

9 October 2020

## PLEASE NOTE START TIME OF MEETING

New regulations came into effect on 4 April 2020 to allow Councils to hold meetings remotely via electronic means. As such, Council and Committee meetings will occur with appropriate Councillors participating via a remote video link, and public access via a live stream video through the [Mid Sussex District Council's YouTube channel](#).

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held **VIA REMOTE VIDEO LINK** on **MONDAY, 19TH OCTOBER, 2020 at 4.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

### A G E N D A

#### Pages

1. Roll Call and Virtual Meeting Explanation
2. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.
3. To receive apologies for absence.
4. To receive Declaration of Interests from Members in respect of any matter on the Agenda.
5. To confirm the Minutes of the Meeting of the Panel held on 29 June 2020 **3 - 10**
6. To consider any items that the Chairman agrees to take as urgent business.
7. To receive representations from Members of the Council on the applications.

- |    |                                 |                |
|----|---------------------------------|----------------|
| 8. | Corporate Grants Schemes Review | <b>11 - 30</b> |
| 9. | Corporate Grants Schemes        | <b>31 - 46</b> |

To: **Members of Cabinet Grants Panel:** Councillors N Webster (Chair), S Hillier (Vice-Chair) and J Belsey

**Minutes of a meeting of Cabinet Grants Panel  
held on Monday, 29th June, 2020  
from 4.30 pm - 5.34 pm**

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

J Belsey

**1. ROLL CALL AND VIRTUAL MEETING EXPLANATION**

The Chairman welcomed everyone to the meeting and took a roll call of Members present. Franca Currall, Solicitor, provided a virtual meeting explanation.

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

None as all Members were present.

**3. TO RECEIVE APOLOGIES FOR ABSENCE.**

None as all Members were present.

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

Cllr Hillier declared a personal interest in the application from Albion in the Community as the organisation regularly operates in his ward of Bentswood.

Cllr Belsey declared a personal interest in the application from East Grinstead Town Council as he is an East Grinstead Town Councillor.

**5. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 17  
MARCH 2020.**

The minutes of the meeting of the Cabinet Grants Panel, held on 17 March 2020 were approved as a correct record and signed by the Chairman.

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

None.

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

The Chairman noted that he had received a representation from Cllr Roger Webb, in support the application from Copthorne Cricket Club.

The Chairman also noted that he had received representations from Cllr Robert Salisbury and Cllr Pete Bradbury which supported the application from Friends of St Marks Primary School.

## 8. CORPORATE GRANT SCHEMES

Emma Sheridan, Business Unit Leader for Community Services, Policy and Performance, introduced the report which presented 11 Community Grant applications for consideration by the Panel and sought to provide information on the plans to review the grants scheme, including a proposed suspension of the next Community & Economic Development grants round till 1 September 2020 as well as an extension of time for the Release of a number of S106 projects delayed by Covid-19.

The Vice-Chairman noted the financial difficulties facing the Council and sought clarification as to whether the suspension to September has been predicted in the budget and whether the money will be ringfenced.

The Business Unit Leader for Community Services, Policy and Performance confirmed that it will have to be a decision that the Panel makes and done so in parallel with the Council's Corporate Plan and Budget. She added that there is money allocated in the budget for the grants however the Council is facing a dynamic financial situation.

The Chairman expressed that the Council has a duty of care to the most vulnerable and in-need residents which will need to be addressed in the coming months and years.

The Business Unit Leader for Community Services, Policy and Performance introduced the 11 applications for the Community and Economic Development Grants. The applications which were recommended for consideration, approval and refusal by the Panel are set out below:

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
4Sight Vision	Outreach service	£5,635	£1,386
Albourne, Sayers Common & Twineham PCC	Car Park improvements	£500	£500
Haywards Heath Town Council	HHTC Emergency Food Hub	£5,000	Refer to Covid-19 funds
Hurst Festival	Hurst Home Virtual Festival	£1,500	£1,500
<b>TOTAL</b>		<b>£12,635</b>	<b>£3,386</b>

Applications considered but NO GRANT awarded		
Organisation	Purpose for which award is sought	Award Requested
Albion in the Community	Part fund Premier League Kicks youth project	£4,999
Artic Handball Club	VE Day tournament and equipment	£4,994
East Grinstead Town Council	East Court Live	£5,000
Friends of St Marks Primary	School outdoor equipment	£5,000

School		
Hurstpierpoint Cricket Club	Pavilion Club improvements	£3,860
Maple Drive Community Group	Community Fun Day	£469
Tot Rockin' Beats	SEND friendly Dad La Soul sessions	£4,373
<b>TOTAL</b>		<b>£28,695</b>

#### **4Sight Vision**

The Business Unit Leader for Community Services, Policy and Performance presented the application from 4Sight Vision which sought a grant of £1,386 to fund their outreach service that provides one-to-one support with low vision assessments.

The Vice-Chairman expressed his agreement with the officer's recommendation and enquired what is contained in the kindness pack that they offer.

The Business Unit Leader for Community Services, Policy and Performance confirmed that she did not have the information immediately to hand however she would share it with the Panel outside of the meeting.

Members were supportive of the application.

#### **Albion in the Community**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Albion in the Community which sought £4,999 to part-fund their Premier League Kicks youth project. Unfortunately, under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place and therefore it is recommended that no grant be awarded.

The Vice-Chairman enquired whether the application will be resubmitted when the current pandemic eases.

The Business Unit Leader for Community Services, Policy and Performance confirmed that they are in regular contact with organisations to keep them informed and noted that they intend to continue working with the organisations with a view to support resubmission of r applications if appropriate.

The Vice-Chairman expressed the importance of communicating with organisations, especially with projects supporting vulnerable people.

The Chairman agreed with the officer recommendation and encouraged organisations to resubmit their applications when appropriate.

Members were supportive of the application.

#### **Albourne, Sayers Common & Twineham PCC**

The Business Unit Leader for Community Services, Policy and Performance presented the application from Albourne, Sayers Common & Twineham PCC which

sought a grant of £500 to fund improvements to the car park facilities to St Bartholomew's Church.

The Vice-Chairman questioned whether there is any Section 106 funding available to fund this project.

The Business Unit Leader for Community Services, Policy and Performance confirmed that officers did investigate whether there is any S106 funding and found that there is none available.

Members were supportive of the application.

### **Friends of St Mark's Primary School**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Friends of St Marks Primary School which sought a grant of £5,000 to support the purchase of outdoor gym equipment. Community and Economic Development Grants are designed for projects that are accessible to the community and therefore officers felt that the application does not meet the criteria for this particular grant programme. .

The Vice-Chairman enquired whether there was contact with the applicant before the application was submitted. He expressed that he would like to support the application but felt that it was not an appropriate use of the grant funds.

The Chairman noted the importance of encouraging physical exercise. He enquired whether the application was refused solely because the play area isn't available to the community.

The Business Unit Leader for Community Services, Policy and Performance explained that officers did not have contact with the applicant in advance of the application being submitted otherwise they would have been advised that this grants programme was not appropriate. She added that the sole reason for refusing the application was due to the play area, by nature of the fact that it was contained within the school grounds, not being openly available to the community. She also confirmed that officers did check whether S106 funding was available however there was not and so advised the applicant to contact West Sussex County Council to see if they have funding available.

Franca Currall, Solicitor, highlighted that the officers have been proactive in identifying other streams of available funding.

The Chairman stated that all applicants should have early conversations with officers before submitting their applications and wished the applicant good luck with future funding.

Members were supportive of the officer's recommendation.

### **Haywards Heath Town Council**

The Business Unit Leader for Community Services, Policy and Performance presented the application from Haywards Heath Town Council which sought a grant of £5,00 to fund the HHTC Emergency Food Hub which works with partners to provide emergency food for those in need including those who may be shielding. She confirmed that the grant is for work in response to the Covid-19 Pandemic and

so should, if approved, be provided through the government's Covid-19 Emergency response fund.

Members were supportive of the officer's recommendation.

### **Hurstpierpoint Cricket Club**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Hurstpierpoint Cricket Club which sought a grant of £3,860 to support the costs towards their pavilion refurbishment works.

The Member enquired what exactly they are intending to refurbish with the funds. The Chairman echoed the Member's enquiry.

The Business Unit Leader for Community Services, Policy and Performance confirmed that the application seeks to fund the replacement of the floor, provide new furniture, install a trophy cabinet, install notice boards and wall art.

The Member appreciated that a new floor is needed however he felt that the other items are more luxurious and therefore was minded to support the officer's recommendation. He added that it was hard to justify spending tax payer money on trophy cabinets and furniture, especially during the current pandemic.

The Chairman expressed concern over the floor and enquired whether it needs to be replaced because it is unsafe or if it old and now needs to be replaced.

The Business Unit Leader for Community Services, Policy and Performance confirmed that the floor covering is old and so requires replacement.

The Chairman then suggested that the Panel side with the officer's recommendation and ask that the officer recommends to the applicant that they re-apply when the Council is in a better financial position to allocate funds.

Members were supportive of the officer's recommendation.

### **Hurst Festival**

The Business Unit Leader for Community Services, Policy and Performance introduced the application from Hurst Festival which sought a grant of £9,800 funds to support their virtual version of the Hurst Festival using technology and media to provide over 50 events. The Assessment Team felt that the organisation had taken the circumstances of Covid-19 into consideration for the delivery of their project with reduced costs as well as identifying match funding. The Assessment Team believed that the organisation should be supported and recommend that Hurst Festival be awarded £1,500 to go towards artists fees and the virtual platform. It was also noted that they will be encouraged to work with the Community Services team to explore ideas on how to share the benefits of the virtual festival outside of Hurstpierpoint.

Members were supportive of the application.

The Business Unit Leader for Community Services, Policy and Performance presented the remaining applications from, Maple Drive Community Group, Arctic Handball Club, East Grinstead Town Council and Tot Rockin' Beats. She noted that all applications were considered but it was determined by officers to have no grant

awarded as all applications seek funding for activities that are not permitted under the current government regulations relating to the Covid-19 pandemic.

