

14 October 2022

Meetings of Council Committees are broadcast live through the [Mid Sussex District Council's YouTube channel](#). Limited space is available to observe proceedings in-person. Those wishing to do so must reserve a seat by completing a [Registration Form](#) by 4pm on the working day prior to the meeting.

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, 24TH OCTOBER, 2022 at 4.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

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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 26 September 2022. | 3 - 6 |
| 5. | To consider any items that the Chairman agrees to take as urgent business. | |
| 6. | To receive representations from Members of the Council on the applications. | |
| 7. | Microbusiness Grant Scheme 2022/23. | 7 - 14 |

8.	Corporate Grant Schemes - Community Grants & COVID-19 Grants Review.	15 - 24
9.	Corporate Grant Schemes - Community Grants.	25 - 32
10.	Corporate Grant Schemes - Release of S106 Contributions.	33 - 40

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, 26th September, 2022
from 5.30 pm - 5.38 pm**

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

R de Mierre

Absent: Councillors J Belsey

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

Councillor De Mierre substituted for Councillor Belsey.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

Councillor De Mierre substituted for Councillor Belsey.

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

Councillor De Mierre substituted for Councillor Belsey.

**4. TO CONFIRM THE MINUTES OF THE MEETING OF THE PANEL HELD ON 22
AUGUST 2022.**

The Minutes of the meeting of the Panel held on 22 August 2022 were then approved as a correct record by those present at that meeting and signed by the Chairman.

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

The Chairman confirmed he had no urgent business.

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

The Chairman confirmed that no representations were received.

7. MICROBUSINESS GRANT SCHEME 2022/23.

William Hawkins, Economic Development Officer, introduced the report which presented six microbusiness grant applications totalling £8,154 for consideration by the Panel.

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
Jones External Cleaning	Copthorne	Purchase of new equipment	£2,000	£2,000
Tatty Bojangles Ltd	Cuckfield	Development of new products	£2,000	£2,000
Lindfield Coffee Works	Lindfield	Purchase of new equipment	£1,500	£1,500
CCLS South Ltd	Burgess Hill	Staff Training	£1,154	£1,154
CCLS South Ltd	Burgess Hill	Apprentice	£1,500	£1,500
Total			£8,154	£8,154

The Economic Development Officer requested that the award for Lindfield Coffee Works be increased to £2,000 following discussion with the business.

The Vice-Chairman enquired whether the purchase of a heat sealer for Lindfield Coffee Works is an innovation or to replace old equipment. He also expressed support for the application from CCLS South Ltd as well as the renewable energy sector across the District and asked how many staff is employed by the company.

The Economic Development Officer confirmed that the heat sealer is a new item of equipment to replace a task that currently takes place by hand; the equipment allows the business to pre-weigh and package their coffee to expand their retail offer and reduce preparation costs. He added that CCLS South Ltd currently have four full-time employees and intend to use the grant to train employees in the renewable energy market as well as boosting the growth of the business to employ more members of staff.

The Member referenced the score for CCLS South Ltd and sought clarification on how the application assessment criteria is formulated.

The Economic Development Officer replied that application is scored out of three points per each criteria that it meets. In the case of CCLS South Ltd the application scored 2/3 for Criteria 3 and 2/3 for Criteria 5 so achieve a total score of 4/5.

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

Members were supportive of all applications.

RESOLVED

The Cabinet Grants Panel agreed:

1. That a Microbusiness Grant of £2,000 be awarded to Jones External Cleaning to fund the purchase of cleaning equipment.
2. That a Microbusiness Grant of £2,000 be awarded to Tatty BoJangles Limited to support the development of new products.

3. That a Microbusiness Grant of £2,000 be awarded to Lindfield Coffee Works to fund the purchase of a new heat sealer for product packaging.
4. That a Microbusiness Grant of £1,154 be awarded to CCLS South Ltd to fund the purchase of staff training and registration for solar panel installations.
5. That a Microbusiness Grant of £1,500 be awarded to CCLS South Ltd to fund the hire of an apprentice.

The meeting finished at 5.38 pm

Chairman

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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 to ask the Cabinet Grants Panel to consider six micro business grant applications totalling £11,921.

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 businesses applying for award of grant

Organisation	Location	Purpose for which award is sought	Award Requested	Award Suggested
Angie's Nails and Beauty	Haywards Heath	Apprentice	£1,500	£1,500
Men do Pilates	Hurstpier-point	Website development and marketing	£2,000	£2,000
Sussex Facilities Management Ltd	Burgess Hill	Marketing	£908	£908
Cerowski Architects Ltd	East Grinstead	Purchase of new equipment	£1,654	£1,654
Seasons Art Class Haywards Heath	Haywards Heath	Marketing	£1,360	£1,360
Ouh La La	Haywards Heath	Renovation of new store	£2,000	£2,000
Clearthink Counselling	Hassocks	Purchase of new equipment	£499	£499
Pera Midtown	Burgess Hill	Marketing	£2,000	£2,000
Total			£11,921	£11,921

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 fourth 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 are highlighted to the panel for their consideration within Appendix A.

