

12 August 2022

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PLEASE NOTE START TIME OF MEETING

Dear Councillor,

A meeting of **CABINET GRANTS PANEL** will be held in the **COUNCIL CHAMBER** at these offices on **MONDAY, 22ND AUGUST, 2022 at 4.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

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|----|--|----------------|
| 1. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. | |
| 2. | To receive apologies for absence. | |
| 3. | To receive Declarations of Interests from Members in respect of any matter on the Agenda. | |
| 4. | To confirm the Minutes of the Meeting of the Panel held on 20 June 2022. | 3 - 10 |
| 5. | To consider any items that the Chairman agrees to take as urgent business. | |
| 6. | To receive representations from Members of the Council on the applications. | |
| 7. | Corporate Grant Schemes - Release of S106 Contributions. | 11 - 20 |

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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, 20th June, 2022
from 4.00 pm - 4.43 pm**

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

J Belsey

1. ELECTION OF CHAIRMAN.

Councillor Hillier nominated Councillor Webster as Chairman of the Panel for the 2022/23 Council year. This was seconded by Councillor Belsey and with no further nominations put forward, this was agreed.

RESOLVED

That Councillor Webster be elected Chairman of the Panel for the 2022/23 Council Year.

2. APPOINTMENT OF VICE-CHAIRMAN.

The Chairman nominated Cllr Hillier as Vice-Chairman of the Panel for the 2022/23 Council year. This nomination was seconded by Councillor Belsey and with no further nominations put forward, this was agreed.

RESOLVED

That Councillor Hillier be appointed as Vice-Chairman of the Panel for the 2022/23 Council year.

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

No substitutes were received as all Members were present.

4. TO RECEIVE APOLOGIES FOR ABSENCE.

No apologies were received.

**5. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS IN RESPECT
OF ANY MATTER ON THE AGENDA.**

No declarations were made.

**6. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 11
APRIL 2022.**

The Chairman stated that it was good to see so many people coming out to celebrate the Queens Platinum Jubilee and thought that the support Mid Sussex District Council provided to communities was well received.

The Minutes of the meeting of the Panel held on 11 April 2022 were then approved as a correct record by those present at that meeting and signed by the Chairman.

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

The Chairman confirmed that he had no urgent business.

8. TO RECEIVE REPRESENTATIONS FROM MEMBERS OF THE COUNCIL ON THE APPLICATIONS.

The Chairman confirmed that no representations were received.

9. CORPORATE GRANT SCHEMES - RELEASE OF S106 CONTRIBUTIONS.

Elaine Clarke, Community Leisure Officer, introduced the report which presented a request for the release of S106 Contributions for consideration by the Cabinet Grants Panel.

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

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
1 st Copthorne Scouts	Landscaping, surfacing and fencing to the rear of Guide Centre and Scout Centre Store	10,791	10,791
TOTAL		£ 10,791	£ 10,791

The Member noted the surplus in the accounts with over £90,000 in cash and enquired what projects are being put forward by the organisation.

The Community Leisure Officer confirmed that she raised that question with the organisation who replied that they are holding reserves in order to repair their roof and erect solar panels at the same time as well as purchasing a new minibus and providing a hardship fund for children who cannot afford to attend.

The Member then asked whether there is any other S106 money available.

The Community Leisure Officer responded that there is.

The Chairman highlighted the significant amount of work taking place and felt pleased to see the organisation are spending money on improving their facilities and purchasing solar panels to future-proof their building.

The Vice-Chairman felt supportive of the application and asked if the parish council is aware of the available S106 money.

The Community Leisure Officer explained that the Parish Council have been made aware and they have contacted local organisations to encourage applications.

The Chairman noted that no Member wished to speak so moved to vote on the application which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

1. That £10,791 of Section 106 Contributions be released to 1st Copthorne Scouts to fund landscaping, surfacing and fencing to improve access, safety and security at The Scout Centre and Guide Hall in Copthorne for the benefit of the young people using the facilities.

10. CORPORATE GRANT SCHEMES - COMMUNITY AND ECONOMIC DEVELOPMENT GRANTS.

Regina Choudhury, Community Development Officer, which presented eight Community Grant to the Cabinet Grants Panel applications for consideration.

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

Organisation	Grant Purpose	Award Requested	Award Suggested
East Grinstead Society	Renovate the Grade II Listed Victorian Jubilee Drinking Water Foundation in East Grinstead's historic High Street.	£4,000	£2,000
Hassocks Baby Group	Purchase toys/equipment to expand the existing parent and baby group to an older age group (12-18 months)	£450	£100
Maple Drive Community Group	Summer Family Fun Afternoon at Leylands Field, Burgess Hill	£495	£495
Community Transport Sussex CIO*	Support Ukrainian Refugee families with transport	£5,000	To be referred
	TOTAL	£9,945	£2,595

**application to be referred to the Ukrainian Support Fund*

*** £5,000 will be paid from the Ukrainian Support Fund if the bid is successful*

The applications that were considered but no grant award was recommended:

Organisation	Purpose for which grant is sought	Award requested
Sussex Clubs for Young People	Continue with existing Hassocks Youth Hangout project in Adastra Park	£5,000
Burgess Hill Community Cupboard CIO	Staff and core costs for the Burgess Hill Pantry	£5,000
Haywards Heath Town Team	Mid Sussex STEM Challenge	£5,000
Sussex Association of Spina Bifida and Hydrocephalus SASBAH	Staff and core costs for the organisation	£500
	TOTAL	£15,500

The Vice-Chairman enquired on the sources of funding for the Hassocks Baby Group and sought clarification on the size of the Ukrainian Refugee Support Fund mentioned in the report.

The Community Development Officer explained that the Hassocks Baby Group charge £1 per session and do seek outside funding. She stated that she was not aware of the size of the Ukrainian Refugee Support Fund however would research the answer and inform the councillor at a later date.

The Vice-Chairman sought reassurances that the STEM Challenge will be considered by the Economic Development Team.

Nathan Spilstead, Regeneration and Economy Programme Manager, confirmed that he had been approached by the Haywards Heath Town Team and that the Council agrees with the application in principle subject to the submission of the correct paperwork.

The Member questioned whether the Ukrainian Refugee Support Fund is funded by money put aside by Mid Sussex District Council or whether it is part of a wider pot.

The Community Development Officer replied that it is a separate fund through West Sussex County Council.

The Member sought clarity on why some organisations have been successful and others have not.

The Community Development Officer outlined that some applications are retrospective and/or are to continue with existing projects in the same format and therefore do not meet the criteria.

The Member noted the application from the East Grinstead Society and that Mid Sussex have been very supportive of the society. He highlighted that only £2,000 has been offered with the project costing over £10,000. He asked whether the Society could go forward with the project given the funding provided.

The Community Development Officer responded that when the application was assessed the applicant mentioned seeking potential sources of funding going forward and with the project having an environmental factor it was felt that they could easily attract other funding. She added that there would be no reason they could not come back should they not be able to source alternative funding.

The Chairman enquired whether the applicant could come back to request additional funding.

Tom Clark, Head of Regulatory Services, confirmed that the applicant could obtain a different application for a different part of the project.

