application from Just Drinking Water Ltd as he has known the owner of the company for a number of years. The Chairman also declared a personal interest in the Micro Business application from Just Drinking Water Ltd as the owner of the company is known to him. Both Members confirmed that they had no interest in the company and took no part in the submission of the application by the applicant.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 27
AUGUST 2019**

The Chairman had no urgent business.

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

The Minutes of the meeting of the Panel held on the 27 August 2019 were approved as a correct record and signed by the Chairman.

**6. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE
APPLICATIONS.**

No representations were received.

7. MICRO BUSINESS GRANT SCHEME

Mark Healy, Regeneration and Economy Programme Manager, introduced the eight Micro Business Grant applications. He noted that two of the applications are specifically for the recruitment of an apprentice of which one sought a grant for both business growth and an apprentice. He noted that if all grants were to be approved by the Panel then a total of £63,068.77 would have been allocated from the current Micro Business Grants funding pool, leaving a balance of £8,359.80 remaining.

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

The applications which were recommended for consideration and approval by the Panel are set out below:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Fine Baps	New Service	£1,800	£1,800
Fun Pots	Marketing, New Service and Apprentice	£2,090	£2,090
Just Drinking Water Ltd	Marketing	£2,000	£2,000
Paul Johnson Photography	Apprentice	£1,500	£1,500
RAW (Resilience and Wellbeing)	New Service	£1,873	£1,873
Sell4Profit Ltd	Marketing	£2,000	£2,000
The Jonathan Lea Network	Marketing	£2,000	£2,000
The workABLE	New Service	£2,000	£2,000
Total		£15,263.00	£15,263.00

The Vice-Chairman requested that the business owner's name be included in the brief of the business as councillors have a significant number of connections within the local community and he does not always find the link between an individual and an applying business which could lead to an interest not being declared.

The Regeneration and Economy Programme Manager confirmed that the owner's name can be included in future reports.

Holly-Jade Ryder, Business Development Officer, introduced the application from Sell4Profit Ltd which sought a grant to undertake a Search Engine Optimisation (SEO) project to promote the business. She noted that previous applications which sought a grant to undertake a SEO have proved very successful in driving business growth.

The Vice-Chairman drew attention to Appendix B and highlighted that the business only scored 12 out of a possible 35 in the scoring for applicants.

The Business Development Officer confirmed that the applicant only received a low score as their application was very specific which would naturally score lower as it only meets certain requirements of the application.

The Chairman felt that a project cost of £4,000 is quite generous and enquired how that figure was calculated.

The Business Development Officer explained that the cost of SEO projects can vary depending on the traffic reaching the website and therefore is hard to quantify. She said that it is likely the project will be costed under the requested amount and reassured the Chairman the grant will be paid on receipt of an invoice.

The Member expressed that he was happy to award the grant as long as the business is assured growth.

Members were supportive of the application.

William Hawkins, The Economic Development Officer introduced the application from The Jonathan Lea Network which sought a grant to undertake a series of marketing and promotional activities to increase awareness of the business. He noted that the business is looking at putting advertisements in local news publications, creating their own business networking event in Brighton, running a local charity cricket tournament for local businesses, and joining the Brighton & Hove Business Network.

The Vice-Chairman noted that legal firms usually have a significant income and questioned whether their previous success should result in them applying for another grant.

The Regeneration and Economy Programme Manager explained that officers do recognise that the business is successful and probably could carry out these activities without the grant. He did note however that the application does meet the criteria of the scheme and officers would be obliged to put it forward to the Panel. He added that the potential for future prioritisation policy coming forward could deal with issues such as this.

The Chairman stated that they would have to revisit that area of concern during the next year of grant funding as it would not be appropriate to implement any additional schemes or policies in this round of grant funding.

Members were supportive of the application.

Members discussed the remaining six Micro Business Grant applications and were supportive of all.

RESOLVED

The Cabinet Grant Panel agreed:

- i. that a Microbusiness Grant of £1,800 be granted to Fine Baps to fund the introduction of a delivery service which requires kitting out the business van, equipment and marketing for the new service.
- ii. that a Microbusiness Grant of £2,090 be granted to Fun Pots to fund market research, the offer of a new service, an increase in staff hours and to employ an apprentice.
- iii. that a Microbusiness Grant of £2,000 be granted to Just Drinking Water Ltd to fund marketing activities for a new product line.
- iv. that a Microbusiness Grant of £1,500 be granted to Paul Johnson Photography to fund the employment of an apprentice.

- v. that a Microbusiness Grant of £1,873 be granted to RAW (Resilience and Wellbeing) to fund the launch of a new resilience and well-being service in the District.
- vi. that a Microbusiness Grant of £2,000 be granted to Sell4Profit Ltd to fund a Search Engine Optimisation (SEO) project to promote the business.
- vii. that a Microbusiness Grant of £2,000 be granted to The Jonathan Lea Network to fund a series of marketing and promotional activities to increase awareness of the business
- viii. that a Microbusiness Grant of £2,000 be granted to The workABLE to fund training for the business to become a qualified Mental Health First Aid Instructor and offer workshops to raise awareness and train individuals in understanding mental health.

The meeting finished at 5.04 pm

Chairman

MICRO BUSINESS GRANT SCHEME

REPORT OF: Business Development Officer
Contact Officer: Holly-Jade Ryder
Email holly-jade.ryder@midsussex.gov.uk
Tel: 01444 477284
Wards Affected: All

Purpose of the report

1. The purpose of this report is to present four 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	Purpose for which award is sought	Award Requested	Award Suggested
Aureo Group	Marketing	£2,000	£2,000
Buchan Rum Architects Ltd	Business Expansion and Website Development	£2,000	£2,000
Desk Village Ltd	New Service	£2,000	£2,000
The Classic Shutter Company Ltd	Marketing, Website Improvements and Training	£2,000	£2,000
Total		£8,000	£8,000

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. This is the fifth meeting of the Cabinet Grants Panel to consider the 2019/20 Micro Business Grant Scheme. The scheme has seen a great deal of interest. Following this meeting, the panel will have reviewed all of the 44 applications that have been submitted for the scheme, this will mean the full allocation of the schemes budget for this year.

Assessment and Policy Context

4. 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 individual project reports in Appendix A.
5. 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

fewer than 10 employees and are located in the District. All have provided any additional information requested by officers to support their applications.

Financial Implications

6. The micro business grants are funded through an allocation from the WSCC LEAP business rates pool, with £500,000 to be allocated between districts.

7. The current fund stands at:

Scheme	Fund as at 27 10 2019	Funds approved so far	Funds requested in this paper	Balance(if all bids in this paper are approved)
Micro Business Grant Scheme	£8,359.80	£63,068.77	£8,000.00	£359.80

8. Some of the applicants have noted they are not VAT registered and have requested that the grant awarded includes the VAT on items/services purchased. A written confirmation from the applicant is requested during the application process and this is further checked during the due diligence review. Applicants in question are: Buchan Rum Architects Ltd and The Classic Shutter Company Ltd.

Risk Management Implications

9. 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.

10. 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.

11. The approach to due diligence adopted for Mid Sussex also differs from approaches used elsewhere in the County. The desk research part of the due diligence work is complemented by site visits to all businesses whose bids meet the eligibility criteria. We believe this is a proportionate approach that protects the Micro Business Grant Fund whilst ensuring that no undue administrative burden is presented to businesses in accessing grants that they have successfully secured. The due diligence process also ensures that businesses understand the application process and the approach the Council takes in paying the grants.

Equality implications

12. As part of the due diligence process all of the businesses whose bids are included in this report Council have been assessed to be in compliance with the requisite policies/legislation, in particular the 2010 Equality Act.

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 Grants Scheme

Town:	Burgess Hill
Project:	Website Improvements and Marketing
Applicant:	Aureo Group
Applicant Name:	Glen McMullan / Partner
Address:	Oakwood House, 7 Victoria Way, Burgess Hill, RH15 9NF
Type of business:	Food Services
Grant Request to MSDC	£2,000
Total project cost:	£4,250
Previous grants in past 2 years:	In 2017 the applicant was awarded £2,000 to support the costs of developing a website. In 2018 the applicant was awarded a £2,000 grant to support the costs of undertaking a telemarketing campaign.

