

2 December 2019

PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **TUESDAY, 10TH DECEMBER, 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 29 October 2019	3 - 10
5. To consider any items that the Chairman agrees to take as urgent business.	
6. To receive representations from Members of the Council on the applications.	
7. Corporate Grant Schemes	11 - 30
8. End of Project Report - Micro Business Grant Scheme 2019/20	31 - 42
9. Storefront Grant Scheme	43 - 46

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 Tuesday, 29th October, 2019
from 4.30 pm - 5.55 pm**

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

J Belsey

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

None.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

None.

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

Councillor Hillier declared that he has had past involvement with the Haywards Heath Community CIC. Councillor Belsey declared that he is also a Member of East Grinstead Town Council, however he has not had any involvement with the grant application considered at this meeting.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 23
SEPTEMBER 2019**

The Minutes of the meeting of the Panel held on the 23 September 2019 were approved as a correct record and signed by the Chairman.

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

None.

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

Representations have been received from Councillor Eves regarding the application submitted by Kangaroos and Councillor de Mierre regarding the application submitted by the Haywards Heath Community CIC.

7. MICRO BUSINESS GRANTS SCHEME

Holly-Jade Ryder, Business Development Officer introduced the four Micro Business Grant applications, noting that this is the 5th and potentially final meeting for the Micro Business Grant Scheme for 2019. A total of £8,000 is before the panel for

approval and if successful, the full budget would be allocated leaving £359 to be allocated for the next scheme year.

All 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
Aureo Group	Marketing and Website Improvements	£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

The Vice-Chairman noted that the quality of the Officers work on all the grant reports had been exemplary

In considering the first application by Aureo Group, the Panel noted that it is the third grant application by the company, having received a grant in 2017 and 2018. Although supportive of this application as it meets the required criteria, the Panel requested that work be carried out separately to review the criteria and scoring for future Micro Business Grants in order to reduce the issue of repeat applications. A meeting will be convened separately with the Panel to take this forward.

Members discussed the remaining 3 Micro Business Grant applications and were supportive of all. The Vice Chairman requested to be able to visit the coding workshops proposed by Desk Village Ltd once they were in operation.

RESOLVED

The Cabinet Grant Panel agreed:

- i. that a Micro Business Grant of £2,000 be granted to Aureo Group to support the costs of procuring a digital marketing specialist.
- ii. that a Micro Business Grant of £2,000 be granted to Buchan Rum Architects Ltd 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.
- iii. that a Micro Business Grant of £2,000 be granted to Desk Village Ltd to support the costs of introducing coding workshops.
- iv. that a Micro Business Grant of £2,000 be granted to The Classic Shutter Company to support the costs of marketing, website improvements and training.

8. CORPORATE GRANT SCHEMES

Elaine Clarke, Community Facilities Project Officer introduced the report concerning 3 applications for the release of Section 106 monies the Council has received from developers carrying out property development in the Town or Parish and 9 Community and Economic Development Grants. The report also provides an update on the Ansty Village Centre Trust which requires extra funding and a request for Members to consider a small grants scheme to support VEDay75.

In considering the VEDay75 proposal to ring-fence £7,500 for small £250 grants to 30 organisations for celebration events, the Panel enquired whether this amount was sufficient and requested that the application be a simple process to encourage small groups to apply. The Vice Chairman noted that the type of celebrations may be street parties and requested that guidance on street closure is provided on promotion of the grant scheme.

Regina Choudhury, Community Development Officer confirmed that the application would be a web based form in a shortened version with printed copies available if required. The grant will be promoted in Mid Sussex Matters along with media activity to promote it to smaller groups within villages. Regarding the grant amount, she considered it to be sufficient as the grant will be promoted alongside a sustainability message, tied into the theme of 'make do and mend' to encourage groups to make their own banners and bunting and encourage social interaction.

The Panel discussed the Ansty Village Centre Trust, and were supportive of the recommendations. They noted that the Council is holding £214,402 in Section 106 money which can be allocated towards this project to bring them close to the completion of stage 1 of the project. The Chairman congratulated the Trust on the huge amount that a small village has raised and noted that an additional budget shortfall of £100,000 remains. This will be considered at a future Cabinet meeting and it was requested that the Cabinet report contain a time-line of when each stage of funding was agreed, and further context of the users of the facilities and where they come from.

The Vice-Chairman sought reassurance that the use of Section 106 money from land south of Rocky Lane would be allocated appropriately (as it falls on the border of Ansty and Haywards Heath) to ensure that projects for residents in each area are supported.

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

Section 106 Monies

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

Regarding Haywards Heath Tennis Club, the Panel established that the tennis courts could be hired by the public as well as club members but the new club house toilet

facilities would not be available to everyone. They encouraged the applicants to consider subscribing to the community toilet scheme, and were supportive of the pilot being run in Ashurst Wood to enable swipe access to courts as part of a more efficient booking system.

It was noted that the Section 106 monies from the Mayflower Inn were specifically for sport and would not prejudice a community project nearby.

The Panel noted that the club still needs to raise a substantial amount of funds to meet their target but acknowledged that they are proactive and have submitted a detailed plan on how these funds will be achieved. The Chairman encouraged the club to apply to the Gatwick Foundation who may be able to offer assistance.

Members discussed the remaining 2 applications and were supportive of all.

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

Regina Choudhury, Community Development Officer introduced the 9 Community and Economic Development Grants noting that a number of recommendations are for a lesser amount than the applicants request.

The Panel were supportive of both the Cuckfield Stroke Communication Group and the Dame Vera Lynn Children's Charity application as both groups offer beneficial programmes.

Regarding East Grinstead Town Council's application, the Panel agreed with the recommendation to award £1,000, as the grant is intended to support grass roots projects rather than such a commercial venture which has strong potential for business sponsorship. It was also noted that they have been awarded funding for various events though out the last year, as well as benefiting from Mid Sussex District Council run initiatives.

The Panel discussed the 3 applications from the Friends of Burgess Hill Green Circle, Handcross Rosemary Club and Kangaroos, and agreed with the recommendation to award a reduced amount for each, compared to the initial request. In each case it was felt that they were excellent organisations but funding had been provided in the past and the groups needed to be encouraged to develop other areas of funding going forward.

