
16 August 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, 27TH AUGUST, 2019 at 4.30 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

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|---|----------------|
| 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 consider any items that the Chairman agrees to take as urgent business. | |
| 5. To confirm the Minutes of the Meeting of the Panel held on 22 July 2019. | 3 - 8 |
| 6. To receive representations from Members of the Council on the applications. | |
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To: **Members of Cabinet Grants Panel:** Councillors N Webster (Chairman), S Hillier (Vice-Chair) and J Belsey

**Minutes of a meeting of Cabinet Grants Panel
held on Monday, 22nd July, 2019
from 4.30 pm - 5.38 pm**

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

J Belsey

Also Present: Councillor 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.**

Councillor Belsey declared a personal interest in the Microbusiness Grant application from Kitchens Bespoke as he knows the applicant on a personal level.

Councillor Hillier declared a pecuniary and personal interest in the Microbusiness Grant application from Haywards Heath Business Association as he is a committee member who sits on the Association. He confirmed that he would remove himself from the meeting for the duration of discussion and voting on the item.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 18
JUNE 2019.**

The Minutes of the meeting of the Panel held on 18 June 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.**

The Chairman had no urgent business.

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

No representations were received.

7. MICROBUSINESS GRANTS SCHEME.

Mark Healy, Regeneration and Economy Programme Manager, introduced the 14 Microbusiness Grant applications. In the previous meeting of the panel, he noted an amendment that officers wished to request for one applicant's project. Miall's did not include VAT in their project costs. However businesses that are not VAT registered are entitled to include VAT in their grant applications, as noted in paragraph 10. He asked the Panel whether the award to this applicant could be increased by 20 per cent to cover the VAT costs. Members were supportive of the revision.

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 |
|-------------------------------------|---|-------------------|-------------------|
| Moons Computing Ltd | Apprentice | £1,500 | £1,500 |
| Building Blocks Therapy | Training and New Equipment | £600 | £600 |
| CB Trade Support | Website Development and New Equipment | £646.32 | £646.32 |
| DM Grounds Maintenance | New Equipment | £2,000 | £2,000 |
| Get Marketing Ltd | New Laptop | £724.50 | £724.50 |
| Haywards Heath Business Association | New IT Equipment | £658.80 | £658.80 |
| Kitchens Bespoke | IT Software and Equipment Upgrades | £2,000 | £2,000 |
| Marcomms Consultancy Ltd | New Equipment and Marketing | £2,000 | £2,000 |
| Newtryx Ltd | New Website for Product | £2,000 | £2,000 |
| Not Another Bunch of Flowers | Website Development and Improvements | £2,000 | £2,000 |
| Poponin Ltd | Marketing and Website Development | £1,500 | £1,500 |
| Pure Storm Digital Services | New Service – Digital Marketing Workshops | £425 | £425 |
| Smith Home Transformations Ltd | Marketing | £2,000 | £2,000 |
| Tom Mackewn Illustration | New Equipment and Marketing | £1,790 | £1,790 |
| Total | | £19,905.87 | £19,905.87 |

Holly-Jade Ryder, Business Development Officer, presented the application from Get Marketing Ltd which sought £724.50 to support the cost of purchasing a laptop. She did note that in 2017 the applicant was awarded £950 to support the costs of purchasing equipment for the business as a new start-up. The business initially applied for a laptop, however following grant panel approval the applicant agreed with the team that she would instead use the grant to purchase a new desktop, printer and iPad for the business.

A Member enquired whether there are criteria for applicants who have submitted multiple applications or those who submit applications every year.

The Regeneration and Economy Programme Manager explained that the eligibility criteria are set by the County Council (who provide the funding). Whilst businesses may only submit one growth and/or one apprenticeship grant application per year, there is no limit for businesses submitting repeat or multiple applications in subsequent years. He added that if the Panel were to take a view of reducing and/or restricting applications from previous applications then that condition could be introduced going forward.

The Vice-Chairman expressed concern that the applicant took the decision when they received the initial grant to change the items that they sought to purchase, however they are now coming back for a grant to purchase the originally desired items.

The Regeneration and Economy Programme Manager confirmed that the applicants are asked to provide a business case, credible evidence and a narrative for making their application. He noted that at that time the applicant found a more suitable cost saving by purchasing a desktop, printer and tablet which assisted the business at that time. With this application, instead of replacing the technology that the grant was originally intended for, the applicant seeks to supplement the technology she already has.

The Business Development Officer added that the applicant would like to offer in-house training to many new customers based in London however the current equipment she has is not suitable to providing that type of training. The laptop would allow her the opportunity to provide in-house training and accommodate customers she wouldn't otherwise be able to serve.

The Vice-Chairman then enquired whether the business has grown since the last grant.

The Business Development Officer confirmed that it had.

Members were supportive of the application.

The Business Development Officer introduced the application from Marcomms Consultancy Ltd which sought a grant of £2,000 to undertake new marketing activities and purchase new equipment to support the delivery of the business services.

The Panel raised concerns over the return of an applicant who had received grants for the past two years.

The Vice-Chairman enquired whether a reduced grant should be offered as the businesses had received a grant for a similar application the previous year.

The Chairman reminded the Panel that they would have to take a consistent approach to all applications before them.

Franca Currell, Solicitor, advised the Panel that it would be a good idea to meet separately to discuss the approach the Panel could take towards returning applicants. It would then give the Council substantive evidence to use when addressing applications from returning applicants and prevent the Council's policy from coming under criticism.

Members were supportive of the Solicitor's proposal and the application.

A Member sought clarification on how the scoring of each application is carried out.

The Economic Development Officer explained that the officer who administers the application carries out their own due diligence test. Once that test is completed the officer then sits down with their colleague to discuss the conclusion they came to and whether it appropriately meets the requirements.

The Regeneration and Economy Programme Manager added that in some instances where the application has received a zero score against a particular category, it is when an application is for a specific purpose such as hiring an apprentice, which therefore would not expect to attract a score in that category.

Members were supportive of the application and the remaining 12 applications.

RESOLVED

The Cabinet Grants Panel agreed that:

- i. a Microbusiness Grant previously approved for Miall's be increased by 20% to cover the costs of Value Added Tax.
- ii. a Microbusiness Grant of £1,500 be granted to 2 Moons Computing Ltd to fund the hiring of a new apprentice.
- iii. a Microbusiness Grant of £600 be granted to Building Blocks Therapy to fund training which will allow the business to offer a new service as part of its existing range of therapies and to fund the purchase of equipment required to conduct this new service.
- iv. a Microbusiness Grant of £646.32 be granted to CB Trade Support to fund the development of a website for the business and purchase of new equipment.
- v. a Microbusiness Grant of £2,000 be granted to DM Grounds Maintenance to fund the purchase of equipment to enable the business to become a sole trader.
- vi. a Microbusiness Grant of £724.50 be granted to Get Marketing Ltd to support the cost of purchasing a laptop.
- vii. a Microbusiness Grant of £658.80 be granted to Haywards Heath Business Association to fund the purchase of new equipment which will support the organisation in providing IT equipment at networking and training events.
- viii. a Microbusiness Grant of £2,000 be granted to Kitchens Bespoke to fund essential upgrades to the business' IT including software and equipment.
- ix. a Microbusiness Grant of £2,000 be granted to Marcomms Consultancy Ltd to fund new marketing activities and purchase of new equipment to support the delivery of the business services.