Summary of project proposal and aims:

To procure a digital marketing specialist to carry out a range of website enhancements and marketing activities.

Background

The Aureo Group are a business specialising in the supply of products to offices, the main focus of the business is the provision of Coffee machines known as Esprada, however they also provide office plants and breakout furniture.

The business has recently invested in producing new maintenance and troubleshooting videos to support their products and improve relationships with clients and improve their likelihood of winning a new contract they have been submitting a response to tender for. The videos have now been produced, with the next stage of the project to involve the procurement of a specialist digital marketing expert who will provide new functionality for the business's website and undertake marketing activities.

The grant will pay for the digital marketing expert, whose activities will involve:

- New functionality for the website
- Search Engine Optimisation (SEO) activities
- Planning and implementation of an e-mail marketing campaign.

How does the project meet the stated criteria?

Delivering wider outreach – the improvements to the website and implementation of an e-mail marketing campaign will enable the business to reach a wider outreach

Assisting with delivery of new business lines – not applicable.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable.

Officer evaluation of the project

Aureo Group fits the criteria of a micro business with only six employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business is looking to drive growth through the support of a digital marketing specialist who will improve the businesses website and undertake a variety of marketing activities to promote the business to a wider audience. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to the Aureo Group to support the costs of procuring a digital marketing specialist.

Micro Business Grants Scheme

Project:	Business Expansion and Website Development
Applicant:	Buchan Rum Architects Ltd
Applicant Name:	Emma Buchan / Director
Address:	9 Savill Road, Lindfield, RH19 2NY
Type of business:	Architect and Interior Designers
Grant Request to MSDC	£2,000
Total project cost:	£4,109.40
Previous grants in past 2 years:	In 2018 the applicant was awarded £2,000 to support the costs of acquiring new equipment to support the business in its start-up phase.

Summary of project proposal and aims:

To achieve chartered status, expand into office premises, established a business website and undertake networking activities.

Background

Buchan Rum Architects Ltd is an architects practice in Lindfield. Which currently focus on a range of projects from small scale residential projects to larger commercial projects.

The business is applying for a grant this year to support four key projects which results in the businesses growth and expansion

First Project

The first project will see the business to achieve a chartered status from the Royal British Institute of Architects (RIBA). Becoming chartered will enable the business to practice not only with the RIBA status, but also obtain access to the RIBA business base which will enable the business to tender for larger contracts which the business hopes will contribute to greater business growth. The grant will support the cost of achieving the RIBA status by paying the first annual practice fee and supporting the costs of the businesses attendance at the first four continued professional development (CPD) events required to maintain the RIBA status. Further to this, the grant will support the business in obtaining branded advertising boards to promote the business and its new status.

Second Project

Following achievement of the RIBA status, the second part of the project is to support the business in expanding in new office space from its current home establishment. The grant will particularly support the costs of obtaining an office phone.

Third Project

The third project the grant will support is the development of a website for the business. Currently the business does not have an established website and following both its RIBA status and office move, the business would like to procure a local business to build a website to promote its services.

Fourth Project

The final project the business has requested support for is the costs of general networking to enable it to showcase its new status and services.

How does the project meet the stated criteria?

Delivering wider outreach – overall, the project is to enable the business to expand in a variety of areas which will achieve a wider outreach.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – not applicable

Delivering community benefit – the business will be using a local IT company to develop the businesses website

Officer evaluation of the project

Buchan Rum Architects Ltd fits the criteria of a micro business with only two employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business is looking to drive growth through undertaking four growth projects. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to Buchan Rum Architects to support the business in the costs of achieving RIBA status and further costs in attending CPD workshops, new equipment to support the business in its expansion to office premises, the development costs of a new website and the costs of undertaking networking activities.

Micro Business Grants Scheme

Town:	Hurstpierpoint
Project:	New Service – Coding Workshops
Applicant:	Desk Village Ltd
Applicant Name:	Matt Rosine / Managing Director and Co-founder
Address:	78 High Street, Hurstpierpoint, BN6 8XZ
Type of business:	Co-working space
Grant Request to MSDC	£2,000
Total project cost:	£4,000

Summary of project proposal and aims:

To deliver a new service which provides coding workshops for children between the ages of 6-14.

Background

Desk Village is a shared co-working space on Hurstpierpoint High Street. The business provides membership for use of their facilities to not only businesses, but also the local community; particularly parents and children.

The business is applying for a grant to support the costs of setting up and hosting a variety of coding workshops under the name of 'Coding Village'. These workshops will be offered to children between the ages of 6-14 and will be held at their space in Hurstpierpoint. Coding Village will provide both evening and weekend courses. The business has plans to expand this service across the District as it expands its co-working space but the pilot will only be limited to Hurstpierpoint.

Coding Village will teach children a variety of coding skills through the development of a coding curriculum which will include various coding languages. The grant will support the costs of setting up this new service, and in particular will support the acquisition of equipment required for the workshops, branding and marketing for the new service and website development.

How does the project meet the stated criteria?

Delivering wider outreach – the introduction of the coding workshops will deliver a wider outreach for the business

Assisting with delivery of new business lines – the grant will directly support the costs of implementing a new service

Enabling more employees to be taken on – not applicable.

Delivering community benefit – the business plans to use local marketing businesses to support the marketing of this new service.

Officer evaluation of the project

Desk Village Ltd fits the criteria of a micro business with only two employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business is looking to drive growth through the implementation of coding workshops. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to Desk Village Ltd to support the costs introducing coding workshops.

Micro Business Grants Scheme

Town:	Lindfield
Project:	Marketing, Website Improvements and Training
Applicant:	The Classic Shutter Company Ltd
Applicant Name:	Danielle George / Director
Address:	40 Newton Road, Lindfield, RH16 2ND
Type of business:	Interiors/Wood Shutters
Grant Request to MSDC	£2,000
Total project cost:	£4,000

Summary of project proposal and aims:

To undertake a range of marketing activities, make improvements to the businesses website and provide training to staff which will enable the delivery of new business lines.

Background

The Classic Shutter Company Ltd is a Lindfield based business that provides the design and fitting of window and door shutters. The business has been established for nearly two years and is applying for a grant to support their businesses growth.

The first element of their project which the grant will support is the costs of undertaking a marketing project to grow the businesses client base. This will include a variety of activities such as revising website photography, producing physical collateral such as leaflets to promote the business and undertaking a Google ads campaign.

The second element of their project is investment in their existing business website. The business would like to improve their website by updating their content and photographs through support of a professional to promote the businesses services creatively and demonstrate examples of their work.

The final element to their project will involve the training of staff. The business notes that they wish to continue ensuring sustainable business growth following the receipt of the grant and would like support in training staff in areas such as e-marketing and web design. Other training will involve teaching staff the installation of new types of blinds which the business will then offer as part of their existing product and service line.

The business plans to employ new staff as a result of growth from this project and grow more competitive in the market.

How does the project meet the stated criteria?

Delivering wider outreach – the marketing project will enable the business to promote its services to a wider audience and attract new business

Assisting with delivery of new business lines – Following the training of staff, the business will offer new product and service lines

Enabling more employees to be taken on – not applicable.

Delivering community benefit – The business is looking to use local marketing consultants to produce marketing collateral

Officer evaluation of the project

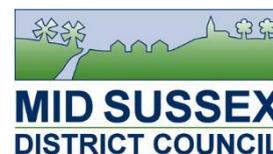
The Classic Shutter Company Ltd fits the criteria of a micro-business with only two employees. The business works in partnership with a variety of friends and family to deliver their services. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business is looking to drive growth through undertaking a variety activities including marketing, improving its website and training existing staff to provide new skills to the business and provide the opportunity to introduce a new service. This meets the overall aim of the grant programme (supporting the growth of microbusinesses) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £2,000 is awarded to The Classic Shutter Company Ltd to support the costs of marketing, website improvements and training.

Micro Business Grant Scheme – Scoring for applications



In order to better quantify the strength of the applications received, each application and proposed project has been reviewed and scored on the below criteria:

- 1) Delivery of wider outreach
- 2) Assisting with the delivery of new business lines
- 3) Enabling more employees to be taken on
- 4) Delivering a community benefit

In addition to the four stated criteria, outlined in the application process, the following additional criteria have also been considered:

- 5) Impact on overall growth – the extent to which the project will have on the overall growth of the business.
- 6) Business sustainability – the strength and sustainability of the business presently and going forward.
- 7) Alignment to Economic Development Strategy (EDS) Aims and Objectives – the extent to which the project aligns with and supports the aims and objectives of Mid Sussex District Council’s EDS.