Regarding the Haywards Heath Community CIC, the Panel noted that this could have been funded through businesses in Haywards Heath following the success of events held last year. It was also confirmed that grants are limited to one successful grant awarded per year, and the organisation had already received a STEM grant in 2019. On that basis, the Panel would not award a grant on this occasion, and proposed that an application be resubmitted in the new financial year.

The Panel supported the application by Imberhorne school noting that they had for match funding and were working with other local organisations to put on their event.

The Panel also supported the application by Summerhaven for this year as they provide a unique service at the weekend to help combat loneliness and isolation for people suffering from mental health issues. However the Panel did note that they have received grants in past years and encouraged them to seek funding elsewhere in the future, perhaps by working in partnership with other similar minded organisations. It was noted that Council could still support the group in other ways such as helping to forge new links or in raising their profile.

RESOLVED

The Cabinet Grant Panel agreed:

- a) To increase the existing 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.

Award increase to be 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.

- b) To approve a small grants scheme to support VEDay75 Anniversary celebrations.
- c) That section 106 monies be released to Haywards Heath Tennis Club 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 – £38,583.56 (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 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

- d) That the amount of £5,000 be awarded to Hurstpierpoint Players 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 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

- e) That the amount of £37,260 be awarded to Crawley Down Cricket Club 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 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).

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

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

- h) That the sum of £1,000 from the Community and Economic Development fund be awarded to East Grinstead Town Council towards the cost of the Christmas Lights Switch On, The Big Reveal and the Rotary Club's Tree of Light Switch On.

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

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

- k) That a grant from the Community and Economic Development fund would not be awarded to Haywards Heath Community CIC at this time as they have already benefited from one successful grant in 2019.
- l) That the sum of £216 from the Community and Economic Development fund be awarded to Imberhorne School towards the Afternoon Tea Dance.
- m) That the sum of £1,000 from the Community and Economic Development fund be awarded to Kangaroos towards BreakAway clubs for young people with learning difficulties.
- n) That the sum of £500 from the Community and Economic Development fund be awarded to Summerhaven towards venue hire and Christmas dinner for their mental health drop-in club.

The meeting finished at 5.55 pm

Chairman

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REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Rob Anderton- Divisional Leader- Commercial Services and Contracts
 Email robert.anderton@midsussex.gov.uk Tel: 01444 477374
Wards Affected: All
Key Decision No

Purpose of the report

1. The purpose of this report is to present one Community & Economic Development application for re-consideration by the Cabinet Grants Panel.

Summary

2. A summary of the application 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:

Community and Economic Development Grants

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Friends of Burgess Hill Green Circle Network	'Wild About Mid Sussex' free exhibition	4,366	1,000 (in addition to £1,000 awarded 29-Oct-19)
Total		£4,366	£1,000

Recommendations

Members of the Panel are requested to

- a) ***consider and decide upon the recommendation for the above applications, a summary of which is attached in Appendix A***

Background

3. 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

4. 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.
5. 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.
6. 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 the application is included within the individual project report in Appendix A.

7. 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.

Other Options Considered

8. 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

9. 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.
10. 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)	£4,373

11. If Members agree to the recommendations the balance will be reduced by £1,000, leaving a remainder of £3,373 in the Community & Economic Development Fund reserve.

Risk Management Implications

12. 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.
13. Additionally, the sharing of information with West Sussex County Council will ensure that organisations are not being double-funded for the same purpose.
14. 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.
15. 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.
16. 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

17. 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

18. 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.

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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 did not include any match funding in their original bid to the Cabinet Grants Panel on 29 October, although it was noted that the volunteer hours in organising the event is a valuable resource that can be considered match funding. The Panel agreed that the project should be part funded as it was fully funded last year to encourage the organisation to consider the sustainability of future events.

The group has now responded to the offer of £1,000 to advise that- without additional funding- the event will not be able to proceed in 2020; and to request that their bid be re-considered.

They are also now seeking match funding from the Burgess Hill District Lions Club, a decision on which is due on 16 December.

The group understands that they will need to seek alternative sources of funding for future events and has been offered assistance with this.

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 a further sum of £1,000 (in addition to the £1,000 awarded on 29 October) 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.

MSDC Grant Application

Introduction

Serial Number:

Please read the Guidance Notes carefully before completing this form. There are notes next to each question that explain how to answer it.

Your Data

The information you provide will be subject to rigorous measures and procedures to make sure it can't be seen, accessed or disclosed to anyone who shouldn't be allowed to see it.

For information about how Mid Sussex District Council stores and processes your data please see our privacy notice available at <https://www.midsussex.gov.uk/about-us/privacy-notice/>.

Q1 - Tell us what type of grant you are applying for

Is your application for a:

Community and Economic Development Grant

Will your application be for more than £500?

Q2 - Contact Details

Organisation

Name of organisation: Friends of Burgess Hill Green Circle Network

Address of organisation: 2, Gordon House,
Gordon Road,
BURGESS HILL,
West Sussex,
RH15 0UE

Telephone No: (01444) 241837

Email: dominicmoore13@gmail.com

Web address: www.bh-green-circle.org.uk

Registered Charity No: 1118153

Main Contact(s)

Name of Main Contact: Dominic Moore

Position in organisation: Chairman

Correspondence address:
(if different from above)

Telephone No: (01444) 241837

Email: dominicmoore13@gmail.com

Chairperson

Chairperson's name: Dominic Moore

Chairperson's address: 2, Gordon House,
Gordon Road,
BURGESS HILL,
West Sussex,
RH15 0UE

Chairperson's telephone: (01444)241837

Treasurer

Treasurer's name: Brendon Pollard

Treasurer's address: 33, Northway,
BURGESS HILL,
West Sussex,
RH15 0PW

Treasurer's telephone: 07886 544059

Q3 - Briefly describe the activities/services provided by your organisation

Use the box to describe what activities and services your organisation provides:

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. All our events are FREE apart from our indoor talks, for which a small admission charge of £2 - £3 is made to cover the costs of hall and speaker hire, though even these events are free to under-16s.
This years Children's Safari attracted over 200. We organise the FREE annual 'Wild About Mid Sussex' event, which was attended by some 3,000 visitors this it's 8th. year.

Q4 - Are you a voluntary or community organisation, town or parish council?

Is your organisation:

A charitable trust?