The Member expressed that the application should ideally be completed within the year given that it's to mark the Queen's Jubilee. He understood the pressure of costs however thought that it was a good project and proposed offering the organisation £4,000 to get the project over the line.

The Chairman noted the long and hard discussions locally in East Grinstead. He expressed that he would like Mid Sussex District Council to be seen to be a

significant sponsor of the project and so agreed with the Member to increase the award to £4,000.

The Chairman noted that no Member wished to speak so moved to vote on the applications which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

1. That £4,000 from the Community Grants Fund be released to East Grinstead Society to fund the renovation of the Grade II Listed Victorian Jubilee Drinking Water Foundation in East Grinstead's historic High Street.
2. That £100 from the Community Grants Fund be released to Hassocks Baby Group to fund the purchase toys/equipment to expand the existing parent and baby group to an older age group.
3. That £495 from the Community Grants Fund be released to Maple Drive Community Group to fund the Summer Family Fun Afternoon at Leylands Field, Burgess Hill.
4. That the application from Community Transport Sussex CIO to support Ukrainian refugee families be referred to the Ukrainian Support Fund for consideration.
5. That **no** grant be awarded to Sussex Clubs for Young People as their application did not meet the criteria of the Community Development Grants Scheme.
6. That **no** grant be awarded to Burgess Hill Community Cupboard CIO as their application did not meet the criteria of the Community Development Grants Scheme.
7. That **no** grant be awarded to Haywards Heath Town Team as their application did not meet the criteria of the Community Development Grants Scheme.
8. That **no** grant be awarded to Sussex Association of Spina Bifida and Hydrocephalus SASBAH as their application did not meet the criteria of the Community Development Grants Scheme.

11. MICROBUSINESS GRANT SCHEME.

William Hawkins, Economic Development Officer, introduced the report which presented seven micro business grant applications totalling £12,527.

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

Organisation		Location	Purpose for which award is sought	Award Requested	Award Suggested
Lemonade Group Ltd	Print	Burgess Hill	New website and marketing	£2,000	£2,000

Squires Planning Ltd	Copthorne	New equipment and marketing	£2,000	£2,000
Once upon a Boutique	Burgess Hill	New equipment and marketing	£2,000	£2,000
Compost Club Ltd	Hassocks	New business unit	£2,000	£2,000
Create Space Studios	Hurstpierpoint	Training, signage and temporary staff	£1,277	£1,277
The Window Shutter Company	Haywards Heath	Website development and video creation	£2,000	£2,000
The Sussex Social Ltd	Haywards Heath	Website development and virtual assistant	£1,250	£1,250
Total			£12,527	£12,527

The Chairman highlighted that there are no applications from anywhere in the north of the district. He appreciated that the same publicity has been promoted across the district and sought an answer as to why there are no applications.

The Economic Development Officer said it was unexplainable as to why no applications were received however confirmed that since the submission of the applications the Council has met with East Grinstead Business Association which will hopefully bring forward some applications.

The Vice-Chairman questioned the number of employees Squires Planning Ltd have, noted the low score of Once upon a Boutique and that an application for a virtual assistant by The Sussex Social Ltd has been received.

The Economic Development Officer replied that Squires Planning Ltd currently two employs full time employees and the application is to purchase equipment to hire a third employee. He explained that Once upon a Boutique is the lowest scoring application however the applicant had to meet one of the criteria which the application had met well. He outlined that the hire of the virtual assistant by The Sussex Social Ltd is temporary and through that intends to grow their business.

The Chairman noted that no Member wished to speak so moved to vote on the applications which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

1. That a Microbusiness Grant of £2,000 be awarded to Lemonade Print Group Ltd to fund the development and design of a new website.
2. That a Microbusiness Grant of £2,000 be awarded to Squires Planning Ltd to fund the purchase of new equipment and a targeted marketing campaign.
3. That a Microbusiness Grant of £2,000 be awarded to Once upon a Boutique to fund marketing and promotional activities as well as business development.
4. That a Microbusiness Grant of £2,000 be awarded to Compost Club Ltd to make upgrades on site to improve capacity.

5. That a Microbusiness Grant of £1,277 be awarded to Create Space Studios to fund staff training, new signage and commissioned editing.
6. That a Microbusiness Grant of £2,000 be awarded to The Window Shutter Company Ltd to fund website redevelopment and video content production.
7. That a Microbusiness Grant of £1,250 be awarded to The Sussex Social Ltd to fund website redevelopment and the hire of virtual assistant.

12. INDEPENDENT RETAILERS GRANT SCHEME – PROPOSED GRANT AWARDS.

William Hawkins, Economic Development Officer, introduced the report which presented an application for the remaining Independent Retailers Grant Scheme.

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

Organisation	Location	Purpose for which award is sought	Award Requested	Award Suggested
Pearson White Properties (on behalf of South Down Cellars)	Lindfield	Redecoration and repair	£4,000	£4,000
Total			£4,000	£4,000

The Chairman noted that no Member wished to speak so moved to vote on the application which was agreed unanimously.

RESOLVED

The Cabinet Grants Panel agreed:

1. That an Independent Retailers Grant of £4,000 be awarded to Pearson White Properties to fund the redecorating and repair of their high street store (South Downs Cellars).

The meeting finished at 4.43 pm

Chairman

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CORPORATE GRANT SCHEMES (Release of S106 Contributions)

REPORT OF: ASSISTANT DIRECTOR PLANNING & SUSTAINABLE ECONOMY
Contact Officer: Elaine Clarke, Community Facilities Project Officer
Email elaine.clarke@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 a request for the release of S106 Contributions for consideration by the Cabinet Grants Panel, Assessment Report attached in Appendix A.

Summary

2. Details of the applications to be considered and the recommendation from the Grants Assessment Group on the level of financial assistance to be awarded is detailed as follows:

Release of S106 contributions

Organisation	Purpose for which award is sought	Total Project Cost	Award Suggested
Copthorne Sports & Community Association	Acoustic cladding	9,906	9,906
Bolnore Village Community Partnership	Acoustic wall	8,326	8,326
TOTAL		£ 18,232	£ 18,232

Recommendations

Members of the Panel are requested to consider and decide upon:

- a) the recommendation for the above applications, a summary of which is attached in Appendix A.***

Background

3. 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

4. Applications are assessed against four key criteria – Council priorities, evidence of need, finances, impact and benefits. The maximum possible score for excellent applications which fully meet all the criteria is 12.

5. Information is shared with representatives of the Grants Assessment Group and with the relevant Town and Parish Councils as appropriate.
6. 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.

Financial Implications

7. Release of S106 contributions is funded using financial receipts paid to the Council for the enhancement of capacity for sport, community buildings and other purposes, as a result of residential development.

Risk Management Implications

8. The main risks to the successful implementation of the decisions arising from this report would be the inability of the funded organisations to deliver those projects for which the Release of s106 has been agreed so grant offers are time limited.
9. 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.
10. It is considered that these measures mitigate the main risks from materialising and overall the risk of failure to deliver the outcomes arising from this report is considered low and well within tolerance levels.