During the review of each application a score has been given based on the level at which the application meets the requirement.

SCORE	CLASSIFICATION	DEFINITION
0	Not applicable / Unacceptable	Not applicable, or does not meet the requirements in any way.
1	Inadequate	Substantially unacceptable and does not meet the Council’s requirements in some significant areas.
2	Weak	The application shows some merit to support the requirement
3	Satisfactory	Application meets the requirements
4	Good	The requirements are met and exceeded in some areas. Evidence may be provided to support the answers demonstrating sufficiency.

5	Excellent	Exceptional application that inspires confidence, requirements are fully met and are robustly and clearly demonstrated. Full evidence as to how the requirements will be met is provided.
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Business	Criteria							Total
	1	2	3	4	5	6	7	
Aureo Group	3	0	0	0	3	3	2	11
Buchan Rum Architects Ltd	3	0	0	3	3	3	2	15
Desk Village Ltd	3	3	0	3	3	3	4	19
The Classic Shutter Company Ltd	3	3	0	3	3	3	2	17

CORPORATE GRANT SCHEMES

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Elaine Clarke, Community Leisure Officer
 Email elainec@midsussex.gov.uk Tel: 01444 477275
Wards Affected: All
Key Decision No

Purpose of the report

1. The purpose of this report is to present twelve Facility and Community & Economic Development applications for consideration by the Cabinet Grants Panel.
2. The report also provides an update regarding the on the Ansty Village Centre Trust project which requires additional funding.
3. The report also provides details of the VEDay75 Anniversary scheme and asks Members to approve a small grants scheme to support VEDay75.

Summary

4. 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
Crawley Down Cricket Club	High netting	41,400	37,260
Hurstpierpoint Players	Auditorium improvements	5,000	5,000
Haywards Heath Tennis Club	New clubhouse	65,040	65,040
Total		£ 111,440	£107,300

Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Cuckfield Stroke Communication Group	Music therapist for stroke group	500	500
Dame Vera Lynn Children's Charity	Conductive Education sessions for children with cerebral palsy and other motor learning impairments	3,478	3,478
East Grinstead Town Council	Christmas lights switch on, The Big Reveal and the Rotary Club's tree of light switch on	5,000	1,000
Friends of Burgess Hill Green Circle Network	'Wild About Mid Sussex' free exhibition	4,366	1,000
Handcross Rosemary Club	Activities and transport costs	1,500	500
Haywards Heath Community CIC	Costs towards the Haywards Heath History through the Ages project (Sept 2020)	8,800	1,000

Kangaroos	BreakAway Saturday and Holiday Club	5,000	1,000
Summerhaven	Venue hire costs for mental health drop-in club	500	500
Imberhorne School	Afternoon Tea Dance	216	216
Total		£29,144	£9,194

Recommendations

Members of the Panel are requested to

- a) consider and decide upon the recommendation for each of the above applications, summaries of which are attached in Appendices A and B;*
- b) increase the existing Facility Grant award to the Ansty Village Centre Trust to £341,402 and amend the grant conditions to allow demolition of the existing hall within one month of completion (rather than prior to commencement) and refurbishment (rather than demolition) of the groundsman's store (see paras 7-15)*
- c) Panel Members are asked to approve a small grants scheme to support VEDay75 Anniversary celebrations*

Background

5. 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

6. Applications are assessed against four key criteria – Council priorities, evidence of need, finances impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
7. The applications received in this grants round have been considered by the Grants Assessment Group comprising relevant officers from across the authority together with a representative from West Sussex County Council's Communities and Public Health Teams, and, unless there is a conflict of interest, the local Council for Voluntary Service.
8. The Group reaches 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 Cabinet Grants Panel. A summary of the assessment of each application is included within the individual project reports in Appendices A and B.
9. 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.

Ansty Village Centre Trust

10. In February 2009, the Ansty Village Hall Trust (AVHT) was awarded a Facility Grant of £17,440 toward redeveloping the village hall. In May 2013, the Ansty Village Centre Trust (AVCT) was awarded a Facility Grant of £127,000 toward the

construction of a combined village hall, sports and social club at Ansty Recreation Ground subject to a number of special conditions as outlined below:

- a) that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer;
 - *an extension to December 2020 was agreed by the Cabinet Grants Panel on 26 February 2019*

- a) the project must be completed within 12 months of project funding being obtained;
 - *an extension to December 2021 was agreed by the Cabinet Grants Panel on 26 February 2019 to allow more time for fundraising*

- b) a new CIO (AVCT) must be established and registered with the Charity Commission (draft constitution to be agreed by MSDC Legal);
 - *the partner organisations (Ansty & Staplefield Parish Council Parish Council, Ansty Village Hall Trust, Ansty Sports & Social Club and Ansty Cricket Club) registered the Ansty Village Centre Trust as a Charitable Incorporated Organisation in November 2015 (Charity no. 1164436).*

- c) a lease agreement to build on the recreation ground must be drawn up between MSDC and the new CIO (AVCT);
 - *Heads of Terms have been agreed with Estates & Facilities, a Section 123 advertisement will be placed in October 2019 to comply with the Council's statutory responsibilities and a report will be presented to Cabinet in November 2019 to seek approval for the lease agreements.*

- d) the applicant agrees to demolish the existing village hall and store at Ansty Recreation Ground prior to any building works;
 - *it is a Planning Condition that the existing village hall must be demolished within one month of completion of the new facility so it is recommended that this grant condition is amended to conform with the Planning requirements.*
 - *The AVCT intends to refurbish the existing groundsman's store, rather than demolish it as this will be more cost effective,*
 - *Members should note that the Planning Permission also specifies that the car park cannot be used until laid out in accordance with plans submitted to MSDC and the footway needs to be extended prior to occupation.*

- e) a signed copy of the Memorandum of Understanding and Project Initiation Document is required, supported by a revised business plan with an updated timetable and budget (including tender details and advice from the HMRC regarding the VAT position);
 - *This information has been submitted and the applicant has confirmed that the project will be VAT zero rated.*

- f) planning permission for the new facility must be obtained.
 - *Planning Reference DM/16/4609, permission granted on 13 Jan 2017 and work must start on site within three years.*

11. The applicant has submitted a revised budget, cashflow forecast and project timetable which is summarised below:

	Stage 1: Building	Stage 2: Demolition & Car Park	Stage 3: Store	Total

	Jan – Oct 2020	Nov-Dec 2021	2021	
Project costs	1,206,541	168,130	42,740	1,417,410

12. Cabinet Grants Panel members are asked to note the increase in project costs which are based on recent estimates and include reasonable contingencies for each stage.

13. In addition to the two Facility Grants awarded by the Council, the AVCT has raised the following match funding toward Stage 1 of the project:

	£
AVCT - fundraising	8,095
AVHT - fundraising	76,600
Ansty Sports & Social Club	55,000
Ansty Cricket Club	80,000
Ernest Kleinwort	70,000
England & Wales Cricket Trust	50,000
Sport England	75,000
England and Wales Cricket Board	150,000
Business funders	25,000
LEADER Fund	74,963
Ansty & Staplefield Parish Council	100,000 (<i>decision due 22 Oct 2019</i>)
Total	764,658

14. This leaves a budget shortfall of £314,402 but the Council is holding a further £214,402 in s106 contributions from developments in Ansty and Staplefield Parish which can be allocated toward this project to increase the Facility Grant to fund Stage 1. This would reduce the budget shortfall to £100,000 for Stage 1 and the AVCT will continue to fundraise to secure these funds with a view to commencing on site in January 2020, in order to comply with the LEADER funding and planning conditions.

15. The Ansty and Staplefield Parish Council contribution will be funded through £75k Reserves and a £25k Public Works Loan which is currently out for public consultation. The consultation closes on 18 October and an Extraordinary Parish Council meeting will be held on 22 October to consider the proposal to make a £100k donation to the project.

16. Stage 2 and 3 funding is expected to come from future s106 contributions due in respect of developments South of Rocky Lane, Rookery Farm and Land South of Bolney Road. These funds will be secured through future grant applications when these contributions are received.