Charity No

1118153

Please note: to apply for a grant your organisation must have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).

Please provide a copy of your governing document (please try to keep uploaded files below 5MB)



Q5 - When did your organisation start?

When did your organisation start?

02/2007

Q6 - How many people are involved in the running of your organisation?

How many people are involved in the running of your organisation?

Management Committee / Trustee Board Members

12

Paid Staff

Volunteers

25

Q7 - How do people take part or join your organisation?

Does your organisation have an Equal Opportunities Policy?

Yes

Please attach a copy of your Equal Opportunities Policy

How many members / service users do you have?

637

Does your organisation have a membership scheme?

Yes

What are your current membership fees?

£7 per annum including 4 x 12pp A4 colour newsletters

Do you charge for activities?

No

If you have a charges leaflet, please attach to this form (please try to keep uploaded files below 5MB)

Q8 - Are there similar groups providing the same or similar services / activities in Mid Sussex?

Are there similar groups providing the same or similar services / activities in Mid Sussex?

No

Q9 - Is your organisation a member of a National Body or Institution?

Is your organisation a member of a National Body or Institution?

Yes

Please give details

Mammal Society, Charity Commission, TCV, SWT, CPRE, MSVA, PTES

Q10 - Provide the following details from your most recent annual accounts

Provide the following details from your most recent annual accounts:

Account year ending

Total (gross income)

Minus total expenditure

Equals loss/profit for the year

Savings (reserves, cash or investments)

If your organisation is holding reserves, please tell us for how many months these reserves would sustain your organisation if no further funding was forthcoming:

Previous year's accounts

Year prior to that's accounts

Recent bank statements

Is your organisation VAT registered?

Q11 - What project or activities will take place if you receive a grant?

Try to be specific about what you will do and how you will do it - please attach additional information if necessary.

What project or activities will take place if you receive a grant? (300 words)

The 9th. 'Wild About Mid Sussex' wildlife and countryside conservation FREE exhibition will also include some adventurous outdoor activities and local crafts on Saturday 6th. June, though mainly showcasing local and national wildlife conservation and eco-friendly practices. These have proved very popular so far, attracted over 3000 visitors. We plan more live exhibits and have purchased a 600 litre water bowser and twin basin sink for hand washing to supply hand-washing requirements as required by law after handling live animals. Marquee hire originally formed a separate payment, but I have been asked to include all expenses in this one grant application. I have also sourced a cheaper supplier for the marquee this year, saving over £600.

Further information

Q12 - When are you planning for your project or activity to take place?

Start date:

End date:

Q13 - Who will benefit from the project?

How many people in Mid Sussex will benefit directly from your project or activity?

What percentage of your users live in Mid Sussex?

Where do most of the people who will benefit from the project live?

Q14 - Does your project involve work with children, young people under the age of 18 or adults who are vulnerable or at risk?

Does your project involve working with children, young people under the age of 18 or adults who are vulnerable or at risk?

Q15 - How do you know there is demand for your project?

How do you know there is demand for your project?

Please provide details of any research, strategic documents or surveys undertaken that demonstrate the need for your project.

Local press coverage, the experience of local councillors and council staff, together with anecdotal evidence from the general public has shown that this event is extremely popular. We want to make it even more so.

Please attach any statements in support of your application (please try to keep uploaded files below 5MB)



Q16 - What outcomes do you hope to achieve?

What outcomes do you hope to achieve?

Outcomes are the results of what you do and the changes your project will make to address the needs you have identified. They tend to be best described by using change words, such as 'reduced', 'increased' and 'improved'.

Our aim is to increase awareness of the value of conserving local green sites and wildlife in improving psychological, physical and environmental well being, so that the public, particularly children, who are our future citizens, will want to cherish and preserve them for future generations.

Q17 - How will you promote and publicise your project?

How will you promote and publicise your project?

- 1) Through our quarterly newsletter, website and Facebook page.
- 2) On Town and District Council noticeboards, websites and Facebook pages, in 'About Town' and 'Mid Sussex Matters', as well as on A2 correx board posters around Burgess Hill.
- 3) By advertising in the Mid Sussex Times during the two weeks prior to the event.
- 4) Via mention on local radio stations.
- 5) By advising local schools and sixth form colleges.

Q18 - How will you monitor and evaluate the success of your project?

How will you monitor and evaluate the success of your project?

Through the observations of those helping to manage the event and of the exhibitors, as well as through feedback from the general public. We assess the overall numbers too.

Q20 - Please tell us how your project meets the Council's Priorities

Please tell us how your project meets the Council's Priorities

Your project must meet at least one of the Council's Priorities to be considered for a grant, you don't have to tick all three.

- Financial Independence
- Effective and Responsive Services
- Sustainable Economic Growth
- Strong and Resilient Communities

Please use this section to detail how the project will meet each of the Council's Priorities that you have ticked above:

We seek to encourage Mid Sussex residents to 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. While aiming at all ages, we particularly endeavour to encourage children, the future citizens of Mid Sussex, to appreciate and cherish our open spaces and their resident wildlife, so that they too will want to preserve them for future generations. Scientific studies have proved 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 uplifting 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.

Q21 - Please provide a breakdown of project costs

Please input how much money you are requesting from us in column A, with a breakdown of costs rather than general headings. Use column B to tell us the total cost of the item or activity (or annual running costs if for a revenue grant). You need to fill in both columns even if the amounts are the same. .

Please Note: If your organisation is VAT registered then the total project cost should be calculated excluding VAT

A: Item or activity	B: Cost	C: Amount Requested from MSDC
Hire of 12m x 30m clearspan marquee with 18m panoramic windows included	£2160	£2160
Hire of 16 KVA generator with fuel and cabling	£396	£396
Delivery and collection of two items above	£96	£96
Hire of security guard with dog	£778	£778
Middy advertising	£615	£615
Correx posters and flyers	£321	£321

Total amount requested:

Total cost of project:

Please tell us what other funds are being contributed to the project and from what source

What other organisations have you sought funding from and how much?

Organisation	Amount	Secured

Total:

Do you intend to raise funds directly yourself?

Q22 - Please give us your bank or building society account details

You can only apply for a grant if you have a bank/building society account in the name of your group.

We need this information to pay your grant without delay, if your application is successful.