Members were supportive of the officer's recommendation.

The Chairman enquired the status of the grants that was awarded for VE Day. He noted that it was agreed in previous meetings to carry over the grants, until the latest time of VJ Day on 15 August. He suggested that the Panel agree to carry over the grants until that time, however, if the proposed events were not able to be held within that time limit they should become void and the allocated funds released back into the fund.

The Solicitor believed that date to be reasonable given the current circumstances and constant change as it will allow the money to roll forward and provide organisations good time to hold their events.

The Chairman asked the officer to inform the organisations of the Panel's proposals.

Members were supportive of the approach.

The Chairman noted an email received from Cllr Roger Webb relating to the application from Copthorne Cricket Club to carry out works on the pavilion and cricket pitch. It was highlighted that it is now too late in the season to carry out the works so asked the Panel whether they would support extending the application until next year when the works can be carried out.

The Business Unit Leader for Community Services, Policy and Performance confirmed that officers are supportive of the proposal.

Members were supportive.

## **RESOLVED**

- i. That the Panel suspend the next Community & Economic Development grants round on 1 September 2020.
- ii. That the Panel will receive a paper reviewing and recommending changes to the Community & Economic Development grant scheme at the next panel meeting.
- iii. That an extension of time be made for Release of S106 projects delayed by Covid-19.
- iv. That a Community and Economic Development Grant of £1,386 be awarded to 4Sight Vision to fund their outreach service that provides one-to-one support with low vision assessments.
- v. That a Community and Economic Development Grant of £500 be awarded to Albourne, Sayers Common & Twineham PCC to fund improvements to the car park facilities to St Bartholomew's Church.
- vi. That a Community and Economic Development Grant of £1,500 be awarded Hurst Festival to support their virtual version of the Hurst Festival using technology and media to provide over 50 events.

- vii. That a Community and Economic Development Grant request of £5,000 from Haywards Heath Town Council be forwarded to the Covid-19 Emergency response fund.
- viii. That a Community and Economic Development Grant **not** be awarded Albion in the Community as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- ix. That a Community and Economic Development Grant **not** be awarded Artic Handball Club as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- x. That a Community and Economic Development Grant **not** be awarded East Grinstead Town Council as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- xi. That a Community and Economic Development Grant **not** be awarded Friends of St Marks Primary School as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- xii. That a Community and Economic Development Grant **not** be awarded Hurstpierpoint Cricket Club as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.
- xiii. That a Community and Economic Development Grant **not** be awarded Maple Drive Community Group as under the current circumstances where no face to face delivery is permitted under Government guidelines, the project will not be able to take place.

The meeting finished at 5.34 pm

Chairman

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## CORPORATE GRANT SCHEMES REVIEW

### Community and Economic Development Grant Programme

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**REPORT OF:** Head of Corporate Resources  
**Contact Officer:** Emma Sheridan, Business Unit Leader Community Services, Policy & Performance  
Email: [emma.sheridan@midsussex.gov.uk](mailto:emma.sheridan@midsussex.gov.uk)  
**Wards Affected:** All  
**Key Decision:** None  
**Report to:** Cabinet Grants Panel  
**Date:** 19 October 2020

#### 1. Purpose of the report

- 1.1 This report presents the findings of a recent review of Community Grant awards made under the Community and Economic Development (CED) Grants programme from 2015-20 and, in light of that review; makes recommendations for amends to the CED programme and its associated criteria.
- 1.2 This report also sets out proposals regarding the delivery of a new £300,000 grant fund for businesses, community and voluntary organisations, agreed by Council in the revised Corporate Plan 2020- 21 at its meeting on 30 September 2020. The purpose of this specific fund is to support businesses and the local community with Covid19 response and recovery known as the Covid19 Recovery Grant. The fund will be administered through the Council's Cabinet Grants Panel as part of the CED grant programme.

#### 2. Recommendations

Members of the Cabinet Grants Panel are recommended to:

- 2.1 Consider and approve the proposed criteria for the new 2020-21 COVID19 Recovery Grant Fund**
- 2.2 Consider and approve the proposed approach for the continued delivery of the Community and Economic Development Grants including the proposed amends to funding criteria**
- 2.3 Consider and endorse the proposed approach to future Service Level agreements (SLAs) as outlined and:**
- 2.3.1 Support the proposal to extend the annual grant to Age UK East Grinstead of £17,823 for one year, Apr 2021 – Mar 2022 and refer this decision to Cabinet.**
- 2.3.2 Support the proposal to extend the annual grant to Age UK West Sussex Brighton & Hove of £53,470 for one year, Apr 2021 – Mar 2022 and refer this decision to Cabinet**

**2.3.3 Approve the proposal to continue to support the three Mid Sussex Business Associations (BAs) through the payment of an annual grant of £2,500 per BA and make this contingent on their agreement of an SLA with the Council from 2021/22.**

**3. Background**

- 3.1 The CED grant programme was reviewed in March 2016 resulting in the merging of the previous Small Revenue and Community & Economic Development Grants into one grant programme. The review also made improvements to the grant's assessment process, guidelines and application form. In July 2018 further changes were made with the discontinuation of the Spotlight Grant programme.
- 3.2 Over recent years the CED Grants Programme has supported Community and Voluntary Sector (CVS) organisations and Town and Parish Councils through the Council revenue funded Community Grant Fund; with business support being provided through the Micro Business and Independent Retailers Grant Funds, which have been funded through the West Sussex Local Enterprise & Apprenticeship Platform and the pooled Business Rates. These grant funds are administered through the Cabinets Grants Panel.
- 3.3 In January 2020 this Panel agreed a number of changes to the operation of the Micro Business Grants Scheme which is listed as a Background Paper.
- 3.4 In July 2020 the Cabinet Grants Panel approved a review of the Community Grants Fund to explore the trends present in applications to the fund and to consider the impacts of COVID19 on the fund and the wider CED Grant Programme. The review has highlighted several trends including repeat applications from organisations seeking funding for ongoing running costs and/or funding for projects that have no identified exit or long term sustainable financial strategies. Further details of the review are provided as Appendix A.
- 3.5 Mid Sussex District Council has a long history of collaborative community development and engagement with a strong local CVS as well as other local statutory and private sector partners. The impact and legacy of this work and the powerful relationships it has fostered, have been realised in recent months as this Council, its partners and its communities, mobilised to respond to the Covid19 pandemic, attending to the needs of and supporting the vulnerable communities of our District.
- 3.6 Since the creation of the Economic Development Team three years ago, the Council has worked closely with the District's three Business Associations; has run an annual Open 4 Business event; held workshops for businesses including for independent retailers; signposted business to grants available from the Coast to Capital LEP; and has developed a close working relationship with the Department for International Trade. In addition, the Team has delivered Micro Business and Independent Retailers Grants which have supported businesses to deliver new services and

products, take on additional staff (particularly apprentices), and increase their reach through additional marketing and promotion.

- 3.7 In response to the Covid19 pandemic the Council has continued to work closely with businesses to provide support. Financial assistance has been provided to many groups and businesses within the District with 2357 having accessed Business or Discretionary Grants via the Council. A total of 2,065 businesses received a total of £26.41m from the Governments Business Grant fund administered by this Council with a further 292 local businesses sharing £1,463,500m of Discretionary Funding under the scheme. In addition, the team has worked with town and parish councils to ensure that the District's high streets can re-open safely and will shortly be launching a "Shop Local" campaign.
- 3.8 The Covid19 pandemic and the lockdown measures that were introduced have, however, taken their toll on the resilience of both the local CVS and our local business communities. Depending on their scale, the level of use or sector; some have, or will be, incurring unexpected costs or lost significant revenue through an inability to operate or run normal income generating and/or fundraising activities. Many have been at the forefront to the District's response to COVID19. For others they are facing a very new landscape as they try to reopen or remobilise. Many now face the need to adapt to new delivery models and platforms with changed workforce or volunteer demographics and workstyles. Some organisations and businesses face difficulties in using their traditional meeting or operational places due to social distancing restrictions or a reluctance, or inability, of clients and customers to return to them. As a result, many are in or are facing financial hardship in the coming months. In many cases this is a short-term need, which could negatively impact on their longer-term viability and the overall resilience of Mid Sussex District.

#### 4. COVID19 Recovery Grant Fund

- 4.1 In recognition of the ongoing challenging environment in which the local business and CSV sector are operating in, and that not all businesses and organisations were able to benefit from the Government scheme; the Council has established a new grant stream focusing on providing recovery grants to support businesses and the local CSV to amend/adapt and reconfigure their operations; to not only continue to respond to the COVID19 pandemic, but to build and adapt for the future.
- 4.2 Support under the new grant fund is proposed under three categories:
- 4.2.1 **Emergency Response** - Additional costs, above and beyond normal running costs, whilst operating under legal restrictions because of COVID19 which prevents normal service delivery; for example maintaining contact with clients and customers and delivering COVID19 support e.g. to vulnerable and shielded groups.
- 4.2.2 **Return to Pre-Covid Provision** - Additional costs associated with reopening and return to Business as Usual in a COVID19 safe way; for example, new equipment, staff training, physical works to create a COVID19 secure working environment

- 4.2.3 **New Service or Business Innovation** - Adapting the business or organisation to new delivery or service provision models; for example, a shift to new digital provision or other innovative ways of working.
- 4.3 It is proposed that, in line with the current CED grant programme a 2-tier grant offer be available, inviting applications for Small Grants of up to £1,000 or for Large Grants of up to £5,000 with the higher grant funding being supported by more detailed governance as is the case with the current CED grant fund. By adopting a similar structure of funding to the existing CED fund, officers will be able to use the existing online architecture for applications which will speed up the roll out of the grant fund.
- 4.4 It is proposed that, in light of the urgent financial need that many organisations and businesses face, a swift turn-around of grants should be achieved. To enable this, it is proposed that applications are invited for submission from 30<sup>th</sup> October 2020 to 30<sup>th</sup> November 2020 with grant awards being determined by the MSDC Cabinet Grants Panel on 14 December 2020.
- 4.5 Whilst demand for the COVID19 recovery fund is anticipated to be high, given the short time frames involved, and only if funds allow, it is proposed that a second grant round could invite applications from 7<sup>th</sup> December 2020 to 7<sup>th</sup> January 2021 with any second-round grant awards being determined by the MSDC Cabinet Grants Panel on 26<sup>th</sup> January 2021. Such a second round would be entirely dependent on the level of grant funding released in round one.
- 4.6 It is intended that the new COVID19 Recovery Grant fund will run during the 2020-21 financial year and will not recur in future years
- 4.7 It is proposed that the new grant fund is run independently of the existing CED funds such that applications for the COVID19 Recovery Fund would not, provided applications meet the relevant criteria, preclude business or organisations from making additional applications to other funds within the CED Grant programme (i.e. microbusiness grants; community grants) in the current financial year and vice versa.
- 4.8 Full details of the proposed grant fund criteria and application process are provided at Appendix B.