Equality and customer service implications

11. 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

12. The Council is not obliged to provide 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.
13. In accordance with the Council's Constitution, the Cabinet Grants Panel is authorized to deal with the allocation of Section 106 monies.

Sustainability Implications

14. The provision of the Facility Grants programme supports the council's community leadership role in the delivery of local and UK sustainable development goals. Specifically, this service contributes towards:

- SDG 3: (Ensure healthy lives and promote well-being for all at all ages)
- SDG 10: (Reduce inequality within and among countries)
- SDG 11: (Sustainable Cities and Communities)

Background Papers

- Applications and associated documentation for the Release of S106 Contributions are held in Planning Policy.

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APPENDIX A

Release of S106 contributions

Town:	Copthorne
Title Of Project:	Acoustic cladding
Applicant:	Copthorne Sports & Community Association
Type Of Applicant:	Company Ltd by Guarantee (no. 07597183)
Previous Grants In Past 5 Years:	None
Release of S106 contributions Request	£ 9,906 (100%)
Total Project Cost:	£ 9,906

Financial Summary

Sources of funding and whether secured

n/a

Summary Of Project Proposal And Aims

Purchase and installation of acoustic cladding in the main hall.

Background

Copthorne Sports & Community Association aims to promote sport, recreation and wellbeing in Copthorne and the surrounding area through the sports field and pavilion at King George V Field. The association manages the facilities to enable local clubs and organisations to carry on their sports and other recreational pursuits.

The association is managed by 10 voluntary trustees, one paid member of staff and sixteen volunteers and there are approximately 800 users. The association charges a membership fee of £1 and low cost rates to participate in cricket and football activities.

The committee want to install acoustic panels in the pavilion as they are currently losing hirers and failing to attract new business because of sound issues in the main hall. It is hard to hear due to merging voices if more than one person speaks at a time. During Covid the Parish Council trialed having meetings in the pavilion but moved to alternative premises due to the poor acoustics so this issue is limiting the use of the pavilion for social and other functions.

A specialist contractor will supply and install wall cladding, acoustic wall panels and free hanging acoustic units in the main hall to resolve the issue.

Worth Parish Council has confirmed they are supportive of this project. The Parish Council is the freehold owner of the site which is leased to the Copthorne Sports & Community Association until 2046.

Head Of Corporate Resources Comments

Unaudited accounts have been submitted for the period ending 30th April 2021 which show a Surplus of £3,314.

Total income was £24,738; mainly generated from Grants (£19,034), Pitch hire (£2,682), Insurance claim (£-148), and Lets (£3,170).

Total expenditure was £21,424; consisting of Premises Related (£13,313), Depreciation (£5,937) and Supplies and services (£2,174).

Balances held at the end of the period showed Net assets of £35,854: comprising of Tangible assets £20,965, Debtors £979 and Cash in bank £13,910.

The change in Net assets from 2020 to 2021 indicates a surplus of £3,207 however the Profit and Loss account for the period ending 30th April 2021 shows a profit of £3,314.

How Does The Project Meet The Council's Aims?

Strong and Resilient Communities – the association provides access to sports and recreational facilities for local residents which improves the health and wellbeing of the community.

Financial Independence - an increase in hirers, and therefore income, would make the building more sustainable and allow the Committee to invest in the facilities.

Assessment Group Evaluation Of The Project

The Assessment Group consider this an appropriate use of s106 receipts paid to the Council for the extension and/or improvements at King George V Playing Field. The acoustic cladding will allow the main hall to be used regularly by more groups and organisations for sporting and community events and activities which will benefit local residents and ensure the facility continues to be financially self-sufficient.

Overall score: 6

Recommendation

The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £9,906 to the Copthorne Sports & Community Association to install acoustic cladding in the pavilion at King George V Playing Field which is made up of – £9,906 (13/04127/OUTES Land West of Copthorne) Formal Sports 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
submission of an Equal Opportunities Policy***

Release of S106 contributions

Town:	Haywards Heath
Title Of Project:	Acoustic wall
Applicant:	Bolnore Village Community Partnership
Type Of Applicant:	Charitable Incorporated Organisation (no. 1152374)
Previous Grants In Past 5 Years:	£5,155 - CCTV upgrade (2021)
Release of S106 contributions Request	£ 8,326 (100%)
Total Project Cost:	£ 8,326

Financial Summary

Sources of funding and whether secured

n/a

Summary Of Project Proposal And Aims

Supply and fit an acoustic wall at the Woodside Pavilion, Haywards Heath.

Background

The Bolnore Village Community Partnership (BVCP) was set up in 2014 to run the Woodside pavilion at the Tim Farmer Recreation Ground. The building is owned by the Council and leased to the BVCP until April 2029. It is managed by a Board of six voluntary trustees and two paid staff and has approximately 400 regular users who live primarily in Bolnore Village, Haywards Heath and the surrounding area.

The building consists of a main hall, small hall and sports changing facilities which are hired out at accessible rates for community use. The pavilion is regularly used by the Bolnore Village Pre-School, Bolnore Scout Group, Grace Church, football, netball and dance groups. It is hired out for activities such as Messy Play, first aid courses, older peoples weekly activities and is used for weekend children's parties and family events such as fetes, quizzes and discos.

The Facility Grant/Release of s106 will be used to erect an acoustic wall and windows along the 1st floor mezzanine corridor at the Woodside. This will stop sound travelling two and from the main hall which is a serious problem, affecting the Woodsides hiring capabilities. Over the last few years there have been many complaints by hirers regarding the noise infiltrating the main hall from the 1st floor hall and visa versa.

The BVCP has obtained competitive quotes for the works and will engage a contractor to create a new balcony stud wall with acoustic insulation, soundboard and three acoustic non-opening windows.

Head Of Corporate Resources Comments

Independently examined accounts have been submitted for the period ending 31st March 2021 which show a Surplus of £19,698.

Total income was £50,477; mainly generated from Grants (£31,637), Hall and room hire (£17,931), Pitch and court hire (£640), Donations (£60), Interest (£2), and Other trading income (£207).

Total expenditure was £30,779; consisting of Premises Related (£14,337), Staff Related (£11,397) and Supplies and services (£5,045).

Balances held at the end of the period showed Net assets of £24,062: comprising of Tangible assets £3,359 and Cash in bank £20,703

How Does The Project Meet The Council's Aims?

Financial Independence – these improvements will enable the Woodside to hire out both halls at the same time without any noise issues. It will cut down on complaints and maximise hiring opportunities which will improve utilisation of the building, increase income for the Trust and support the long-term viability of the centre.

Strong and Resilient Communities - the Woodside provides aims to provide excellent community facilities and this project will make the building fit for purpose and improve the local offer. The acoustic wall will maximise usage of all the areas of the Woodside allowing more hirers and residents to use both halls. This will bring in a more diverse range of activities and lead to an even more vibrant building.

Assessment Group Evaluation Of The Project

The acoustic wall will resolve a long-standing noise issue. It will improve the facilities and enable more people to use and hire the Woodside which in turn will improve the financial viability of the CIO. The assessment group is fully supportive of this project and considers it an appropriate use of Community Building S106 receipts paid to the Council to fund improvements at the Woodside community pavilion.