Please double check that the information you provide is accurate. Check with your bank/building society if you are unsure.

Your organisation's account name

Bank/Building Society name

Bank/Building Society address

Sort Code

Bank Account Number

Q23 - Has your group applied for Mid Sussex District Council funding before?

Has your group applied for Mid Sussex District Council funding before?

Name of Project/ Activity	Successful	Year grant awarded	Amount of Award
Wild About Mid Sussex 2019	Yes	2019	£1,843

Q24 - Main Contact

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process



Tuesday, August 27 2019

Monitoring

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

A1 - Gender

Will your project mostly benefit people of a particular gender? *If no go to A2*

A2 - Disability

Will your project mostly benefit disabled people?

A3 - Age

Will your project mostly benefit people from a particular age group? *No go to A4*

A4 - Religion or belief

Will your project mostly benefit people of a particular religion or belief? *No go to A5*

A5 - Ethnic background

Will your project mostly benefit people from a particular ethnic background?
No go to A6
Yes select up to three

White

English/Scottish/Welsh/Northern Irish/UK

Irish

Gypsy or Irish Traveller

Any other White background

Mixed/Multiple ethnic groups

Mixed ethnic background

Asian / Asian UK

Indian

Pakistani

- Bangladeshi
- Chinese
- Any other Asian background

Black / African / Caribbean / Black UK

- African
- Caribbean
- Any other Black / African / Caribbean background

Other ethnic group

- Arab
- Any other ethnic group

A6 - Sexual Orientation

Will your project mostly benefit lesbians, gay men or bisexual people?

Contract

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf. We certify that the information given in this application is true and that the application form has not been altered in substance from the original version, and confirm that the enclosures (which we have referred to on the checklist on the back of the application form) are current, accurate and adopted or approved by the organisation. If this application is successful, in full or in part, the organisation will keep to the following terms and conditions. I understand that this is an agreement between the organisation and Mid Sussex District Council ('the Council').

We (meaning the organisation) understand and agree to the following:

1. We will use any grant only for the purpose set out in this application. The letter which tells us about the award will also explain if the Council want us to alter any part of this application or impose upon us any separate conditions of grant.
2. We will not make any major change to the project without first receiving the Council's agreement in writing
3. We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.
4. If we obtain funding from another source for the purpose set out in this application, we will inform the Council immediately. We understand that we might need to repay all or part of the award in these circumstances.
5. If we receive a grant for a pilot project, we understand that the Council will not automatically fund any later projects
6. We will not change the sections of our Constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the Council's agreement in writing
7. We will comply with any relevant legislation affecting the way we carry out our project.
8. We will take all reasonable steps to ensure the safety of children, young people or vulnerable adults. We will have an appropriate written safeguarding policy and set of procedures in place, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people.
9. We will acknowledge the Council's grant in any project publicity and in our annual report and accounts which cover the period of the grant. Use of the MSDC logo will be in accordance with the Council's Corporate Identity Visual Standards. We will supply copies of these documents to the Council if requested.
10. We will provide additional information and photographs if requested to enable the Council to publicise the award. We will inform the Council of any situation where confidentiality is a particular issue. The Council can use our name and the name of our project in its own publicity materials.
11. We agree in accordance with the Data Protection Act 1998 to obtain permission from individuals or their parents / guardians if they are under the age of 16, to hold, publish and share their photo images with the Council who may also use them in their own publicity materials.
12. We understand that in respect of capital projects for which the Council has awarded funding, it is subject to there being not less than 14 years remaining on any lease of land or property in favour of the organisation.
13. We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the Council's agreement in writing. If we sell any equipment or assets, we may have to pay the Council part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the Council.
14. We will inform the Council of any changes to our bank or building society account.

15. We will spend the grant within one year of the date of the award letter, unless otherwise agreed with the Council.

16. We will monitor the success of the project and complete the End of Grant Report within one year of the date of the award letter.

17. If we do not spend the entire grant within one year of the award letter, we will promptly return the unspent amount to the Council, unless an extension is agreed by the assessment officer.

18. We understand that the Council will not increase the grant if we overspend.

19. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the Council if asked. We understand that this does not release us from our legal responsibility to keep records for longer periods.

20. The Council may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:

- If we fail to keep to this contract in any way;
- If the application form was completed dishonestly or the supporting documents give false or misleading information;
- If we do not follow equal opportunities practice in employing people, recruiting members and providing our services;
- If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
- If we fail to complete the project within one year, unless otherwise agreed with the Council;
- If we close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with out creditors;

These terms and conditions will apply until we have spent all the grant and until the Council has received and approved our End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

Submit

This must be completed by person in Q2 & Q24

Name:

Position in Organisation:

Please attach any additional documentation you would like to submit in support of your application.

I agree to abide by the contract

Date:

END OF PROJECT REPORT – MICRO BUSINESS GRANT SCHEME 2019/20

REPORT OF: Business Development Officer
Contact Officer: Holly-Jade Ryder, Business Development Officer
Email: holly-jade.ryder@midsussex.gov.uk Tel: 01444 477284
Wards Affected: All
Key Decision No

Purpose of the report

1. The purpose of this report is to review the Micro Business Grant Scheme 2019/20.

Summary

2. The paper sets out:
 - A summary of the Micro Business Grant Scheme 2019/20, including a summary of applicants, details on how the scheme was promoted and examples of success stories shared by applicants.

