

BURGESS HILL TOWN COUNCIL
COVID-19 GRANT APPLICATIONS 2020

ORGANISATION	REQUESTED	AWARDED
2nd Burgess Hill Brownies	£755	
4Sight Vision Support	£632.20	
7th Burgess Hill Scouts	£500	
The Monday Group	£250	
Music for Memories Mid Sussex	£551.11	
Sheddingdean Baptist Church	£400	
Sussex Search and Rescue	£1,000	
Burgess Hill Heritage and History Society	£300	
Air Ambulance Kent Surrey Sussex	£620	
Burgess Hill Guide and Brownie Association	£6,225	
Total requested	£11,233.31	£

Name of organisation:

2nd Burgess Hill Brownies

What is the nature of your organisation's activity?

Brownies are part of GirlGuiding which is a non-profit voluntary organisation and it's for girls aged 7 to 10. We have weekly term time meetings, make new friends and share incredible experiences together.

What is the catchment area covered by your organisation?

Burgess Hill Town but we do accept girls from outside the area.

How has your service been affected by COVID-19?

We have been unable to have our weekly Brownie meetings face to face and have had our weekend away at 'Magic & Mayhem' cancelled. This is an annual Brownie event held and run by Blacklands Farm in East Grinstead.

How has your organisation been affected financially by COVID-19?

We have not taken our termly subscriptions from the Parents of £37 for each Brownie. We currently have 15 Brownies. This is our only income unless we do a fundraiser.

We have had weekly Zoom meetings instead which has a monthly subscription cost of £14.39 (May and June. July has been covered by Division).

Other costs have included stamps and envelopes of £9

We have still had the costs of badges to cover which this term has been £58.70.

We had hoped to replace some of our pens and pencils and top up our craft items.

Plus, we were hoping this term to use the subs and do a fundraiser to replace our Unit's Flag. Total cost £148.50. Our current flag is a small brown leather pennant flag brought some 50 odd years ago. All other units have a carry cloth flag which especially at the town Remembrance Parade, look brilliant! Ours on the other hand, sadly, does not.

Thankfully, we have not had to pay rent on the Guide Hall during Lockdown as they have obtained a grant and so not charged us rent.

How will the project benefit the community or residents of Burgess Hill?

Any funds would help top up our much needed resources which the Brownies use and purchase our Unit Flag for the Brownies and Town to be proud of.

How many residents will benefit from the grant you are requesting?

The 15 current Brownies, the 3 regular volunteers that run the Unit (including myself) and the future girls that join our Unit.

Is your organisation VAT registered?

- No

When do you intend to start the project?

I don't think this is applicable but resources and flag needed now!

When do you intend to complete the project?

Not applicable

Estimated Cost of Project for Capital Items (brief description)

Total cost approximately £345.

Made up of £244.98 which is our total expenditure this term and cost of new Flag - see above. Cost of replacing resources could be anything between £50 to £100.

We would have taken £555 in subs this term.

Also have in February 2021 annual Girlguiding Subscriptions to pay which in 2020 was £30 per head. Part of Subs over the year are usually put to one side to budget for this.

Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)

555

Estimated Cost of Project for Running/Other Costs (brief description)

Please note:-

I have put £555 in figure above as this is how much subs we would have taken in this term.

I have put £200 below as running/other costs for the fundraisers we would have had during Lockdown.

Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):

200

Total Cost of Project (£)

755

Grant requested from Burgess Hill Town Council (£):

755

Shortfall in funding, if applicable, please briefly describe how shortfall will be funded:

Hopefully paid by this grant. We can't catch up with any shortfall. The next terms subscription (September 2020) will cover that terms cocts, IF we are back up and running then!

Shortfall in funding (if applicable) (£)

0

Have you previously received a grant from Burgess Hill Town Council?

- No

The following documents MUST be submitted with your application: 1.A copy of your organisation's Constitution, signed and dated by the Chair. 2.If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed. 3. A copy of your organisation's audited or independently examined most up-to-date accounts. 4.UP-TO-DATE bank statements of any current and investment accounts.

FINANCIAL COMMENT: Income & Expenditure Statement 31/12/2019

Financial Snapshot

Income: £ 3,413
Deficit: £ (100)
Reserves: £ 585
Forward cost cover 2 months

Comment: Fundraising activities and subscriptions have been adversely affected by Covid 19. Reserves are small.

No financial objection to the grant

GRANT AWARDED: £

Name of organisation:

4Sight Vision Support

What is the nature of your organisation's activity?

Making a positive difference for people living with sight loss across West Sussex.

What is the catchment area covered by your organisation?

West Sussex.

Funds from Burgess Hill Town Council can be restricted to just supporting members in this area.

How has your service been affected by COVID-19?

Although our face-to-face support had to be paused, we have seen an increase demand for support from a range of our services including extra support with accessible technology for communication and online shopping, more support of daily living aids for independent living, and welfare calls with heightened anxiety in members and needing well rounded support and guidance.

Our Outreach Team and 4 dedicated volunteers have been calling our members since lockdown, and now average around 155 people per week (20-30 per week prior to Covid). Since 14th March the team has spent 380 hours having 2,444 unique interactions with our members (many members may have received several calls to help with a particular concern).

The phone calls and support continue to be really valued. Even those members who didn't need any support have been grateful for a phone call and the security of knowing there is someone to turn to if they do need advice and assistance. Some of the phone calls have been quite distressing, with some members saying they have, at times, felt suicidal.

How has your organisation been affected financially by COVID-19?