Members should note, it is a criteria of funding that applicants must have 14 years security of tenure. In this instance the BVCP only have 7 years remaining on the lease but as this is a Council owned facility it is recommended that the condition is waived on this occasion.

Overall score: 9

Recommendation

The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £8,326 to the Bolnore Village Community Partnership to install an acoustic wall at the Woodside Pavilion which is made up of – £8,326 (DM/15/5107 Land south of Rocky Lane - Phase 3)

Community Building 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***
- ***BVCP to initiate negotiations with Estates regarding a lease extension and get Council agreement to make the internal alterations***

CORPORATE GRANT SCHEMES (Recommissioning of Community Support and Advice Provision)

REPORT OF: DIRECTOR OF RESOURCES & ORGANISATIONAL DEVELOPMENT
Contact Officer: Regina Choudhury, Community Development Officer
Email regina.choudhury@midsussex.gov.uk
Wards Affected: All
Key Decision: No

Purpose of the report

1. The purpose of this report is to present to the Cabinet Grants Panel the final agreed contractual arrangements for Community Support and Advice provision by Citizens Advice West Sussex for the period 2022-2028.

Recommendations

2. Members of the Cabinet Grants Panel are requested to:
 - ***Note the outcome of the procurement process for Community Support and Advice Services carried out by West Sussex County Council (WSSCC) on behalf of the Districts and Boroughs and agree that Mid Sussex District Council enter into a contract with Citizens Advice West Sussex on the terms set out in this report.***
 - ***Note the contract sum payable for 2022-2028 is within the annual budget allocation of £119,365.***

Summary

3. Following the procurement process carried out by WSSCC, Citizens Advice West Sussex were selected as the preferred provider and the notice on intention to award was issued on 27 July 2022, which will be proceeded by the mandatory 10 day standstill period and a period of mobilisation, the contract is anticipated to go live on 1 September 2022.

Background

4. The Provision of Community Support and Advice services to residents and communities in Mid Sussex forms a critical part of the infrastructure needed to support households. The investment in this service enables people facing debt, housing, benefit, pension, health and well-being issues to access the advice and information needed to avoid crisis. The service brings significant amounts of benefit entitlements into the District, enabling people to support themselves and families. The service model employs significant numbers of trained volunteers, benefiting those individuals and reducing staff costs.
5. Between 2020 and 2021, Citizens Advice West Sussex received around 10,000 calls in Mid Sussex. Of these the greatest number of issues being asked about were benefits,

universal credit, consumer rights, debt, financial services, employment, and housing rights. The service also resulted in significant additional funds coming into West Sussex due to optimising residents' benefits and entitlements.

6. Prior to the end of the contract with Citizens Advice West Sussex in April 2021, WSCC commenced a new competitive procurement process for advice services for 2022-2028. This resulted in the re-selection of Citizens Advice West Sussex as the preferred service provider.
7. All signatories to the contract were consulted in the contracts redesign, and a number of changes were made to ensure a greater focus on more tailored responses to the issues impacting on local residents.
8. The new Service specification requires increased performance, quarterly monitoring with Countywide, District and Borough data. There will also be further development of the Digital Service programme with targets for an annual increase in the number of cases being dealt with.
9. The new contract for 2022 to 2028 is a rolling contract with review and renewal dates at three, three and one years. This arrangement allows all signatories to consider performance of the service provider against the contract and to seek amendments at each review point.

Other Options Considered:

10. To not fund the Community Advice and Support service:
The Community Advice and Support service supports people to access all financial entitlements, reduce levels of debt and prevent personal and family financial crisis in Mid Sussex. As well as delivering benefits to the wider economy, the service supports people in maintaining their mental health and well-being with positive outcomes for the wider health and social care system. The service is even more relevant now with the current cost of living crisis and to not fund it would have implications for existing council services who would have to meet the generalist advice needs for residents.

Financial Implications

11. The final cost of the recommissioning of the contract (WSCC and 7 District and Boroughs) is £1,073,201 per annum and the funding contribution from Mid Sussex District Council is £119,365 per annum.
12. During the first financial year of the contract, the annual payment contribution will be 7/12 of the total figure, to reflect the start date of the contract (1 September 2022).

Risk Management Implications

13. As part of their lead role in the recommissioning partnership, WSCC will ensure they have measures in place to mitigate potential risk factors:

Risk	Mitigating Action (in place or planned)
Risk of Supplier failure	As part of the tender process, financial standing checks have been undertaken by WSCC. The Service Provider

Risk	Mitigating Action (in place or planned)
	passed the relevant checks and the awarded contract is within the value limits recommended by WSCC Commercial Finance.
Risk of disruption due to change in service provider	Not applicable as the incumbent provider will be awarded the contract
Risk of provider failure impacting on services available to customers during the life of the contract.	The Public Health Commissioning and Contracts team will ensure appropriate levels of contract management, performance monitoring and quality assurance. Monitoring of financial due diligence of providers with high risk or high impact of provider failure.
Increasing costs of services	Monitoring of increased costs and mitigation options discussed and agreed with provider

14. It is considered that these measures would mitigate the main risks from materialising and indicate a low risk to the successful outcomes arising from this report.

Equality and customer service implications

15. All Mid Sussex residents have a right to access these services free at the point of use.

Social Value and Sustainability Implications

16. Social Value was included within the procurement process and the proposal therefore includes consideration of the positive impact the Service Provider will have on social value and sustainability in Mid Sussex.

17. The provision of the Community Advice and Support contract supports the council's community leadership role in the delivery of local and [UK sustainable development goals](#). Specifically, this service contributes towards:



SDG 3: (Ensure healthy lives and promote well-being for all at all ages)



SDG 10: (Reduce inequality within and among countries)



SDG 11: (Sustainable Cities and Communities)

Legal Implications

18. The Council is not obliged to provide grant funding, but by virtue of section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This includes the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

Background Papers

19. Associated documentation for this paper is held in Communications, PR, and Community Engagement.

RECOMMISSIONING OF COMMUNITY SUPPORT AND ADVICE PROVISION

MEMBER INFORMATION TABLE – CABINET GRANTS PANEL AUGUST 2022

Organisation	Area of Benefit	Purpose	Total Project Cost	MSDC Contribution
Citizens Advice in West Sussex	Mid Sussex wide	Commissioned contract to deliver community support and advice services in Mid Sussex	£1,073,201 per annum x 6 years in partnership with WSCC and 7 District & Borough Councils	£119,365 per annum x 6 years
		TOTAL	£1,073.201	£119,365

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MICROBUSINESS GRANT SCHEME 2022/23

REPORT OF: Sally Blomfield – Assistant Director Planning and Sustainable Economy
 Contact Officer: William Hawkins, Economic Development Officer
William.hawkins@midsussex.gov.uk (01444 477322)
 Wards Affected: All
 Key Decision: No

Purpose of the report

1. The purpose of this report is ask the Cabinet Grants Panel to consider six micro business grant applications totalling £6,128.