17. The Council is developing a Community Buildings Strategy which aims to sustain the existing level of floorspace per head across the District, to take account of new housing and population growth. The Ansty Village Centre (Stage 1) will replace and retain the dilapidated village hall and provide the following ancillary sports facilities available to users of the public recreation ground:

- a new 120m² village hall (compared with 78m² at present) with a dedicated catering standard kitchen, improved storage and a larger car park (43 spaces);
- a new 120m² club and function room, (compared with 42 m² at present) with a small kitchen and bar which will provide refreshment and catering for users of the Centre and the recreation ground;

- four team and two officials changing rooms to Sport England specification (20m² area for team changing), to replace the two existing changing rooms which fall well short of the required standards (only 12m² for team changing);
- a snooker room of 60m² , a reduction on the current 80 m² , but meeting the minimum recommended standard for two tables of 55m²;
- a meeting room of 24m² (currently 17m²) separated from the snooker room by a partition, which can be moved to create a space for spectator viewing when snooker tournaments are hosted; and
- disabled access throughout the building, including lift access to the first floor.

18. It is recommended that the Cabinet Grants panel increase the award to the Ansty Village Centre Trust by £214,402 to £341,402 in total to support Stage 1 of the project to construct a new sports and community hall at Ansty Recreation Ground (28% of the project costs), the increase is made up of – £5,067 (DM/15/1161 Land adj. Barn Cottage), £1,920 (DM/15/1761 Ansty Cross Inn), £3,485 (DM/16/0311 Land adj. Deaks Lane), £30,543 (DM/16/1312 South of Rocky Lane Ph. 2) and £74,056 (DM/16/4496 Rookery Farm) Community Buildings s106 monies; £70,313 (DM/16/1312 South of Rocky Lane Ph. 2), £11,661 (DM/15/1161 Land adj. Barn Cottage Formal Sport s106 monies; and £17,357 (10/02410/FUL Sandrocks) Public Art S106 monies.

VEDay75 Celebration funding scheme

19. It is proposed that £7,500 should be set aside from the Community and Economic Development budget to provide a ring-fenced fund for groups to apply for small one-off grants of up to £250 to run VEDay75 Celebration events.
20. VEDay75 in May 2020 is a three-day national and international event that is set to be one of the biggest commemorations of the end of World War 2 in Europe. Friday 8 May 2020, has been designated by the Government as a Bank Holiday to enable as many organisations to join in the VEDay75 celebrations. It is a unique chance to bring communities of all nationalities in towns and villages together in peace and common friendship.
21. If agreed, the Council will promote the opportunity through the Voluntary Sector Network and invite applications to be submitted by 10 January 2019. A Cabinet Grants Panel meeting will be held in early February to consider the bids which will give the groups ample time to plan events.

Other Options Considered

22. 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.

Financial Implications

23. 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.

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

Scheme	Fund as at 1 April 2019	Additional funds approved	Allocated and spent to date	Balance
Community & Economic Development	£94,504	£0	(£70,337)	£24,167

25. If Members agree to the recommendations the balance will be reduced by £19,794, which includes a £3,100 revenue grant toward Court Bushes Community Hub (agreed by Cabinet on 30 March 2019), leaving a remainder of £4,373 in the Community & Economic Development Fund reserve.

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

28. 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.

29. 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.

30. 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

31. 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

32. 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

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

APPENDIX A

Facility Grants Scheme * new application

Town:	Haywards Heath
Title Of Project:	New Clubhouse
Applicant:	Haywards Heath Tennis Club
Type Of Applicant:	Unincorporated Association / Sports Club
Previous Grants In Past 5+ Years:	None
Grant Request To MSDC	£ 65,040 (50%)
Total Project Cost:	£ 128,964

Financial Summary

Sources of funding and whether secured

Haywards Heath Tennis Club reserves 15,000 (secured)

Total **£15,000**

The remaining match funding is currently unsecured. The applicant aims to raise these funds from a range of sources including Sport England, Waitrose, National Lottery, Cash for Clubs, local developers, club fundraising and Haywards Heath Town Council.

Summary Of Project Proposal And Aims

The Haywards Heath Tennis Club aims to demolish and replace the existing clubhouse in Victoria Park with an upgraded pavilion to improve the facilities and encourage more people to play tennis in the park and join the club.

Background

Haywards Heath Tennis Club was set up in 1963. It has eight voluntary committee members and is a member of the Sussex County Lawn Tennis Association, participating in the Weald Tennis League. There are currently 65 members of all ages and levels who pay a maximum of £127 per year (discount in year one and free taster sessions available for new members) for unlimited access to the three courts in Victoria Park, Haywards Heath, weekday and weekend sessions. The tennis courts, which are owned and managed by the Council, have recently been resurfaced which has resulted in an increase in pay-as-you-go players.

The existing wooden clubhouse is over 30 years old and is no longer fit for purpose. It has no electricity, hot water or toilet facilities. The club aims to demolish the existing tennis pavilion and replace it with a new clubhouse which will include electricity supply, hot water, lighting and accessible toilets. They aim to start the work in Nov/Dec 2019 (subject to funding) with completion by Mar 2021.

They are keen to increase their membership and attract a more diverse audience and updated facilities will make the club more attractive to new players. The project will significantly improve the facilities and will make it possible for the club to run more coaching sessions, particularly for young people when there are toilets on site. The facilities will also be available to hire by other groups.

The applicant has obtained two comparative quotes for a replacement timber clubhouse with a pitched roof, verandah and covered canopy for spectators. The total cost includes enabling works (demolition and disposal, foundations), shell construction with windows and doors, internal fit out (plumbing, electrics, wall linings, kitchen units, floor and wall finishes), external works (drainage, patio, path, fence), utilities (electrical supply from Park Road, foul and surface water connections) and a 10% contingency.

The tennis club has negotiated Heads of Terms with the Council's Estates & Facilities department for a new 28 year full repairing lease to come into effect following planning consent and confirmation of funding.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 30th September 2018 which show a surplus of £1,180.

Total income was £6,820; mainly generated from Membership Subscriptions (£6,184), Social Events (£360), Court Management Fee (£200), American Tournaments (£45) and Donations (£31).

Total expenditure was £5,640; consisting of Supplies and Services (£5,640).

Balances held at the end of the period showed Net assets of £13,879: comprising of Cash £13,879.

How Does The Project Meet The Council's Aims?

Strong and Resilient Communities – the new club facilities will improve the area around the tennis courts and provide suitable premises for coaching of junior members. It will encourage new members and helps support healthy lifestyles.

Sustainable Economic Growth – investment and modernisation of the clubhouse including full plumbing and electricity will provide improved facilities to meet growing demand due to local population growth.

Effective and Responsive Services – the Council has recently consulted with Sport England and the Lawn Tennis Association who have both indicated their support for this project.

Corporate Grant Assessment Group Evaluation Of The Project

This project will modernise the ancillary facilities at the Victoria Park tennis courts which will encourage more people to join the club and play. We are keen to promote exercise and healthy lifestyles and the provision of suitable facilities supports this objective. The club is run entirely by volunteers who are working hard to raise funds and improve the facilities to ensure it grows in the future and remains sustainable. The project is considered realistic and good value for money and will meet the needs of the local community.

Overall score: 7

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel awards Haywards Heath Tennis Club a Facility Grant of 50% of the total project costs, up to a maximum of £65,040 toward the cost of rebuilding the clubhouse at Victoria Park which is made up of – £38,58.56 (12/00535/OUT) Land South Side of Rocky Lane), £7,072 (13/01164/FUL Land at the Mayflower Public House), £11,094 (14/00398/FUL 17-21 Boltro Road) and £8,290.44 (14/02484/FUL Oldfield, 55 Lewes Road) Formal Sport S106 monies.

