

APPENDIX 1

BURGESS HILL TOWN COUNCIL

MINOR GRANT APPLICATIONS PHASE 1 2018

ORGANISATION	REQUESTED	AWARDED
St Catherine's Hospice	£1,000	
Windmills Opportunity Playgroup	£1,000	
Sussex Community Day Centre	£1,000	
Friends of Green Circle Network	£773	
4Sight Vision Support	£1,000	
Respect Youth Club	£700	
Revitalise Respite Holidays	£708	
2529 Burgess Hill Royal Air Force Cadets	£1,000	
Breathe Easy Mid Sussex	£684	
Mid Sussex Brass Band	£750	
Maple Drive Community Group	£500	
Total requested	£9,115	£

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	St Catherine's Hospice
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	45 BH beneficiaries; 1,950 non BH beneficiaries
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution to costs of providing end of life nursing care in people's own homes
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£3,750
OTHER SOURCES OF INCOME	Own reserves
PREVIOUS GRANTS	2016 - £500, 2015 - £500; 2014 - £500; 2013 - £860; 2012 - £1,000; 2011 - £1,000; 2010 - £500; 2009 - £500; 2008 - £600
CONSTITUTION	Yes
FINANCE	Financial Statement 31 March 2017
COMMUNITY COMMENTS:	
<p>St Catherine's Hospice was established in 1983 and provides specialised patient care and support for adults diagnosed with a terminal illness, together with providing practical and emotional support to their families. Care is provided both in the hospice and in the community. 24-hour care is provided via an in-patient unit, a Day Hospice, a Home Care Service and bereavement support. All care is provided free of charge.</p> <p>The Community Care Team, co-ordinated by a Clinical Nurse Specialist, provides end of life nursing care, advice and support in patients' own homes 365 days a year e.g. washing, dressing and making the patient as comfortable and mobile as possible.</p> <p>The grant requested is towards the cost of providing end of life nursing care in the homes of patients living in the Burgess Hill area, allowing them to remain in familiar surroundings whilst staying close to family and friends.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 10.8mil
Surplus:	£ 2.8mil
Reserves:	£ 4.8 mil
Forward cost cover	6 month
 <i>Comment</i>	
Sufficient funds, although Members may still wish to support this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Windmills Opportunity Play Group
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	15 adult members and 27 young people. 80+ beneficiaries including children, their families, staff & volunteers
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards rental costs
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£1,638
OTHER SOURCES OF INCOME	Own funds
PREVIOUS GRANTS	£1,000 in 2016; £500 in 2015; £1,000 in 2014; £1,000 in 2012; £1,000 in 2010; £1,000 in 2009; £1,000 in 2007; £750 in 2005; £750 in 2001
CONSTITUTION	Yes
FINANCE	Annual Report 31 July 2017
COMMUNITY COMMENTS:	
<p>Windmills Opportunity Playgroup is a registered charity, formed in 1984, which provides play and development opportunities for children with additional needs. It provides a supportive and stimulating environment for the children and their families, delivered by qualified practitioners.</p> <p>The special needs of the children require a higher staff to child ratio, which means the group is unable to recoup all its costs from the fees it charges the families. It therefore has to continuously raise funds to cover the deficit.</p> <p>The grant requested is towards the rental cost of the premises at Sheddingdean Community Centre.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 76,549
Surplus:	£ 1,519
Reserves:	£ 66,475
Forward cost cover	10 months
<i>Comment</i>	
Although this organisation has a reasonable level of reserves, some 15% of income is derived through grants and donations. Without this money, the years in question would have delivered a £11k loss.	