Assessment and Policy Context

9. The applications received have been assessed using an agreed matrix. A summary of the assessment of each application is included within **Appendix A**.
10. 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.
11. 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.
12. Appendix B highlights a low-scoring application from 'Pera Midtown', this is due to a lack of information provided to support their application. Officers are in contact with the business requesting additional information and will provide a verbal update should this information be provided. If additional information is not received officers recommend that this application is not considered for funding in this round of applications.

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	£27,309	£11,921	£32,198.57

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 Economy and Sustainability 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 UN 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 Economy and Sustainability Team.

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APPENDIX A

Business name/contact	Location	Business sector	Project(s)	Criteria assessed against	Project(s) score	Total project cost	Amount requested	Amount recommended	Previous Applicant?
Angie's Nails and Beauty	Haywards Heath	Beauty	Support the hire of an apprentice	2	3/3	Salary costs	£1,500	£1,500	No
Men do Pilates	Hurstpierpoint	Health & Fitness	Support website design, development and marketing	1,5	4/6	£5,160	£2,000	£2,000	No
Sussex Facilities Management Ltd	Burgess Hill	Facilities Management	Development of marketing materials for new service	1,3	4/6	£1,816	£908	£908	Yes – video marketing
Cerowski Architects Ltd	East Grinstead	Architecture	Purchase of new equipment (drone, tablet and laptop)	3,5	4/6	£3,308	£1,654	£1,654	No
Seasons Art Class Haywards Heath	Haywards Heath	Education	Development and distribution of marketing materials	1	2/3	£2,720	£1,360	£1,360	No
Ouh La La	Haywards Heath	Retail	Renovation of store following relocation	4	3/3	£9,750	£2,000	£2,000	Yes – website development
Clearthink Counselling	Hassocks	Healthcare	Purchase of new laptop to develop online services	3	2/3	£999	£499	£499	No
Pera Midtown	Burgess Hill	Restaurant	Marketing and advertisement	5	1/3	£5,000	£2,000	£2,000	No

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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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CORPORATE GRANT SCHEMES

(Community Grants)

REPORT OF: HEAD OF COMMS, PR, & COMMUNITY ENGAGEMENT

Contact Officer: Regina Choudhury, Community Development Officer, Comms, PR and Community Engagement

Email regina.choudhury@midsussex.gov.uk

Wards Affected: All

Key Decision: No

Purpose of report

1. The report presents a review of the grants awarded in the financial years 2019/20 and 2020/21 and an analysis of how the funds were spent. The report covers the Community Grants and the COVID-19 grants.

Recommendations

2. Members of the panel are requested to:
 - **Note the review of the Community Grants and Covid-19 Recovery Grants awarded in the 2 years between April 2019 – March 2021 and the feedback from awarded applicants.**
3. Detailed summaries of the grants are provided in the attached Appendices. The following is an overview of the two grant schemes.

Community Grants awarded in April 2019-March 2021 (*Appendix 1*)

Background

4. During the 2020/21 grants round, Covid and the subsequent lockdowns severely restricted the voluntary and community sector's ability to plan for activities and as a result bids to the community grants scheme fell significantly. The subsequent Covid grants enabled groups to apply for funding to mitigate against some of the negative impacts of Covid.
5. The end of grant reporting for 2019/20 was not presented to last years Grants Panel due to Covid priorities and hence both years 2019/20 and 2020/21 are presented jointly in this report.
6. Applications for all grants and the Release of S106 contributions are assessed against a standard checklist and considered by a "Grants Assessment Group" to ensure a consistent approach to the awarding funds.
7. Applications are assessed against four key criteria – Council priorities, evidence of need, financial impact and benefits.

8. All organisations awarded have met the basic current criteria and specific grant criteria, i.e. they are fully constituted voluntary and not for profit organisations and have provided the relevant information to support their application.

Summary of key points

- In total 54 Community Grants were awarded funds with funding totalling £101,557 in the period Apr 2019- Mar 2021.
- Groups provided match-funding in excess of £580,000, equating to over five times the investment value of the grants awarded.
- On average, the scheme funded just under 50% of total project costs.
- More than 6,000 residents (of which were recorded) benefited from the funded projects.
- The fund supported young people, disability groups, older people, sports, arts, befriending and counselling, and community events (including Silver Sunday).
- 39% of the grants were awarded to the south of the district, 24% to the north and 22% to the central part of the district. 8 applications offered services Mid Sussex wide.
- 14 Silver Sunday projects were funded.
- All three Town Councils received money for local events
- Most grants were spent on equipment, venue hire and core costs.