Recommendations

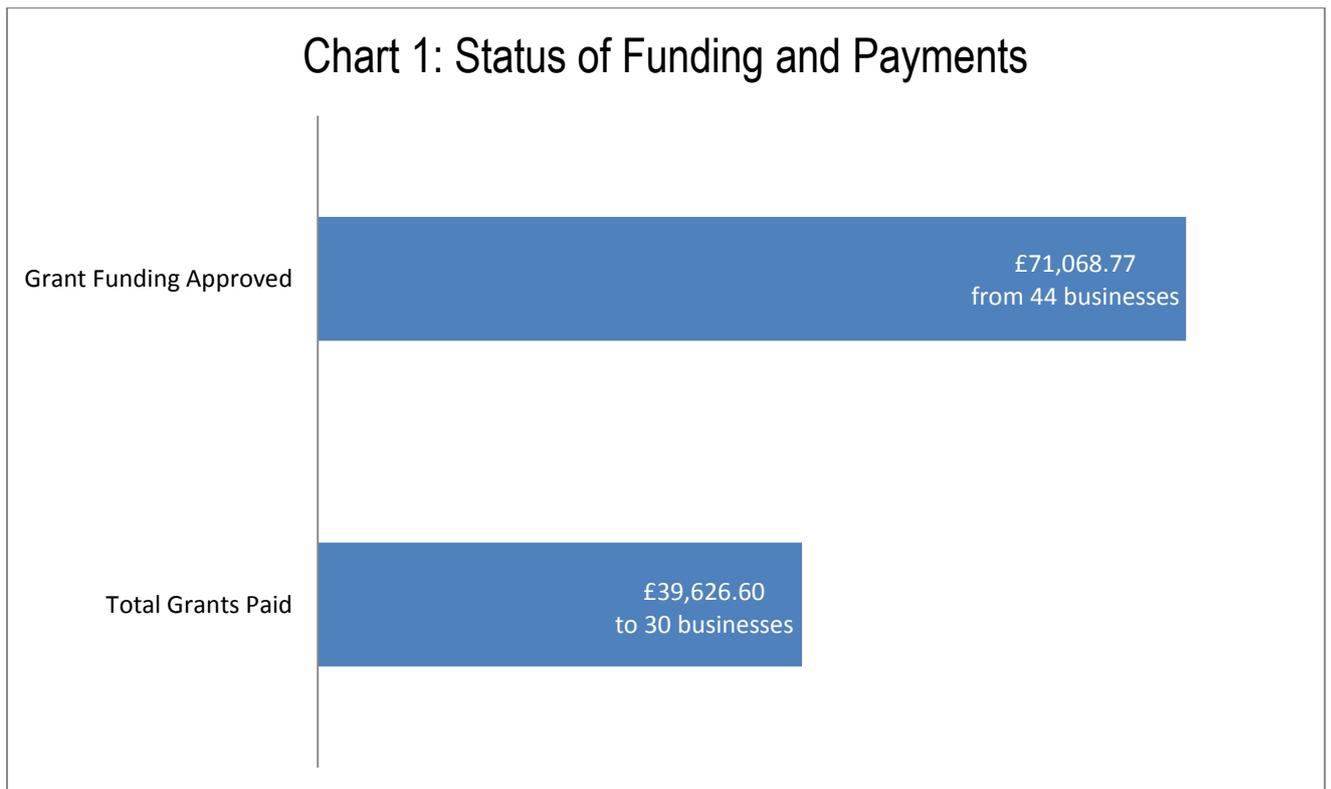
3. **Members of the panel are requested to**
 - (a) **Note the summary of the scheme and feedback received from awarded applicants.**
-

Background

4. The Micro Business Grant scheme is a county-wide scheme funded through the West Sussex Local Enterprise and Apprenticeship Platform (LEAP), which in turn is funded from pooled business rates. A total of £500,000 allocated equally to the districts within the county, with £71,428.57 allocated to Mid Sussex District Council (MSDC).
5. The scheme started in the 2017/18 financial year and awarded a total of 48 businesses a micro business grant. In the 2018/19 financial year, the scheme awarded a total of 40 businesses a micro business grant. Now in its third successful year, the grant scheme has awarded a total of 44 businesses a micro business grant.
6. Grants of up to £2,000 are available to assist micro businesses (businesses with fewer than 10 employees) to assist with projects that will help them grow. A further £1,500 is available to help with the costs of taking on an apprentice.
7. Grants to fund growth are awarded on the basis of match funding. Businesses must contribute at least 50 per cent of total project costs. To ensure businesses completed their chosen project and activities stated in their application, the Council adopted the approach of releasing grants on receipt of invoices which evidence expenditure on activities approved in a business's application.
8. To be eligible for the scheme, businesses must be properly constituted in Mid Sussex and demonstrate their project meets one of four criteria, this includes: delivering a wider outreach, delivering a new service, taking on more employees or delivering a community benefit.

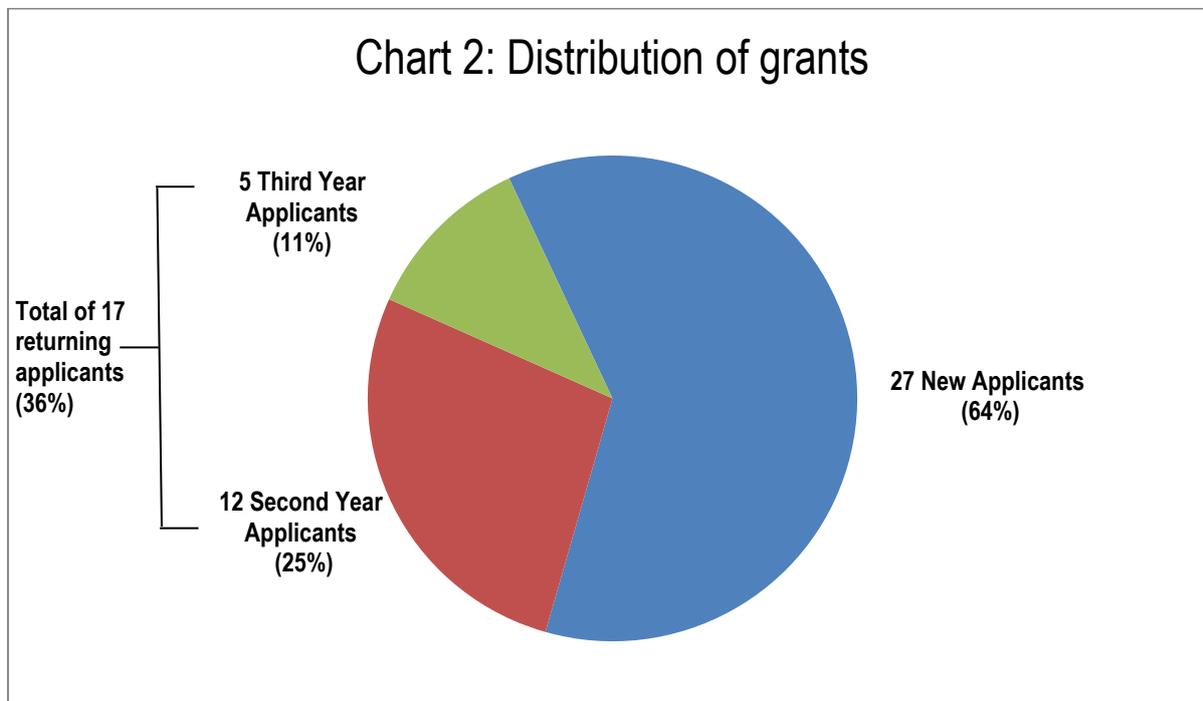
Summary of the Micro Business Grant Scheme 2019/20