- x. a Microbusiness Grant of £2,000 be granted to Newtryx Ltd to fund the development of a website which will operate alongside a new diner application produced by the business.
- xi. a Microbusiness Grant of £2,000 be granted to Not Another Bunch of Flowers to fund the upgrade to the business' website by implementing a variety of changes which will enable the business to increase its customer reach and increase international sales
- xii. a Microbusiness Grant of £1,500 be granted to Poponin Ltd to fund marketing activities to promote a new product and improve website functionality.
- xiii. a Microbusiness Grant of £425 be granted to Pure Storm Digital Services to fund the purchase of equipment that will support the business in offering social media marketing workshops for small businesses.
- xiv. a Microbusiness Grant of £2,000 be granted to Smith Home Transformations Ltd to support the cost of undertaking new marketing activities.
- xv. a Microbusiness Grant of £1,790 be granted to Tom Mackewn Illustration to fund the purchase of new equipment and undertake marketing activities.

8. STOREFRONT GRANTS SCHEME.

Mark Healy, Regeneration and Economy Programme Manager, introduced the scheme which presented one further application of the five from interested stores within East Grinstead. Market Square Food and Wine, who hold a prominent position on East Grinstead High Street, have requested a grant for the full paint and redecoration of their shop front. They seek to provide the redesign through a contractor based in East Grinstead.

The Storefront Improvement Grant which was recommended for consideration and approval by the Panel is set out below:-

| Organisation | Purpose for which award is sought | Award Requested | Award Suggested |
|-----------------------------|-----------------------------------|-----------------|-----------------|
| Market Square Food and Wine | Painting and Redecoration | £1,340 | £1,340 |
| Total | | £1,340 | £1,340 |

The Chairman and Ward Member for East Grinstead noted the need to provide a refresh to the shopfront, referencing the time in which the 'M' from storefront sign fell off.

Members were supportive of the application.

RESOLVED

The Cabinet Grants Panel agreed that:

- i. a Storefront Improvement Grant of £1,340 be granted to Market Square Food and Wine to complete a redecoration and repair of the existing storefront.

9. GREATER BRIGHTON ECONOMIC BOARD GRANT REQUEST.

Mark Healy, Regeneration and Economy Programme Manager, introduced the report which sought the Cabinet Grants Panel's approval to fund the Council's membership of the Greater Brighton Economic Board (GBEB) for the 2019/20 financial year. He outlined that Mid Sussex District Council has been an active member of GBEB for several years; the cost of membership in previous years has been funded by the Community Development Budget however due to restructuring and changes within the department, officers propose to fund the membership through the Economic Development Budget. This was felt a more appropriate source of funding.

The application which was recommended for consideration and approval by the Panel is set out below:

| Organisation | Purpose for which award is sought | Award Requested | Award Suggested |
|---------------------------------|-----------------------------------|-----------------|-----------------|
| Greater Brighton Economic Board | Annual contribution | £23,121.00 | £23,121.00 |
| Total | | £23,121.00 | £23,121.00 |

The Chairman stated that the return on the money paid to GBEB is very significant.

A Member enquired whether the Council would be members of GBEB if the grant wasn't approved.

The Regeneration and Economy Programme Manager confirmed that if the funds were not sourced then the membership would lapse.

The Vice-Chairman believed it to be a good news story. He sought clarification on the viability of GBEB if a key player drops out of partnership.

The Regeneration and Economy Programme Manager clarified that the Board has built up financial reserves that would, in the unlikely event that someone dropped out, have funds to sustain a short-term lack of financial contribution. He added that the majority of members have shown a consistent support for the Board and that Arun District Council have also expressed an interest to join.

Members were supportive of the application.

RESOLVED

The Cabinet Grants Panel agreed that:

- i. That £23,121.00 from the Economic Development budget is used to fund the Council's membership of the Greater Brighton Economic Board (GBEB) for the 2019/20 financial year.

The meeting finished at 5.38 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 10 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 |
|--|--|-------------------|-------------------|
| Artifex Design | New Van | £2,000 | £2,000 |
| Define Hospitality | Marketing | £1,998 | £1,998 |
| Cullen Scolefield | Recruitment and Marketing | £2,000 | £2,000 |
| Leeli Cycles ¹ | Business Space Improvements, New Equipment, Promotional Material and Software Upgrades | £500 | £500 |
| Louise Sullivan Photography | Marketing | £870 | £870 |
| Rana Risk Management ² | New Equipment | £988.20 | £988.20 |
| Sussex Osteopath and Complementary Health Clinic Ltd | Business Space Improvements | £563.75 | £563.75 |
| Sussex Solutions Ltd | New Equipment to offer New Service | £720.95 | £720.95 |
| The Network Exposure Group | New Service | £2,000 | £2,000 |
| Tremletts Carpentry and Joinery ³ | Facility Improvements and Apprentice | £3,500 | £3,500 |
| Total | | £15,140.90 | £15,140.90 |

¹ Leeli Cycles have amended their project and grant request following the due diligence review process.

² Rana Risk Management have amended their grant request following the due diligence review process.

³ Tremletts Carpentry and Joinery have amended their project following the due diligence review process.

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 third meeting of the Cabinet Grants Panel to consider the 2019/20 Micro Business Grant Scheme. The scheme has seen a great deal of interest, and is already nearly fully subscribed. Following this meeting, the panel will have reviewed 33 of the 41 applications that have been submitted.

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 08 2019 | Funds approved so far | Funds requested in this paper | Balance(if all bids in this paper are approved) |
|-----------------------------|------------------------------|------------------------------|--------------------------------------|--|
| Micro Business Grant Scheme | £38,763.70 | £32,664.87 | £15,140.90 | £23,622.80 |

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: Artifex Design, Louise Sullivan Photography, Rana Risk Management, Sussex Osteopath and Complementary Health Clinic Ltd, Sussex Solutions Ltd and The Network Exposure Group.

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: | Crawley Down |
| Project: | New Van |
| Applicant: | Artifex Design |
| Address: | Baskerville, Snow Hill, Crawley Down, RH10 3EF |
| Type of business: | Events |
| Grant Request to MSDC | £2,000 |
| Total project cost: | £8,500 |

Summary of project proposal and aims:

To purchase a new van.