Ways in which Community Grants have benefited residents

9. St John's Felbridge - A holiday activity project for teenagers where they were supported?) to repaint a Toyota Celica for 1-2 weeks during the summer holidays. They purchased a Toyota Celica, the paints, and the equipment necessary to run the project and in August 2019 eight teenagers from local secondary schools participated in the project for a week. The project promoted healthy lifestyles by providing creative, outdoor, and practical activities for teenagers. They learned new skills and engaged with their peers productively. It facilitated community and social inclusion for different teenagers who otherwise may not have spent time together or engaging in social activities outside of school.
10. Jubilee Hub East Grinstead – support for a drop-in social group for people aged 18 and over who are isolated and wanting to meet other people. Many of the members have long term mental health and addiction issues, learning disabilities or chronic physical conditions. The Hub has become a community of its own, with people increasingly supporting each other by building friendships and helping outside of the hub.
11. Rotary Club of the Sussex Vale – Support to increase the number of dementia friendly café sessions. These were very popular, and the funding enabled more people to meet , socialise and take a break from caring duties. The cafés also provided access to information and support services.
12. Albourne, Sayers Common & Twineham Parochial Council - The construction of a car parking area to enable safe parking. The construction was successfully completed as planned and proved very useful for several events where previously old and disabled

parishioners would not have been able to attend safely. There have been more than 250 visitors to the church and the parking is also in regular use by those who walk on the public footpaths close by.

COVID-19 Grants awarded in December 2020 and March 2021 *(Appendix 2)*

Background

13. Mid Sussex District Council allocated £300,000 of its own revenue funds in 2020, to support community organisations and businesses to adapt operations due to the Covid-19 pandemic.
14. The purpose of the scheme was to provide recovery grants to support the local Voluntary and Community sector to amend/adapt and reconfigure their operations; to not only continue to respond to the Covid-19 pandemic, but to build and adapt for the future.
15. Applications were invited to bid for costs towards:
 - Covid response -additional costs, above and beyond normal running costs.
 - Return to Business as usual - Additional costs associated with reopening and return to Business as Usual
 - Re-align - Adapting the organisation to new delivery or service provision

Summary of key points

- In total, 38 community and voluntary groups were supported by the Covid-19 Recovery Grant Scheme, with funding totalling £119,350
- 24 groups received funding to meet Covid response needs. 10 groups used the funds to re-align their services and 4 organisations funded a return to Business As Usual.
- The funding supported organisations across the district with 34% going towards Mid Sussex wide projects, 31% to the north of the district, 18% to projects in central Mid Sussex and 16% to the south.
- 16 groups (42%) received funding amounts between £3,000-£5,000. 21 groups (55%) were awarded amounts between £1,000 to £3,000. One organisation was awarded over £5,000 in recognition of its long-term project needs and partnership model.
- The funding enabled groups to maintain engagement with clients by funding IT equipment, setting up websites, purchasing PPE to keep venues accessible and setting up buddying projects to maintain engagement with those who were isolating and vulnerable.

Ways in which Community Grants have benefited residents

16. Bolney Community Café Society shelter build costs– to help the café to continue to welcome customers in a Covid safe environment. This was particularly important after Lockdown as it helped the community to tackle loneliness. The shelter allows people to sit outside in all weathers and the screens allow people to sit safely inside. More than 250 people have used the facilities.

17. Friends of Bolney School 'buddy bench' costs – children can sit on the bench if they are feeling sad or anxious and other children and staff can come and check on them. This has proved very useful for children who have returned to the school routine after home school.
18. Crawley Down Phoenix Netball Club and East Grinstead Hockey Club costs towards covered hard standing area – the build of a hard standing area has significantly increased the ability to return to hockey and netball and assisted with the administration of players.
19. St Peter & St James Hospice befriending service – the setup of the Community Reach Telephone Befriending Service helped the workers and the families they support embrace remote communications to stay in touch.

Financial Implication

20. On the 1 April 2019 the balance held in the Community Development Fund reserve was £168,261, of which £73,757 was committed to projects via the Cabinet Grants Panel in previous years. A further £124,091 was committed during the year.
21. On the 1 April 2020 there was a balance in the Community Development Fund reserve of £100,586, of which £79,225 was committed to projects in prior years and a further £8386 was committed at Cabinet Grants Panel 29 June 2020.
22. At Council on 30 September 2020 £300,000 was allocated from General Reserve to the Community Development Grant reserve for Covid-19 Recovery Grants, of which; £160,189 was allocated to Businesses and £140,835 to Community & Voluntary Sector Organisations.