9. The Micro Business Grant Scheme 2019/20 attracted a total of 48 applications. Of this, 44 were progressed to the Cabinet Grants Panel with 44 approved for funding totalling £71,068.77 of the £71,428.57 budget for this year's scheme. The remaining £359.80 will be fed into the Micro Business Grant Schemes budget next year. In total, the Micro Business Grant Scheme attracted over £110,000 in match funding.
10. The reasons for the difference in the number of applications received and the total progressed to the panel is due to the withdrawal of four applicants. The four applicants who withdrew gave varying reasons and were supported by officers in making their decision. The most common reason for withdrawal was due to the business feeling unprepared for the scheme this year, despite support from officers they felt that they would be more prepared for the grant scheme next year.
11. Of the 44 Micro Business Grants awarded, five grants were awarded to support the costs of recruiting an apprentice. These applications were received from a variety of sectors, including construction, technology, arts and retail.
12. The current status of payment with regards to grant funding can be found detailed in the graph below:



Source: Micro Business Grant Scheme 2019/20 database.

13. The distribution of grants saw the largest share of the funding available awarded to new applicants. The scheme also saw a range of returning applicants, including second and third year applicants. The summary of grant distribution can be seen in the chart below:



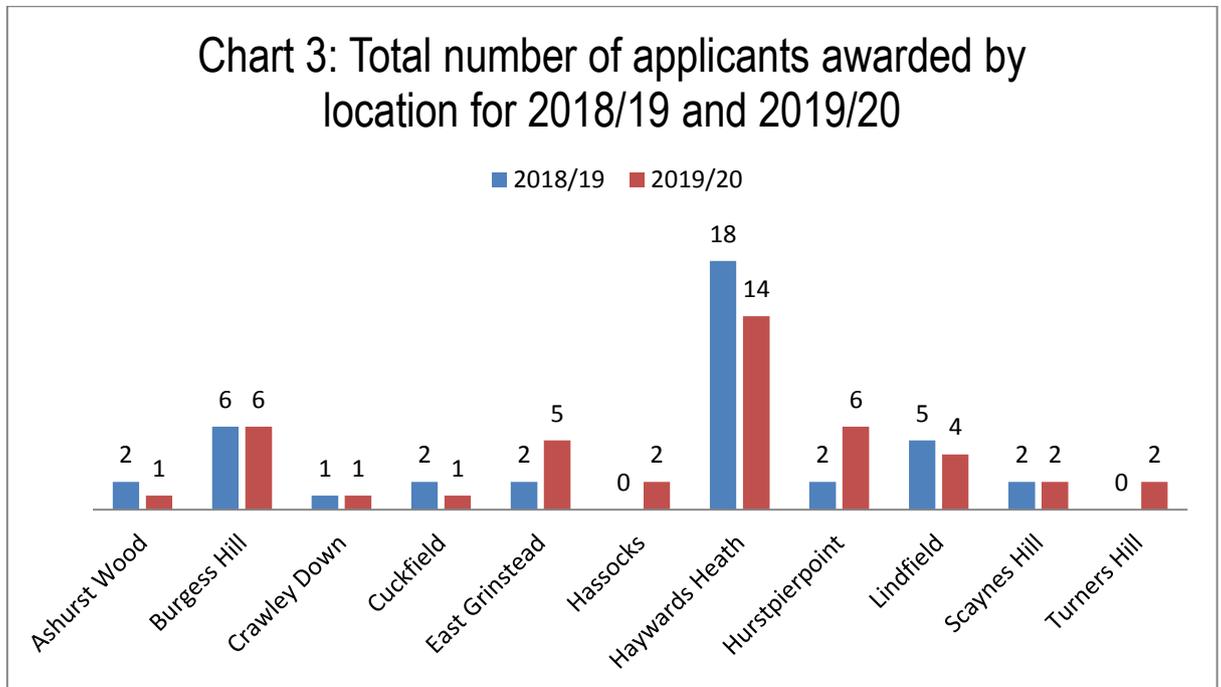
Source: *Micro Business Grant Scheme 2019/20 database.*

Promotion of the Scheme

14. This year, officers worked to increase the promotion of the Micro Business Grant Scheme to attract new businesses and encourage a more uptake amongst the towns and villages in Mid Sussex.
15. Promotional activity undertaken included the development of a promotional flyer (see Appendix A) which summarised the scheme, the eligibility criteria and detailed how to apply. The flyer was promoted online through the Councils social media channels, this included Facebook and Twitter. The flyer was also distributed to the districts three local business associations and was provided at networking events attended by the Councils Economic Development Team.
16. In addition to the promotional flyers, officers worked with the local business associations to deliver presentations to their members on the scheme, detailing its previous success and answering questions from local businesses who were interested in applying. The presentations were met with positive feedback and supported new applicants in applying to the scheme.

