

## APPENDIX 4

## BURGESS HILL TOWN COUNCIL

MINOR GRANT APPLICATIONS PHASE 1 2020

| <b>ORGANISATION</b>                | <b>REQUESTED</b> | <b>AWARDED</b> |
|------------------------------------|------------------|----------------|
| Signposts Mid Sussex               | £1,000           |                |
| Wings Youth Theatre                | £960             |                |
| Worlds End Association             | £1,000           |                |
| Windmills Opportunity Playgroup    | £1,000           |                |
| 4Sight Vision Support              | £1,000           |                |
| Mid Sussex Voluntary Action (MSVA) | £1,000           |                |
| The King's Church                  | £1,000           |                |
| Burgess Hill Cricket Club          | £1,000           |                |
| Mid Sussex Older People's Council  | £484             |                |
| Impact Foundation                  | £500             |                |
| <b>Total requested</b>             | <b>£8,944</b>    | <b>£</b>       |

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| <b>BURGESS HILL TOWN COUNCIL</b>  |  |
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| <b>MINOR GRANT APPLICATION</b>  |  |
| <b>NAME OF ORGANISATION</b>   | Signposts Mid Sussex   |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>   | 70-80 Burgess Hill adult members   |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>  | Contribution towards running costs   |
| <b>AMOUNT REQUESTED</b>   | £1,000   |
| <b>TOTAL COST OF PROJECT</b>  | £18,286  |
| <b>OTHER SOURCES OF INCOME</b>  | Grants, own reserves   |
| <b>PREVIOUS GRANTS</b>  | 2015 to 2010 - £1,000 per year; 2016 - £750; 2017 - £1,417; 2018 - £1,000; 2019 - £1,000 |
| <b>CONSTITUTION</b>   | yes  |
| <b>FINANCE</b>  | Financial Statement 28/2/2019  |
| <b>COMMUNITY COMMENTS:</b>  |  |
| <p>Signposts Mid Sussex is a registered charity formed in 2003, which provides a range of services and activities as well as information, support and advice to people with learning disabilities and other vulnerable people, helping them stay safe and well and living as independently as possible. It also provides support to their families and carers. Services include a twice weekly drop-in, counselling, health liaison surgeries with a learning disability nurse, carers support, advocacy and various arts and crafts activities. Signposts also runs the My Network service and My Network Plus in Mid Sussex on behalf of WSCC.</p> <p>Up to 200 people per week visit their premises at the Old Post Office Resource Centre in Station Road for support, advice or social activities. Their aim is for people to be as independent as possible and to feel included within their community.</p> <p>The grant requested is towards running costs, particularly rent.</p> |  |
| <b>FINANCIAL COMMENT:</b>   |  |
| <i>Financial Snapshot</i>   |  |
| Income:   | £60,252  |
| Deficit:  | £ (9,395)  |
| Reserves:   | £17,451  |
| Forward cost cover  | 3 months   |
| <br><i>Comment</i>  |  |
| <p>Financial year to 28 February 2019 saw a deficit of £9k (surplus £6k prior year) mainly as a result of a drop in donations. This has had the effect of reducing this organisation's reserves to a modest 3 month forward cost cover.</p>   |  |
| <b>No financial objection to grant</b>  |  |