Background

Artifex Designs are an arts and entertainment business who design and deliver support in developing murals and entertainment experiences which cover a variety of celebration periods including Halloween and Christmas. The business is applying for a grant to support the businesses plans to expand its Santa's Grotto and Christmas Experience services. The growth will involve the development of its existing Christmas services by offering an additional service titled 'Snow Magical'. This service provides snow machines to businesses looking to host a Santa's Grotto or other Christmas experiences. To support the moving of this equipment to various events, the business is applying for a grant to support the costs of purchasing a van.

How does the project meet the stated criteria?

Delivering wider outreach – the mobility of a van will enable the business to reach a wider customer base.

Assisting with delivery of new business lines – the business will offer a new service as a result of the grant.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable.

Officer evaluation of the project

Artifex Design fits the criteria of a micro-business with only one employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through supporting the costs of purchasing a van which will enable the business to reach a wider customer base and offer a new service to clients. 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 Artifex Designs to support the costs of purchasing a van.

Micro Business Grants Scheme

| | |
|----------------------------------|---|
| Town: | Haywards Heath |
| Project: | Marketing |
| Applicant: | Define Hospitality |
| Address: | 10 Radnor House, Harlands Road, Haywards Heath, RH16 1LN |
| Type of business: | Hospitality |
| Grant Request to MSDC | £1,998 |
| Total project cost: | £3,996 |
| Previous grants in past 2 years: | In 2018 the applicant was awarded £1,150 to support the costs of undertaking video marketing by developing promotional videos for the business. |

Summary of project proposal and aims:

To undertake a four month telemarketing campaign.

Background

Define Hospitality is a Haywards Heath based business which specialises in the management of corporate hospitality event for clients. The business has almost been trading for two years and is looking to pursue further business development through a four month telemarketing campaign. The campaign would involve initial consultation on the business' growth plans, networking and targeted marketing followed by telemarketing sales activity.

The business plans for the telemarketing campaign to be managed by their intern who is training with the business during their gap year of study from University. The intern will be tasked with following up on business leads generated from the telemarketing campaign which will aim to drive new clients to the business and promote their services to a wider range of audiences.

Following the growth which is expected to be generated from the campaign, the business will be looking to employ an additional member of staff and seek a larger employment space in the district.

How does the project meet the stated criteria?

Delivering wider outreach – the telemarketing campaign will promote the business to prospective clients and engage 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 use a local marketing company to manage the campaign and will deliver wider economic benefits as a result.

Officer evaluation of the project

Define Hospitality fits the criteria of a micro-business with only one full-time employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through supporting the costs of undertaking a telemarketing campaign which will promote the business to a wider audience and prospective clients. 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 £1,998 is awarded Define Hospitality to support the costs of undertaking a telemarketing campaign.

Micro Business Grants Scheme

| | |
|----------------------------------|---|
| Town: | Haywards Heath |
| Project: | Recruitment and Marketing |
| Applicant: | Cullen Scolefield |
| Address: | Oak House, 39 Marlow Drive, Haywards Heath |
| Type of business: | Management Consultancy |
| Grant Request to MSDC | £2,000 |
| Total project cost: | £6,250 |
| Previous grants in past 2 years: | In 2018 the applicant was awarded £2,000 to support the costs of developing a website and undertake some online marketing activity. |

Summary of project proposal and aims:

To recruit two new members of staff to support the growth of the business, undertake marketing activities which includes attending an event and procuring PR services.

Background

Cullen Schofield Ltd is a management consultancy which specialises in, HR, HR development and wider management activities. The company also focus on the provision of training services and qualifications to assist businesses. The business is applying for a grant to support growth through two main projects.

The first will involve the recruitment of two new members of staff, both of which are likely to be local within Mid Sussex. The business plans to offer these staff members an opportunity to train for a professional qualification in business administration or CIPD.

The second project involves wider marketing of the business. This will involve the attendance at an event which is led by a group known as the 'Leadership Board'. The Leadership Board is a group of HR professionals within large businesses and corporations who use the event to seek possible consulting agencies who can provide services in the near future. The business is looking to attend this event to promote their services and build relationships with possible clients. In addition to this event, the business will be procuring a local PR agency to promote their services in a new marketing campaign.

How does the project meet the stated criteria?

Delivering wider outreach – the wider promotion of the business through events and PR will support the wider reach of the business

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the grant will directly support the costs of recruiting two new members of staff

Delivering community benefit – the use of a local PR agency to support the promotion of the business will benefit the local economy

Officer evaluation of the project

Cullen Scolefield fits the criteria of a micro-business with only four 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 marketing of the business at events and through PR. To support this growth they will be recruiting two new members of staff. 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 Cullen Scolefield to support the costs of recruiting new staff and undertaking marketing activities.

Micro Business Grants Scheme

| | |
|-----------------------|--|
| Town: | Turners Hill |
| Project: | Business Space Improvements, New Equipment, Promotional Material and Software Upgrades |
| Applicant: | Leeli Cycles |
| Address: | 2 Parrmeira Place, Lion Lane, Turners Hill, RH10 4NY |
| Type of business: | Bicycle Repair, Rental and Sales |
| Grant Request to MSDC | £500 |
| Total project cost: | £1,000 |

Summary of project proposal and aims:

To improve business space, purchase new equipment, develop promotional material and improve software of the business.

Background

Leeli Cycles are an established cycle repair, rental and sale shop based in Turners Hill. The business recently has established a shop in Turners Hill since 2018. following increasing growth and business in their previous workshop. The business is applying for a grant to support the costs of several projects they wish to undertake.

The first project will involve improvements to business space. The business plans to purchase new display equipment in order to advertise more stock and promote its wider range of services.

The second project will see the purchasing of new equipment, specifically tools which will enable the business to expand the range of repairs it can offer to customers. The business notes that they have received increasing amount of enquiries on repairs for e-bikes which require more specialist tools and equipment. The acquisition of new tools will enable the business to continue to grow by enabling the repair of these bikes and various others which require particular tools the business does not currently own.

The third project involves the production of promotional material such as signage, outdoor flags and leaflets which would be used to market the business. The business notes that the location in which they are based there is often many cyclists who pass by which could be attracted to the business if they could improve their image.

The final project involves upgrades and improvements to the POS (point of sale) software the business uses. The business notes that recently there was a cycling event held in Turners Hill which drove many cyclists to his shop, however the existing software has let the business down and was unable to process all transactions. Improvements to the system would resolve these issues and support the business growth long-term by providing up to date software which can manage payments and stock.

How does the project meet the stated criteria?

Delivering wider outreach – the business is looking to promote their services through a range of material which will reach a wider audience.

Assisting with delivery of new business lines – The acquisition of new tools will enable the business to offer a wider range of services including electrical bike repairs.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable.