Summary

2. A summary of the applications to be considered and the recommendations from the Economy and Sustainability Team on the level of grant to be awarded to each organisation are set out in Table 1:

Table 1 – list of all business applying for award of grant

Organisation	Location	Purpose for which award is sought	Award Requested	Award Suggested
Outcast Properties	Haywards Heath	Purchase of office equipment	£195	£195
Louise Beasley Social	Lindfield	Advertising training	£709	£709
CKG OT Ltd	Scaynes Hill	Purchase of assessment tools	£993	£993
Gibson Blanc Photography	Burgess Hill	Purchase of new IT equipment	£800	£800
The Garden Spa	Hurstpierpoint	New equipment, signage and website	£1,431	£1,431
Strategic Marcomms Consultancy	Cuckfield	Advertising consultant	£2,000	£2,000
Total			£6,128	£6,128

3. Each application has been assessed using an agreed matrix.
4. A summary of the applicants is provided at **Appendix A** and the criteria used to assess the bids is at **Appendix B**. All bids submitted meet the eligibility criteria.

Recommendation

The Cabinets Grants Panel are recommended to consider and agree the funding for each of the applications in Table 1, summaries of which are attached in Appendix A of this report.

Background

5. This is the second meeting of the Cabinet Grants Panel to consider the 2022/23 Micro Business Grant Scheme. This is a County-wide scheme funded through the Economic Recovery Fund (ERF), via the West Sussex Local Enterprise and Apprenticeship Platform (LEAP), generated through retained business rates.
6. A total of £500,000 was allocated to the seven districts and boroughs in West Sussex, with £71,428.57 allocated to Mid Sussex.

7. Grants of up to £2,000 are available to assist micro businesses (defined as businesses with fewer than 10 employees) with projects that will help them grow or up to £1,500 to help with the costs of taking on an apprentice.
8. Previously officers have implemented a system for returning applications, whereby businesses who have received a grant for two consecutive years must ensure a 'gap year' before being eligible again. This has been relaxed for the current round of the scheme to reflect the fact that the scheme did not operate in 2021/22. Instead return applicants will be highlighted to the panel for their consideration as noted in Appendix A.
9. Take up of the grant has been slower than the 2020/21 round of the Scheme. This trend has been noted in other West Sussex districts and boroughs currently running similar grant schemes. In order to counter the relatively slow uptake, officers are preparing further communications including across a number of additional channels, in order to reach a wider business audience.

Assessment and Policy Context

10. The applications received have been assessed using an agreed matrix. A summary of the assessment of each application is included within **Appendix A**.
11. Each application has been scored in accordance with the matrix in **Appendix B**, noting the extent to which each applicant meets the (only relevant) criteria. Applicants are required to demonstrate that their projects meet one of the following criteria:
 - Reach new customers
 - Increase the number of employees
 - Introduce new products and services
 - Improve business premises
 - Improve business productivity.
12. All of the bids included in the paper have met the basic eligibility criteria for the grant scheme. All are properly constituted businesses with fewer than 10 employees and are located in the district.

Financial Implications

13. The current Micro Business Grant fund stands at:

Fund as at 20 06 2022	Funds approved so far	Funds requested in this paper	Balance (if all bids in this paper are approved)
£71,428.57	£12,527	£6,128	£52,773.57

Risk Management Implications

14. The main associated risk to the successful implementation of the decisions arising from this report is the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.
15. To minimise this risk all grant schemes led by the Economic Development Team are paid in arrears on receipt of invoices or other such evidence.
16. For apprenticeship grants the management of this risk requires the business to provide evidence that the apprentice noted in the application has formally started before funding is released.

17. Where applications reference physical works to properties, applicants will be required to ensure that the project has all the necessary permissions in place (including planning, building regulations, licensing and from landlords), prior to payment.

Legal Implications

18. The Council is not obliged to provide grant funding, but by virtue of Section 1 of the Localism Act 2011, it is able to do anything which it considers is likely to achieve the promotion of the economic, social or environmental wellbeing of its area. This includes the incurring of expenditure, giving financial assistance to any person (or organisation) and entering into arrangements or agreements with any person.

Sustainability Implications

19. The provision of the Micro Business Grants scheme directly supports the delivery of the Council's Sustainable Economy Strategy and associated UK sustainable development goals. Specifically, Objective 5 of the Sustainable Economy Strategy: Encourage business start-ups, improve business survival rates and growth and the following UN Sustainability Goals; Goal 8 - Decent Work and Economic Growth; Goal 9 – Industry, Innovation and Infrastructure; Goal 12 – Responsible Consumption and Production and Goal 13 – Climate Action.

Background Papers

20. Grant applications and associated documentation for the Micro Business Grant Scheme are held in the Economic Development Team.

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Appendix A – Application Assessment

Business name/contact	Location	Business sector	Project(s)	Criteria assessed against	Project(s) score	Total project cost	Amount requested	Amount recommended	Returning Applicant?
Outcast Properties Ltd / Sam Mansell	Haywards Heath	Property	Purchase of office equipment, digital technology	4,5	3/6	£390	£195	£195	No
Louise Beasley Social / Louise Beasley	Haywards Heath	Digital Marketing	Procurement of staff training on business advertisement	1,5	3/6	£1,418	£709	£709	No
CKG OT Ltd / Charlotte Graham	Scaynes Hill	Healthcare	Procurement of equipment and tools for additional services	1,3	4/6	£1,987	£993	£993	Yes – awarded 2018
Gibson Blanc Photography / Gibson Blanc	Burgess Hill	Photography	Purchase of new office computer	5	2/3	£1,700	£800	£800	No
The garden spa / Tara Young	Hurstpierpoint	Personal care/hospitality	Purchase of new equipment, website redevelopment and new signage (external)	3,4	3/6	£2,862	£1,431	£1,431	No
Strategic Marcomms Consultancy / Rebecca Jabbar	Cuckfield	Marketing	Hire of an advertising consultant for three-month social media project	1,5	3/6	£4,791	£2,000	£2,000	Yes – awarded 2018

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Appendix B - Assessment Matrix

Funding criteria¹ : Costs and/ or projects which relate to the following:	<i>Excellent:</i> (Score 3)	<i>Good:</i> (Score = 2)	<i>Fair:</i> (Score = 1)	<i>Poor:</i> (Score = 0)
#1- Reach new customers	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#2- Increase the number of employees	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#3 - Introduce new products and services	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#4 - Improve business premises	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria
#5 - Improve business productivity.	The application meets the criteria and shows outstanding qualities	The application meets the criteria and shows strong qualities	The application meets the criteria	The application does not meet the criteria

Max score = 15

1 - Applicants are required to meet at least one of the funding criteria and are scored only against those which are relevant to the funding application, to a maximum score of 15. Applicants must score at least 1 against each relevant criterion.

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END OF GRANT REPORT – MICRO BUSINESS GRANT SCHEME 2020/21

REPORT OF: Sally Blomfield – Assistant Director Planning and Sustainable Economy
Contact Officers: Leona Jude, Economic Development Officer
Email: leona.jude@midsussex.gov.uk
William Hawkins, Economic Development Officer
Email: william.hawkins@midsussex.gov.uk
Wards Affected: All
Key Decision: No

Purpose of the report

1. The purpose of this report is to provide an overview of the MSDC Micro Business Grant Scheme 2020/21, including the number of businesses supported, type of projects funded and benefits and success stories shared by recipients of the funding.