## **5. Community Grants Fund Review**

- 5.1 Following a review of grant awards over the period 2015-20 the details of which are contained in Appendix A the following changes are proposed. That:
- 5.1.1 Town based events, where the town or parish council or local sponsorship are more appropriate funders, are no longer normally supported by this grant fund.
- 5.1.2 Annual events run by organisations who are, or should be, in a position to fund or generate alternative funding for them and that have been held in the same or similar format in previous years, are not normally supported by this grant fund.

- 5.1.3 That legacy grants for rent contributions be transferred to a rent reduction model developed with the Council's Estates Team from April 2021 and a strict criterion of not funding core operational costs should be enacted. For groups requiring support for core costs the more appropriate avenue will be via a Service Level Agreement to ensure services are provided in line with the Council priorities.
- 5.1.4 Specific reference to community based environmental projects be added to the list of priority areas for funding under this grant fund
- 5.1.5 Applications relating to the purchase of equipment or other items which could reasonably be deemed "assets" should be considered as adding economic value to the applicant. As such, such applications should in future but submitted as economic development rather than community grants and a return on investment and/or depreciation and replacement schedule be provided as part of the grant application as appropriate.

The above changes do not , however, preclude specific grant applications being invited and/or approved to address specific events and/or exceptional circumstances as agreed by the Panel.

- 5.2 It is noted from the recent community grant fund review, that whilst disability, older and younger people's groups as-well as organisations supporting respite care are well represented in grant awards, there is a noticeable lack of awards for projects, groups or organisations that specifically support BAME and LGBT+ communities. It is proposed that targeted community engagement and, where appropriate, development work is undertaken to further understand any specific unmet needs these communities may have. If required, development work is proposed to support, encourage and enable funding bids from groups who have not previously sought awards under the CED grant programme but would benefit from doing so.

## **6. Service Level Agreements**

- 6.1 Five Social Sector organisations are currently provided with core funding via Service Level Agreements as part of the Council's Partnership Agreement Programme. These organisations help the Council fulfil its corporate priorities by providing effective and responsive services which contribute to strong and resilient communities.

### **AGE UK**

- 6.2 Age UK East Grinstead and Age UK West Sussex Brighton & Hove (WSBH) are funded via an SLA to provide services to tackle social isolation and support older people aged 50+ years, living independently and at risk of loneliness in the three main towns and surrounding villages. Age UK East Grinstead is based at Glen Vue, while Age UK West Sussex run two activity centres in Mid Sussex; one in Haywards Heath and one at the Cherry Tree in Burgess Hill. WSCC is the primary funder of these services and currently makes an annual contribution of £33,680 to Age UK East Grinstead and £133,351 to Age UK West Sussex.

- 6.3 The annual Service Level Agreement award to Age UK East Grinstead (£17,823 pa) and Age UKWSBH (£53,470 pa) was extended by Cabinet in September 2018 for one year from April 2019 – 20 with the option to extend a further one year. The one-year extension was subsequently implemented, and that agreement is currently due to end on 31<sup>st</sup> March 2021.
- 6.4 WSCC Social Support contracts for older people funded by Public Health and Adult Social Care have been extended by 3 months and will now end on 30 June 2021. In the meantime, the re-commissioning process has commenced to have contracts awarded in January 2021 ready to be operational by June 2021. WSCC have adopted an outcomes-based framework approach to the new specification which was partly co-produced with partners delivering older people's services.
- 6.5 The commissioning process and timeframe being undertaken by WSCC presents this council with two opportunities:
- 6.5.1 To extend the current SLA in line with WSCC, to June 2021 and jointly re-commission, continuing to award the MSDC grant alongside WSCC to the successful awardee or;
  - 6.5.2 To extend the current SLA for a further one year to bring it in line with the other CSV SLA's currently in place between this Council and other Mid Sussex CVS organisations.
- 6.6 It is recommended that the current SLAs be extended to a further year from April 2021 to March 2022 (option 6.5.2) for the following reasons:
- 6.6.1 This would bring the Age UK SLAs in line with the other Partnership Agreements held with Citizens Advice, Action in Rural Sussex and Mid Sussex Voluntary Action all of which run until March 2022.
  - 6.6.2 This will enable the Council to undertake a detailed review of all current SLA's and other key annual funding agreements held within the Council and through its partners, including via the Mid Sussex Partnership, during the extended award period 2021-22, to assess their relevance in achieving the Council's priorities in a post COVID19 environment.
- 6.7 As agreed in the revised Corporate Plan (Appendix B, Strong and Resilience Community 8(i), officers will in 2021-22 review Service Level Agreements and other commissioning arrangements with CVS organisations as they expire to co-design operational outcomes and diversify delivery channels such that they continue to support vulnerable people and communities. A report on this work will be brought to the Cabinet Grant Panel and to Cabinet as appropriate.

### **Business Associations**

- 6.8 Currently, the Council provides annual grants of £2,500 to each of the three business associations: Burgess Hill Business Park Association; Haywards Heath Business Association; and East Grinstead

Business Association. It is recommended that the Council work with the business associations to move away from an annual grant towards an SLA model to fund these organisations from 2021/22 onwards.

## **7. Other Options Considered**

7.1 Alternative options considered are to:

7.1.1 Cease funding the CED grant programme or

7.1.2 Continue the programmes without change

7.2 In this unprecedented time for the community and nation during a worldwide pandemic withdrawing support in the form of successful and functioning programme is not considered a viable option when so many local businesses and communities are not only looking to the Council for support, CED grant funding can be used to lever in additional support from other grant making bodies and national schemes. In addition, to not adapt that programme to take account of the changed world in which the Council and its communities are now in would be to risk the recovery of our economy and with that the resilience and future prosperity of Mid Sussex District.

## **8 Financial Implications**

8.1 Funding for the new COVID19 Recovery Grant in the sum of £300k; to be funded from Council reserves, was approved by Council on 30<sup>th</sup> September 2020.

8.2 Community Development Grants are funded through a dedicated reserve. The balance held in the Community Development Fund Reserve for 2020-21 is £38,908.22

8.3 The total grant fund available for the Micro Business Grants for 2020/21 is £72k with a further £80k available through the Support Programme for Independent Retail Businesses. These grant funds are soon to be opened for applications.

8.4 Release of S106 contributions (administrated through the Cabinet Grants Panel as “Facilities Grants”) are funded using S106 contributions which the Council holds for the enhancement of capacity for sport, community buildings and other purposes as a result of residential development. Funds are allocated to specific sites. Some organisations may be able to use these funds for COVID19secure adaption and officers have approached and actively encouraged bids from those who are eligible.

## **9. Risk Management Implications**

9.1 There is no obligation for the council to provide the grant funding outlined in this report with the exception of the appropriate release of S106 funds via the Facilities Grants process. The negative impact on community infrastructure and vulnerable residents would, however, be considerable if this funding channel was withdrawn. This would negatively impact on the Council’s role and reputation as

a community leader. The Council has also identified this work as a priority in its revised corporate plan.

## **10. Equality and customer service implications**

- 10.1 As part of the assessment process all the organisations applying for funding from the Council have to comply with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation. This includes the inclusion of an Equalities and Diversity Policy
- 10.2 The Council set out and agrees equality objectives that are reviewed at least every four years to which the Grants criteria must adhere to and evidence. These are:
  - 10.2.1 To show leadership and commitment in promoting equality and diversity
  - 10.2.2 To consider the needs of individuals across the whole community when we plan and deliver our services - especially those protected by the Equality Act 2010
  - 10.2.3 To seek and prevent discrimination and to promote good relations between different sectors of our community
  - 10.2.4 To promote equality and respect for diversity in the workplace by providing appropriate policies, training and support, including assistance for former members of the armed forces.

## **11. Legal Implications**

- 11.1 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.

## **12 Background Papers**

- 12.1 MSDC Revised Corporate Plan (September 2020)
- 12.2 Council's Equality and Diversity Scheme 2020-24.
- 12.3 Cabinet Grants Panel Report, Jan 2020: Micro Business Grant Scheme – Proposals for managing the 2020/21 scheme

**1. Introduction**

- 1.1 The Community & Economic Development Grant programme was reviewed in March 2016 resulting in the previous Small Revenue and Community & Economic Development Grants being merged into on grants programme. The review also made improvements to the grant’s assessment process, guidelines and application form.
  
- 1.2 In July 2018 further changes were made with the discontinuation of the Spotlight Grant programme.
  
- 1.3 In January 2020 following a review a number of changes to the operation of the Micro Business Grants Scheme.
  
- 1.4 In July 2020 the Cabinet Grants Panel approved a review of the Community Grants Fund to explore the trends present in applications to the fund and to consider the impacts of COVID19 on the fund and the wider Community and Economic Development grant Programme. This report presents a summary of the evidence which informed that review and its subsequent recommendations.
  