Officer evaluation of the project

Leeli Cycles fits the criteria of a micro-business with only one employee. 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 a range of 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 £500 is awarded to Leeli Cycles to support the costs of improving business space, purchase new tools and equipment, develop promotional material and improve the software of the business.

Micro Business Grants Scheme

| | |
|-----------------------|--|
| Town: | Hurstpierpoint |
| Project: | Marketing |
| Applicant: | Louise Sullivan Photography |
| Address: | 54 The Grange, Hurstpierpoint, BN6 9FD |
| Type of business: | Photography |
| Grant Request to MSDC | £870 |
| Total project cost: | £1,740 |

Summary of project proposal and aims:

To develop and implement a new marketing strategy through the support of a local marketing consultant.

Background

Louise Sullivan Photography is a Hurstpierpoint based business which provides a variety of photography services focusing on celebration events such as weddings and engagements. The business is looking to expand its existing services by offering business branding photography.

Before launching this new service, the business recognises the need to develop a marketing strategy to launch the service. The grant the business has applied for will support the costs of procuring a local marketing consultant to develop a strategic plan on the marketing and delivery of the new service. The costs associated with this includes initial consultation followed by monthly support meetings.

How does the project meet the stated criteria?

Delivering wider outreach – improved marketing will widen the business' customer base.

Assisting with delivery of new business lines – the marketing will support the implementation of a new photography service within the business.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – the business will be using a local marketing consultant to provide support with the project. This demonstrates a wider economic benefit.

Officer evaluation of the project

Louise Sullivan Photography fits the criteria of a micro-business with only one employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

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 £870 is awarded to Louise Sullivan Photography to support the costs of undertaking new marketing activities through the support of a consultant.

Micro Business Grants Scheme

| | |
|-----------------------|--|
| Town: | Haywards Heath |
| Project: | New Equipment |
| Applicant: | Rana Risk Management |
| Address: | 1 Cheney Crescent, Haywards Heath, West Sussex, RH16 4UE |
| Type of business: | Business Services |
| Grant Request to MSDC | £988.20 |
| Total project cost: | £1976.40 |

Summary of project proposal and aims:

To purchase new equipment that will enable the business to offer a new service on fire safety training.

Background

Rana Risk Management is an established business located in Haywards Heath who provides fire safety risk assessments. They also offer support and practical training to other businesses with relation to risk management. The business has previously been used by Mid Sussex District Council to provide training to staff on risk assessments. They are applying for a grant to support the costs of acquiring equipment that will enable them to provide fire safety training to smaller businesses that may not necessarily have the equipment required for presentations. The equipment includes a laptop and projector and the business is looking to offer training to small businesses at a competitive rate.

How does the project meet the stated criteria?

Delivering wider outreach – offering a new service will reach a wider audience including smaller businesses who may be unable to access training due to restrictions with equipment.

Assisting with delivery of new business lines – new equipment will enable the business to offer a new service to small businesses.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable.

Officer evaluation of the project

Rana Risk Management 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 grant funding will support the growth of the business through the introduction of a new service which will reach a wider customer base. 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 £988.20 is awarded to Rana Risk Management to support the costs of purchasing new equipment to offer a new service.

Micro Business Grants Scheme

| | |
|----------------------------------|--|
| Town: | Hurstpierpoint |
| Project: | Business Space Improvements |
| Applicant: | Sussex Osteopath and Complementary Health Clinic Ltd |
| Address: | 135-137 High Street, Hurstpierpoint, West Sussex, BN6 9PU |
| Type of business: | Health |
| Grant Request to MSDC | £563.75 |
| Total project cost: | £1,127.50 |
| Previous grants in past 2 years: | In 2017 the applicant applied for funding to support the costs of replacing flooring within its existing treatment area, the business did not provide information as to how this would support their growth therefore the panel did not award as they felt this was a reasonable business expense. |

Summary of project proposal and aims:

To refurbish existing business space by replacing flooring.

Background

Sussex Osteopath is an established Hurstpierpoint business which offers a wide range of therapies and treatments for various conditions including general injuries and mental health. The business also provides space for various fitness classes including Pilates. They are applying for a grant to support the costs of replacing flooring in their Pilates studio which currently restricts the type of Pilates the business can offer and the number of customers who partake in each class. Replacing the floor will enable the business to offer a wider range of Pilates which focuses on more than a general support class, it will also increase the number of classes per week to 3-4.

How does the project meet the stated criteria?

Delivering wider outreach – the improved flooring will support the increase in classes operating throughout the week. This will attract a wider customer base.

Assisting with delivery of new business lines – the business will offer a wider range of Pilate classes as a result of improved flooring.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable.

Officer evaluation of the project

Sussex Osteopath and Complementary Health Clinic Ltd fits the criteria of a micro-business with only three employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through enabling a wider range of Pilate classes and increase operation days which will reach more customers. 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 £563.75 is awarded to Sussex Osteopath and Complementary Health Clinic Ltd to support the costs of replacing flooring to enable new class activities and increased operational days.

Micro Business Grants Scheme

| | |
|-----------------------|---|
| Town: | Hurstpierpoint |
| Project: | New Equipment to offer New Service |
| Applicant: | Sussex Solutions Ltd |
| Address: | 78 Nursery Close, Hurstpierpoint, West Sussex, BN6 9WA |
| Type of business: | Business Services – Quality and Risk Management |
| Grant Request to MSDC | £720.95 |
| Total project cost: | £1,441.91 |

Summary of project proposal and aims:

To purchase new equipment which will enable the development of a new service.

Background

Sussex Solutions Ltd is a new start business established in 2018. The business specialises in providing business support in areas such as strategy and business planning, project management, risk management and quality improvement. The business is applying for a grant to support the costs of upgrading IT equipment to enable the development of a new service which will provide a new Health and Safety auditing service.

To enable audits to take place, the new equipment will enable the business to work on site with their clients through connected technology which will enable faster completion of their audits. Equipment the business is looking to purchase includes a portable laptop tablet, desktop computer and associated software including Microsoft Office 365.

The business has also noted that it plans to offer its auditing services free of charge for local charities, such include Kangaroos.

How does the project meet the stated criteria?

Delivering wider outreach – the acquisition of new equipment will enable the business to introduce a new audit service which will reach a wider customer base.

Assisting with delivery of new business lines – the business will offer a new auditing service as a result of the grant.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – the business is looking to support local charities by offering free auditing services.

Officer evaluation of the project

Sussex Solutions Ltd fits the criteria of a micro-business with only one employee. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The grant funding will support the growth of the company through the development of a new service using equipment purchased through the grant. 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 £720.95 is awarded to Sussex Solutions Ltd to support the costs of purchasing new equipment and implementing a new service.