Recommendations

2. Members of the panel are requested to note the summary of the Micro Business Grant Scheme and the positive feedback received from recipients and the proposed Communication Plan.

Background

3. The Local Enterprise and Apprenticeship Platform (LEAP) is designed to provide funding to small and micro businesses in the West Sussex area.
4. The Micro Business Grant Scheme (the 'Scheme') has been successfully run by all seven districts and boroughs in West Sussex since 2016, funded from pooled business rates.
5. A total of £500,000 was allocated equally to the districts and boroughs to deliver the 2020/21 Scheme, with £71,428.57 allocated to MSDC.
6. The launch of the 2020/21 Scheme was delayed as a result of the Covid-19 pandemic, launching at the end of 2020.
7. The Scheme provides grants of up to £2,000 to micro businesses (defined as businesses with fewer than 10 employees) towards projects that will help them grow. A further £1,500 is available to help with the costs of taking on an apprentice.
8. Grants to fund business growth require match funding, with businesses required to contribute at least 50% of total project costs.
9. To ensure businesses completed their chosen project and activities, the Council only released grant funding on receipt of invoices evidencing expenditure.
10. To be eligible for the Scheme, businesses must be properly constituted in Mid Sussex and demonstrate their project meets one or more of four criteria: delivering a wider outreach, delivering a new service, taking on more employees or delivering a community benefit.
11. Officers promoted the Scheme extensively via a number of channels including social media, the MSDC Economic Development Business Newsletter, the MSDC website alongside the promotion of other grant funding via the creation of an infographic

(Appendix A), through the three main Business Associations and with businesses at (due to Covid-19 restrictions) business event webinars.

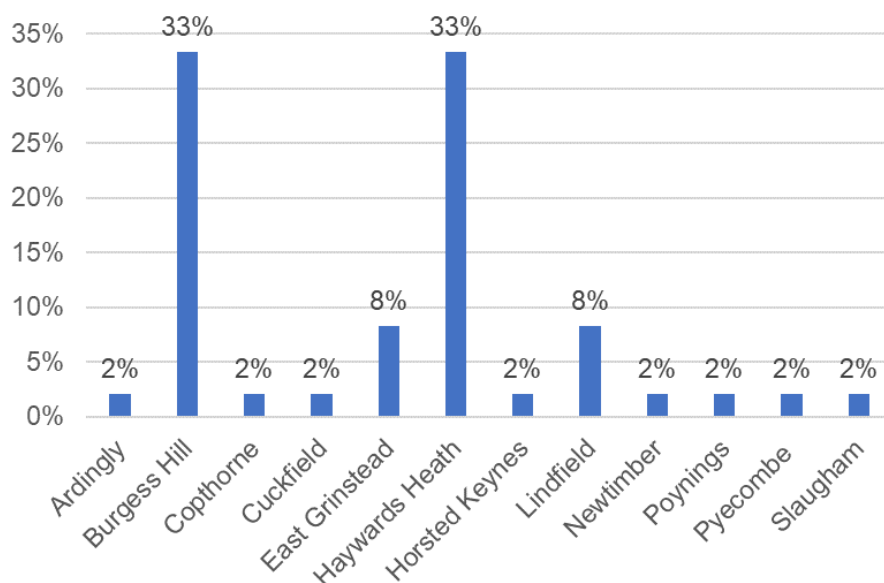
12. Summary of Key Points:

- a) The 2020/21 scheme saw a significant increase in the number of applications with 64 applications received compared to 44 in 2019/20.
- b) In total 48 businesses have been supported by the 2020/21 Micro Business Grant scheme, with funding totalling £73,769.00. Two were for apprentices. Grants awarded are detailed in **Appendix B**.
- c) The funding supported businesses across Mid Sussex, with 75% located in the three main towns of Burgess Hill, East Grinstead and Haywards Heath and 25% from the district's villages.
- d) Projects have been varied including the purchasing of new equipment, the development of marketing strategies and staff training, including two apprenticeships.
- e) Benefits reported include promoting or improving sustainability and/ or carbon reduction, supporting the local supply chain and improving the skills of the workforce.

Geographic Spread Across the District

- 13. Businesses supported with grant funding were spread across Mid Sussex. The total number of grants awarded by geographic location is set out in Figure 1.
- 14. In summary 16 (33%) are from Burgess Hill, 16 (33%) are from Haywards Heath, 4 (8%) from East Grinstead and 4 (8%) from Lindfield, with single applications from a broad range of other locations.

Figure 1 – Chart showing the geographical spread of awards



Grants Awarded by Type of Business

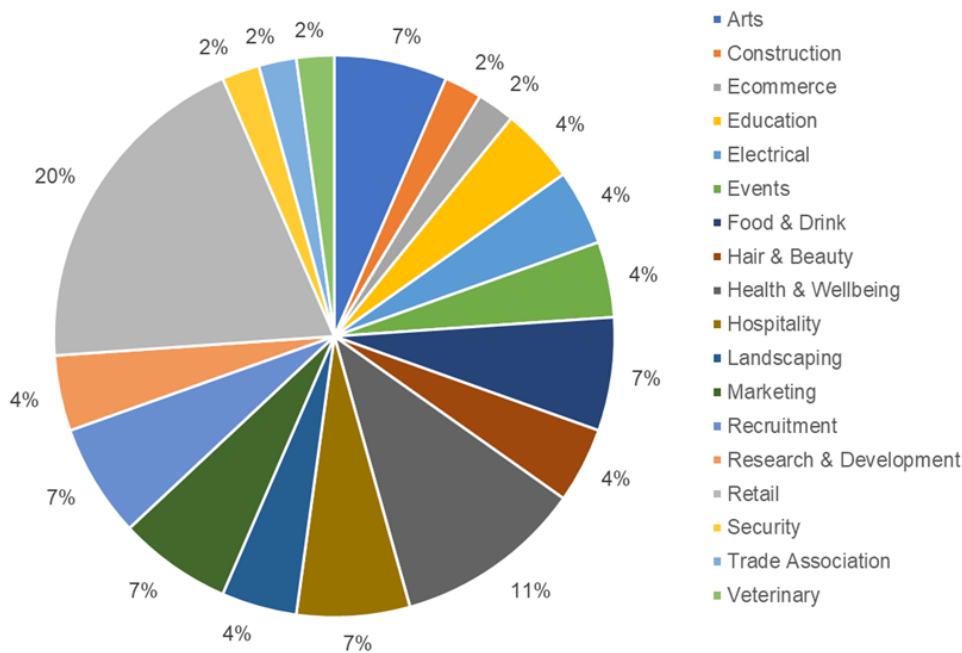
15. The 2020/21 Scheme was oversubscribed and included a number of returning applicants. The largest share of awards went to new applicants. As the grant scheme is oversubscribed, priority is given to new applicants to encourage fair distribution¹.

Figure 2 – Chart showing proportion of grants awarded to new vs. returning applicants



16. Grants were awarded to businesses across a wide range of sectors, the most dominant being the retail sector with 20% of the awards, followed by the health and wellbeing sector which received 11%.