Analysis of applicants in comparison to the 2018/19 scheme

17. The scheme supported a range of businesses across the district, with applications received from across various towns and villages in Mid Sussex. A summary by applicants awarded by location in comparison to the 2018/19 scheme is detailed in the graph below:

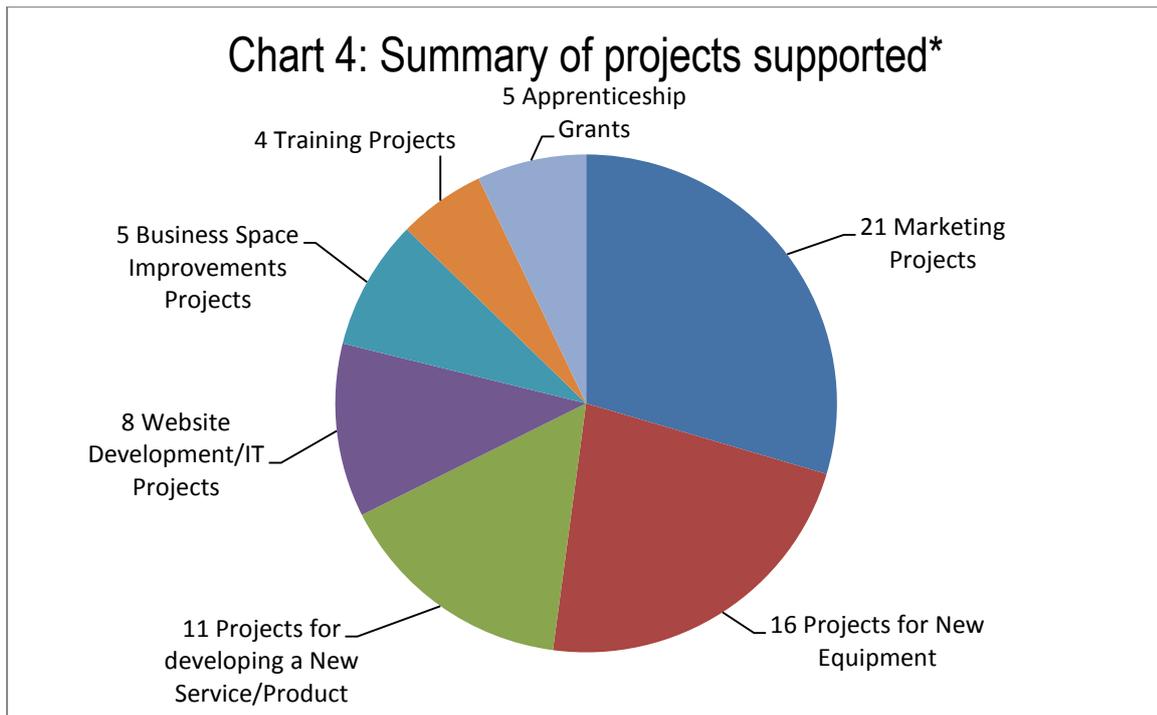


Source: Micro Business Grant Scheme 2018/19 and 2019/20 database.

18. Comparing results from both the 2018/19 and 2019/20 scheme, there are some notable improvements to the uptake of the scheme in several towns across the district. Much of this improved uptake may be resulting from the increased promotion of the scheme through the various activities noted in paragraphs 14 and 15.
19. Most notably, an increase in uptake was seen in East Grinstead, Hurstpierpoint and Turners Hill. However, in spite of their increase of uptake the data also indicates a decrease in uptake from Haywards Heath, Lindfield, Cuckfield and Ashurst Wood.

Overview of projects supported

20. This year, the scheme supported a range of projects. An overview of the types of projects the scheme supported this year are summarised in the chart below.



Source: Micro Business Grant Scheme 2019/20 database.

* Officers note that the total for the types of projects supported does not match the total number of grants awarded. This is due to many of the applicants requesting support for multiple projects or projects with more than one type of activity.

Feedback from applicants

21. Officers engaged with applicants following the completion of their projects to obtain feedback and an understanding of the level at which the grant supported their business. A summary of feedback received can be found detailed below:

- **Miall's** – Miall's produces small batch alcoholic sorbets in Lindfield. The business was awarded a grant award of £637 in June to support the costs of purchasing a portable freezer which would enable the business to transport their sorbets more effectively and in larger quantities.

The business owner, Hannah, reported that following the purchase of the freezer, the business was able to deliver their largest order which previously would have not been possible without the support of the grant. In addition to this, the grant provided Miall's an opportunity to cater at a wedding event this winter, which will provide the business more exposure. Photos of the equipment purchased can be found in Appendix B.

- **Beautiful** – Beautiful is a hair and beauty salon located on Hurstpierpoint high street. The business was awarded a grant of £2,000 to support the costs of improving its business premises to enable increased treatment offers and training to become a certified training salon.

The business owner, Laura, provided the following feedback and included photos of the improved premises (see Appendix C): *“The Small Business Grant has helped our Beauty salon massively. The process was really straight forward and easy to apply. This Grant funding has enabled us to take the salon to the next level. We are now able to offer three treatments at a time instead of one in just one room. We will shortly be able to offer Beauty Therapy training and accessing within the practise and also train and recruit our own staff locally.”*

- **Newtryx Ltd** - Newtryx Ltd (trading as KuulEats) produce software for restaurants which provides support in managing various elements of their business including: ordering, bookings, table management and more. The business was awarded a grant of £2,000 to support the launch of their new software through the development of a website to promote the product.

Newtryx Finance Director, Martyn, provided us feedback on the grant: *“The micro business grant supported our business in achieving our goals and we would certainly recommend any start-up in the Mid Sussex area to apply for the scheme and interact to achieve their goals.”*

Financial Implications

22. None.

Risk Management Implications

23. None.

Equality and Customer Service Implications

24. None.

Other Material Implications

25. There are no other material implications arising from this report.

Appendices:

Appendix A – Micro Business Grant Scheme Promotional Flyer

Appendix B – Photos of Equipment Acquired by Miall's

Appendix C - Photos of Business Space Improvements provided by applicant 'Beautiful'

Micro Business Grant Scheme 2019/20



What is the Micro Business Grant Scheme?

Micro Business Grants are available for small businesses in Mid Sussex:

- o **Up to £2,000** is available on a 50 per cent match-funding basis to support projects which will help businesses grow.
- o In addition to this, a further grant of £1,500 is also available to help with the cost of employing an apprentice.

Eligibility

To be eligible for a grant, your business must meet the following criteria:

- o Your business must employ fewer than 10 employees
- o Businesses must be located within the District
- o Businesses must be properly constituted and able to provide evidence of this. Examples of evidence can be found on our website
- o Projects must be activities that will contribute towards the growth of the business and differ from 'business as usual', the Council will not cover these costs.

Is your project eligible?

Bids will be assessed against four key criteria. Your bid must demonstrate that the project will result in one or more of the following:

- o Creating new sustainable employment, this can include recruiting an apprentice
- o The development of new business lines
- o Creating a wider customer base
- o Delivering community benefits.