Micro Business Grants Scheme

| | |
|----------------------------------|--|
| Town: | Hurstpierpoint |
| Project: | New Service |
| Applicant: | The Network Exposure Group |
| Address: | 76 Penland Road, Haywards Heath |
| Type of business: | Business Services |
| Grant Request to MSDC | £2,000 |
| Total project cost: | £5,000 |
| Previous grants in past 2 years: | In 2018 the applicant was awarded £2,000 to support the costs of developing a marketing strategy and producing a website. This supported the business in its start-up stage to establish a face for the business and attract its first clients for business. |

Summary of project proposal and aims:

To develop and offer a range of business seminars which focus on various educational topics such as marketing and growth.

Background

The Network Exposure Group is an outsource business growth consultancy which provides its clients support to grow through the development of business plans. The project the business would like to undertake is to arrange its own seminars and workshops to not only support its existing client base, but also gain wider exposure and develop a larger client base.

To support the development and management of the seminars, the business is applying for a grant to support the costs of procuring a local marketing consultant who will support the project. The consultant will manage activities involving event management, including venue hire, catering and arranging AV equipment. The business is looking to host 4 seminars over the next year with varying educational themes such as marketing tips for businesses, the seminars will be held throughout the district.

How does the project meet the stated criteria?

Delivering wider outreach – the development of business seminars aims to drive growth to the business and increase exposure through networking opportunities.

Assisting with delivery of new business lines – the grant will directly support the costs of delivering a new service through the development of seminars.

Enabling more employees to be taken on – not applicable.

Delivering community benefit – not applicable.

Officer evaluation of the project

The Network Exposure Group 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 by developing a new service in delivering business seminars on various educational topics. 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 Network Exposure Group to support the development of its training seminars.

Micro Business Grants Scheme

| | |
|----------------------------------|---|
| Town: | Haywards Heath |
| Project: | Facility Improvements and Apprentice |
| Applicant: | Tremletts Carpentry and Joinery |
| Address: | 167 Western Road, Haywards heath, West Sussex, RH16 3LH |
| Type of business: | Carpentry |
| Grant Request to MSDC | £3,500 (£1,500 for an apprentice) |
| Total project cost: | £4,068 + Apprenticeship costs |
| Previous grants in past 2 years: | In 2018 the applicant was awarded £1,650 to support the costs of acquiring equipment to support the training of an apprentice. Employing an apprentice. |

Summary of project proposal and aims:

The business is looking for a grant to support three key projects, this includes the development of a new service through premises improvements, developing a new website and employing an apprentice.

Background

Tremletts Carpentry is a small independent joinery company operating in Haywards Heath. The company is a member of the British Woodworking Federation and focuses on all aspects of woodwork but specialises in bespoke furniture. The applicant is applying for support with two projects, involving upgrading their existing workspace to improve its sustainability and energy efficiency. Specifically the business is looking to install LED light strips into their workshop and fit insulation into the substandard metal workshop roof and over boarding. Both of these projects will improve the environmental sustainability of the workshop and reduce the electricity/heating costs of the business, this will allow the business to develop further projects such as the installation of a spray bar and new website.

The business is also applying for a grant to support the costs of employing an apprentice. In order to keep up with growing demand for their services, the business is looking to train an apprentice to support its development.

How does the project meet the stated criteria?

Delivering wider outreach – a more efficient and cheaper to run workshop will allow the business to develop their other services.

Assisting with delivery of new business lines – not applicable

Enabling more employees to be taken on – the grant will directly support the employment of an apprentice.

Delivering community benefit – the use of local companies to procure improvements will benefit the local economy.

Officer evaluation of the project

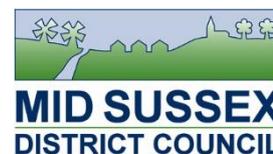
Tremletts Carpentry and Joinery fits the criteria of a micro-business with only four employees. The business has provided satisfactory proof that it is a properly constituted company and is located within the District.

The business is looking to drive growth through a variety of projects and offer sustainable employment through offering an apprenticeship. 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 £3,500 is awarded to Tremletts Carpentry and Joinery to support the costs of upgrading the business space and employing an apprentice.

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. |
|---|-----------|---|

| Business | Criteria | | | | | | | Total |
|--|----------|---|---|---|---|---|---|-------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| Artifex Design | 3 | 3 | 0 | 0 | 4 | 3 | 2 | 15 |
| Define Hospitality | 3 | 0 | 0 | 3 | 3 | 3 | 2 | 14 |
| Cullen Scolefield | 3 | 0 | 4 | 4 | 3 | 4 | 4 | 22 |
| Leeli Cycles | 3 | 3 | 0 | 0 | 3 | 3 | 3 | 15 |
| Louise Sullivan Photography | 3 | 3 | 0 | 3 | 3 | 3 | 2 | 17 |
| Rana Risk Management | 3 | 3 | 0 | 0 | 3 | 3 | 3 | 15 |
| Sussex Osteopath and Complementary Health Clinic Ltd | 3 | 3 | 0 | 0 | 4 | 3 | 3 | 16 |
| Sussex Solutions Ltd | 3 | 3 | 0 | 4 | 3 | 3 | 3 | 19 |
| The Network Exposure Group | 3 | 3 | 0 | 0 | 3 | 3 | 3 | 15 |
| Tremletts Carpentry and Joinery | 3 | 0 | 4 | 3 | 2 | 4 | 4 | 20 |

CORPORATE GRANT SCHEMES

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Regina Choudhury, Community Development Officer
Email regina.choudhury@midsussex.gov.uk **Tel:01444 477495**
Wards Affected: All
Key Decision No

Purpose of the report

1. The purpose of this report is to present sixteen Community & Economic Development applications (15 Silver Sunday applications) for consideration by the Cabinet Grants Panel.

Summary

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

Community and Economic Development Grants

| Organisation | Purpose for which award is sought | Award Requested | Award Suggested |
|--|---|-----------------|-----------------|
| Age UK West Sussex | Silver Sunday Free afternoon tea at Lamb House, Haywards Heath | 250 | 250 |
| Befriended | Silver Sunday Full Roast Lunch for 200 people at St Paul's College, Burgess Hill | 500 | 250 |
| Befriended | Silver Sunday Big Lunch at Court Bushes Community Hub | 250 | 250 |
| Bentswood Community Partnership | Silver Sunday Intergenerational Tea Party at Warden Park Primary Academy | 250 | 250 |
| Brendoncare Stildon | Silver Sunday Afternoon tea and entertainment, East Grinstead | 250 | 250 |
| Bridging Ages Community Interest Company | Silver Sunday Intergenerational Life Stories event with afternoon tea, East Grinstead | 250 | 250 |
| Cuckfield Parish Council | Silver Sunday Afternoon tea party in Cuckfield | 250 | 250 |
| Haywards Heath U3A | Silver Sunday Tea dance, raffle and refreshments at King Edward Hall, Lindfield | 250 | 250 |
| Mid Sussex Older People's Council | Silver Sunday Information stalls and entertainment. Transport available to those who can't travel | 250 | 250 |
| Newtimber Parish | Silver Sunday Village meal and film show in Newtimber | 100 | 100 |
| Pyecombe Social Committee | Silver Sunday visit to Sussex Prairie Gardens and afternoon tea from Pyecombe | 250 | 250 |

| | | | |
|--------------------------|--|---------------|---------------|
| The Koorana Foundation | Silver Sunday Tai Chi movement class with afternoon tea in Ardingly & Lindfield | 175 | 0 |
| East Grinstead Musuem | Silver Sunday tours of the 'Rebuilding Bodies and Souls' exhibition and refreshments, East Grinstead | 250 | 250 |
| Trinity Methodist Church | Silver Sunday Hot meal and entertainment at the Trinity Welcome Café, East Grinstead | 250 | 250 |
| Haywards Heath Town Team | STEM Challenge 2019/20 | 4250 | 4250 |
| Total | | £8,025 | £7,600 |

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 Appendices A;

Background

1. 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

2. 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.
3. 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.
4. 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.
5. 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.