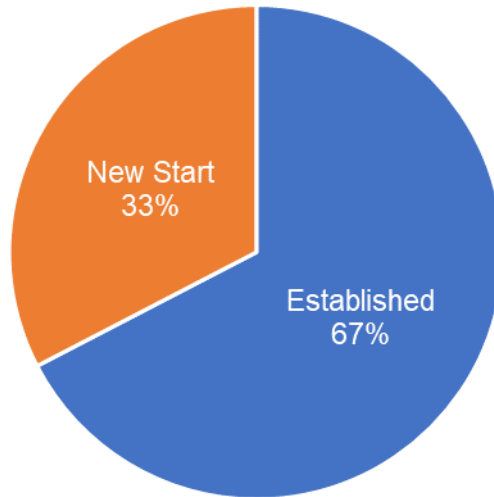
Figure 3 – Chart showing an overview of the sectors supported



¹ Businesses were eligible for a maximum of two project grants over two consecutive years. Thereafter businesses were not able to apply for one year. Businesses are not limited on the number of Apprenticeship Grants they can receive, however only one application can be made each financial year.

17. Grants were predominantly awarded to established businesses. However, around a third were awarded to start-up businesses as shown in Figure 4.

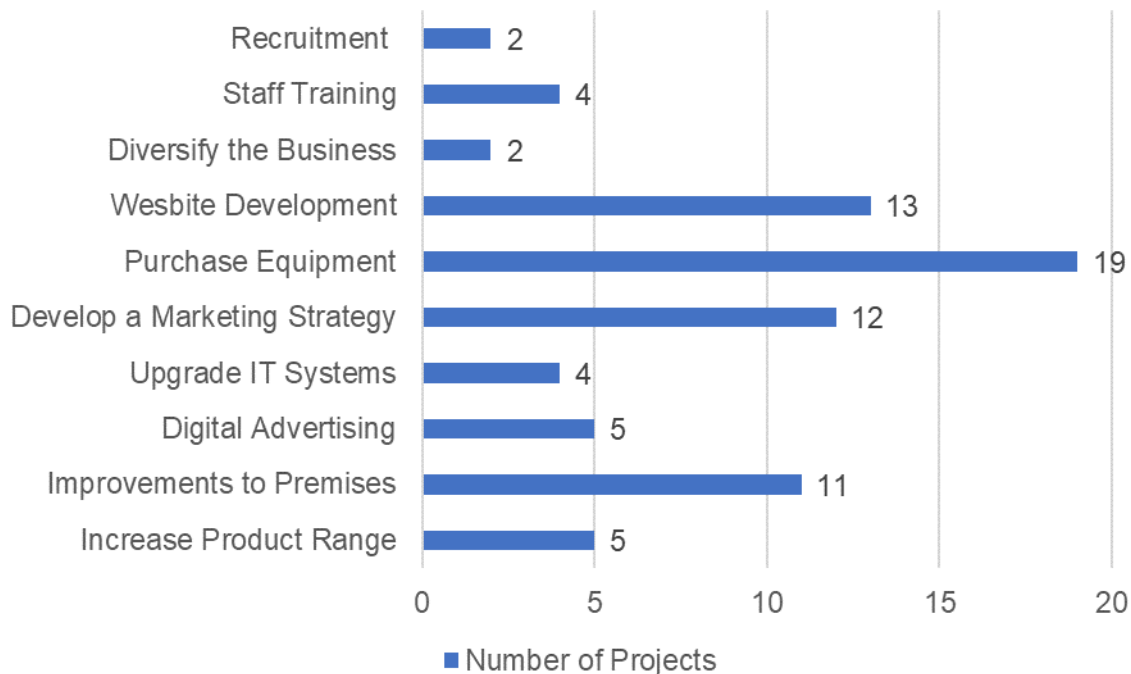
Figure 4 – Chart showing proportion of grants awarded to established vs. start-up businesses



Overview of projects supported

18. The 2020/21 scheme supported a range of projects, summarised in Figure 5².

Figure 5 – Chart showing range of projects supported



² The total for the types of projects supported does not match the total number of grants awarded. This is due to many of the applicants requesting support for multiple projects or projects with more than one type of activity.

19. The most commonly supported projects related to the purchase of new equipment, website development and support to develop a marketing strategy. There also continues to be a strong take-up of projects that support digital transformation.
20. The Scheme enabled businesses to achieve a number of project outcomes which benefitted the wider community, shown in Figure 6³. Improving the skills of the workforce and the creation of jobs for local individuals were the project outcomes reported most widely by businesses.

Figure 6 – Chart showing range of projects outcomes



Feedback from applicants

21. Officers engaged with recipients following project completion to obtain feedback and an understanding of how businesses had benefitted from the Scheme. Examples of the positive feedback received are detailed below:

- **Albion Business Computers** – Albion Business Computers, based in Burgess Hill, provides IT and technology advice and support to businesses. This includes the setup of systems such as cloud data storage and telecommunications alongside larger infrastructure projects. The business was awarded £1,500 to support an apprentice.
Managing Director, Yann, provided the following feedback *“This was a great boost for the company as we were able to take on more work. The grant helped subsidise the first 3 months while we were upskilling the individual. Thanks, MSDC for supporting local businesses.”*
- **Jon’s Hair Salon** – Jon’s hair salon is a hairdressing salon located in East Grinstead. The business was awarded £2,000 to support the costs of improving its business premises and the purchase of equipment to fit and utilise part of the space for a coffee shop.

The business owner, Alex, provided the following feedback and included photos of the improved premises (at **Appendix C**): *“We opened a coffee shop within the*

³ Note the total number of outcomes does not match the total number of grants awarded as a number of projects had multiple outcomes.

salon for clients as well as the local community. We use a local bakery to supply cakes and employed 2 baristas. It is used as a meeting place for locals and has brought new clients to the salon.”

- **The People Magic Company** – The People Magic Company is a human resources provider located in Burgess Hill. The business was awarded £1,500 towards the development of a digital strategy to grow the digital presence of the business.

Director of Client Services, Peter, provided us feedback on the grant: “We now have a digital strategy which includes the creation/ use of pages on designated social media channels. The plan is to actively post and promote the company regularly across these channels, to create greater awareness and drive new future business, and this started on Instagram. Concurrent with this, we were fortunate enough to secure significant new business activity and we have held back on further active promotion through these options as we have been working at full capacity.

The grant allowed us to engage expert advice via consultants and to assist with the purchase of new IT equipment to support the digital activity. Five new employees have been added to our payroll since the grant offer was made at the start of February 2021, three of those roles are permanent positions. We are extremely grateful for MSDC's support with the micro-grant; thank you. Aside from growing the business & being able to support local organisations / employ local staff, it has allowed us to increase the digital awareness / skills across the company. We look forward to maximising these in line with our business plan.”

Communications Plan

22. Officers will continue to share and promote the success of the scheme and the valuable support it provides for businesses, including in the business newsletter and Mid Sussex Matters.