- 1.5 A recent overview of applications has highlighted a number of important issues including repeat applications from organisations looking to fund running costs, funding for projects that have no identified exit or future funding strategies. To address these issues along with the impact of Covid-19 on services and future budgets, it is felt important to re-assess the criteria, guidelines and grants assessment process. To do this effectively it is recommended that the next Community & Economic Development grants round (deadline 1 September 2020) is suspended and that the Panel receive a paper on a review and future recommendations for the grants scheme at the next Cabinet Grants Panel meeting after the September deadline
  
- 1.6 Applications to the Community Grants Fund are assessed in terms of how the meet and/or deliver against the Councils Corporate Priorities as outlined in Table 1.

**Table 1. Corporate Priorities for Community Grant Funding**

<b>Financial Independence</b>	Growth and Income Generation Sustainable Start-Ups Investment and Modernisation
<b>Effective and Responsive Services</b>	Community Leadership Access and Inclusion
<b>Sustainable Economic Growth</b>	Volunteering, Training and Skills Events and Attractions Environmental Improvements
<b>Strong and Resilient Communities</b>	Healthy Lifestyles Leisure and Community Facilities Community Activities and Services

1.7 The current review covers a 5-year period between 2015 to 2020 and focuses on grants awarded to the Community and Voluntary Sector (CVS) as well as Town and Parish Councils. The analysis looks at key trends and issues and makes recommendations for the future of the grant fund

## 2. Key Headlines

2.1 During the period of the review 2015 – 2020 a total of 249 grants in the sum of £499,50 were awarded via the Community Fund.

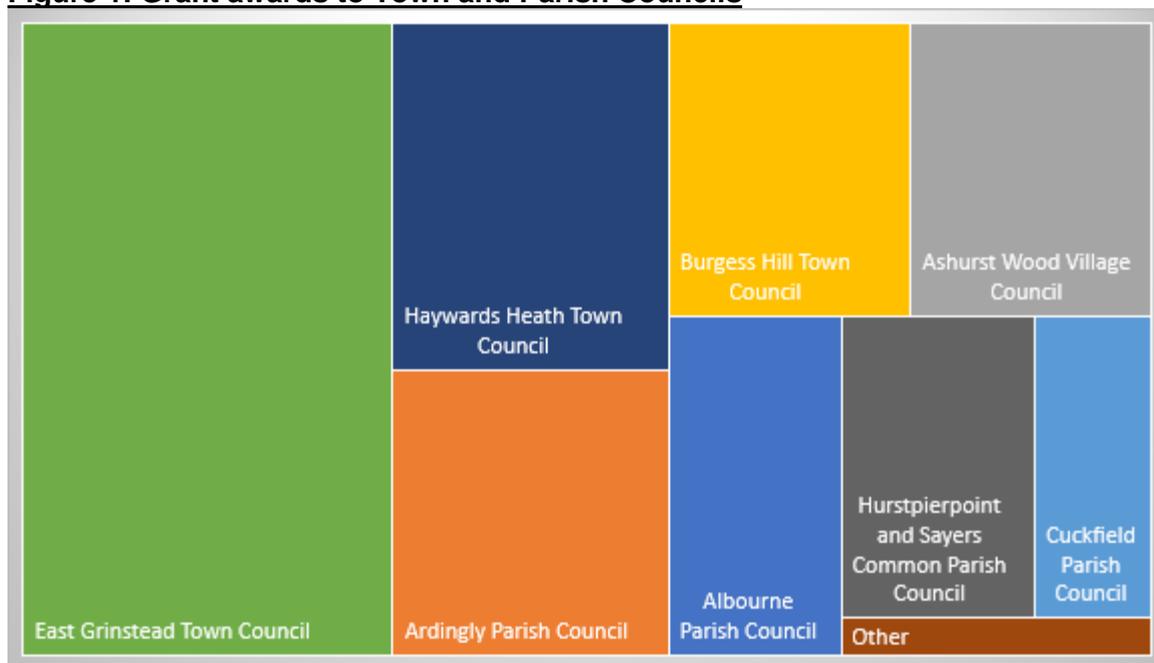
2.2 51% (£225,918) of all funding supported one-off projects or events that were accessible to all residents of Mid Sussex.

2.3 Funding to purchase vital equipment was provided to 195 different groups and organisations.

2.4 Grant awards from the Community Grants Fund have enabled Community and Voluntary groups to provide tailored local services for specific vulnerable groups including but not limited to children with disabilities and those with Spina Bifida; residents dealing with sight loss and mental health issues as well as providing, disability advice and a range of counselling services.

2.5 Town and Parish Councils submitted a total of 43 successful application totalling £71,950

**Figure 1: Grant awards to Town and Parish Councils**



2.6 Silver Sunday events were held by 19 different organisations with funds awarded totalling £5,426

2.7 Five Town and Parish Councils commemorated the WW1 Beacons of Light event in 2018 with funds awarded totalling £1,250

2.8 Funding to support and enable sporting activities was provided to 13 sports groups totalling £40,817

2.9 24 small neighbourhood groups and residents' associations were awarded funding totalling £25,180

2.10 20 organisations working with young people received funding totalling £32,329, including 3 youth groups which received regular funding.

2.11 12 Groups supporting older people were funded with a total £44,385 awarded

2.12 Funding overall is reasonably evenly spread across the district. Over 30% of projects and services funded offer benefits that serviced the whole district with approximately 20% of funding more specific to each of the north, central and southern areas of the district.

**Figure 2: Geographical spread of grant funded projects**



### 3. Trends and Opportunities for Development

#### A stable, but potentially limited, sector

3.1 There are very few applications received by the fund from new or emergent organisations looking to set up new services. Although some small resident's associations and community neighbourhood groups have applied for and received funding the fund does not appear to be providing stimulus for new groups to take forward aspirations for social action. Whilst a pattern of applications from pre-existing groups and organisations does indicate the existence (at least pre-COVID19) of a relatively stable sector, the presence of new groups applying for funding would indicate a sector that's growing and meeting a more diverse range of needs.

3.2 Next Steps:

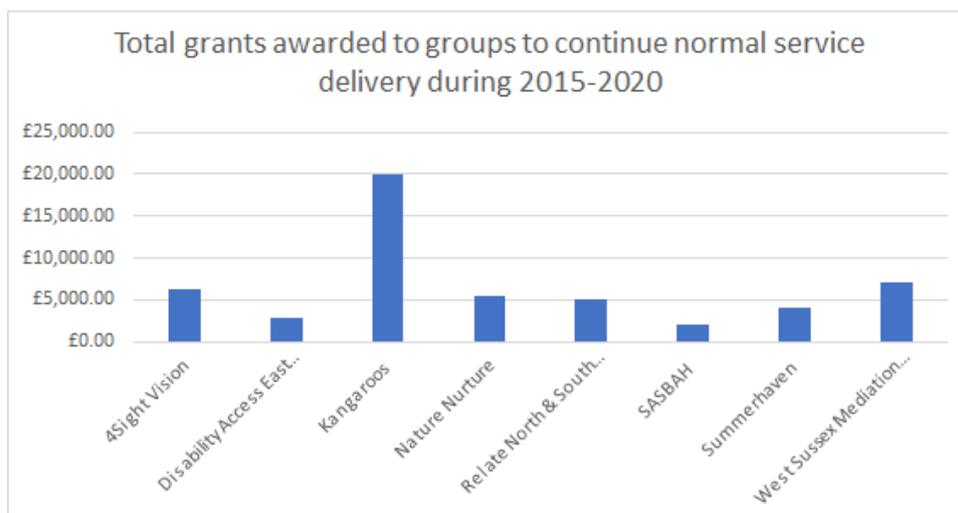
3.2.1 Work with MSVA to promote the fund to a more diverse range of groups including potential start ups

3.2.2 Continue to engage with mutual aid groups that emerged to provide local community COVID19 support

#### Over-reliance on short term grant funding for core service delivery

3.3 The majority of grant awards are made to well established groups with a significant number receiving continuous year-on-year funding for service continuation rather than development or diversification.