Sufficient funds, although Members may still wish to support this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Sussex Community Day Centre
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	3 adult members from Burgess Hill & 3 adult non Burgess Hill members
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution to hall hire costs
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£13,930
OTHER SOURCES OF INCOME	Own funds
PREVIOUS GRANTS	2016 - £500, 2013 - £1,000; 2011 £1,000
CONSTITUTION	yes
FINANCE	Statement of Accounts for 01/04/17-31/03/18
COMMUNITY COMMENTS:	
<p>Sussex Community Day Centre is a registered charity that was formed in 1995. It provides day care facilities once a week for physically disabled adults, some of whom are profoundly disabled. It provides activities tailored to individual needs in a friendly environment with the aim of enhancing their quality of life, providing an opportunity to socialise and offering respite for carers. They run art and craft sessions with a tutor for their members and also organise visiting speakers. They are the only day care centre in the area to provide such support.</p> <p>The grant requested is towards running costs, specifically hall hire costs which amount to £110 every 4 weeks.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 12,980
Deficit:	£ 1,631
Reserves:	£ 5,051
Forward cost cover	4 months
<i>Comment</i>	
Small organisation with only modest reserves.	
No financial objection to this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Friends of Green Circle Network
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	371 adult members & 172 junior members
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards purchase of a brush cutter & blades, stackable storage boxes and additional security cost for Wild About Mid Sussex marquee
AMOUNT REQUESTED	£773
TOTAL COST OF PROJECT	£773
OTHER SOURCES OF INCOME	Nil
PREVIOUS GRANTS	2017 - £1,000; 2016 - £1,000; 2014 - £1,000; 2009 - £500
CONSTITUTION	Yes
FINANCE	Statement of accounts 31 March 2017
COMMUNITY COMMENTS:	
<p>Friends of Burgess Hill Green Circle Network is a registered charity set up in 2007 to promote conservation and wildlife. The group maintains Bedelands Nature Reserve and other habitats including ponds around Burgess Hill on behalf of the Town and District Councils. They also promote awareness of the importance of conserving wildlife and its varied habitats to the local community.</p> <p>As well as carrying out regular conservation work, the group organises free educational events, including guided walks, an annual Children's Safari and Meet the Wild Things, a series of free events during the school holidays, and the Wild About Mid Sussex exhibition during the Summer Festival.</p> <p>The grant requested is to purchase a brush cutter to cut back undergrowth from path margins and hedges and sturdy stackable storage boxes to keep the equipment clean and dry. Also to cover additional costs associated with providing security for the Festival marquee. Following the anti-social behaviour problems experienced by the volunteer guards last year it was decided to employ a professional security company this year. Funding was raised to cover the cost on the basis of the quote originally provided, but it was subsequently found necessary to extend the time by 3 hours during each of the 3 nights, from 8pm – 8am. When the invoice was received it included VAT, which they had not realised would be payable. These additional costs left a shortfall of £291.60 above the £486 grant they had been awarded by Mid Sussex District Council. The overnight guard was for the entire weekend, not just the Wild About Mid Sussex event, and the marquee was used for 4 other Festival events during the weekend.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 16,590
Deficit:	£ (3,250)
Reserves:	£ 4,669
Forward cost cover	2.5 months
<i>Comment</i>	
<p>Small organisation that completed a major project during the year (Hammonds Ridge Pond) giving rise to a significant deficit on that project which impacted on the finances as a whole. Reserves are small.</p> <p>No financial objection to the application, however, a signed copy of the statements of accounts should be sought.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	4Sight Vision Support
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	52 Burgess Hill members
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution to Outreach Officer visiting members at home for assessment and support
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£4,160
OTHER SOURCES OF INCOME	Fundraising and own funds
PREVIOUS GRANTS	2015 - £400; 2012 - £1,000; 2011 - £500
CONSTITUTION	Yes
FINANCE	Financial Statements 31 March 2017
COMMUNITY COMMENTS:	
<p>4Sight is a registered charity that was established in 1921. It supports vision impaired people in West Sussex through the provision of a range of tailored services. In 2013, the 4Sight resource centre in Burgess Hill was closed due to reduced funding. They have continued to provide Outreach Worker visits, organised Equipment & Exhibition Days and displayed a limited range of equipment in the Town Council's Help Point.</p> <p>The grant requested is towards extending the service they provide by enabling an Outreach Officer to visit members at home. They have seen a reduction in the number of visits to their resource centres due to sight loss and mobility issues, and fees charged for their services have also become a barrier. The grant would contribute towards the cost of providing free visits to members at their homes in Burgess Hill.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 997k
Surplus:	£ 557k
Reserves:	£ 800k
Forward cost cover	1.8 YEARS
<i>Comment</i>	
Received a significant increase in legacy monies putting this organisation onto a very stable footing.	