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| <b>BURGESS HILL TOWN COUNCIL<br/>MINOR GRANT APPLICATION</b>   |   |
|--|---|
| <b>NAME OF ORGANISATION</b>  | Wings Youth Theatre                               |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>  | 3 adult members & 12 junior members               |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>   | Contribution towards performance costs            |
| <b>AMOUNT REQUESTED</b>  | £960  |
| <b>TOTAL COST OF PROJECT</b>   | £8,959  |
| <b>OTHER SOURCES OF INCOME</b>   | Subscriptions, ticket sales                       |
| <b>PREVIOUS GRANTS</b>   | None  |
| <b>CONSTITUTION</b>  | yes   |
| <b>FINANCE</b>   | Income & expenditure to 31/12/2019                |
| <b>COMMUNITY COMMENTS:</b>   |   |
| <p>Wings Theatre Group is a newly formed Youth Theatre group run by volunteers providing weekly sessions for young people aged 11-18 years. Currently, half the attendees reside in Burgess Hill although they meet in Plumpton Green. They offer singing, dancing and acting plus an opportunity to learn to play an instrument and participate in the Wings Band. They offer opportunities for young people to have fun and form new friendships while building confidence, engaging in self-expression and developing adaptive and positive behaviour. They promote use of music to improve and sustain mental health and wellbeing.</p> <p>The grant is to contribute towards of putting on their next show – Grease Junior – which they will perform in December 2020 at Clair Hall (there is no suitable venue in Burgess Hill). The cost of putting on the show is £8,959. The grant requested is to contribute to costs of three professional orchestra players to support the 9 junior members, and the cost of the orchestral score.</p> |   |
| <b>FINANCIAL COMMENT:</b>  |   |
| <i>Financial Snapshot</i>  |   |
| Income:  | £ 8,903   |
| Surplus:   | £ 137   |
| Reserves:  | £ 727 (excludes repayable set-up loans of £3,500) |
| Forward cost cover   | 1 month   |
| <i>Comment</i>   |   |
| <p>Being newly formed, this organisation has yet to build up any level of reserves save for the repayable loans of £3,500 given by the treasurer (and founder?) of the organisation.</p> <p><b>No financial objection to the grant application, however, a signed copy of the Income &amp; Expenditure statement should be sought. In addition, due to the nature of the event, confirmation should be sought this event is to go ahead in the current Covid-19 climate. There is also a question mark over the level of sales that may be achievable, which forms a substantial part of the funding for this event.</b></p> <p><b>A guarantee should be sought that if the grant is paid prior to the event and it is subsequently cancelled, the money is repaid.</b></p>  |   |

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| <b>BURGESS HILL TOWN COUNCIL<br/>MINOR GRANT APPLICATION</b>  |  |
|---|--|
| <b>NAME OF ORGANISATION</b>   | Worlds End Association   |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>   | Members: 100 households (approx 300 residents)                                       |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>  | Contribution towards preservation of one of the last brick pavements in Burgess Hill |
| <b>AMOUNT REQUESTED</b>   | £1,000   |
| <b>TOTAL COST OF PROJECT</b>  | £2,360   |
| <b>OTHER SOURCES OF INCOME</b>  | Donation, own funds  |
| <b>PREVIOUS GRANTS</b>  | None   |
| <b>CONSTITUTION</b>   | yes  |
| <b>FINANCE</b>  | Income & Expenditure statement   |
| <p><b>COMMUNITY COMMENTS:</b></p> <p>Worlds End Association, formed in 1987, is a constituted community group which promotes the unique nature of the Victorian settlement, preserving existing features and seeking to influence new development to remain in keeping with surrounding area.</p> <p>The grant requested is towards the repair of one of the last brick pavements in Burgess Hill, situated outside The Watermill pub. The path is made of Burgess Hill bricks. There has been an inn of sorts on this site for many years prior to the present building, which is the same vintage as the railway (1840). The area has undergone highways improvements but the original pavement has not been updated. The path has deteriorated and needs to be repaired. The contractor will re-use the existing bricks, where they are in good condition, and only use locally sourced replacement bricks where they are needed.</p> <p>The path is privately owned but is well used by commuters, children going to school and visitors to local businesses. Improving the path will provide the community with a safe pavement and preserve the heritage. The tenants of the public house are prepared to contribute a portion of the cost.</p> |  |
| <p><b>FINANCIAL COMMENT:</b></p> <p><i>Financial Snapshot</i></p> <p>Income:                   £ 780<br/>           Deficit:                   £ (935)<br/>           Reserves:               £ 3,745<br/>           Forward cost cover 26 months</p> <p><i>Comment</i></p> <p>Although the Association has a substantial level of reserves (in comparison to its normal annual outgoings), the amount in cash terms is modest.</p> <p><b>No financial objection to the grant application, however, the project is reliant on receiving £1k from the Watermill Inn. Confirmation should be received this money will still be forthcoming and/or the Association will use its own funds to make up any shortfall.</b></p>  |  |