**Figure 3: Grants awarded for normal service delivery**

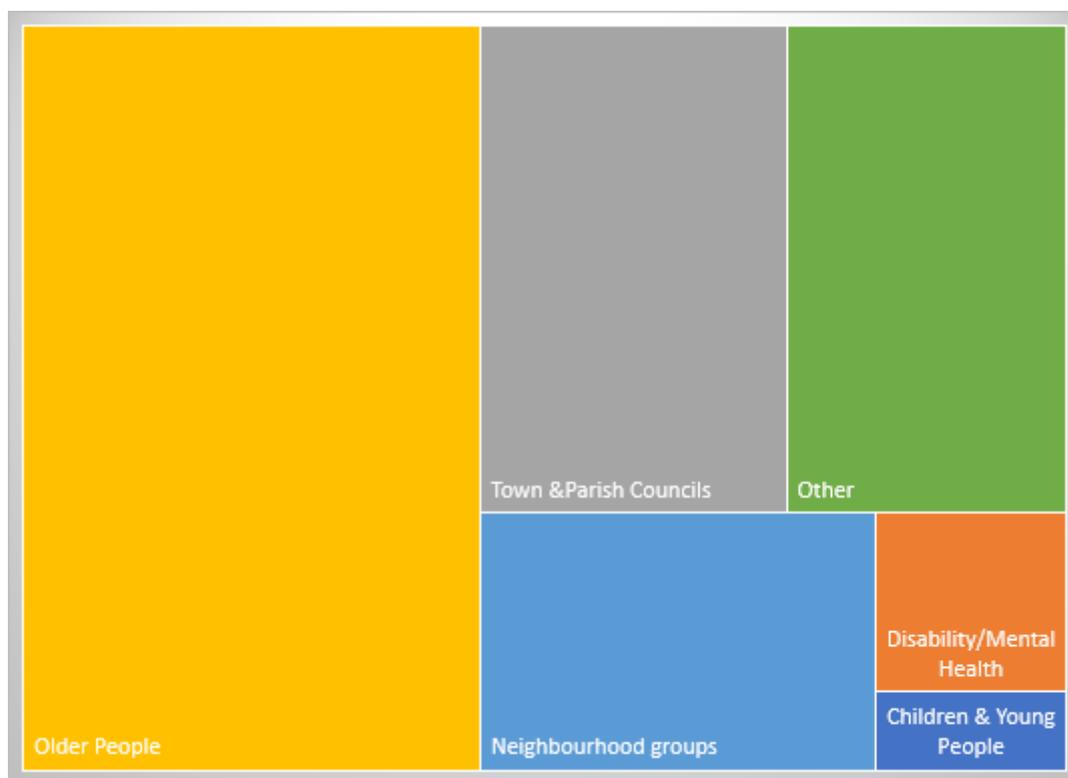


- 3.4 A number of groups, including 5 disability groups, have been supported with core costs over multiple years. The services delivered by these groups are often specialist and demonstrably in demand from the vulnerable clients and carers who use them; it would not therefore be in the interest of the Council to immediately cease funding them. Consideration does, however, need to be given as to how such groups can be supported to reduce their unsustainable reliance on this fund.
- 3.5 Currently, the CED Grant Programme provides annual grants of £2,500 each to the Burgess Hill Business Park, Haywards Heath and East Grinstead Business Associations. It is recommended that the Council's Economic Development Team work with the business associations to move away from an annual grant and transfer towards a Service Level Agreement (SLA) model to fund these organisations for 2021/22 onwards
- 3.5 Next steps:
- 3.5.1 Stricter adherence to be given to the criteria that groups should not be funded where they have significant (9 months) reserves in hand.
  - 3.5.2 Stricter adherence to be given to the criteria that grant awards should not be made for core running costs including but not limited to rent subsidies and/or straightforward service continuation
  - 3.5.3 Work to be undertaken in partnership with MSVA to support Community and Voluntary groups and organisations to diversify their funding strategies and where appropriate to explore transition to an SLA model of funding.
  - 3.5.4 Work to be undertaken with the District Business Associations to move away from an annual grant and transfer towards an SLA model for 2021/22 onwards

## Events

- 3.6 Awards during the review period provided significant support to town-based events: Haywards Heath Town Day, East Grinstead East Court Live Events and Burgess Hill summer festival as well as village events including Hurst Festival and Lindfield Arts festival
- 3.7 A significant number of annual events are funded on a continual basis. A number of these events were initially funded as pump priming to deliver the first inception or to kickstart an event but have since evolved into an annual expectation and provision of funding for the same events year on year.
- 3.8 The groups funded to run events include a small number of community and arts groups and Parish Councils with the bulk of events funding being awarded to the Local Arts festivals and Town Councils with the Town Councils particularly well-funded (directly and indirectly) over the period of the review.
- 3.9 With regards to the smaller awards, typically in the region of £250, these were predominantly those specifically promoted and encouraged by this Council including Silver Sunday and WWI or WWII Remembrance events. It is notable, however, that many of the organisations and groups awarded funds for Silver Sunday events have been those who could reasonably have been expected to mark the event without support from this fund or who are already funded to provide support and social activities to older people under partnership or Service Level Agreements with this Council.

**Figure 3: Silver Sunday Funding by Organisation type**



- 3.10 It is key to the success of recurring annual events that funding strategies are sustainable, and this should include sponsorship and fees and use of local funding rather than a reliance on of

expectation of this grant fund. It is, however, recognised that the impacts of the Covid19 pandemic will likely make this difficult in the short to medium term.

- 3.11 It is noted that as a result of COVID19 pandemic a large number of events have not taken place during 2020 and it is unclear at the time of writing this report what the future of local events will look like as we move into COVID19 recovery.
- 3.12 Next Steps:
- 3.12.1 Amend the Community fund criteria to specify that events should principally be pump priming for initial inception.
- 3.12.2 Annual/Large scale events run by organisations (including Town and Parish Councils) who are, or should be, in a position to fund or generate alternative funding for them and/or that have been held in the same or similar format in previous years should be considered carefully before support is provided by this grant fund.
- 3.12.3 Re-evaluate the assessment criteria for targeted grants for events and campaigns such as Silver Sunday for future years to avoid duplication of funding.

### **Equality & Diversity**

- 3.13 Census data shows that just over 14% of Mid Sussex households contain at least one person with a long-term illness, health problem or disability and that Mid Sussex has approximately 20% of residents over 65 with the number of people aged 65+ and 85+ projected to continue to rise.
- 3.14 Mid Sussex has the third highest number of “Shielded” residents classed as “extremely clinically vulnerable” in West Sussex
- 3.15 Mid Sussex is known to have significant Traveller, Filipino, South Indian communities amongst others, and yet there are no applications from or for these groups. The last Census results showed that 9.7% of the Mid Sussex population are from BAME groups. “White Other” groups make up 4.8% of the District’s population, comprising 0.9% White Irish, 0.1% who identify themselves as Gypsy or Irish Traveller and 3.8% “Other White”.
- 3.16 Stronger community resilience is found in areas where all sections of the community are enabled to become active citizens supporting and connecting with each other. The fund needs to proactively reach out to these groups for it to deliver against the Councils Equality and Diversity policy.
- 3.17 The review has demonstrated that:
- 3.17.1 Disability, older people, groups and organisations supporting respite care and those supporting those with mental health conditions are well represented in successful application to the fund
- 3.17.2 Three youth clubs have received repeated funding together with a small number of one-off projects focused on young people

- 3.17.3 No projects or groups have been funded to specifically support BAME, LGBT or other minority communities during the period 2015-2020.
- 3.17.4 The project and services funded during the review period to support disability, older people and young people are undertaken by a small number of organisations which are routinely funded year on year.
- 3.18 Next Steps:
  - 3.18.1 A more detailed Equality Impact Assessment to be undertaken on the reach and impact of the grants awarded under this fund
  - 3.18.2 Work to be undertaken in partnership with MSVA to support and develop potential projects and support for targeted groups to apply for the fund in order to ensure that the needs of those with different types of disability are being met as well as the differing needs of older and young people across the District.

#### **4. Conclusions**

- 4.1 It is evident from the review that the Community Grants Fund is a vital element of the Mid Sussex District Council Community and Economic Development Grants Programme. Over the course of the last 5 years the fund has supported and enabled a wide range of activities and services as diverse as the many communities they benefit.
- 4.2 It is, however, also evident that that some work is needed to ensure that the fund does not lapse into the comfort of funding the same activities and the same organisations year in year out. This would not, particularly given the financial challenges facing this Council as a result of the COVID19 pandemic, be a sustainable funding model for either the Council itself nor the organisations and communities it seeks to support.
- 4.3 Some initial changes are needed to the funding criteria and the assessment process of application to ensure that grant applications can be more stringently challenged, and that duplication of funding streams is avoided and that individual organisations do not dominate the awards. Further to this a community development workstream has been identified to support and enable new or previously unfunded organisations to benefit from the Fund.
- 4.4 Further analysis of awards made to date under this Fund would be beneficial both in terms of historical awards and on an ongoing basis as this year of awards continues, particularly in light of the impacts, many of which are still unknown, of COVID19 and its associated mitigation measures on the many groups that this Fund has traditionally worked and supported. The Council's Revised Corporate Plan identified as a part of its Recovery Plan the need to review funding and commissioning arrangements with the Community and Voluntary Sector and Town and Parish Councils. The ongoing review and analysis of this Grant Fund will form an important part of that work .

## Appendix B - COVID19 Recovery Grant Criteria

Mid Sussex District Council's Community and Economic Development (CED) Grants Programme has established a new grant fund to make available £300,000 to support local businesses and communities with COVID19 recovery.

The new grant fund be run independently of the existing CED funds such that applications for the COVID19 Recovery Fund would not, provided applications meet the relevant criteria, preclude business or organisations from making additional applications to other funds within the CED Grant programme (i.e. microbusiness grants; community grants) in the current financial year and vice versa.

This specific grant fund, offered during the 2020-21 financial year, will provide:

1. Small Grants of up to £1,000
2. Large Grants of up to £5,000

Applications are invited for submission from 30<sup>th</sup> October 2020 to 30<sup>th</sup> November 2020, 2020. Grants awards will be determined by the MSDC Cabinet Grants Panel on 14 December 2020.

If funds allow, a second grant round will invite submissions from 7<sup>th</sup> December 2020 to 7<sup>th</sup> January 2021 with any second-round grant awards being determined by the MSDC Cabinet Grants Panel on 26<sup>th</sup> January 2021. Potential applicants should note that there is no guarantee that a second round will take place.

The number of awards that each organisation can receive from this fund is limited to one. Business or organisations may apply for **either** the Small or the Large Covid19 Recovery Grant, it is not permitted to apply for both.

Partnership bids are actively encouraged.

Though the Council will consider a variety of applications they must meet the criteria as outlined below and the Council reserves the right to reject applications. This is a discretionary grant; therefore, there is no right to appeal the Council's decision.

### Who can apply?

Applications can be made by:

- Constituted groups based in or delivering community services in Mid Sussex
- Registered Charities based in or delivering community services in Mid Sussex,
- Businesses with a minimum of 1.5 FTE but no more than 250 employees

**Note:** Businesses and organisations that are registered separately at differing premises but share the same directors/board/owners and are managed together will only be eligible to make one application.

## What will we fund?

In order to support local businesses and organisations to respond to and recover from the impacts of the COVID19 Pandemic, applications will be considered for costs and/or projects which relate to:

1. **Emergency Response** - Additional costs, above and beyond normal running costs, whilst operating under legal restrictions because of COVID19 which prevents normal service delivery; or example maintaining contact with clients and customers and delivering COVID19 support e.g. to vulnerable and shielded groups.
2. **Return to Pre-Covid Provision** - Additional costs associated with reopening and return to Business as Usual in a COVID19 safe way; for example new equipment, staff training, physical works to create a COVID19 secure working environment.
3. **New Service or Business Innovation** - Adapting the business or organisation to new delivery or service provision; for example a shift to new digital provision or other innovative ways of working.