Equality and customer service implications

23. As part of the assessment process all the organisations applying for funding from the Council complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

Sustainability Implications

24. The provision of the Community Grants Programme supports the council's Corporate Priorities, Strong and Resilient Communities and Effective and Responsive Services. It also supports the council's community leadership role in the delivery of local and [UK sustainable development goals](#). Specifically, this service contributes towards:
- 25.



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



SDG 10:
(Reduce inequality within and among countries)



SG11(Sustainable Cities and Communities)

Legal Implications

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

Background Papers

Grant applications and associated documentation for the Community grants are held in the Comms, PR and Community Engagement Team.

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COMMUNITY GRANTS

MID SUSSEX

Community Grants are awarded to a variety of projects which include

- Older People (15)
- Community events (11)
- Disability (11)
- Young People (10)
- Befriending / Counselling (4)
- Arts (2)
- Sport (1)



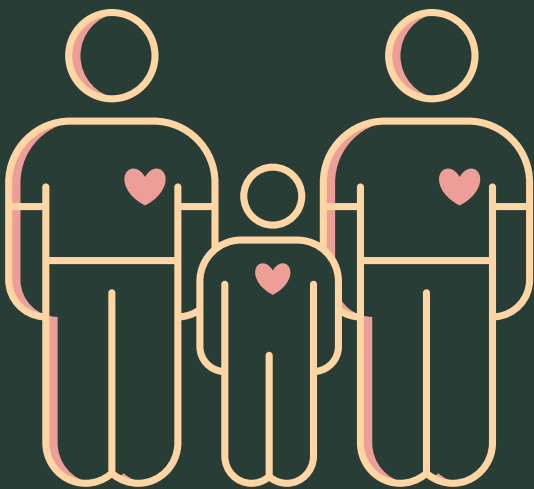
PERCENTAGES OF GROUPS AWARDED



“It facilitated community and social inclusion for different teenagers who otherwise may not have spent time together or engaging in social activities outside of school.



AREAS OF MID SUSSEX RECEIVING AWARDS



6000 residents benefit from projects
£101,557
awarded in 54 grants
releasing £580k additional match funding

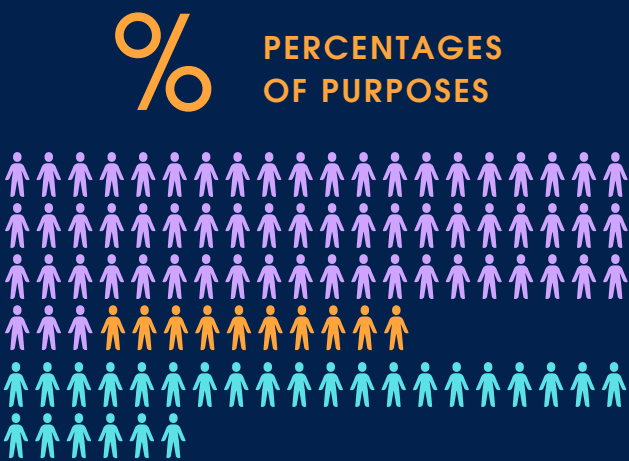
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COVID GRANTS

MID SUSSEX

Covid Grants were awarded for a variety of purposes

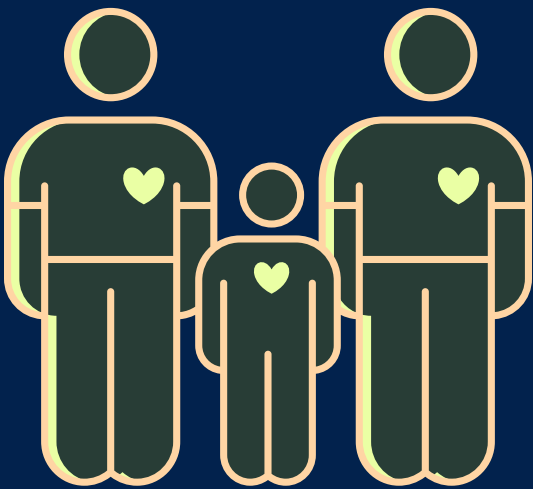
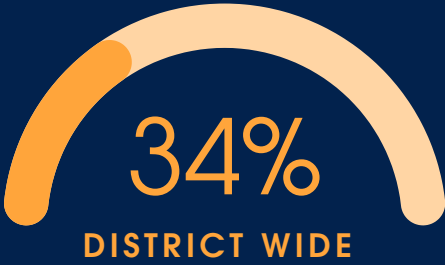
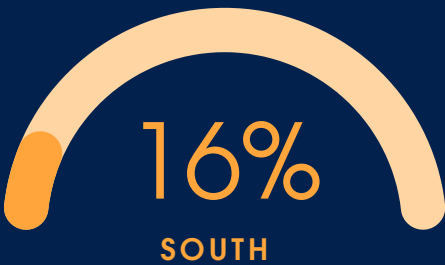
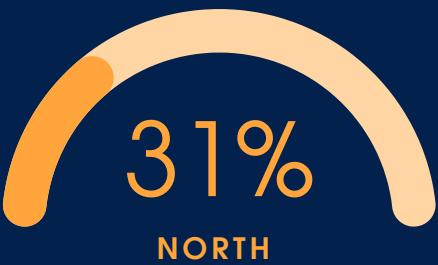
- Covid response (24)
- Realign services (10)
- Business as usual (4)