This grant offer is made subject to the following special conditions:

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***copy of planning approval for the project to be submitted***
- ***a suitable lease agreement is drawn up with the Council***

Facility Grants Scheme * new application

Town:	Hurstpierpoint
Title Of Project:	Auditorium improvements
Applicant:	Hurstpierpoint Players
Type Of Applicant:	Registered charity (no. 272635)
Previous Grants In Past 5+ Years:	None
Grant Request To MSDC	£ 5,000 (8%)
Total Project Cost:	£ 60,500

Financial Summary

Sources of funding and whether secured

	£	
Donations from members	19,700	(Secured)
Burgess Hill Lions Club	5,000	(Secured)
Hurst Community Charity	1,000	(Secured)
Sayers Common Community Shop	2,000	(Secured)
Hurstpierpoint Parish Council	1,000	(Secured)
Loans offered by members	16,500	(Secured)
Grant making trusts x 15	5,000	(Unsecured)
Sussex Community Foundation	5,000	(Unsecured)
Coop Community Fund	3,000	(Unsecured)

Summary Of Project Proposal And Aims

The Hurstpierpoint Players intend to fully refurbish of the theatre to modernise the facilities and make them more appealing to members, hirers and audiences.

Background

Hurstpierpoint Players is an amateur theatre company which produces regular drama productions and offers the facilities for other performances, concerts, films and meeting by other groups and organisations in Hurstpierpoint. The theatre premises are used on Saturday mornings by the *Centre Stage* youth acting group - an organisation dedicated to teaching children, from age 8 upward, the basics needed to make a successful career or hobby out of the theatre. Currently they have a membership of some 80 children and a waiting list to join.

Hurst Players is managed by a trustee team of 7, and has approximately 50 very active members who form the core group of actors, stage crew and technicians. As well as their own productions the venue is used by Hurst Festival, Centre

Stage Drama, Hurst College students and other visiting groups. The theatre seats 85 people, so a run of six performances brings in approximately 500 people and most performances sell out.

The company was formed in 1936 and in 1976 The Players bought their own premises, then a general store called Graveleys. The building dates from the 1820's and was originally a non-conformist chapel, but during its lifetime was also a school, and, between the wars, Robins Wine Store. The drab interior of the building needs considerable refurbishment and Hurst Players are embarking on the complete upgrade of the auditorium, this involves:

- Removing the wooden flooring and carpeting, the raked seating sections, and the very old seating.
- Upgrading the raked seating platforms to make it safer and easier for people to move about.
- Stripping the walls, removing and replacement of plastering and complete interior redecoration.
- Installation of new and hard-wearing carpeting.
- Replacement with new purpose built bespoke seating, including spaces for wheelchair users and improved access.
- Installation of new central heating replacing very old and noisy fan heaters.
- Installation of new and more flexible lighting systems.
- Improvement to emergency lighting systems.
- Removal of old electrical cabling and replacement with upgraded system.
- Improvement to sound systems.

The budget for this work is as follows:

Replacing the floor	£18,000
Audio, video, cabling	£2,000
Heating and ventilation	£20,000
New seating	£17,500
Carpeting auditorium	£3,000
Total	£60,500

These general improvements will improve disabled access and increase capacity by making the building more appealing to members, hirers and audiences. Better facilities will encourage younger members to get involved and generate more bookings by other groups. The new heating and ventilation system will run on renewable energy which will result in saving 60% on operating costs, as well as being ecologically responsible.

The work is scheduled to be completed by January 2020, before the next family pantomime production of *Mother Goose*.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 30th April 2018 which show a surplus of £24,145.

Total income was £51,744; mainly generated from Productions (£22,745), Donations (£9,503), Theatre Hire (£9,398), Fundraising events (£8,643), Subscriptions (£1,302), Advertising (£135) and Interest (£18). Total expenditure was £27,599; consisting of Supplies and Services (£27,599). Balances held at the end of the period showed Net assets of £126,546: comprising of Tangible Assets £65,471, Debtors £5,419, Cash £56,548 and Creditors (£892).

How Does The Project Meet The Council's Aims?

Strong and Resilient Communities - Hurst Players contributes considerably to the strength and health of the village of Hurstpierpoint and surrounding smaller villages. People are encouraged to get involved and members work hard with enthusiasm and commitment.

Financial Independence - the aim of Hurst Players is to generate sufficient income to maintain and enhance their activities and keep the building viable. The group is reliant on the efforts of members to generate income through productions of drama, which must attract the public, to maintain their work. Owning the building is a considerable benefit but it is a challenge to keep it to a high standard.

Corporate Grant Assessment Group Evaluation Of The Project

This project will entirely revamp the ageing theatre and give it a new lease of life for the next generation. The members have donated over 30% of the project costs and have raised an additional 27% from members loans and are clearly dedicated to making the facility a success. They have undertaken to raise the remaining funds from a range of trusts and foundations and the project has received financial support from the Parish Council. The project will update the facility, improve disabled access and increase its use by the public as audiences and members.

Overall score: 7

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel awards the Hurst Players a Facility Grant of £5,000 toward the cost of improving the auditorium which is made up of - £3,607 (PL12-001100 Land at Chalkers Lane) and £1,393 (P35/787 Little Park Farm & Highfield Farm Community Buildings s106 contributions).

This grant offer is made subject to the following special conditions:

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained.***
- ***submission of Equal Opportunities and Safeguarding Policies***

Facility Grants Scheme * new application

Town:	Crawley Down
Title Of Project:	High netting
Applicant:	Crawley Down Cricket Club
Type Of Applicant:	Unincorporated Association / Sports Club
Previous Grants In Past 5+ Years:	£7,000 – asbestos removal (2012)
Grant Request To MSDC	£ 41,400 (100%)
Total Project Cost:	£ 41,400

Financial Summary

Sources of funding and whether secured

n/a

Summary Of Project Proposal And Aims

Background

Crawley Down Cricket Club is a thriving village cricket club based at a privately owned site at Sandy Lane, Crawley Down. The club has two Saturday sides (soon to be 3) who play competitively in the Sussex Cricket League and a Sunday side which plays traditional friendly matches between mid-April to mid-September.

The club also runs the ECB All Stars programme which engages fifty 4-8 year olds in a six week cricket coaching programme every Friday during the summer plus activities for the U10s and U14s age group who play in the East Surrey Colts League. The club is open to everyone and has been awarded the ECB Clubmark FOCUS Accreditation in recognition of this achievement.

ECB Clubmark is endorsed by Sport England and shows that a club is sustainable, well run and provides the right environment for its members. Clubmark accreditation also means the club is recognised as a safe, rewarding and fulfilling place for participants of all ages, as well as assuring parents and carers that they are choosing the right option for their young people. Overall the club has 100 juniors and 100 adult players, membership costs £50 pa.

In recent months the club has had regular meetings with Worth Parish Clerk and local neighbours regarding the installation of ballstop fencing at either end of the ground:

- West boundary 40 linear metres x 12m high
- East boundary 35 linear metres x 15m high

At present cricket balls are regularly being hit into neighbouring gardens. The Club carry out repairs, if for example, roof tiles are damaged for example, but this is happening more frequently. There is also the concern of near misses and this is a health and safety issue that needs to be urgently addressed as there are only nets on the side facing the road at the moment. The Parish Council is supportive of the project and has been actively involved in meeting with residents and club members to try and find a solution.

Black knotted netting will be supported by concrete foundations, 12m steel posts bolted into the foundations and galvanised cables. The digging of foundations will be carried out by tracked excavator, spoil will be removed and concrete transported to and from the area using dumpers with low ground pressure tyres. This Hi-Nets System is designed to with-stand wind gusts up to seventy miles per hour. If higher wind gusts are encountered net is designed to release from steelwork via inline fuses, this protects steelwork from damage. Work is due to take place in February 2020.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 31st October 2018 which show a surplus of £2,629.

Total income was £14,274; mainly generated from Bar (£7,013), Match Fees (£3,499), Subscriptions (£2,475), Donations/Lottery (£1,190), Fantasy League (£85) and Interest (£12).

Total expenditure was £11,645; consisting of Supplies and Services (£11,645).

Balances held at the end of the period showed Net assets of £29,313: comprising of, Cash £29,313.

How Does The Project Meet The Council's Aims?

Strong and Resilient Communities – this project will build strong community relationships between the cricket club and their neighbours. The cricket club is run by volunteers who provide a programme of positive and healthy activities for children and adults living locally.

Corporate Grant Assessment Group Evaluation Of The Project

The project will enhance the ground and enable this successful village club to continue playing cricket without any further risk of damage or injury to the neighbours. It will decrease the ongoing costs of damages and ball losses and help achieve a higher standard of cricket. The Parish Council is fully supportive

of the proposal and the Assessment Group is keen to support the club but feels they should be required to make a 10% contribution toward to the overall costs..