## What we will not fund under this grant programme:

- Activities promoting political activities or specific religious beliefs,
- General appeals and ongoing day-to-day running costs (This includes but is not limited to rates, lease costs, monthly/annual rents, utility bills, insurance, regular staff salaries),
- Loan re-payments,
- Individuals,
- Education, health or social service activities, where central government, the health authority or county council are the most appropriate funder,
- Any retrospective applications for goods, services or expenses procured or incurred prior to receipt of a grant offer,
- Ongoing maintenance, routine repairs and renewals,

## Who we will not fund under this grant programme

- Businesses or organisations that are not based or delivering community services within Mid Sussex
- Community Groups that are not operating a community service in Mid Sussex.
- Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.
- Organisations with, at the time of application, more than 9 months' unrestricted reserves,
- Local groups and organisations whose fundraising is sent to their Headquarters for distribution to other areas,
- Town and Parish Councils unless acting as Sole Trustee for a Village/Community Hall
- Businesses or organisation with a history or active dispute with the Council or who are not up to date with any taxes or duties such as business rates

## **What are our priority areas?**

- In the event of demand exceeding the available funds, applications will be prioritised by consideration of how well applications demonstrate that they will contribute to MSDC's COVID19 Recovery Priorities as outlined in the revised Corporate Plan as agreed by Council on 30<sup>th</sup> September 2020) and outlined below. A key priority of the fund will be the protection and creation of local jobs.

Priority will be given to grant applications which:

### **Sustainable Economic Recovery and Growth**

- Demonstrate the protection and/or creation of local jobs particularly apprentices
- Support the local economy through the procurement of local goods and services
- Encourage footfall to town and village centres
- Support environmental improvements to business operations that support a Green Recovery
- Introduce new products and services or new ways of delivering pre-existing products/services

### **Strong and Resilient communities**

- Tackle issues relating to social isolation and loneliness
- Promote and enable community cohesion and integration
- Provide support to vulnerable communities and groups
- Reduce Health inequalities
- Provide or promote inclusive sports
- Provide focused interventions and activities for young people
- Encourage and enable volunteering in the community
- Develop and maintain rural resilience
- Support organisations in delivering COVID19 response services

**A full copy of the Revised Corporate Plan can be found on [the Council's website](#)**

Previous receipt of MSDC grant funding; those who have not already been in receipt of alternative funding may receive priority from this fund

## **What your application will need to include:**

### **About Your Organisation**

1. Constitution, set of rules, Companies House Reference Number and or VAT Registration
2. Last financial year's annual accounts or statement of income and expenditure if available
3. Recent original business or organisational bank statement from any current and investment account.
4. Equal Opportunities Policy.
5. Environmental and/or Corporate Social Responsibility Policy

### **What impact COVID19 has had and how you have responded**

6. Details of how your business or organisation has been impacted by the COVID19 pandemic including explanation of what you have done to date to keep your staff, volunteers and customers/clients/members Covid-safe; to support the local economy or to support the local community.

### **What other funding have you had**

7. Details of any other grant funding you have obtained since 01 April 2020 including but not limited to COVID19 Business Grants, Discretionary grants, Local Restriction Support Grant, C2C Business recovery Grant and what that funding has been used for.

### **What are you going to do with the Grant if awarded?**

8. Details of what you propose to do with this grant including:
  - a. What exactly the funding will be spent on
  - b. How it will benefit the residents and/or the local economy of Mid Sussex
  - c. How it will meet the Council's priorities for sustainable economic growth or strong and/or resilient communities as defined in this guidance
  - d. Details of how the grant will enable the protection of jobs and the creation of new jobs locally including any plans to engage with the Kickstart initiative

### **What would happen if you don't get this funding ?**

9. What the impact/implications would be if your grant application was not successful

### **Where the grant application involves the purchase of equipment or physical works applicants will need to provide:**

- Two alternative, letterheaded, quotes
- Evidence that of intended use of suppliers/providers which are based in the Mid Sussex District. Where applicants are unable to use a supplier/provider within the Mid Sussex district an explanation must be provided.
- If the supplier/provider is a family member or has an interest in your business, this must be stated on the application form and a further quote must be provided by another supplier/provider.

The application concludes with a series of declarations which should be read carefully before signing. It is therefore important that the person completing the form is an authorised signatory for the organisation.

Note: If you submit an incomplete application, it will not be assessed.

### **Levels of monitoring for successful grants**

Up to £1,000

Grant will be released within 5 working days of your business or organisation being registered with us following confirmation of the award. Applicants will be asked to complete a short End of Grant Report on completion of the project or spend.

Over £1,000

Applicants will need to provide invoices / receipts as evidence of expenditure before the grant is released. You will also be asked to complete an End of Grant Report and should expect a discussion or visit from the officer administering the grant.

Evaluation of all grants will be reported to the Cabinet Grants Panel in the 2021-22 Financial Year.

### **Decision Making**

- Deadline for applications 30<sup>th</sup> November 2020
- Officer Assessment against published criteria 2<sup>nd</sup> November – 4<sup>th</sup> December 2020
- Recommendations published for Cabinet Grants Panel 7<sup>th</sup> December 2020
- Grants will be approved by the Cabinet Grants Panel 14<sup>th</sup> December 2020.

**CORPORATE GRANT SCHEMES**  
**(Release of S106 Contributions and Covid Emergency Response Fund)**

**REPORT OF:** HEAD OF CORPORATE RESOURCES  
**Contact Officer:** Elaine Clarke, Community Leisure Officer  
 Email [elainec@midsussex.gov.uk](mailto:elainec@midsussex.gov.uk) Tel:

**01444 477275 Wards Affected:** All

**Key Decision** No

**Purpose of the report**

The purpose of this report is to

1. Present three Release of S106 Contributions for consideration by the Cabinet Grants Panel.
2. Present one Release of Covid-19 Emergency Responses Request for consideration by the Cabinet Grants Panel

**Summary**

3. 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:

**Release of S106 contributions**

Organisation	Purpose for which award is sought	Award Requested	Award Suggested
Ansty Village Centre Trust	Fit out of new community building	44,500	27,073
Ashenground Community Centre	Covid-19 Secure measures	2,642	2,642
Hurstpierpoint Allotment Association	Water tanks and standpipes	1,375	1,375
<b>Total</b>		<b>£ 48,517</b>	<b>£ 31,090</b>

**Release of Covid19 Emergency Funds for Town Councils**

Organisation	Purpose for which award is sought	Release Requested	Release Suggested
East Grinstead Town Council	Costs incurring in immediate response to Covid19	2,408.53	2,408.53
<b>Total</b>		<b>£2408.53</b>	<b>£2408.53</b>

**Recommendations**

4. *Members of the Panel are requested to consider and decide upon:*
  - a) *the recommendations for each of the above applications, summaries of which are attached in Appendix A;*
  - b) *allow an extension of time and an amendment to the s106 contributions allocated to the Haywards Heath Tennis Club*

*(para 10-11).*

- c) amend the grant agreement with the St Francis Sports & Social Club to allow for a phased delivery of the project (para 12-15).**
- d) Release of Covid19 Support funds to East Grinstead Town Council (para 18)**

## **Background**

- 5. Applications for the Release of S106 contributions are assessed against a set of standard criteria, as detailed in the General Guidelines for Voluntary and Community Groups, to ensure a consistent approach.

## **Assessment Process**

- 6. Applications are assessed against four key criteria – Council priorities, evidence of need, finances, impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.
- 7. Information is shared with representatives of 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 who are invited to comment.
- 8. All organisations have met the necessary criteria, i.e. are fully constituted voluntary and not for profit organisations and have provided relevant information to support their application.

## **The Branch Line**

- 9. On 26 February 2019, the Cabinet Grants Panel awarded £50,868 to The Branch Line toward a new a Learning Centre in Beech Hurst Garden subject to receipt of evidence that the project could be fully funded within twelve months. The panel is advised that The Branch Line was unable to raise the match funding required so these funds will be released and used to fund other projects.

## **Haywards Heath Tennis Club**

- 10. The tennis club has secured Planning approval for the new clubhouse and is continuing to fundraise to deliver the project. The club has been working with Council to ensure the scheme aligns with the parks improvement programme and to consider an upgrade to the tennis courts, which are directly managed by Landscapes and Leisure. This has created some delay and they have requested a 12 month extension of time to October 2021 to secure the funds, with a further twelve months to deliver the project.
- 11. The new clubhouse will be made available for community hire for a minimum of 15 hours per week. It is therefore proposed that £15,000 in Community Buildings s106 contributions released from The Branch Line project should be re-allocated to this scheme to free up Formal Sport contributions for the tennis court improvements.

## **St Francis**

12. In April 2019, the Cabinet Grants agreed to support a revised scheme put forward by the the St Francis Social & Sports Club CIC. Unfortunately, this scheme is currently on hold as the club cannot raise the match funding needed and it is proposed to deliver the project in two stages.
13. Stage 1 - the updated cost of the swimming pool changing rooms and associated drainage, services and professional fees amounts to £462,491. The Council has applied to Lewes District Council for a contribution toward this project, from CIL receipts from developments in Wivelsfield. If this bid is successful, it would enable St Francis to go ahead and deliver the swimming pool changing rooms in the next twelve months.
14. Stage 2 - St Francis Rangers FC is currently developing a proposal to upgrade the sports pitches and the community hall could potentially be included within this scheme. An update regarding the community hall will be provided in Spring 2021.
15. The Cabinet Grants Panel is requested to allow the club to proceed with the swimming pool changing rooms as the first stage of development using the Formal Sport s106 contributions already allocated to this scheme (£205,374) and CIL funds provided by Lewes District Council (if approved).

## **Covid-19**

16. The Council is holding Community Building s106 contributions for the following sixteen facilities that are managed by community organisations – Jubilee Community Centre, King Edward Hall, The Yews, Ashenground Community Centre, Adastra Hall, The Meridian Hall, 1st Burgess Hill Scouts, Glen Vue, The Parish Hub, Copthorne, The Ark, Turners Hill, Sidney West Sports Community Centre, The Woodside Pavilion, 5th Burgess Hill Scout Group, West Hoathly Village Hall, Park Centre, Scaynes Hill Millennium Village Centre
17. These organisations were all invited to apply for the Release of s106 toward Covid-19 Secure improvements which would enable them to increase capacity and user numbers during the pandemic and in the future. Community halls were required to close in March 2020 but have now re-opened and are allowed to host clubs and activities attended by socially distanced individuals and groups no larger than six.