Silver Sunday

6. Silver Sunday is a national celebration of older people and their contribution to communities. Silver Sunday was launched in 2012 by The Sir Simon Milton Foundation and Councillor Christabel Flight, after a report discovered more than a third of people over 75 said they were lonely. The aim was to celebrate older residents and to help them get out and about and meet new people.

7. The Cabinet Grants Panel on 18 June 2019 agreed to offer grants of up to £250 for any activities held in October that provide an opportunity for older people to try something new, meet new people and have an uplifting day such as a tea party, a classic film showing, an informative talk, music or dance performance or simply a healthy walk. Any activity for older people over the age of 65 that's fun and engaging will be considered. Fifteen applications have been received.

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 | (£63,237) | £31,267 |

11. If Members agree to the recommendations the balance will be reduced by £7,600, leaving a remainder of £23,667 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.

APPENDIX A

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|--|
| Name Of Organisation | : | Age UK West Sussex |
| Purpose For Which Grant Is Sought | : | Silver Sunday Afternoon Tea and Entertainment |
| Total Project Cost | : | £354.61 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £4,900 – Garden Room (2017) |

Background Information

The Haywards Heath Activity Centre at Lamb House runs with support from volunteers, the aim is to continue to develop thriving community venues for older people. The activities within the centres are varied - service users can enjoy a range of activities including Fitness classes, Dance Classes, Craft and art classes etc. The Centre offers various treatments in the therapy room including: Chiropody, Hairdressing, Physiotherapy, Reflexology and Acupuncture. The centre also provides good healthy food at reasonable prices. The centres aim to get involved in local community events, such as putting on a Silver Sunday event and provide opportunities for young people to interact in a positive manner with people in later life. We have recently run several intergenerational projects involving local schools and nurseries.

Age UK West Sussex at Lamb House will be working together with Anchor Housing and Bupa Care Home to put on a party across the Kleinwort Close complex. This will be an excellent opportunity for the local community to come and see what the three sites are about. Lamb House will host a free afternoon tea for current and potential members. Afternoon tea will be made on site and musical entertainment will accompany the food. Free taster classes will be made available for some of the activities on the timetable upstairs in the activity room so that people can have a go at new and inspiring classes that will benefit their physical and emotional wellbeing.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

The sum of £250 from the Community and Economic Development fund is provided towards the cost of the Age UK West Sussex Silver Sunday Afternoon Tea and Entertainment.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|--|
| Name Of Organisation | : | Ardingly Parish Council |
| Purpose For Which Grant Is Sought | : | Silver Sunday Afternoon and Refreshments |
| Total Project Cost | : | £360 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 – Silver Sunday Afternoon Tea (2018) |

Background Information

The Parish Council is supporting Ardingly WI to arrange a Silver Sunday afternoon tea with entertainment for the residents in the Village. This will be the third year that the Parish Council and WI have held this event in Ardingly and it is becoming a welcomed addition to the Parish Annual Calender. This year's event will be held on the 5th of October 2019 and the Parish Council will support the WI with advertising and setting up on the day. The event will be held in Hapstead Hall in Ardingly. The grant will assist with the costs of entertainment and food. The Parish Council has supported the event in previous years and last year provided the event with additional funds of £160. The 2019 event will be discussed at the September Parish Council meeting and the Council will act to resolve this additional support, which they have available in reserves.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is awarded to Ardingly Parish Council for the Silver Sunday Afternoon and Refreshments event in October.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Befriended |
| Purpose For Which Grant Is Sought | : | Befriended Big Lunch at Court Bushes |
| Total Project Cost | : | £500 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 – Silver Sunday Tea (2018) |

Background Information

Befriended offers a one to one befriending scheme to people over the age of 65 who are lonely and isolated. They offer a telephone befriending scheme to some of our clients who are unable to receive a visit. The group is currently embarking on our new project - Connect Groups aimed at the young active old, encouraging good health, well being, friendships and connections in the local community through a wide range of activities such as Dance classes, ITea groups, Choir, keep fit, walk and talk, discussion groups, DIY etc. On 6th of October the group will be hosting a Befriended Big Lunch at Court Bushes community hub in Hurstpierpoint. The big lunch is open to all ages to encourage talking amongst all generations. Families from the play group as well as our clients with their Befriends will be invited. The lunch will be followed by some musical entertainment, a quiz and a dance demonstration.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided towards the cost of Befriended's Big Lunch at Court Bushes.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Befriended |
| Purpose For Which Grant Is Sought | : | Silver Sunday Full Roast Lunch at St Paul's Catholic College |
| Total Project Cost | : | £1000 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 Silver Sunday Tea (2018) |

Background Information

Befriended has been established for nearly two years as a registered charity. They have a successful visiting scheme with over 35 matched clients/volunteers who are visited on a weekly basis. They also have a telephone Befriending service for those who are unable to have someone visit them in their home. They are called on a regular basis for a chat. Throughout the year we host various events to which our clients are invited e.g. Christmas lunch on Christmas day, Garden parties, Big lunches. Coming this year is the launch of the connect groups, encouraging active older people to meet together joining in activities to increase wellbeing, health, friendship and connectivity with the community. On Silver Sunday the group will be hosting a Befriended big lunch to which not only clients will be invited but also the general public. The aim is to promote the message of "its good to talk". The event will encourage people of all ages to join in for a lunch together and make some new friends. A Full Roast lunch for up to 200 people will be hosted at St Pauls Catholic College. After lunch there will be entertainment. The grant will be used to fund this event along with Befriended's funding.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Befriended for the Silver Sunday Full Roast Lunch at St Paul's Catholic College.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|--|
| Name Of Organisation | : | Bentswood Community Partnership |
| Purpose For Which Grant Is Sought | : | Silver Sunday Tea Party at Warden Park Academy |
| Total Project Cost | : | £250 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 Silver Sunday Intergenerational Tea Party (2018) |

Background Information

The group aim to improve the lives of residents within the Bentswood Ward by bringing residents and agencies together to identify local issues and to work together to make a difference.