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| <b>MINOR GRANT APPLICATION</b>   |   |
| <b>NAME OF ORGANISATION</b>  | Windmills Opportunity Playgroup   |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>  | 8 adult members & 46 junior members   |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>   | Contribution towards rental costs   |
| <b>AMOUNT REQUESTED</b>  | £1,000  |
| <b>TOTAL COST OF PROJECT</b>   | £1,515  |
| <b>OTHER SOURCES OF INCOME</b>   | Own funds   |
| <b>PREVIOUS GRANTS</b>   | 2019 – £500 2018 - £500; 2016 - £1,000; 2015 - £500; 2014 - £1,000; 2012 - £1,000; 2011 - £1,000; 2010 - £1,000 |
| <b>CONSTITUTION</b>  | yes   |
| <b>FINANCE</b>   | Annual Report to 31 July 2019   |
| <b>COMMUNITY COMMENTS:</b>   |   |
| <p>Windmills Opportunity Playgroup is a registered charity established in 1984. It runs an inclusive playgroup, offering a supportive and stimulating environment for children aged 2 - 5 years, successfully supporting children from the local community alongside children with a range of additional needs. The group requires a higher than average adult child ratio because of the higher number of children with additional needs.</p> <p>After several difficult years, the playgroup is in a better position now with rising numbers of children attending, new staff members and trustees, and their OFSTED inspection in 2018 found they were 'Good' in all areas. Because of the higher adult:child ratio they continue to need to raise additional funds to cover the shortfall, as the fees they charge do not cover the higher costs.</p> <p>The grant requested is towards the cost of premises rent.</p> |   |
| <b>FINANCIAL COMMENT:</b>  |   |
| <i>Financial Snapshot</i>  |   |
| Income:  | £ 103,825   |
| Deficit:   | £ (7,032)   |
| Reserves:  | £ 69,021  |
| Forward cost cover   | 7.5 months  |
| <i>Comment</i>   |   |
| <p>Although this organisation appears to have a solid level of reserves, much of the income is in the form of statutory funding, which is now longer guaranteed due to Covid-19. At this time, it is not possible to provide an accurate level of funding that will be received.</p>   |   |
| <b>No financial objection to this grant application.</b>   |   |

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| <b>MINOR GRANT APPLICATION</b>   |   |
| <b>NAME OF ORGANISATION</b>  | 4Sight Vision Support   |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>  | 58 adult BH members & 2,000 non BH members  |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>   | Towards the cost of providing an Outreach Service for sight-impaired people in Burgess Hill |
| <b>AMOUNT REQUESTED</b>  | £1,000  |
| <b>TOTAL COST OF PROJECT</b>   | £2,842  |
| <b>OTHER SOURCES OF INCOME</b>   | Own funds   |
| <b>PREVIOUS GRANTS</b>   | 2019 - £500; 2015 - £400; 2012 - £1,000; 2011 - £500; 2008 - £400                           |
| <b>CONSTITUTION</b>  | yes   |
| <b>FINANCE</b>   | Financial Statements 31/03/2019   |
| <b>COMMUNITY COMMENTS:</b>   |   |
| <p>4Sight is a registered charity established in 1921. It supports people with sight loss to maintain their independence, participate in their community, have a voice and promote their quality of life.</p> <p>The 4Sight Outreach Service provides face to face contact with people living with sight loss and their carers in Burgess Hill through information days, home visits, and drop-in sessions held at the Help Point surgery, offering information, advice, guidance and support.</p> <p>The grant requested is towards the cost of providing the Outreach Service in Burgess Hill.</p> |   |
| <b>FINANCIAL COMMENT:</b>  |   |
| <i>Financial Snapshot</i>  |   |
| Income:  | £ 368,717   |
| Deficit:   | £(186,390)  |
| Reserves:  | £ 436,603   |
| Forward cost cover   | 9 months  |
| <i>Comment</i>   |   |
| <p>Although this organisation had planned for a deficit (in the region of £100k) to allow for an expansion in services offered, a reduction in income across the board has increased this deficit to £186k, however, the level of reserves remains strong.</p> <p>Some 80% of this organisation income relies upon donations and charitable activities, but with the current virus situation, income from these sources are going to be more difficult to obtain.</p>  |   |
| <b>No financial objection to the grant application.</b>  |   |