## **East Grinstead Town Council**

18. In June 2020, following receipt of additional Government funds (the Covid19 Emergency Fund) to support District, Town and Parish Councils in their immediate response to Covid19; the Leader of this Council wrote to Town and Parish Councils informing them of funds available to support them in their immediate response to the COVID19 pandemic. East Grinstead Town Council has requested funds in the sum of £2,408.53 from this fund in contribution to the additional costs they have incurred.

## **Financial Implications**

19. Release of S106 contributions 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.
20. Release of Covid19 Emergency Funds to Town and Parish councils are funded through a specific, revenue allocation that was provided to the District Council in the early stages of the Covid19 pandemic. Sufficient funds remain to accommodate the modest request made by East Grinstead Town Council.

## **Risk Management Implications**

21. 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 deliver projects for which the Release of s106 has been agreed.
22. A Contract is signed at the application stage by organisations seeking funding that details the terms and conditions under which the Release of S106 Contributions is given. In respect of the Release of S106 Contributions, the Council may also impose additional safeguards prior to payment. Funds are not released before evidence of project expenditure has been submitted.
23. It is considered that these measures mitigate the main risks from materialising and indicate a low-risk to the successful outcomes arising from this report.

## **Equality and customer service implications**

24. 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**

25. 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.
26. In accordance with the Council's Constitution, the Cabinet Grants Panel is authorized to deal with the allocation of Section 106 monies.

## **Background Papers**

- Applications and associated documentation for the Release of S106 Contributions are held in the Community Services, Policy and Performance Section.

## APPENDIX A

### Release of S106 contributions

Town:	Ansty
Title Of Project:	Fit out of new community building
Applicant:	Ansty Village Centre Trust
Type Of Applicant:	Charitable Incorporated Organisation (no. 1164436)
Previous Grants In Past 5 Years:	£17,440 Ansty Village Hall Trust (2009) £441,402 Sports and Community Centre (2019)
Release of S106 contributions Request	£ 27,073 (41%)
Total Project Cost:	£ 65,500

### Financial Summary

Sources of funding and whether secured	£
Public donations (crowdfunding)	8,041 (secured)
Sport England (Active Space)	1,880 (secured)
Calor Gas Rural Community Fund	5,000 (secured)
Donations – local companies	2,000 (secured)
Carlsberg – donation	5,000 (secured)
Other fundraising	16,506 (unsecured)
<b>Total</b>	<b>£38,427</b>

### Summary Of Project Proposal And Aims

To fit out the new sports and community centre at Ansty Recreation Ground with modern fixtures and fittings to make it comfortable, secure and accessible, ready to open to the public in Spring 2021.

### Background

The Ansty Village Centre Trust (AVCT) was established in 2015 to promote community recreation and participation in sport in Ansty and the surrounding area by bringing together the activities of the Ansty Village Hall Trust and Ansty Sports & Social Club with the support of Ansty Parish Council. The role of the AVCT is to oversee the construction of a new Ansty Village Centre and to take the lead role in its operation.

The District Council has supported the project by providing capital grant funding towards the construction of the Centre and agreeing to grant the AVCT a 150-year lease on the site of the new Centre on the Ansty Recreation Ground. The new Centre, currently under construction and scheduled for completion in February 2021, will deliver two modern meeting and event spaces with catering facilities and a bar. The rooms will be available for use by community groups, clubs and local people.

The new facilities will transform Ansty, providing it with an attractive community space and the

opportunity to develop and diversify the range of recreational activities available to residents and visitors. The range of activities planned include but are not limited to; new community activities (e.g. a coffee club, soft play groups, youth clubs), cultural and educational events (exhibitions, presentations and lectures), and health and fitness activities (dance, yoga and keep-fit classes). The Centre includes four changing rooms serving the sports clubs who use the Recreation Ground for cricket and football.

The Release of S106 will help the AVCT to complete the fit out of the Ansty Village Centre ensuring that the facilities are equipped to a standard that will attract community groups and other users to the Centre. This investment is necessary if the new Centre is to realise its potential to the full. The existing Village Hall is in a dilapidated condition and currently is not capable of translating enquiries into bookings.

The AVCT aims to be fully inclusive and has been approached by coaches who specialise in lip reading and other support to the hard of hearing to make use of the hearing loop in the hall. They are building on the existing links to local schools to encourage children and young people to participate in sporting and other activities. In addition, they also anticipate a significant uptake in use from existing users such as the gardening club and arts and crafts group.

The total project budget is as follows:

	£
Additional Cabling and Infrastructure	2,000
Audio Visual System - Village Hall	6,900
Audio Visual System - First Floor	4,500
Blinds/curtains to Village Hall folding doors	1,500
Hearing Loop - Village Hall	2,000
Portable Hearing Loop - First Floor	600
CCTV System	3,500
Electronic door access control	2,500
Bar Equipment	5,000
Patio and external landscaping	10,000
External seating	2,000
Signage	2,000
Club Room - Furniture & décor	5,000
Covid 19 Measures - Proximity Taps & WCs	2,000
Covid 19 Measures - Hold open fire doors, release on fire alarm	3,500
Snooker Room - Table Lighting	1,500
Snooker Room - Re-cloth Tables	1,000
Design Variation - First Floor Security Glass	1,200
Ground Floor - Bulkhead (variation)	3,000
Other Variations (i.e. balcony doors, electrical sockets, fire door)	4,800
Bin Compound	1,000
<b>Total</b>	<b>65,500</b>

There are only limited funds currently available and not all of these items are suitable expenditure for 2106 so it is proposed that the council contributes toward the ground floor hearing loop and bulkhead, the patio and landscaping, seating, signage, security glass, first floor security glass, variations to the construction contract, snooker room lighting and CCTV.

A number of additional costs, not included in the original building specification, will be incurred for essential items which are needed to make the building Covid-19 secure and fit for purpose when it opens. The £8,000 cost of the automatic doors, taps, WCs and door stops will be referred to the Covid Recovery fund when it is open for applications.

The remaining £30,427 will be covered through AVCT fundraising. The CIO has already secured a crowdfunding contribution toward the AV system, a donation from Carlsberg toward the bar equipment plus grants and donations from other organisations.

The Council has secured more s106 contributions toward the redevelopment of this site and further applications will come forward in 2021 in respect of the car park, existing hall demolition and cricket facilities. The overall scheme is being delivered in stages as funds become available.

### **Head Of Corporate Resources Comments**

Unaudited accounts have been submitted for the period ending 31<sup>st</sup> December 2019 which show a surplus of £0.

Total income was £7,044; mainly generated from Contributions (£7,044).

Total expenditure was £7,044; consisting of Supplies and Services (£7,044).

Balances held at the end of the period showed Net assets of £2,054: comprising of Cash £2,054.

### **How Does The Project Meet The Council's Aims?**

**Effective and Responsive Services** - the partnership between the Village Hall, Sports Club and Parish Council within the umbrella of the Ansty Village Centre Trust had delivered a new community led organisation to take forward the design and build of the new Centre. The new building provides improved access and inclusion for disabled people with good access throughout and the incorporation of hearing loops to assist the hard of hearing.

**Sustainable Economic Growth** - the Centre will provide facilities for local businesses, for example, promoting dance, fitness and training activities to deliver their activities and increase community engagements. The replacement of a dilapidated and outdated building with a modern timber frame structure will offer significant environmental benefits. As will the car park extension which will assist in getting cars off Deaks Lane.

**Strong and Resilient Communities** - the AVCT's partner bodies already enjoy a strong volunteer base but the attraction of new activity to the Centre will bring with it the broadening of that base. Although not yet built, the Centre is attracting considerable interest from fitness and exercise groups, new clubs and societies. This will allow residents new avenues for pursuing healthier lifestyles without having to leave the village.

**Financial Independence** - the project offers the existing users of the Ansty Village Hall and Ansty Sports and Social Club significant opportunities to secure and grow existing activity on the site and to attract new activities to the site. This diversification of the sports and community activity in a modern facility will in turn provide the opportunity to generate income from users and with it, greater financial sustainability.

### **Assessment Group Evaluation Of The Project**

This project has taken years to develop and this development work is now coming to fruition. The AVCT partners have worked incredibly hard to raise the funds needed to construct the new facility and produce an operational business plan for the future management of the site. Work is needed to complete the scheme and get the building fully fitted out and open to the public next year. The Assessment Group are fully supportive of this proposal and recommend the Release of s106 toward these costs which will provide modern facilities.

Overall score: 10

## Recommendation

The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £27,073, to the Ansty Village Centre Trust toward the cost of fitting out the new community and sports pavilion which is made up of – £9,131.08 Ref: PL12- 001421 (DM/16/2347 Bolney Road South) Community Buildings; £4,420 Ref: PL13-001068 (DM/15/1761 Ansty Cross), £8,022 Ref; PL12-001307 (DM/16/0311 Deaks Lane) Formal Sport; and £3,500 Ref: PL13-000965 (DM/15/1161 Adj Barn Cottage), £2,000 Ref: PL12-001307 (DM/16/0311 Deaks Lane) LCI S106 monies.

This release of S106 contributions 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 offer*
- *the project must be completed within 12 months of project funding being obtained*

## Release of S106 contributions

Town:	Haywards Heath
Title Of Project:	Covid-19 Secure Measures
Applicant:	Ashenground Community Centre
Type Of Applicant:	Registered charity (no. 1093850)
Previous Grants In Past 5 Years:	£500 Open Day activities (2015) £500 Open Day activities (2016) £500 Open Day activities (2018)
Release of S106 contributions Request	£ 2,642 (64%)
Total Project Cost:	£ 4,142

## Financial Summary

Sources of funding and whether secured

Haywards Heath Town Council	£1,500 (secured)
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## Summary Of Project Proposal And Aims

Ashenground Community Centre aims to invest in a number of facility improvements in order to protect staff and visitors and make the building and car park safer to use and available to the community to use and enjoy.