Overall score: 6

Corporate Grant Scheme Assessment Group Recommendation

The Assessment Group recommends that the Cabinet Grants Panel awards Crawley Down Cricket Club a Facility Grant of £37,260 toward the cost of ballstop fencing which is made up of – £15,528 (PL12-000170 Land parcel between ,Sunnymead and Huntsland Lodge) and £21,732 (PL12-000620 Land at Wychwood, Turners Hill Road) Formal Sport S106 monies.

This grant offer is made subject to the following special conditions:

- ***that it can be demonstrated that the project can be funded in its entirety with 12 months of the grant offer***
- ***the project must be completed within 12 months of project funding being obtained***
- ***a copy of planning approval for the project to be submitted (if required).***

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APPENDIX B

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Cuckfield Stroke Communication Group
Purpose For Which Grant Is Sought	:	Music Therapist for Stroke Group
Total Project Cost	:	£500
Amount of Grant Sought	:	£500
Previous Grants	:	£500 – Fun & Song Group (2010)

Background Information

The Cuckfield Stroke Association supports those who have aphasia and lack of confidence following stroke or other neurological conditions. They use a variety of activities to encourage the use of non-verbal communication. They encourage members to have fun whilst gaining confidence and possibly become volunteers with the organisation.

The group is seeking funds to appoint a music therapist (who has had a trial with the organisation) to concentrate on exercises to work the facial and vocal muscles. The therapist will deliver five 2 hour sessions. Words to songs that a stroke survivor knew before the stroke, are stored on the other side of the brain to speech, so although normal conversations are either not possible or stilted, singing songs are possible and those who struggle to talk can sing a song, word perfect. The group have had an increase in enquiries and new members and the continued regular attendance of existing members points to the success of the group.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 31st March 2019 which show a deficit of £3,493.

Total income was £8,861; mainly generated from Fees and Subscriptions (£6,090), Donations (£2,617) and General Fundraising (£154).

Total expenditure was £12,354; consisting of Supplies and Services (£12,354).

Balances held at the end of the period showed Net assets of £6,477: comprising of Cash £6,477.

Corporate Grant Assessment Group's Evaluation Of The Project

The group is playing a key role in providing a service for stroke victims which can assist with their recovery and help prevent/delay members needing specialist adult social care. It is important that the District can be a place where this tailored support is made available and accessible. The Assessment Team recommends that the project is funded.

Overall Score: 9

The Project Meets the Following Corporate Objectives

Effective and Responsive Services –encouraging aphasic members to try to learn new communication methods, particularly using music and singing to increase their feeling of wellbeing and increasing their quality of life outside the group setting

Strong and Resilient Communities – By encouraging participation in new activities and members are able to become more positive, take up volunteering, go back to work or just enjoy and try new things outside the group. Carers are also able to get a few hours respite to help with their wellbeing.

Recommendation

That the sum of £500 from the Community and Economic Development fund is awarded to the Cuckfield Stroke Communication Group towards the music therapist sessions.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Dame Vera Lynn Children's Charity
Purpose For Which Grant Is Sought	:	Conductive Education sessions (Learning together) for children with Cerebral Palsy and other motor learning impairments
Total Project Cost	:	£257,885
Amount of Grant Sought	:	£3,478
Previous Grants	:	None

Background Information

The Charity provides a free early intervention service of vital support to families with children aged 0-5 years with cerebral palsy and other motor learning impairments. It works alongside families, providing a practical and successful movement-based educational approach known as Conductive Education that helps the child develop physically, socially and emotionally, leading to a more confident child with improved future opportunities in education, employment and independent living. Providing practical and emotional support to parents enables them to see their child's potential and help them engage with and actively participate in their child's learning and development. Additional support services include weekly small group sessions of swimming, music therapy, drop-in messy play sessions, access to assistive technology, Outreach support at home, in other childcare settings and with the transition to school and speech and language therapy.

The grant will be used to deliver Conductive Education sessions to the 21 children currently living within the Mid Sussex District. Children and families attend weekly small group sessions that are age and ability appropriate. Led by a qualified Conductor or Paediatric Physiotherapist through a series of physical activities, songs and games that are fun but challenging, and together with their parent or carer, children learn supportive techniques to increase their physical and social abilities. For some children, this can mean learning to control their head movements so they can see what is around them, for others, activities that concentrate on active sitting, standing, moving, manipulating, communication, cognitive development and simple life skills such as feeding, drinking and dressing –all emanating from movement, control and posture. The service is free and easily accessed with no formal diagnosis or doctor's referral required as a confirmatory diagnosis can take many months. The Charity aims to help children move towards as much independence and covers 8 key areas: improved gross motor skills, improved fine motor skills, improved communication skills, improved social skills, develop self-care skills, improve emotional wellbeing, access to resources and support at home.

The project is evaluated using the 'Outcome Star' impact measurement tool to report on quantitative and qualitative evidence gathered across our services to clearly demonstrate the journey of change for the children.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2018 which show a surplus of £156,698.

Total income was £492,708; mainly generated from Donations (£241,450), Charitable activities (£195,709), Other trading activities (£31,914), Legacies (£20,085), Other income (£3,548) and Interest (£2).

Total expenditure was £334,010; consisting of Staff related (£201,180) and Supplies and Services (£132,830).

Balances held at the end of the period showed Net assets of £378,787: comprising of Tangible Assets £45,182, Investments £1, Debtors £16,517, Stock £1,160, Cash £353,153 and Creditors (£37,226).

Corporate Grant Assessment Group's Evaluation Of The Project

The Charity is offering a key service to children 0-5 with cerebral palsy and other motor learning impairments in order to facilitate a more confident start in life. Making these early intervention opportunities available in the district will help to reduce the dependence on the state at later stages in the children's lives. It is a service that provides a positive experience for families who may be struggling with their child's diagnosis and enables them to understand their child's behaviour and to support the crucial early year's development. The charity has match-funded (£57,277) and is hoping to raise the further £130,000 through outstanding applications. The Assessment Team recommends that the project is fully funded.

Overall Score: 11

The Project Meets the Following Corporate Objectives

Effective and Responsive Services – The Charity's focus is on helping parents to navigate this new journey, to help them feel less isolated and more confident in supporting their child and to nurture and encourage parents to work with their child so that the child can cope and hopefully flourish in everyday life.

Strong & Resilient Communities – Early intervention for the children is vital in helping them improve their motor, communication and social skills, increasing their confidence leading to improved opportunities in education, employment and independent living, and ultimately decreases their dependence upon the State.

Recommendation

That the sum of £3,478 from the Community and Economic Development fund is awarded to The Dame Vera Lynn Children's Charity towards the cost of delivering the Cognitive Education sessions for 21 children in Mid Sussex.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	East Grinstead Town Council
Purpose For Which Grant Is Sought	:	Christmas Lights Switch On, The Big Reveal and the Rotary Club's Tree of Light Switch On
Total Project Cost	:	£25,000
Amount of Grant Sought	:	£5,000
Previous Grants	:	£5,000 – Summer concerts at East Court (2019)

Background Information

The Town Council promotes East Grinstead and provides local services including; allotments, cemeteries, town events, tourism services, supporting local charities, liaising with statutory services for the good of the town, statutory consultee for local matters, undertaking minor works- community via contracts with MSDC and WSCC (graffiti removal), provides litter bins, notice boards, street furniture, maintains buildings for community hire (East Court and Old Court House), maintains Town Clock, public toilets, McIndoe Statue, flower beds and civic planting.

The council is seeking funds towards the Christmas Lights switch On, The Big Reveal and the Rotary Clubs' Tree of Light Switch On to enable the event to be professional, varied and safe whilst maintaining the ability to offer this to the public for free.

Head Of Corporate Resources Comments

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

Corporate Grant Assessment Group's Evaluation Of The Project

The Assessment team recognise the value of community themed events that bring residents together to celebrate and share in a positive experience. East Grinstead Town Council have demonstrated how successful these events have been for local business and the Team feel that the council should be proactively seeking sponsorship for these events from the business community. This will help to develop ownership as well as a foundation for long term sustainable funding. The town council have been funded on a yearly basis for their own events as well as getting funded events delivered by MSDC. The District currently supports, delivers and funds various projects in East Grinstead including Playday, Playdays on Tour, Skatefest, improvements to the skatepark in King George's Field, funding for the Safe Spaces project, support for the Spring Copse project and funding for a number of Stone Quarry Crew projects.