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| <b>BURGESS HILL TOWN COUNCIL<br/>MINOR GRANT APPLICATION</b>   |   |
|--|---|
| <b>NAME OF ORGANISATION</b>  | Mid Sussex Voluntary Action (MSVA)                        |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>  | 27 member groups for adults & 8 member groups for juniors |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>   | Contribution towards Community Room rental cost           |
| <b>AMOUNT REQUESTED</b>  | £1,000  |
| <b>TOTAL COST OF PROJECT</b>   | £20,475   |
| <b>OTHER SOURCES OF INCOME</b>   |   |
| <b>PREVIOUS GRANTS</b>   | £250 in 2016; £1,000 in 2018; £1,000 in 2019              |
| <b>CONSTITUTION</b>  | Yes   |
| <b>FINANCE</b>   | Financial Statements 31/3/2019                            |
| <b>COMMUNITY COMMENTS:</b>   |   |
| <p>MSVA supports 350 community groups across Mid Sussex providing advice, information, low cost training and a volunteer matching service. They provide support to new and established community groups; encourage partnership working by bringing together voluntary/community/statutory sector and represent the community sector to policy and decision makers. They also provide a fully equipped, centrally located community room available to hire at subsidised rates, which is used by 25 local groups.</p> <p>The grant requested is towards the rental cost of the community room, thereby enabling it to be hired by community organisations at an affordable rate. This enables some of the most vulnerable and socially isolated people to have a place to meet. No regular funding is provided from local or district councils for this and it faces a shortfall this year of £4.75K.</p> |   |
| <b>FINANCIAL COMMENT:</b>  |   |
| <i>Financial Snapshot</i>  |   |
| Income:  | £ 105,838   |
| Deficit:   | £ (5,091)   |
| Reserves:  | £ 115,947   |
| Forward cost cover: 12 months  |   |
| <br><i>Comment</i>   |   |
| <p>The majority of funding comes through grants with the major contributor being MSDC (£75k). This funding continues until 2021/22. Some income is also derived from other grants and some trading activities, however this is less secure and accounts for around 30% of income.</p>  |   |
| <p><b>Sufficient funds, although Members may still wish to support this application.</b></p>   |   |
| <p><b>Signed accounts are required.</b></p>  |   |