Application Process

The step-by-step application process is as follows:

Step 1	Businesses submit applications. Officers may request further information if needed
Step 2	An officer will undertake a due diligence review of your business to ensure it meets the eligibility criteria
Step 3	Officers will make a recommendation to the Council's Cabinet Grants Panel who will make a decision on your application

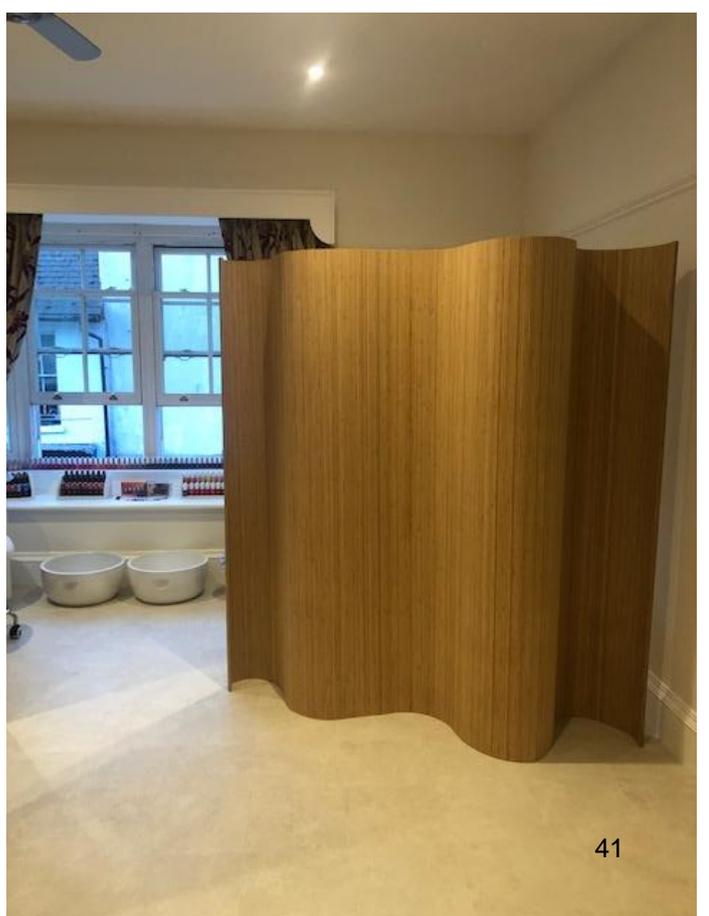
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Appendix B – Photos of Equipment Acquired by Miall's



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Appendix C – Business Space Improvements by Beautiful, Hurstpierpoint



Cabinet Grants Panel - 10 December 2019

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STOREFRONT GRANT SCHEME

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

Purpose of the report

1. The purpose of this report is to present one application for the Storefront Improvement Grant Scheme

Summary

2. A summary of the applications to be considered, together with officer recommendations for the level of financial assistance to be awarded is set out in the table below:

Organisation	Purpose for which award is sought	Award requested	Award suggested
The Fresh Fish Shop Ltd	Signage, repairs and redecoration	£4,000	£4,000
Total		£4,000	£4,000

Recommendation

Members of the Panel are requested to:

- ***Consider and decide upon the recommendations for the above grant. Summaries of the grant application is attached in Appendix A of this report***

Background

3. This is the third meeting in which the Cabinet Grants Panel will consider the 2019/20 Storefront Grant Scheme. This paper will present one application of a new wave of applicant retailers in regards to the scheme. The newly contacted retailers have all taken part in independent retailers training workshops, organised by Mid Sussex District Council earlier in the year. The Economic Development Team has been working with these stores to support their application submission.

Assessment and Policy Context

4. The grants in this report have been considered by the Council's Economic Development Officer, William Hawkins and the Council's Regeneration and Economy Programme Manager, Mark Healy. The proposal to expand the applicant base for the scheme was agreed with the Portfolio Holder for Economic Growth, Councillor Stephen Hillier. A summary of the application is included within the individual project reports in Appendix A.
5. All the businesses included in this paper have met the basic criteria and specific grant criteria; that is they are properly constituted independent retail businesses within the town of East Grinstead and provided the relevant information to support their application.

Financial Implications

- The Storefront Grants are funded through an allocation from the WSCC Strategic Infrastructure Fund, with £204,000 to be divided proportionally between districts. A total of £21,000 was allocated to Mid Sussex District.
- The current fund stands at:

Scheme	Original fund	Funds approved so far	Funds requested in this paper	Balance (if all bids in this paper are approved)
Storefront Grant Scheme	£21,000	£ 5,290	£4,000	£11,710

Risk Management Implications

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

Equality implications

- All of the businesses whose bids are included in this report were assessed to be in compliance with the requisite policies/legislation.

Legal Implications

- 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 incurring 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 Storefront Grant Scheme are held in the Economic Development Team.

Storefront Grant Scheme

Project:	New signage, repairs and redecoration
Applicant:	The Fresh Fish Shop Ltd
Address:	1 Palmerston House, Commercial Square, Haywards Heath
Type of goods sold:	Fish and local goods
Grant Request to MSDC	£4,000
Total project cost:	£5,200

Summary of project proposal and aims:

To install new signage to the storefront, repair the existing canopy and undertake various redecoration of the general storefront.

Background

The Fresh Fish Shop Ltd is a prominent fresh fish store situated directly outside of Haywards Heath Station, selling a wide range of fish and also locally produced ingredients/condiments. While the businesses main store is located in Haywards Heath, The Fresh Fish Shop Ltd also provides wholesale and packaged goods to various other locations across the country, also offering a home delivery service.

The grant funding will enable the store to replace its existing signage with more updated designs along with repairs to the existing canopy and lighting, installation of new planters, and redecoration of the exterior wall.

Officer evaluation of the project

The Fresh Fish Shop Ltd fits the criteria of being an independent retailer situated within the district.

The grant funding will support the improvement of their retail offer through refreshing the storefront and repairing existing items. The improvements will also have a secondary benefit of helping to enhance the street scene more generally. This meets the overall aim of the grant programme (improving physical presence of independent retailers) and is therefore an appropriate project to receive support.

Recommendation

That a grant of £4,000 is awarded to The Fresh Fish Shop Ltd to aid in the redecoration of their storefront.