Financial Implications

23. The Micro Business Grant Scheme 2020/21 awarded 48 grants totalling £73,769.00 which is higher than the original £71,428.57 allocation. This overspend was mitigated by an underspend carried forward from the previous year.
24. There are a small number of businesses awarded a grant in 2020/21 yet to claim the full amount. Officers are currently in discussion with them to determine if there will be an underspend. Any unspent monies will be rolled over into the 2022/23 Micro Business Grant Scheme, which is currently receiving applications.

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.

Sustainability Implications

26. The provision of the Micro Business Grants scheme directly supports the delivery of the MSDC Sustainable Economy Strategy and associated UK sustainable development goals. Specifically, Objective 5 of the Sustainable Economy Strategy: Encourage business start-ups, improve business survival rates and growth and the following UN Sustainability Goals; Goal 8 - Decent Work and Economic Growth; Goal 9 – Industry, Innovation and Infrastructure; Goal 12 – Responsible Consumption and Production and Goal 13 – Climate Action.

Appendices:

Appendix A – Infographic used to promote the scheme.

Appendix B – List of all businesses awarded grant funding.

Appendix C – Photographs of the improvements to premises in Jon's Hair Salon.

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APPENDIX A – INFOGRAPHIC USED TO PROMOTE THE MICRO BUSINESS GRANT SCHEME 2020/21



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APPENDIX B – MICRO BUSINESS GRANT SCHEME 2020/21 - BUSINESSES AWARDED GRANT FUNDING AND TOTAL FUNDING AWARDED

Business / Contact	Location	Purpose for which award is sought	Grant Awarded
Couture & Tiaras Bridal / Duduzile Sibanda	Burgess Hill	New product range	£1,000.00
BetterBio Health Limited / Piero Barba	Haywards Heath	Digital advertising	£2,000.00
T&B Events Ltd / Thomas Hands	Haywards Heath	Upgrading IT Equipment	£2,000.00
RLS Recruitment Solutions Ltd / Ross Stretton	Lindfield	Targeted marketing plan and strategy	£2,000.00
Aprimatic Automation Ltd / Kevin Mitchell	Burgess Hill	Marketing and advertising	£2,000.00
The Perrymount Clinic / Christian Bates	Haywards Heath	Development / marketing (new online course)	£2,000.00
Domum Project Management Ltd / Adrian James	Lindfield	Purchase equipment, software and training	£1,162.00
The Remake Store / Katy Burlace	Burgess Hill	Website setup and marketing	£500.00
Burgess Hill Business Park Assoc Ltd / Martyn Carr	Burgess Hill	Website Development	£2,000.00
Lesley Burdett Photography / Lesley Burdett	Newtimber	Website / marketing / equipment	£1,000.00
Nuevo Staffing / Alex Birley	Haywards Heath	Website re-brand / marketing / equipment	£2,000.00
Jon Hair Fashions Ltd / Alexandra Birt	East Grinstead	Premises improvements / new equipment	£2,000.00
Its Sew Vintage / Shannaz Noormohamed	Burgess Hill	Premises improvements	£2,000.00
Whitebox products / Charlie Baker	Pyecombe	Design and build new equipment	£2,000.00
Apple Barn Creative / Robert Willard Watts	Horsted Keynes	Equipment, premises improvements, website development and marketing	£1,480.00
Custom Gifts Limited / Francoise Gray	Haywards Heath	New specialist equipment	£2,000.00
Coaching with Nisanka / Nisanka Wickramarachchi	Haywards Heath	Website and development (new product)	£2,000.00

JV Horticulture Ltd / Jasper Van Vliet	Slaugham	Purchase equipment	£2,000.00
HM Veterinary Physiotherapy / Harley Saunders	East Grinstead	Purchase equipment	£1,845.00
i-tech links ltd / Atif Amin	Burgess Hill	Purchase equipment	£1,600.00
Aquaonic Life CIC / Neil Whichelow	Haywards Heath	IT build and development new online platform	£900.00
Better Catering Ltd / Emiliano Mancino	Burgess Hill	Refurbishment / website development / equipment and training	£2,000.00
Conquest Hard Landscaping Ltd / Ross Conquest	Haywards Heath	Website development / logo / new branding	£2,000.00
Armchair Tasting Tours LLP / Hilary Knight	Haywards Heath	Advertising and licences / web design and build / new equipment	£1,215.00
RMK Portable Appliance Testing LTD / John Mullins	Haywards Heath	New equipment and training	£1,052.00
Kell & Collins / Mary Collins	Lindfield	Premises expansion and fit out	£2,000.00
Search Engine Expert Near Me / Nathan Davidson	Haywards Heath	Design and delivery of direct marketing campaign	£450.00
Fresh Display Ltd / Steven Powell	Burgess Hill	Brand strategy and website development	£1,900.00
Ellie Ford Music / Ellie Ford	Burgess Hill	Website / new equipment / venue hire	£1,150.00
No.1 Broad Street Ltd / Philip Bunn	Cuckfield	Refurbishment of premises	£2,000.00
Charlotte's Gifts / Charlotte Kempson	Burgess Hill	Set up a website and new equipment	£750.00
Active Staffing Solutions Ltd / Graeme Styles	East Grinstead	CRM system, improved website upgrade / new equipment / marketing	£900.00
The Koorana Centre / Gabrielle Rafello	Ardingly	Specialist marketing, SEO package and campaign	£890.00
My Sherpa Programmes Ltd / Alex Kent	Haywards Heath	Marketing and development of a new service	£2,000.00
Newman Electrical Services Ltd / David Newman	East Grinstead	Specialist training and equipment	£1,050.00
Red Pigeon Media / Jayac Heal	Haywards Heath	Digital marketing campaign / advertising	£155.00

ScreenStories / Dan Ford	Lindfield	Purchase equipment	£2,000.00
Paper Plus / Lucy Henry	Burgess Hill	New online platform and marketing data	£2,000.00
Soror / Kerry Harrison	Burgess Hill	Renovate store front and	£1,250.00
The People Magic Company Ltd / Peter Martin	Burgess Hill	Digital strategy and equipment	£1,500.00
The Elegant Feast / Zoe Nicholas	Poynings	Purchase equipment and insurance	£895.00
TEFLPA Ltd / James Prior	Copthorne	Website development and SEO / marketing	£2,000.00
CM Group Ltd t/a Fatma's Kitchen / Fatma Yilmaz	Haywards Heath	Social Media campaign and management	£1,575.00
Innervalues Limited / Lee Barnett	Burgess Hill	Premises improvements	£2,000.00
Scrapless CIC / Megan King	Burgess Hill	Market Stalls / Pop up shops	£550.00
Reab Physical Health / Christine Burdon	Haywards Heath	Premises improvements	£2,000.00
Albion Business Computers / Yann Davies	Burgess Hill	Apprentice	£1,500.00
Owen Garages Ltd / Edward Owen	Haywards Heath	Apprentice	£1,500.00
TOTAL			£73,769.00

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APPENDIX C – MICRO BUSINESS GRANT SCHEME 2020/21 - PHOTOGRAPHS OF IMPROVEMENTS UNDERTAKEN UTILISING GRANT - JON'S HAIR SALON, EAST GRINSTEAD



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