"We purchased screens to help our community cafe in Bolney to continue to welcome customers in a COVID-safe environment. This was particularly important after lockdown, as it helped our community to tackle loneliness and to come out into a familiar, safe place. "



AREAS OF MID SUSSEX RECEIVING AWARDS



38 community and voluntary groups awarded

£119,350 awarded

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CORPORATE GRANT SCHEMES

(Community Grants)

REPORT OF: Head of Communications, PR and Community Engagement

Contact Officer: Regina Choudhury, Community Development Officer, Communications, PR & Community Engagement

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 six Community Grant applications for consideration.

Recommendations

2. Members of the Cabinet Grants Panel are requested to consider and decide upon:
 - ***The recommendation for each of the applications detailed, summaries of which are attached in Appendix A***

Summary

3. A summary of the applications to be considered and the recommendations from the Community Grants Assessment Group are provided as to the level of financial assistance that should be awarded to each organisation. These are detailed in Tables 1 and 2 below.

Background

4. Applications for all grants and the Release of S106 contributions are assessed against a standard checklist and considered by the officer Grants Assessment Group to ensure a consistent approach to the awarding of funds.

Assessment Process

5. Applications are assessed against four key criteria – Council priorities, evidence of need, fiscal impact, and benefits. The maximum possible score, for excellent applications which fully meet all the criteria, is 12.
6. Applications are assessed by the Grants Assessment Group comprising relevant officers from across the authority together with a representative from West Sussex County Council's Communities and Public Health Teams, and, unless there is a conflict of interest, the local Council for Voluntary Service.
7. The Group reaches a consensus as to the merit of each application, judged against the agreed criteria, and the level of funding that should be recommended to the Cabinet Grants Panel.

Table 1: Applications recommended for award

Organisation	Grant Purpose	Award Requested	Award Suggested
4Sight Vision Support	Newsletters in accessible format (large print, email, audio USB/CD or Braille) to be distributed across Mid Sussex.	£1,716.22	£1,716.22
Carers Support West Sussex	Project to identify and engage with male carers in Mid Sussex.	£5,000	£9,500
Family Support Work	Set up informal, drop-in group for isolated parents and carers of children at the Bentswood Hub.	£820	£820
	TOTAL	£7,536.22	£12,036.22

Table 2: Applications Considered but NO GRANT Award Recommended

Organisation	Purpose for which grant is sought	Award requested
Group B Strep Support	Set up local campaign around raising awareness of Group B Strep Support in Mid Sussex.	£4,500
Kangaroos Mid Sussex	Fund Staff costs and activities for existing PALS Saturday Club	£5,000
The Daisy Chain Project	Redecorate office in Worthing.	£500
	TOTAL	£10,000

8. All organisations presented have met the current basic level grant criteria, i.e., they are fully constituted voluntary and not for profit organisations and have provided the relevant information to support their application.