The Assessment Team feel that the project should be part funded. Future discussions could be initiated with the town council on how the District can support and be part of these events to include more than just providing funding through the Community and Economic Development grant scheme.

Overall Score: 7

The Project Meets the Following Corporate Objectives

Strong and Resilient Communities – Promotion of the town and community which in turn will promote and enhance a strong and resilient community which will prove inviting for people to stay in the town, discover new businesses and feel proud of their surrounding and spend more locally.

Sustainable Economic Growth – Encouraging people to visit the town from outside, builds strong economic growth.

Recommendation

The sum of £1,000 from the Community and Economic Development fund is provided towards the cost of the Christmas Lights Switch On, The Big Reveal and the Rotary Club's Tree of Light Switch On.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Friends of Burgess Hill Green Circle Network
Purpose For Which Grant Is Sought	:	'Wild About Mid Sussex' free exhibition
Total Project Cost	:	£4,366
Amount of Grant Sought	:	£4,366
Previous Grants	:	£1,843 –Wild About Mid Sussex (2019) £467 – Hand washing facilities (2018)

Background Information

The Friends of Burgess Hill Green Circle Network undertakes conservation work for wildlife and wildlife habitats in and around Burgess Hill, as well as providing educational and informative activities concerning wildlife and wildlife conservation throughout each year and throughout the summer holidays. The events are free apart from the indoor talks, for which an admission charge of £2-£3 is made to cover costs of hall and speaker hire. The funding will fund the delivery of the 9th 'Wild about Mid Sussex' event. It will include adventurous outdoor activities and local crafts.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2019 which show a surplus of £1,816.

Total income was £10,955; mainly generated from Grants (£5,396), Donations (£3,225), Subscriptions (£1,040), Fundraising (£714), Miscellaneous Income (£325) and Walks/Talks (£256).

Total expenditure was £9,139; consisting of Supplies and Services (£9,139).

Balances held at the end of the period showed Net assets of £4,396: comprising of Cash £4,396.

Corporate Grant Assessment Group's Evaluation Of The Project

The Assessment team value work that contributes to the Green Agenda and projects that enable residents to consider conservation in their local area. The project was fully funded last year and the success of the project would suggest that in order for it to become sustainable the group need to broaden their funding strategy to include sponsorship, other funders, raising the charge for activities and utilising funds raised through membership. The group has not included any match funding, although the volunteer hours in organising the event is a valuable resource that can be considered match funding. The Assessment team suggests the project is part funded as it was

fully funded last year in order to encourage the organisation to consider the sustainability of future events.

Overall Score: 8

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – Mid Sussex residents will take a lasting interest in the conservation of the wildlife around them and in the preservation of wildlife habitats throughout the area for the enjoyment of all. Studies have proven the value of the countryside to the community - not merely through walking and other healthy activities in the open air, but also through the therapeutic and up lifting effects of escaping the stressful urban environment to enjoy relaxing expanses of trees and wildflowers, plus the thrilling occasional glimpses of wild creatures. These hold lasting benefits for children and adults alike, which our educational and conservation work can only encourage, to the lasting benefit of our community.

Recommendation

That the sum of £1,000 from the Community and Economic Development fund is awarded to the Friends of Burgess Hill Green Circle Network to facilitate the delivery of the 9th 'Wild About Mid Sussex' free exhibition.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Handcross Rosemary Club
Purpose For Which Grant Is Sought	:	Activities and transport costs
Total Project Cost	:	£3,876
Amount of Grant Sought	:	£1,500
Previous Grants	:	£500 Insurance & transport (2014) £500 Outing costs (2016) £1,000 Christmas celebration (2018)

Background Information

Handcross Rosemary Club provides monthly meetings to promote friendship, companionship and wellbeing for older, isolated, vulnerable and or disabled people living in Handcross and the surrounding villages. Membership is open to all. Meetings always include an opportunity to share a meal together particularly important for those living alone. Meetings either have an entertainment or speaker, or once or twice year we go on outings to hard-to-access places that will be of interest to members. We also have a Christmas lunch, which for many who live alone or have lost partners or friends, 'is Christmas', and they receive a gift from the club. To encourage everyone to the AGM and contribute to it is combined with a Fish and Chip Lunch. The group are seeking funds to take members (currently 55) for Christmas lunch, an outing to Brighton marina and pay for insurance and transport costs. The group aim to increase feelings of wellbeing, independence an general enjoyment of life through regular meetings and outings.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 1st January 2018 which show a surplus of £63.

Total income was £4,812; mainly generated from Grants (£3,250), Membership fees (£751), Fundraising and Raffles (£561), Teas (£195) and Donations (£56).

Total expenditure was £4,750; consisting of Supplies and Services (£4,750).

Balances held at the end of the period showed Net assets of £1,280: comprising of Cash £1,641 and Creditors (£361).

Corporate Grant Assessment Group's Evaluation Of The Project

Handcross Rosemary Club offer a valuable service in a rural setting combatting loneliness and isolation amongst older people. The group has been funded in past years to enable their outings and transport needs. The group is an important tool in prevention as the regular contact they have with older, vulnerable adults can help to highlight issues and needs which can be supported at an early stage, helping to avoid crisis situations. The Assessment team feel the project should be part funded.

Overall Score: 8

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – The club promotes a feeling of stronger community by supporting the older and more vulnerable residents of the villages, making them feel valued members of the community and keeping them in touch with one another and the wider community through links with others, promoting wellbeing and independence for our members. Links with other organisations in the villages promotes awareness of the club so others in need may access it more readily.

Financial Independence - Grant funding allows the group to run an engaging programme of events independently, to match the interests and needs of members and the community at a minimal cost to the local councils. The club owns wheelchairs that can be hired out for short periods of time to assist people through short term access difficulties when they can least afford to purchase these aids.

Effective and Responsive Services - Club meetings give something to look forward to, gives opportunities for the members to meet up with their friends and make new friends, to chat and share experiences. It allows them to access new experiences and education (e.g. Exercises from the Armchair, Wildlife talks, the Russian Accordionist playing). Committee members become aware of increased needs of some members as they become older/more vulnerable and are sometimes able to put them in touch with support services as appropriate. Letters and comments from members illustrate how much the club has done for them to make them feel valued members of the community again especially when they have become bereaved or have been ill.

Recommendation

That the sum of £500 from the Community and Economic Development fund is awarded to Handcross Rosemary Club as a contribution towards activities and transport costs.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Haywards Heath Community CIC
Purpose For Which Grant Is Sought	:	Costs towards the Haywards Heath History through the Ages project (Sept 2020)
Total Project Cost	:	£12,800
Amount of Grant Sought	:	£8,800
Previous Grants	:	£4,250 STEM Challenge (2019) £3,500 STEM Challenge (2018) £5,000 175 Anniversary event (2017)

Background Information

Haywards Heath Community CIC are a not for profit community organisation that seeks to develop and promote the benefits and growth of Haywards Heath for its residents and business communities. It aims to organise events throughout the year for the enjoyment of all ages, while promoting a sustainable and healthy lifestyle. The development and growth of the local economy is also a primary objective of this organisation.

The group are seeking funds to deliver a Haywards Heath History through the Ages event in Victoria Park on 13 September 2020. The event will highlight the town's rich history from the Iron Age settlements, the Romans through to the Ages. The group feel the success of the 175 event in 2017 shows the need for such events in Mid Sussex to bring people together. The project will be evaluated by recording the number of people who attend and the boost to the economy – although it's not detailed how this will be recorded.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st October 2018 which show a deficit of £6,185.

Total income was £29,915; mainly generated from Grants (£9,302) and Other Income (£20,613).

Total expenditure was £36,100; consisting of Supplies and Services (£9,600) and Third Party Payments (£26,500).

Balances held at the end of the period showed Net assets of £10,909: comprising of Cash £10,909.

Corporate Grant Assessment Group's Evaluation Of The Project

The Assessment team recognise the value of community events that offer an opportunity for communities to come together to celebrate where they live. The event offers a great opportunity to engage with different sectors of the community (business, public and voluntary) to achieve sponsorship and in-kind contributions which will promote community ownership as well as create a more sustainable

model for future events. The application has requested funding for nearly 70% of the total project costs. The Assessment team feel that whilst it is important to contribute to community events the group needs to vary their funding strategy. The Assessment team recommend the project is part funded.