- The partnership believes that community work is most effective when it is led by inspired and engaged residents and when agencies work in partnership
- To raise monies through grant applications and other activities to be used solely towards achieving the objectives of the charity The charity is set up to benefit all the residents within the Haywards Heath Ward of Bentswood. It may choose to work on behalf of neighbouring communities, should that be appropriate, and if people from those communities express a desire to benefit from, and contribute to, our activities. The charity seeks to benefit the residents by co-ordinating the work and resources of a variety of public voluntary agencies to the best effect :
- Dealing with issues of isolation
- Promoting health and well-being within the community
- Organising events and activities that bring the community together
- Fostering community spirit and cohesion
- Providing facilities for the community

The group would like to hold a tea-party for older residents over 65, most likely at Warden Park Primary Academy school with the hope that this can become an inter-generational event. Residents from nearby Mayflower Court would be invited and it would also be promoted via social media channels and by links to partner organisations. The grant would go towards providing refreshments. The group aim to contribute from their own funds to top up funds to provide some form of entertainment or music. They will also like to involve our Partners in delivering advice and support around areas like living independent lives and well-being. The community will be invited to contribute cakes, perhaps with older people judging but also participating in bake off. The aim would be to get older people out of their homes, meeting other local residents and breaking down barriers. It would give the opportunity for young and old to spend time together sharing stories and skills. It could be the embryonic stage of a more sustainable and regular meet up for older people in the local area.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Bentswood Community Partnership for the Silver Sunday Tea Party at Warden Park Academy.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Brendoncare Stildon |
| Purpose For Which Grant Is Sought | : | Silver Sunday Afternoon Tea with Entertainment |
| Total Project Cost | : | £250 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 Silver Sunday Tea Party (2018) |

Background Information

Brendoncare Stildon has been specifically designed to enable older people to live independent, happy and fulfilling lives. Stildon provides a home where older people can be helped to live as normally as possible while maintaining their independence and where the emphasis is on quality and enjoyment of life. The funding would be used to arrange an afternoon tea with sandwiches, tea and scones and entertainment for residents and their friends and families. Brendoncare Stildon is a registered charitable trust.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Brendoncare Stildon towards the Silver Sunday Afternoon Tea with Entertainment.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Bridging Ages CIC |
| Purpose For Which Grant Is Sought | : | Silver Sunday Life Stories Project |
| Total Project Cost | : | £250 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | None |

Background Information

Bridging Ages aims to carry on activities which aim:

- To build relationships between youth and elderly in the local and wider community
- To foster future civic engagement in the youth through education and involvement in community projects
- To address the issues of isolation and loneliness in the elderly population of the community
- To develop a sense of community and shared humanity

The group aims to encourage the interaction of residents of East Grinstead in a specific intergenerational activity. Older residents will be invited to a central location - East Grinstead Museum. Here a group of sixth form age students will spend the afternoon finding out about the older peoples' lives and sharing an afternoon tea. Trigger questions will be prepared in advance to support the young and older interaction. The stories and memories of the older residents' time in the town will be recorded by the students on the Life Stories on-line book generator. Relevant photographs will be inserted. The stories will be collated into a book and will be professionally published. Two copies will be available for the East Grinstead Museum. Further copies can be ordered at a later date. The Life Stories Project was developed by Bridging Ages in 2014. This intergenerational project tackles loneliness by creating a meaningful social interaction between teenagers, older people and the community. The project currently is running in a variety of school across the county. The Silver Sunday event will give the opportunity for the older and younger residents of East Grinstead to experience this smaller version of a Life Stories project and have the memories immortalised in a community book. The event gives the opportunity for older people to reflect and share life lessons and wisdom. The teenagers learn about historical events and social change from people who have lived through them. This activity engenders meaningful social contact between young and old.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Bridging Ages CIC for the Life Stories Project.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Cuckfield Parish Council |
| Purpose For Which Grant Is Sought | : | Silver Sunday Afternoon Tea at the Queen's Hall in Cuckfield |
| Total Project Cost | : | £250 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 Silver Sunday Tea (2018) |

Background Information

The Parish Council would like to organise an event to take place at the Queen's Hall in Cuckfield to celebrate Silver Sunday for local residents. A working party has been created to put together the event which, at a minimum, will involve holding an afternoon tea party free of charge for all local residents who wish to attend. This will be advertised on the website, facebook page and via the newsletter printed in Cuckfield Life.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Cuckfield Parish Council for the Afternoon Tea at the Queen's Hall in Cuckfield.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|--|
| Name Of Organisation | : | East Grinstead Museum |
| Purpose For Which Grant Is Sought | : | 'Rebuilding Bodies and Souls' museum tours and refreshments |
| Total Project Cost | : | £355 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £2,320 Villages at War (2018) £250 Silver Sunday (2017) |

Background Information

Set up in 1995, East Grinstead Museum has a mission to preserve and develop the important collection of which it is the custodian. This collection forms a unique combination recording both the story of a town which formed an historic staging post between London and the coast together with the McIndoe Collection and story of the Guinea Pig Club which is of worldwide interest and importance.

Staffed principally by volunteers the aim is to:

- Maintain a sustainable and resilient Museum
- Safeguard the collections through the highest standards of preservation, collections management and good governance
- Make the collections accessible through inspirational and innovative interpretation, exhibitions, education and outreach to the community it serves.

The Museum aims to provide two tours of the museum and the Rebuilding Bodies and Souls exhibition, each tour welcoming 15 visitors. Tours will be provided by Bob Marchant, secretary of the world-famous Guinea Pig Club. Refreshments will be provided for all attendees and each visitor will receive a complimentary museum guide. The grant will also go towards staff time arranging duty managing the event.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to East Grinstead Museum towards the Silver Sunday 'Rebuilding Bodies and Souls museum tours and refreshments.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Haywards Heath U3A (University of the Third Age) |
| Purpose For Which Grant Is Sought | : | Silver Sunday Tea & Dance Party at the King Edward Hall in Lindfield |
| Total Project Cost | : | £400 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 Silver Sunday Tea (2018) |

Background Information

U3A is a countrywide Voluntary organisation that provides educational and social events for the Retired and part-time older people. Events and Classes are organised and taught by our members on a regular basis for the benefit of others. The group plans to hold a Silver Sunday Event for about 100 people to include tea, coffee, sandwiches and cakes. There will be music and a dance floor but no obligation to dance –a Tea Dance Club will come along to demonstrate some moves. There will be a Raffle with a singer to entertain during interludes. The Event will be held on 20th October 2019 at the King Edward Hall in Lindfield

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Haywards Heath U3A to host a Tea & Dance Party in King Edward Hall in Lindfield.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | MSOPC (Mid Sussex Older People's Council) |
| Purpose For Which Grant Is Sought | : | Information mornings with entertainment & refreshments |
| Total Project Cost | : | £500 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | £250 Silver Sunday Tea (2018) |

Background Information

MSOPC aim is to improve the lives of older people by the representations to decision-makers about older people's needs. The group also aim to reduce isolation and loneliness, offering support, advice and information on many issues which older people face, through social opportunities, public events, roadshows, quarterly newsletters, website and helpline.