Grant Applications Recommended for approval under the Community Fund

9. 4Sight Vision provides specialist support for blind and sight impaired people with a variety of one-to-one support. The group piloted the distribution of newsletters during Covid and under lockdown when face to face meetings were restricted. This proved very successful and enabled them to raise awareness of key issues in accessible formats. The group is seeking funds to deliver this project in 2022/23 with 6 newsletters for approximately 319 clients over 12 months costing just over £1,700. The Assessment Team recognise the importance of accessible information and the pilot project findings demonstrated the impact the newsletters have had to combat social isolation and loneliness. The Assessment Team agreed that the project should be fully funded from this grant fund. It also agreed that 4Sight Vision should ensure that they are able to fund the project post 2023 as it will not qualify for repeat funding from this grant scheme.
10. Carers Support West Sussex supports family and friend carers in West Sussex. They provide support groups, a Carers Response Line, access to equipment, counselling and wellbeing support. The group are seeking funds to set up a project to identify and engage with male carers in Mid Sussex, including a calendar of events to encourage engagement and peer support. The commissioning of Older People's Activities identified men as a priority group who are currently underrepresented in services. This project targets male carers who can become socially isolated; a factor which has become even more significant following Covid and the subsequent care needs and bereavements that it has resulted in. The Assessment Team feel this project presents an opportunity to support and enhance the Council's Older People's Activities contract and can potentially have a powerful impact on the lives of male carers. The Assessment team agreed that the project should be funded for the full delivery cost of £9,500 (the group have only requested £5,000) as it is closely aligned with Council priorities and will help to ensure that the project can go ahead.
11. Family Support Work (FSW) work in areas of high deprivation in partnership with local schools, social care and other organisations to provide holistic, practical and emotional support through intensive home-visits and group support work. The group have 20 Practitioners (qualified social workers) and 211 volunteers. FSW are seeking funds to set up an informal, drop-in group for isolated parents and carers at the Bentswood Hub for 12 months. They will be working in partnership with the charity Hope. The Assessment Team feels this project will offer parents/carers who are socially isolated an opportunity to deal with the challenges they are facing and provide a supportive environment enabling them to build confidence and self-esteem. The charity Hope has been funded by the Community Grants scheme for a similar project and they will be contributing to the costs of this project. The partnership working is very encouraging enabling both organisations to share their skills and use their contacts to reach out to vulnerable and hard to reach parents/carers. The Assessment Team agreed that the project should be fully funded from this grant fund.

Grant Applications not recommended for approval under the Community Fund

12. Group B Strep Support is a national charity that seeks to eradicate Group B Strep infection in babies. The group are looking to fund a local campaign to raise awareness of GPS in Mid Sussex. The project will work with NHS partners and will provide support to health professionals and undertake a marketing campaign for residents. The Assessment Team felt that the project is better suited to alternative funding including NHS funding streams. The bid should also be referred to the Mid Sussex Partnership Health Subgroup who work

towards raising awareness of health issues and inequalities. The Assessment team recommend that the project is not funded from this grant fund.

13. Kangaroos Mid Sussex provide activities for children and young adults who have learning disabilities and additional difficulties. The group are seeking to fund an existing service to continue in the same format. The criteria excludes projects that have started and funding general day-to-day running costs. Kangaroos are currently being supported by the Chairman who has named them as her chosen charity. They are also currently in receipt of other significant fundraisers. The Assessment team recommend that the project is not funded from this grant fund.
14. The Daisy Chain Project is a charity based in Worthing with the aim of tackling domestic abuse. They provide pro bono legal advice to victims of domestic abuse and most of their clients are based in Crawley, Horsham and surrounding areas. The group are seeking funds to renovate their premises in Worthing. The bid falls outside the criteria in which the majority of beneficiaries should be Mid Sussex residents. The Assessment Team recommend that the project is not funded from this grant fund.

Other Options Considered:

15. To not fund the applications recommended in this report:
The awards recognise the key role CVS organisations play in enabling communities to be resilient and the monies provided by this Council are 'pump priming' in the context of enabling the applicants to lever in substantial monies from other organisations, grant-giving charities, and national schemes. The impact of COVID19 on the sector has been unprecedented in terms of demand, coupled with loss of income and resources to meet these increased demands. The continued use of this fund to support community initiatives will help to mitigate against some of the challenges faced by the sector in these extraordinary times.

Financial Implications

16. Community Development Grants are funded through a dedicated reserve. The balance held in the Community Development Fund Reserve as of 1 April 2022 was £228,993. The amount spent in 2022/23 (as of 5 October 2022) was £67,130, which leaves a balance remaining of £161,863.
17. The amounts committed, but not yet paid, as of 5 October 2022 are £108,540. This leaves a balance of £53,323 if all the committed grants are paid.
18. The total amount of the Community Development Grants proposed in this Cabinet Grants Panel report is £12,036, which leaves a remaining balance of £41,287 if all the committed grants are paid.
19. Grant applications that have been recommended have had all accounts/financial data assessed by finance with all due diligence undertaken.

Risk Management Implications

20. The main associated risks that may impact upon the successful implementation of the decisions arising from this report would be the inability of the funded organisations to carry out the services, activities or equipment purchase for which funding had been awarded.

21. 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 completion.
22. A Contract is signed at the application stage by organisations seeking funding that details the terms and conditions under which the grant is given, including the return of all monies to the Council should the purpose for which the funds are awarded not materialise.
23. All organisations in receipt of grant funds are requested to complete an End of Grant Report at the end of the funding period and required to submit information relating to the grant including purchase invoices, details of the number of residents benefiting from the grant, annual accounts, how the grant was used etc.
24. 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

25. As part of the assessment process all 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.

Sustainability Implications

26. The provision of the Community Grants Programme supports the council's corporate priorities, specifically Strong and Resilient Communities and Effective and Responsive Services. The grants also support the council's community leadership role in the delivery of local and [UK sustainable development goals](#) contributing towards:



SDG

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



SDG 10: (Reduce inequality within and among countries)



SG11(Sustainable Cities and Communities)

Legal Implications

27. 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

28. Grant applications and associated documentation for the Community & Economic Development grants are held in the Communications, PR and Community Engagement.