Overall Score: 7

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – This event will show that local communities are working together, which shows they are strong and resilient and will highlight local industries.

Recommendation

That the sum of £1,000 from the Community and Economic Development fund is awarded to Haywards Heath Community CIC towards the Haywards Heath History through the Ages event in September 2020.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Imberhorne School
Purpose For Which Grant Is Sought	:	Catering and lighting costs for an Afternoon tea dance for older people
Total Project Cost	:	£466
Amount of Grant Sought	:	£216
Previous Grants	:	None

Background Information

Imberhorne School is a comprehensive school with specialist Language College status in East Grinstead, West Sussex, England, which admits children between the ages of 11 and 18. The school has a roll of 1,650, including 300 in the Sixth Form, and is on two sites, Windmill Lane and Imberhorne Lane.

Imberhorne is now a member of East Grinstead Dementia Action Alliance and held a dementia-friendly singing session in June (with another planned for December). In July Mid Sussex Voluntary Action ran a volunteer fair for over 250 Year 10 students, with hugely positive feedback. Business links have resulted in a wealth of sponsorship or donations of goods, time or services. In addition, Sixth Form computing students running a 'spam email' workshop to residents at a local retirement community and A level biology students spent a day at The Centre for Sight.

The school is looking to fund an afternoon tea dance in November for older people in the local community which is free to attend with sandwiches, cake and refreshments served by Year 9 students. The funds will be used to provide sandwiches, fruit and gluten-free savouries (by the school catering team) and to purchase masonry hooks and wires to put up festoon lighting. Match funding has been secured with Waitrose (donating tea, coffee, sugar, milk and cakes), A&J Dancing (free entertainment), Retirement Villages UK (£250 donation) and East Grinstead Town Council.

Head Of Corporate Resources Comments

Imberhorne is a statutory body and therefore it is not normal practice to comment on the organisations financial accounts.

Corporate Grant Assessment Group's Evaluation Of The Project

This intergenerational event has been planned with the local community, and match funding illustrates the ownership that has been established within the local community. It aims to combat loneliness and isolation and promotes positive relations between the generations. The Assessment team recommend the project is fully funded.

Overall Score: 10

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – presents a great inter-generational event, bringing young and old together and hopefully goes some small way to addressing social isolation in the elderly.

Recommendation

That the sum of £216 from the Community and Economic Development fund is awarded to Imberhorne School towards the Afternoon Tea Dance.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Kangaroos Mid Sussex
Purpose For Which Grant Is Sought	:	BreakAway Saturday & Holiday Club
Total Project Cost	:	£76,300
Amount of Grant Sought	:	£5,000
Previous Grants	:	BreakAway – £5,000 (2018) BreakAway – £5,000 (2017) BreakAway – £5,000 (2016) PALS Overnights - £500 (2016) PALS - £4,000 (2015) PALS - £3,443 (2014) PALS £2,000 (2013)

Background Information

Kangaroos is a registered charity which has been based in Mid Sussex since 1994 providing a range of fun, inclusive social and leisure activities in our local community, for children and young adults who have learning disabilities as well as additional physical, sensory, medical and behavioural difficulties.

Disabled young people spend a much higher proportion of their time with their parents or carers, have less opportunity to socialise outside of school or college and maintain friendships in the same way that their peers would do. Kangaroos provide opportunities to address this by offering age related clubs for over 230 children and young people aged from 6 to over 30, after school, in the evening, weekends and school holidays. Over the last year they delivered 614 club sessions adding up to 2,026 hours of tailored activities with attendances of 35,428 by disabled children and young people. The group aims to give youngsters opportunities to have fun, learn new skills and have new experiences whatever their disabilities and strive to help and encourage them to reach their potential. The group is seeking funds to deliver their BreakAway Saturday and Holiday Club for young people with learning disabilities aged from 12-18 with a range of disabilities including downs syndrome, epilepsy, autism and challenging behaviours. The BreakAway clubs aim to enrich the lives of disabled children and young people including complex medical needs by providing stimulating activities that achieve lasting change increasing independence, life skills, resilience and social competence. The clubs are reviewed annually against set indicators and outcomes.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2018 which show a surplus of £54,131.

Total income was £439,474; mainly generated from Grants (£201,991), Activities & Membership (£93,180), Contracts (£86,915), Donations (£57,361) and Interest (£27).

Total expenditure was £385,343; consisting of Staff related (£236,885) and Supplies and Services (£148,458).

Balances held at the end of the period showed Net assets of £157,044: comprising of Tangible Assets £6,161, Debtors £1,355, Cash £155,303 and Creditors (£5,775).

Corporate Grant Assessment Group's Evaluation Of The Project

Kangaroos provide a valuable service that is meeting the needs of vulnerable young people. The group has been funded for 6 years to deliver the same project. The last three years they were awarded the full requested amount. The Assessment team feel that there is the risk that the organisation will become reliant on this funding and not diversify their funding streams. The Assessment team recommend the project is part funded.

Overall Score: 9

The Project Meets the Following Corporate Objectives

Effective and Responsive Services – The group pride themselves on being a user led organisation and as well as consulting regularly with parents in a range of ways including surveys, face to face conversations and social media, they also involve our children and young adults at every stage of planning. They hold a regular youth forum for our young adults and an informal forum for teenage groups and even youngest members are involved with giving feedback through storybooks and pictures. They also have suggestion boxes at all projects.

Strong and Resilient Communities – The young people benefit considerably by having their own club where they can enjoy activities, meet friends, make new friends and experience leisure activities that other young people take for granted but can only enjoy in a safe, supervised environment. It helps to build up their confidence and self-esteem by providing them with activities, with their peers, that they can do away from their families. They aim to provide activities and social opportunities that all children and young people need to fulfil their emotional, social, cognitive and physical needs.

Recommendation

That the sum of £1,000 from the Community and Economic Development fund is awarded to Kangaroos towards the BreakAway clubs for young people with learning disabilities.

Community And Economic Development Grants Scheme * new application

Name Of Organisation	:	Summerhaven
Purpose For Which Grant Is Sought	:	Venue hire costs for mental health drop-in club
Total Project Cost	:	£570
Amount of Grant Sought	:	£500
Previous Grants	:	£1,000 - Ongoing costs (2018) £1,000 - Ongoing costs (2017) £500 – Ongoing costs (2016)

Background Information

Summerhaven provides a drop-in facility for adults in South Mid Sussex with mental health problems. The facility is for 4 hours each Sunday afternoon and provides a safe place avoiding social isolation and includes the use of computer, pool table, art sessions, DAB radio and refreshments to improve both mental and physical wellbeing. Refreshments such as tea, coffee and cakes etc. are provided at reasonable prices by volunteers who are available for social interaction. The group are seeking funds to pay for venue hire at the Park Centre in Burgess Hill for the period October 2019 – March 2020 and monies to subsidise Christmas lunch.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2019 which show a deficit of £1,064.

Total income was £1,759; mainly generated from Funding (£1,000), Refreshments (£571) and Donations (£188).

Total expenditure was £2,823; consisting of Supplies and Services (£2,823).

Balances held at the end of the period showed Net assets of £3,281: comprising of Cash £3,281.

Corporate Grant Assessment Group's Evaluation Of The Project

Mental health has been identified as a key issue to be focused on in the District by various stakeholders and there are a number of agencies providing support for people with mental health issues. The Summerhaven project is unique in that it provides a service on Sunday when most statutory services are not available. It offers an opportunity to combat isolation amongst people with mental health issues during the weekend. The application details the cost of venue but does not detail the contributions provided by volunteers who run the service which will probably far exceed the cost of venue hire. The Assessment team recommend that this project is fully funded.

Overall Score: 10

The Project Meets the Following Corporate Objectives

Strong & Resilient Communities – A service which enables residents of South Mid Sussex with mental problems to have a safe place and avoid isolation and also have equal opportunity to participate fully in their community and promote opportunities to engage in society and lead full and rewarding lives.

Recommendation

That the sum of £500 from the Community and Economic Development fund is awarded to Summerhaven towards venue hire and Christmas dinner for their mental health drop-in club.