The group will hold four Silver Sunday events for older people; Saint Swithin's Hall in East Grinstead (10th September), Burgess Hill (5th October), The Orchards in Haywards Heath (10th October) and in East Grinstead in the library (Friday 18th October). At all four venues there will be entertainment as well as coffee, tea and cakes. Information stalls will offer help and support to older people such as Health and well-being. Older people that live in the rural areas of Mid Sussex and would like to come, but unable to get transport will be provided transport to get to the venues, helping to reduce Isolation and loneliness. Volunteers will be available to serve the refreshments as well as to talk to the older people.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Mid Sussex Older People's Council for the Silver Sunday Information Mornings with entertainment and refreshments.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|-------------------------------------|
| Name Of Organisation | : | Newtimber Parish Meeting |
| Purpose For Which Grant Is Sought | : | A Village Meal and Film Show |
| Total Project Cost | : | £200 |
| Amount of Grant Sought | : | £100 |
| Previous Grants | : | None |

Background Information

Newtimber Parish would like to deliver a village meal and film show, showing local history and personal stories from elderly residents. The aim is to give older members of the village a chance to engage with the newer villagers and young people. The meal will be of local produce - the first of many community events to bring all age groups together, and to meet our neighbours.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to New Timber Parish Meeting for the Silver Sunday Village Meal and Film Show.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|--|
| Name Of Organisation | : | Pyecombe Social Committee |
| Purpose For Which Grant Is Sought | : | Visit to Sussex Prairie Gardens |
| Total Project Cost | : | £405 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | None |

Background Information

The Pyecombe Social Committee provides a social life within the village and creates events that bring together the community. It raises funds to support events and the church (fabric and running costs); supports individuals in various ways at the discretion of the committee either through financial or practical assistance (e.g. taxis, hospital car parking etc.). It also provides funds in support of maintaining the quality of the environment (e.g. flowers in the planter at bottom of Church Hill).

The Committee will take 10 older neighbours to Sussex Prairie Gardens, Henfield with 10 younger buddies to assist / facilitate their afternoon. Travel will be using the local community bus. Following the visit they will enjoy an afternoon tea. The purpose of the buddy (a younger person from the village) is to offer support for anyone with mobility issues, sensory deficits or difficulties with cognition. It is hoped that by focussing on intergenerational interaction we can help to combat isolation, loneliness and foster new neighbourly connections that are sustainable and fulfilling. The Pyecombe Social Committee (formerly known as the Pyecombe Ladies Social Club) will match funds provided by MSDC.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided to Pyecombe Social Committee for the Silver Sunday visit to Sussex Prairie Gardens.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | The Koorana Foundation |
| Purpose For Which Grant Is Sought | : | Tai Chi Movement Class and Afternoon Tea |
| Total Project Cost | : | £175 |
| Amount of Grant Sought | : | £175 |
| Previous Grants | : | None |

Background Information

The Koorana Foundation was set up in April 2019 with a remit to support young people and their parents, carers and teachers and other members of the community to lead balanced, healthy lives and create environments which truly support them, through activities that promote positive physical, emotional and mental health and wellbeing.

The group would like to run a Tai Chi movement class which is suitable for all levels of ability (even those with poor mobility) and an afternoon tea for mature local residents in Ardingly and Lindfield. There will also be information on how they can stay active and healthy.

Corporate Grant Assessment Group's Evaluation Of The Project

The group has only been in existence for just over 3 months and their focus is on young people. The Assessment Team feels that although the project idea is good, Silver Sunday falls outside the scope of their remit. The Team also questioned the membership setup which seems to be closed to only seven chosen volunteers. It was felt that the project does not meet the criteria for Silver Sunday projects.

Recommendation

The Koorana Foundation is not funded.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Trinity Methodist Church |
| Purpose For Which Grant Is Sought | : | Hot Meal at the Trinity Welcome Café |
| Total Project Cost | : | £300 |
| Amount of Grant Sought | : | £250 |
| Previous Grants | : | None |

Background Information

Trinity Methodist Church hosts the Welcome Community café open to all from Monday to Friday. The church also holds groups for young and elderly people, Sunday Services and a hall for hire for the community. The Church would like to offer a hot meal on Saturday 26 October for older people who eat their meals alone. Transport will be provided where needed.

Corporate Grant Assessment Group's Evaluation Of The Project

The project meets the criteria for Silver Sunday projects.

Recommendation

That the sum of £250 from the Community and Economic Development fund is provided Trinity Methodist Church for the Silver Sunday hot meal at the Trinity Welcome Café.

Community And Economic Development Grants Scheme * new application

| | | |
|--|---|---|
| Name Of Organisation | : | Haywards Heath Town Team |
| Purpose For Which Grant Is Sought | : | STEM Challenge 2019/20 |
| Total Project Cost | : | £4750 |
| Amount of Grant Sought | : | £4250 |
| Previous Grants | : | £3,500 – STEM Challenge (2018/19) £10,000 175 Anniversary (2017) |

Background Information

Haywards Heath Town Team 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 with 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.

This STEM challenge for the year 2019/2020 is to seven local schools is to design and build a semi-artificial remote controlled vehicle, using on board camera system to negotiate "obstacle course" and perform tasks and challenges: to include design of engineering drive systems, visual transmission, power units, suspension and then compete against an "obstacle course", performing certain specified procedures and actions. More schools are taking part this year.

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 STEM Challenge enables local schools and business to work together on a project that helps develop closer working relationships, provide opportunities for future employment and growth of local businesses. The Assessment Team, whilst recognising the value of the STEM project feels it's important that sponsorship is sought for future challenges. Obtaining sponsorship from local businesses will enable the project to be sustainable long term and foster ownership by the business community, particularly those who are participating in it. Although the Assessment Team have agreed to fund the project for 2019/20 it's important that the application is not put forward again next year but looks to be a fully sponsored event. The Community and Economic Development funds

aim to encourage grass roots community initiatives that are new and innovative and should not be used as a regular source of income for projects that are established.

Overall Score: 6

The Project Meets the Following Corporate Objectives

Sustainable Economic Growth –promote and encourage closer cooperation between schools and companies, thus providing local employment. Promote creation of new saleable items, bringing more jobs and companies to the area.

Recommendation

That the sum of £4,250 from the Community and Economic Development fund is awarded to Haywards Heath Town Team for the STEM Challenge 2019/20.

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