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APPENDIX A

Applications recommended for Award

Organisation	Area of Benefit	Grant Purpose	Total Project Cost	Award Requested	Award Suggested	Criteria Score
4Sight Vision Support	Mid Sussex	Newsletters in accessible format (large print, email, audio USB/CD or Braille)	£1,716.22	£1,716.22	£1,716.22	
Carers Support West Sussex	Mid Sussex	Project to identify and engage with male carers in Mid Sussex.	£9,500	£5,000	£9,500	
Family Support Work	Bentswood HH	Set up informal, drop-in group for isolated parents and carers of children at the Bentswood Hub.	£1,369	£820	£820	
		TOTAL				

Assessment Matrix (max score = 12)

Criteria	Excellent: the application meets the criteria and shows outstanding qualities (Score 3)	Good: the application meets the criteria and shows strong qualities (Score = 2)	Fair: the application meets the criteria (Score = 1)	Poor: the application does not meet the criteria (Score = 0)
Council's priorities <i>(Effective and Responsive Services; Sustainable Economic Growth; Strong and Resilient Communities; Financial Independence)</i> (Qu. 20)	The application clearly articulates how the project will meet at least one of the Council's priorities	The application states how the project will meet at least one of the Council's priorities	The application states that the project will meet at least one of the Council's priorities	The project will not meet any of the Council's priorities
Evidence of need (Qu. 15)	The demand / need within the local community is clearly articulated with supporting information i.e. consultations, research, statistics, pilot project.	The applicant has outlined the need within the local community.	A need is identified	The need is not evident.

Impact and benefits (Qu. 13, 16, 18)	Project clearly describes the beneficiaries (80%+ from Mid Sussex), outcomes and measures of success.	Beneficiaries (80%+ from Mid Sussex), outcomes and evaluation methods are listed but not detailed.	Limited information has been supplied regarding beneficiaries (80%+ from Mid Sussex), outcomes and project evaluation.	Less than 80% of beneficiaries are from Mid Sussex. Outcomes are not evident.	
Finances (Qu. 21)	The applicant has submitted an itemised balanced budget that appears realistic and good value for money, including 10%+ match funding sources identified or secured.	The applicant has submitted a balanced budget that appears realistic and good value for money.	Budgetary information is limited.	Budgetary information is non-existent or incomplete.	
	Councils Priorities	Evidence of need	Impact and benefits	Finances	TOTAL
1. 4Sight Vision Support	3	3	2	3	11
2. Carers Support West Sussex	3	3	3	3	12
3. Family Support Work	3	3	3	3	12

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 request for the release of S106 Contributions for consideration by the Cabinet Grants Panel in respect of the Assessment Report attached (Appendix A) and a variation to the previous grant awarded to Haywards Heath Tennis Club.

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
Ashenground Community Centre	Audio-Visual System for Community Cinema	11,736	10,863
TOTAL	£ 11,736	£ 10,863	£ 10,863

Recommendations

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

- a) *the recommendation for the above application, a summary of which is attached in Appendix A.*
- b) *the recommendation regarding a grant increase to the Haywards Heath Tennis Club (para 12)*

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.

Haywards Heath Tennis Club

7. On 21 February 2022, the Cabinet Grants Panel awarded Haywards Heath Tennis Club £106,598 toward the refurbishment of the clubhouse in Victoria Park.
8. The total project cost was estimated at £122,865 and the grant was awarded subject to:
 - project completion by 31 March 2023 (on target),
 - submission of the new constitution (received),
 - copy of planning approval (received),
 - suitable lease/license agreement with MSDC (drafted for signing).
9. Due to inflationary pressures, the overall project cost has increased to £137,546 and the club has requested an additional £10,000 in grant funding to enable them to deliver the project. The work is scheduled to commence in late October.
10. The most significant price increase is in respect of the new electrical supply which is over £7,000 more since the grant offer was approved in February 2022. The contractor has also flagged an additional £6,000 in price increases to raw material and labour costs, and some extra works are required to strengthen the timber frame and supply new vinyl flooring. Savings have been made in other areas to offset some of these costs (i.e. prelims, fencing, furniture and fixings) but there is an overall price hike of £14,681.
11. Summary of revised project costs and funding package:

	Feb-22	Oct-22
Total project cost	122,865	137,546
Grant request	106,598	116,598
Match funding contribution (Tennis Club Reserves)	16,267	20,948