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| <b>BURGESS HILL TOWN COUNCIL<br/>MINOR GRANT APPLICATION</b>  |   |
|---|---|
| <b>NAME OF ORGANISATION</b>   | The King's Church   |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>   | 237 adult members of the church & 140 junior members - project will benefit for the wider community who use the baby toddler groups |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>  | Contribution towards new equipment for the baby & toddler groups  |
| <b>AMOUNT REQUESTED</b>   | £1,000  |
| <b>TOTAL COST OF PROJECT</b>  | £2,010  |
| <b>OTHER SOURCES OF INCOME</b>  | Own funds and donations   |
| <b>PREVIOUS GRANTS</b>  | None  |
| <b>CONSTITUTION</b>   | Yes   |
| <b>FINANCE</b>  | Financial Statements 31/3/2019  |
| <b>COMMUNITY COMMENTS:</b>  |   |
| <p>The King's Church was established in 2005 providing support, community and advice to local residents. They established the King's Centre in 2012 providing a community venue during the day and evenings available for community groups and businesses to hire. The Church aims to engage with those who are socially excluded by supporting families, youth, disabled, elderly, low income, people with mental health issues, debt issues, the homeless and ex-offenders. They have engaged with other groups in town and support the annual Christmas Hamper project.</p> <p>The grant requested is to purchase new equipment for their baby and toddler groups, and for the soft play area. Due to the high footfall each week (up to 500 children access The King's Centre each week) the equipment is worn out and needs replacing. They also seek to improve the soft play area where walls /wall stickers have worn out where children have damaged them through excessive use.</p> |   |
| <b>FINANCIAL COMMENT:</b>   |   |
| <i>Financial Snapshot</i>   |   |
| Income:   | £ 832,293   |
| Deficit:  | £ (37,605)  |
| Reserves:   | £ (11,754)  |
| Forward cost cover  | n/a   |
| <i>Comment</i>  |   |
| <p>On a group basis this organisation has posted a loss for the year and has net current liabilities of £12k. They do have, however, a substantial level of tangible fixed assets totalling £3.4mil (financed, in-part, with £1.3 mil bank loan), 98% being in the form of freehold property.</p> <p>I can only surmise that should there be a substantial drop in income, they will cut costs and/or sell property and/or seek an increase in borrowing to keep their operations going.</p>  |   |
| <b>Looking at a local level (operations in BHTC) there are no financial objections to this application.</b>   |   |

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| <b>MINOR GRANT APPLICATION</b>   |   |
| <b>NAME OF ORGANISATION</b>  | Burgess Hill Cricket Club   |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>  | 50 adult members & 195 junior members   |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>   | Contribution towards shortfall in income in light of Covid-19 used towards club running costs |
| <b>AMOUNT REQUESTED</b>  | £1,000  |
| <b>TOTAL COST OF PROJECT</b>   | £982  |
| <b>OTHER SOURCES OF INCOME</b>   | Own funds & grants  |
| <b>PREVIOUS GRANTS</b>   | £2,000 in 2018  |
| <b>CONSTITUTION</b>  | yes   |
| <b>FINANCE</b>   | Club accounts 31/12/2019  |
| <b>COMMUNITY COMMENTS:</b>   |   |
| <p>Burgess Hill Cricket Club, established in 1872, is an amateur sports club that provides opportunities to learn, practice and play cricket for youngsters, girls and boys, and adults in Burgess Hill. The club is run entirely by volunteers and supports local schools and community groups by coaching, enabling these groups to make use of the club's facilities whenever possible without charge.</p> <p>The grant requested is towards club running costs as they are facing a shortfall in income (including membership fees, match income, bar sales and fundraising activities) due to the Covid-19 lockdown. The grant will assist the club to survive the lockdown, ensuring it is in a position at the start of 2021 to continue its community work in schools, its winter practices for youngsters and adults and to embark upon another season in the Sussex County League.</p> |   |
| <b>FINANCIAL COMMENT:</b>  |   |
| <i>Financial Snapshot</i>  |   |
| Income:  | £ 45,057  |
| Deficit:   | £ (3,518)   |
| Reserves:  | £ 1,724   |
| Forward cost cover   | < 1 month   |
| <i>Comment</i>   |   |
| <p>As noted above, Covid-19 will have a substantial detrimental effect on the income of this organisation with, potentially, half the season passing before they start generating match day income which will impact on their already low reserves.</p>  |   |
| <p><b>No financial objection to this grant application.</b><br/> <b>Signed accounts are required.</b></p>  |   |