Sufficient funds although members may still wish to support this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Respect Youth Club
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	12 adult members & 60 junior members
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards running costs including rent & insurance
AMOUNT REQUESTED	£700
TOTAL COST OF PROJECT	£4,630
OTHER SOURCES OF INCOME	Own funds, fund raising and grants
PREVIOUS GRANTS	2016 - £200 + £400 following fire; 2013 - £800; 2012 - £600; 2009 - £720; 2008 - £720
CONSTITUTION	Yes
FINANCE	Financial Report 12 months to 31 May 2017
COMMUNITY COMMENTS:	
<p>Respect Youth Club was established in 2007 and provides weekly activities for young people aged 9-16 years. It provides a safe space to meet with organised activities to help young people develop skills and integrate as members of society. Local residents welcome the club as do local Police and Councillors confirm the club is a proven benefit for the community.</p> <p>Following the fire in 2016 at the NTC hut the club has reopened using the Scout hut at Worlds End (5th Scouts).</p> <p>The grant requested is towards running costs including rent and insurance.</p> <p>This is a well-attended youth club in a low-income area, run by volunteers and attended by a large number of children and young people.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 3,382
Surplus:	£ 10
Reserves:	£ 5,279
Forward cost cover	18 months
<i>Comment</i>	
<p>Although the forward costs cover is substantial, the amount of money in cash terms is not overly significant.</p> <p>No financial objection to this application, however, the future growth in reserves will need to be reviewed on future grant applications.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Revitalise Respite Holidays
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	16 beneficiaries from Burgess Hill
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards 2 respite breaks for Burgess Hill residents and their carers
AMOUNT REQUESTED	£708
TOTAL COST OF PROJECT	£3,626
OTHER SOURCES OF INCOME	Guest fees
PREVIOUS GRANTS	2017 - £500; 2016 – 500; 2013 - £340; 2012 - £500; 2009 - £448; 2008 - £610; 2001 - £123; 2000 - £82
CONSTITUTION	Yes
FINANCE	Annual Report 31 Jan 2017
COMMUNITY COMMENTS:	
<p>Revitalise Respite Holidays (formerly Vitalise, the name changed in December 2014) is a national charity, formed in 1963, which provides respite breaks with nurse-led support in a relaxed, holiday-style environment, for disabled people and their carers. The organisation also offers a large number of volunteering opportunities.</p> <p>The grant requested is towards the cost of providing two, week-long respite breaks for disabled guests and their carers from Burgess Hill at one of three fully accessible centres run by Revitalise in the UK.</p> <p>The benefits of providing breaks include a change of environment and routine, whilst providing increased stimulation and access to arts, sports and social interaction. Carers also benefit by having a break from their caring responsibilities.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 9.4mil
Surplus:	£ 0.5mil
Reserves:	£ 3.5 mil
Forward cost cover	5 months
<i>Comment</i>	
Large organisation with substantial reserves.	