12. **Recommendation:** that the Cabinet Grants Panel increase the Release S106 contributions up to a maximum of £116,598.42 to enable the Haywards Heath Tennis Club to refurbish the existing clubhouse which is made up of the following s106 contributions – £43,342.32 (P35/768 Land South Side of Rocky Lane), £7,072 (PL13-000162 Mayflower PH), £11,094 (PL13-000539 17-21 Boltro Road), £10,387 (PL12-000709 Oldfield, 55 Lewes Road), £1,365.31 (PL13-003312 2-6 The Broadway), £707 (DM/21/1881 90-92 South Road), £27,630.69.10 (PL13-001439 Land at Penland Farm) Formal Sport monies and £15,000 (PL13-000841 1-3 Church Road) Community Buildings monies.

Financial Implications

13. 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

14. 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.
15. 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.
16. 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

17. As part of the assessment process all of the organisations applying for funding from the Council have complied with the required conditions of funding and have the requisite policies and procedures in place including any other relevant legislation.

Legal Implications

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

Sustainability Implications

20. 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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Release of S106 contributions

Town:	Haywards Heath
Title Of Project:	Audio-Visual System for Community Cinema
Applicant:	Ashenground Community Centre
Type Of Applicant:	Charity (no. 1093850)
Previous Grants In Past 5 Years:	£5,814 LED lighting (2021) £2,642 Covid secure measures (2020)
Release of S106 contributions Request	£ 10,862.54 (93%)
Total Project Cost:	£ 11,736

Financial Summary

Unaudited accounts have been submitted for the period ending 30th April 2020 which show a Deficit of £21,498.

Total income was £77,712; mainly generated from Grants (£12,914), Donations (£10,838), Hall hire (£26,099), Film tickets and raffle income (£2,270), Preschool (£25,405), Investments (£9), and Other income (£177).

Total expenditure was £99,210; consisting of Supplies and Services (£27,395), Staff Related (£52,947), Depreciation (£17,321) and Premises Related (£1,547).

Balances held at the end of the period showed Net assets of £524,232: comprising of Tangible assets £514,268, Debtors £3,375, Cash in bank £18,972, and Creditors (£12,383).

£873 Community Centre reserves and fundraising (secured)

Summary Of Project Proposal and Aims

Purchase and installation of and Audio-Visual System to provide a low cost Community Cinema

Background

Ashenground Community Centre is managed by a Board of trustees and day to day operations are carried out by four employees (centre manager, two part-time caretakers and a secretary to the Board) and volunteers. The premises are leased from the Chichester Diocesan Board of Finance.

The centre works in partnership with voluntary and statutory to identify facilities and services which meet the needs of the community and provides a programme which benefits the inhabitants of Haywards Heath and the surrounding area. The overall aim is to encourage cohesion, good community relations in the area and the social inclusion and independence of individuals.

The community centre provides a wide range of activities such as holiday play schemes for children with disabilities, language classes, baby sing and sign, modern ballet, music and movement, bridge club, folk dance, pilates, exercise classes for people with Parkinson's, table tennis, yoga, support group for carers, healthy walks, physiotherapy and mobility sessions.

The applicant wants to provide a Community Cinema, showing films for local people at an affordable cost. Before Covid, they offered community films using a projectionist firm who provided all the equipment as needed. The local community do not have a cinema in easy reach of their homes and the films were very popular but the cost of the projectionist meant they ran at a cost to the Centre.

The installation of a full Audio-Visual system including large pull-down screen, ceiling mounted projection equipment, surround sound speakers and microphones will enable the centre to run film screenings as a regular fixture. It will also allow them to hire the facilities for host conferences and training courses which need access to AV equipment.

How Does the Project Meet The Council's Aims?

Strong and Resilient Communities – residents can become involved by attending or volunteering to help run the film and in doing so will meet others from their local community. By coming to the films local people can see and make friends and which reduces social isolation and loneliness. They will also be able to see the other activities available increasing the footfall and enabling the various groups using the centre to thrive.

Assessment Group Evaluation of The Project

The Assessment Group consider this an appropriate use of s106 receipts paid to the Council specifically for improvements to Ashenground Community Centre. The AV equipment will enable the centre to provide regular film screenings and make modern facilities available for hire for conferences and training courses which will increase footfall and income, making the community centre more sustainable in the long term.

Overall score: 6

Recommendation

The Assessment Group recommends that the Cabinet Grants Panel Release S106 contributions up to a maximum of £10,862.54 to the Ashenground Community Centre toward the cost of an Audio-Visual System for Community Cinema which is made up of – £10,862.54 (DM/19/2764 Gamblemead)

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***

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