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| <b>BURGESS HILL TOWN COUNCIL</b>   |   |
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| <b>MINOR GRANT APPLICATION</b>   |   |
| <b>NAME OF ORGANISATION</b>  | Mid Sussex Older People's Council   |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>  | Approximately 400   |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>   | Contribution towards cost of producing & sending out newsletters to members |
| <b>AMOUNT REQUESTED</b>  | £484  |
| <b>TOTAL COST OF PROJECT</b>   | £4-5k   |
| <b>OTHER SOURCES OF INCOME</b>   | Grants & donations  |
| <b>PREVIOUS GRANTS</b>   | 2010 - £258; 2013 - £150; 2014 - £350                                       |
| <b>CONSTITUTION</b>  | Yes   |
| <b>FINANCE</b>   | Financial Statements 31/12/2019   |
| <b>COMMUNITY COMMENTS:</b>   |   |
| <p>Mid Sussex Older People's Council is a registered charity established in 2004, run by and for older people. It represents older people, alleviates loneliness and isolation, offers support and advice through its website, social media and phone line and attends and organises public events. They usually produce a quarterly newsletter but have increased the frequency of this to support members during the Covid-19 lockdown.</p> <p>The grant requested is towards the cost of printing and distributing the newsletter. All the members are over the age of 65 and many receive this by post. The grant will assist them to stay in contact with and support older people who are socially isolated due to COVID-19.</p> |   |
| <b>FINANCIAL COMMENT:</b>  |   |
| <i>Financial Snapshot</i>  |   |
| Income:  | £ 14,502  |
| Deficit:   | £ (420)   |
| Reserves:  | £ 7,255   |
| Forward cost cover   | 6 months  |
| <i>Comment</i>   |   |
| Although there is a reasonable level reserves, much of the income is generated by grants and donations which, under the current climate, must be considered at risk.   |   |
| <b>No financial objection to this application.</b>   |   |

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| <b>MINOR GRANT APPLICATION</b>  |  |
| <b>NAME OF ORGANISATION</b>   | Impact Foundation  |
| <b>NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES</b>   | Approx. 70   |
| <b>PURPOSE FOR WHICH GRANT IS SOUGHT</b>  | Contribution towards the cost of delivering programme to Escape Youth Club |
| <b>AMOUNT REQUESTED</b>   | £500   |
| <b>TOTAL COST OF PROJECT</b>  | £625   |
| <b>OTHER SOURCES OF INCOME</b>  | Own funds & other grants   |
| <b>PREVIOUS GRANTS</b>  | None   |
| <b>CONSTITUTION</b>   | Articles of Association provided   |
| <b>FINANCE</b>  | Annual report 31/3/2019  |
| <b>COMMUNITY COMMENTS:</b>  |  |
| <p>The Impact Foundation is a registered charity established in 1985. They aim to address the causes of obesity and other diet related diseases by equipping vulnerable local people with skills and confidence to cook healthy meals on a budget. A team of 10 volunteers run cooking programmes for vulnerable adults and children in Mid Sussex and Crawley, also in collaboration with partner organisations.</p> <p>The grant requested is towards the cost of providing Cookery Leader Training and Level 2 Food Safety &amp; Hygiene online certification for two leaders of the Escape Youth Club in Burgess Hill.</p> <p>Following the training, an agreement is made that a minimum of 3 x 5-week courses will be carried out by the club over the following 12 months, with the hope they would be self-sufficient and the courses would continue subsequently. Impact also funds the cost of the food for the first 5 cooking sessions.</p> |  |
| <b>FINANCIAL COMMENT:</b>   |  |
| <i>Financial Snapshot</i>   |  |
| Income:   | £ 1,448,235  |
| Deficit:  | £ (51,080)   |
| Reserves:   | £ 1,828,485  |
| Forward cost cover  | 14 months  |
| <i>Comment</i>  |  |
| <p>Large organisation with a substantial level of reserves as at 31/3/2019. Much of this organisation's income is derived from "Other donations" and it is difficult to ascertain how this might be impacted due to covid-19.</p> <p><b>Sufficient funds, although this can be amended if the organisation could supply up-to-date bank statements demonstrating the level of funds they now have and if they have dropped substantially since the balance sheet date of 31/3/2019.</b></p>   |  |