## Background

Ashenground Community Centre was established in 2002, it is a registered charity managed by a board of fourteen trustees supported by eight paid staff and eight regular volunteers. The centre strives to be a local hub and aims to develop and strengthen the community living in the area by:

- working in partnership with voluntary and statutory organisations to identify facilities and services which meet the needs of the community.
- working with the community to determine its needs and wishes.
- providing facilities and services, including premises, which benefit the community.
- supporting all social groups by providing opportunities and settings to help them develop their potential and to feel more socially included.
- deterring criminal and antisocial conduct and encouraging good behaviour and relations.

The Centre is well used by many regular community groups. These provide activities for people from all age groups and social backgrounds including vulnerable and disadvantaged people. Before the Covid-19 pandemic the centre was the hub of the community with many people accessing the community cafe, films and open events.

New measures need to be put in place to make the building safe for all to use and the applicant is seeking funds toward fire door stops (£579), an outside noticeboard (£593), car park re-lining, Covid-19 signs/tape/dispensers (£100), plastic hatch covers (£100), A3 printer/scanner and shredding machine (£262), outside banner (£54) and wider

opening doors to the Conservatory (£1740).

The purchase of these items will ensure the building is more Covid Secure and safe to use which will give confidence to hirers and increase the number of users. Hand sanitizer station will be placed at the entrance and the centre will encourage frequent use. The fire door stops will allow for increased ventilation and hatch covers will enable refreshments to be safely served. Carpark markings will enable safer distances when accessing vehicles in the car park and signage will slow down vehicles entering and leaving the premises. The noticeboard will be used to inform the local community about activities being provided and the office equipment will improve administration.

### **Head Of Corporate Resources Comments**

Independently examined accounts have been submitted for the period ending 30<sup>th</sup> April 2019 which show a deficit of £4,931.

Total income was £53,918; mainly generated from Hall Hire (£36,713), Grants (£9,737), Donations (£3,975), Film Tickets and Raffle (£2,911), Drainage (£571) and Interest (£11).

Total expenditure was £58,849; consisting of Staff related (£20,643), Supplies and Services (£16,693), Depreciation (16,580) and Premises Related (£4,933).

Balances held at the end of the period showed Net assets of £545,731: comprising of Tangible Assets £527,415, Cash £16,825, Debtors £3,255 and Creditors (£1,764).

### **How Does The Project Meet The Council's Aims?**

**Strong and Resilient Communities:** The Centre will provide much needed social and economic opportunities for the local community to engage in. Reducing isolation and loneliness, providing wider friendship opportunities and increasing fitness.

**Effective and Responsive Services:** It also provides a meeting place for NHS and other caring professionals to educate and enhance the wellbeing of Mid Sussex residents.

### **Assessment Group Evaluation Of The Project**

The Ashenground Community Centre was invited to apply for the Release of S106 to make facility improvements as the Council is holding funds which are allocated for use at this community building. We are pleased that the centre managers are taking responsible steps to ensure the building can operate safely and that they are continuing to deliver a service to the community during this difficult time. These improvements will increase the number of users able to participate in activities and it is recommended that the full amount is awarded toward the capital expenditure to widen the doors, install fire door stops and an outside noticeboard. This conforms to the requirements of the s106 agreements and is therefore considered appropriate expenditure.

*Overall score: 8*

### **Recommendation**

**The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £2,642 to Ashenground Community Centre toward the cost of Covid-19 Secure measures which is made up of £2,642 Ref: PL12-001082 (DM/15/2093 Land Between The Willows And Bennetts Rise) Community Buildings S106 monies.**

**This release of S106 contributions is made subject to the following special conditions:**

- ***the project must be completed within 12 months of project funding being obtained***

## Release of S106 contributions

Town:	Hurstpierpoint
Title Of Project:	Water tanks and standpipes
Applicant:	Hurstpierpoint Allotment Association
Type Of Applicant:	Unincorporated Association?
Previous Grants In Past 5 Years:	None
Release of S106 contributions Request	£ 1,375 (27%)
Total Project Cost:	£ 5,000

## Financial Summary

### Sources of funding and whether secured

Sources of funding and whether secured	£
Hurst Community Charity	1,500 (secured)
Allotment Association funds	750 (secured)
Hurst Parish Council	1,375 (unsecured)
<b>Total</b>	<b>3,900</b>

The Allotment Association raises funds by having an Annual Spring Plant sale and Open Days to mark National Allotment Week. Allotment holders also give £5 annually as part of their rental agreement, some of which pays for membership of The National Allotment Society and insurance.

### Summary Of Project Proposal And Aims

To install five new water tanks and standpipes the allotment site in Albourne Road, Hurstpeirpoint to make watering easier and cater for the growing numbers of allotment holders.

### Background

The Hurstpierpoint Allotment Association was founded in 2009 and is run entirely by volunteers. The association manages the allotment plots, provided by Hurstpierpoint & Sayers Common Parish Council. It provides insurance, communal equipment, advice, activities throughout the year such as plant sales, seed swaps and Open Days. The association is a member of The National Allotment Society and offers practical support for new members or those who need temporary assistance.

The Hurst Allotment Association wants to install an additional five standpipes and tanks to the allotment site on the Albourne Road. Over the past few years there has been an increased demand for allotments, so allotments have been sub-divided to meet this renewed interest and therefore the demand for water has increased. Currently, there are six taps and tanks spread over the site. These no longer meet the high demand during the hot summer months. Many people find it challenging if not impossible to carry watering cans to and from the existing taps. The increased availability of water means that the allotments will be more accessible for everyone.

The allotment community in Hurstpierpoint is a friendly, communicative and sociable group. There is a strong support network which works both formally and informally. It has become clear during recent hot, dry summers that a number of allotmenters have struggled to give their plots the much needed water to thrive. Also, some prospective allotmenters have been put off having an allotment because of this issue.

The Parish Clerk has confirmed that Hurstpierpoint & Sayers Common Parish Council supports this project and will work with the Allotment Association to ensure it is delivered.

### **Head Of Corporate Resources Comments**

Unaudited accounts have been submitted for the period ending 31<sup>st</sup> October 2019 which show a surplus of £118.

Total income was £759; mainly generated from Donations (£465) and Fundraising (£294).

Total expenditure was £641; consisting of Supplies and Services (£641).

Balances held at the end of the period showed Net assets of £1,172: comprising of Cash £1,172.

### **How Does The Project Meet The Council's Aims?**

**Sustainable Economic Growth** - additional standpipes and tanks will help to ensure that each allotment will be able to be maintained in the most productive manner. Vegetables, fruit and flowers will continue to thrive even during the hot summer months which will in turn continue to attract wildlife and pollinators which provides environmental benefits.

**Strong and Resilient Communities** - the benefits of having an allotment have been very well documented over the years and especially recently during the Covid pandemic. It has been a 'life saver' for many during the past few months to be able to continue to visit the allotment and take daily exercise there, whilst social distancing.

Every aspect of allotmenting promotes a healthy lifestyle: digging clay is good physical exercise, spending time outdoors in a beautiful environment, growing a range of vegetables and fruit, eating seasonally, learning about the cycle of the seasons. Keeping an allotment has a positive impact on mental wellbeing and there are many examples on the Hurst Allotments of people who have regained a sense of purpose through the routine, project work and daily maintenance of their plot.

There are many children involved at the Hurst Allotments, learning together with their parents and keen to eat vegetables which they have grown themselves. One of the great pleasures of allotments is the mixed demographic and the wide range of people who come together with a shared purpose and interest. Many people have built a social life around their plot and cross generational friendships have developed. Fresh fruit, vegetables and flowers can also be shared with neighbours and friends.

Increasingly Hurst Allotments is trying to raise the profile of the site by having more community events. Very recently they marked National Allotment Week by having a 'socially distanced' open day for the village to raise money for the project through the sale of donated produce.

### **Assessment Group Evaluation Of The Project**

The applicant has made a strong case regarding the social and health benefits of allotmenting. This project will make participation easier and enable more people to take part, including those who find it difficult physically to carry heavy loads. The Parish Council has provided match funding and there is Local Community Infrastructure s106 funding available to support this worthwhile scheme.

Overall score: 8

## Recommendation

The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £1,375, to Hurstpierpoint Allotment Association toward the cost of water standpipes and tanks which is made up of £2,642 - £1,167.51 Ref: PL12-000578 (14/01515/FUL Land North of Highfield Drive) and £207.49 Ref: P35/787 (12/04141/OUT Land at Little Park Farm and Highfield Drive) LCI S106 monies.

This release of S106 contributions 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 offer***
- ***the project must be completed within 12 months of project funding being obtained***

# Covid19 Emergency Fund – Town and Parish Councils

**Name of Organisation** : East Grinstead Town Council

**Purpose for Which Grant Requested** : Contribution to the costs of maintaining business continuity by supporting a change in workstyles to facilitate a virtual working environment and the costs of making the Town Council building a COVID Safe environment.

**Total Project Cost** :£3408.53 at time of application

**Amount of Grant Sought** : £2408.53

**Previous Grants** : Not Applicable in this instance

**Background Information** The Town Council provides services to the residents of East Grinstead in its role as a statutory local authority and as such, in line with this Council and other Town and Parish Councils has had additional draws on its resources as result of the need to respond to the COVID19 pandemic.

In June 2020, following receipt of additional Government funds (the COvid19 Emergency Fund) to support District , Town and Parish Councils with the immediate response to Covid19,; the Leader of this Council wrote to Town and Parish Councils informing them of funds available to support them in their immediate response to the COVID19 pandemic.

## **Head Of Corporate Resources Comments**

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

It is confirmed that funds available are sufficient to cover the application from East Grinstead Town Council from the specify Government provided funding.

## **Corporate Grant Assessment Group's Evaluation**

The Assessment Team recommend this application is referred to the Covid-19 Response fund for payment

**Overall Score:** Not applicable in this instance

## **The Project Meets the Following Corporate Objective**

Financial Independence & Resilient Communities

**Recommendation** That the application is approved and paid from the Covid-19 Emergency response fund.

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