Sufficient funds although Members may wish to support this organisation. A later set of accounts should be provided prior to issue of any money.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	2529 (Burgess Hill) Royal Air Force Air Cadets
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	6 adult BH members & 24 junior BH members; 1 adult non BH member & 6 junior non BH members
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards a biennial canal boat expedition & IT equipment
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£1,200
OTHER SOURCES OF INCOME	Own funds
PREVIOUS GRANTS	None
CONSTITUTION	Yes
FINANCE	Receipts and Payments 31 March 2016
COMMUNITY COMMENTS:	
<p>Royal Air Force Cadets is an organisation for young people with interest in aviation and contributes to Duke of Edinburgh scheme. It meets twice a week and is fully inclusive. The group was previously known as ATC, which was formed in 1976 in Burgess Hill.</p> <p>The grant requested is towards a biennial canal boat expedition training activity and a contribution towards improving IT equipment. The expedition has not been held for four years due to staff changes – trained staff have left the group and the training cost has trebled. Most of the training for the squadron is completed online and up to date IT equipment is also needed.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 4,174
Surplus:	£ 2,178
Reserves:	£ 2,178
Forward cost cover	13 months
<i>Comment</i>	
Small amount of reserves in monetary terms. No financial objection to grant application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Breathe Easy Mid Sussex
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	35 adult members
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards training costs
AMOUNT REQUESTED	£684
TOTAL COST OF PROJECT	£684
OTHER SOURCES OF INCOME	
PREVIOUS GRANTS	None
CONSTITUTION	To be provided
FINANCE	To be provided
COMMUNITY COMMENTS:	
<p>Breathe Easy Mid Sussex was established in 2007 as part of British Lung Foundation Breath Easy support groups. It is run by volunteer members and meets monthly in Burgess Hill. The group provides support to people with lung conditions by providing information, support and a knowledgeable contact for members and their carers. The group invites experts to talk to members and provides social opportunities, which reduces isolation.</p> <p>The grant requested is to fund online training on chair based exercise for three group members, which can then be delivered to the group.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£
Surplus:	£
Reserves:	£
Forward cost cover	
<i>Comment</i>	
<p>No financial information submitted save for a bank rec as at 31 March 2018. It is not possible, therefore, to make a formal assessment, however, due the small level of cash reserves via a vis the project cost, there is no financial objection to the grant should additional financial information be forwarded and be in keeping with that currently known.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Mid Sussex Brass Band
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	12 adult BH members & 5 junior BH members; 24 adult non BH members & 6 junior non BH members
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards cost of attending Schmallerberg Woche and towards purchase of light stands for WWI commemoration event
AMOUNT REQUESTED	£1,000 - £730 towards coach costs & £270 to purchase 30 light stands
TOTAL COST OF PROJECT	£11,698
OTHER SOURCES OF INCOME	Contributions by band members
PREVIOUS GRANTS	2016 - £500; 2011 - £400
CONSTITUTION	Yes
FINANCE	Accounts 31 Dec 2017
COMMUNITY COMMENTS:	
<p>Mid Sussex Brass Band is a community brass band of amateur players of all ages. The band provides rehearsal and performance opportunities for its members as well as providing musical entertainment at various town events including Remembrance Day services, garden parties, concerts etc. The band provides instruments and uniforms free of charge to its players. Beginners of all ages are provided with free tuition on their instrument.</p> <p>The grant requested is to towards the cost of the senior band attending the bi-annual Schmallerberger Woche in August. This is a 3-day celebration during which the band will give a performance at the local Falke factory for disabled people and on the main stage as part of the Woche, plus additional performances representing Burgess Hill as part of the Festival.</p> <p>The band subsidises some of the trip but the bulk of the cost is paid by members, who each pay for their transport costs, hotel and meals. They wish to make the trip as affordable as possible by reducing the coach costs. Funding is also requested towards the purchase of light stands, to ensure the band can read the music during the World War 1 parade and commemoration event in the evening of 11 November.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 10,321
Surplus:	£ 2,552
Reserves:	£ 16,351
Forward cost cover	25 months
<i>Comment</i>	
Good forward costs cover and reasonable level of reserves.	
Sufficient funds although Members may still wish to support this application	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Maple Drive Community Group
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	10 committee members & a large number of residents who attend the Summer Fayre
PURPOSE FOR WHICH GRANT IS SOUGHT	Contribution towards event costs
AMOUNT REQUESTED	£500
TOTAL COST OF PROJECT	£3,718
OTHER SOURCES OF INCOME	Own funds and grants
PREVIOUS GRANTS	None
CONSTITUTION	Yes
FINANCE	None supplied save bank statements
COMMUNITY COMMENTS:	
<p>Maple Drive Community Group organises events and activities primarily to support the community of Maple Drive and surrounding areas, although they are open to all. The group organises an annual Summer Fayre to bring the local community together, providing a fun day out and an opportunity for local charities, groups and businesses to promote themselves to the wider community. Arena events showcase local talents.</p> <p>The grant requested is towards event costs including insurance, publicity, first aid and amusements.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£
Surplus:	£
Reserves:	£
Forward cost cover	
<i>Comment</i>	
<p>New organisation that has yet to draw-up any accounts. No financial objection to grant application, however, in lieu of there being no formal assessment of the financial position, a full breakdown of expenditure with receipts should be sought.</p>	
GRANT AWARDED: £	