We have had to cancel our exciting 2020 spring and summer events including quizzes, street collection, our annual walk and new experiences such as the abseil down Spinnaker Tower, Portsmouth.

Like so many charities, we are finding ourselves in crisis. We receive no government funding and rely completely on voluntary donations. Income we budgeted to receive from events, businesses and individuals has, and will continue, to be severely impacted – we have calculated we may lose around £70-£100K of predicted income. With an Expenditure budget now predicted to be £428,239 and income budgeted at £402,542, we are at a deficit of (25,697) and we have just 4 months funds in reserves.

We have secured emergency funding to help the practical realignment of services and staff to work from home. Dunhill Medical Trust provided £4,630 towards laptops and phones, Ernest Kleinwort £4,976 towards the tech support help line officers. We have also received £5,000 from the Clothworkers Foundation, £500 from Tesco Bags of Help, £400 from Neighbourly. We have applications pending with several emergency funders such as, Awards for All and National Lottery Community Fund and crowdfunding sites.

How will the project benefit the community or residents of Burgess Hill?

We are also looking for support with new costs such as our monthly large print newsletter, which will cost us an extra £11.34 per member a year to send out, as currently it is only quarterly, and we must keep our members informed more frequently.

We currently have 58 members in Burgess Hill, so a donation of £632.20 can support this increased communication to them to ensure they have the most current and relevant information provided.

(extra newsletter costing = £10.90 x 58 members)

How many residents will benefit from the grant you are requesting?

58, plus their wider networks as they will be more supported to feel confident in being an active part of their community and well as reminding support for families / carers too.

Is your organisation VAT registered?

- No

When do you intend to start the project?

August 2020

When do you intend to complete the project?

July 2020

Estimated Cost of Project for Capital Items (brief description)

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Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)

0

Estimated Cost of Project for Running/Other Costs (brief description)

£315.52 - Coordination
£23.20 - Postage (where not possible to send as articles for the blind)
/ - USB's & CD's for Audio (costs already covered in once a year purchase)
£204.16 - Print
£0.93 - Braille
£88.16 - Envelopes

Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):

632.20

Total Cost of Project (£)

632.2

Grant requested from Burgess Hill Town Council (£):

632.20

Shortfall in funding, if applicable, please briefly describe how shortfall will be funded:

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Shortfall in funding (if applicable) (£)

0

Have you previously received a grant from Burgess Hill Town Council?

- Yes

If yes, please give details of amount(s) and year(s):

2012 - General Support for BH members - £1,000
2015 - Drop In Service - £400
2019 - 2020, Outreach Service - £500
2020 - 2021, Outreach Service - £500 pledged

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FINANCIAL COMMENT: Financial Statements 31/03/2019

Financial Snapshot

Income: £ 368,717

Deficit: £ (186,390)

Reserves: £ 436,603

Forward cost cover 9 months (4 months according to the applicant as at July 2020)

Comment: The applicant has stated they are looking at a downturn in income of between £70-£100k for the year and a deficit in the region of £26k. Current cash balances have reduced by half since the end of March 2020 indicating income is suffering.

No financial objections to this application

GRANT AWARDED: £

Name of organisation:

7th Burgess Hill Scouts

What is the nature of your organisation's activity?

At 7th Burgess Hill Scout Group, we aim to appeal to a young person's desires for fun and adventure provided through attractive and active programmes. We provide opportunities for developing in young people the qualities that make good citizens: honour, self-discipline, dependability, respect for others and self-reliance.

What is the catchment area covered by your organisation?

Burgess Hill

How has your service been affected by COVID-19?

We've had to convert all of our Beavers, Cubs and Scout session to online sessions. This was quite a heavy undertaking as neither our group of volunteers, nor the young people we serve, were prepared for this. Many young people join in Scouting as a way to improve their social skills and learn new things without the perceived pressure of being at school, so cutting off that social interaction was hard for all.

How has your organisation been affected financially by COVID-19?

As a local Scout group without our own hut, we rely heavily on fundraising. This year we have been forced to cancel almost all fundraising efforts which last year netted us almost 10k. In previous years we've supported local events such as Party In the Park, Town Day, the Weald Classic Car event, the Open Air Cinema, the Burgess Hill Bonfire Parade, the World End Duck fair and many more besides to help support the local community plus also raise crucial funds. All of that has been cancelled. This year the fundraising effort has been reduced to below £1k.

How will the project benefit the community or residents of Burgess Hill?

Last year we co-funded with the Lions Club, a new Gazebo that we use for our fundraising plus for a lot of our Scouting hiking activities around the South Downs national park. The Lions paid for the main Gazebo and we funded the custom printing. We needed this as our previous gazebo was stolen from our store. We subsequently loaned this gazebo out to the NHS, namely the Brow Surgery, during the lockdown to help them manage social distancing, but it got badly damaged with the canopy getting ripped in several places and the metal support bent out of shape with the heavy winds and now we need to replace it.

How many residents will benefit from the grant you are requesting?

The gazebo is used by all 3 sections (Cubs/Beavers/Scouts) which is approximately 85 young people and their families, plus is heavily used at community events as described above

Is your organisation VAT registered?

- No

When do you intend to start the project?

As soon as the grant comes through we will get it ordered

When do you intend to complete the project?

It will take a few weeks

Estimated Cost of Project for Capital Items (brief description)

The replacement structure, canvas and associated printing

Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)

500

Estimated Cost of Project for Running/Other Costs (brief description)

No additional costs

Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):

0

Total Cost of Project (£)

500

Grant requested from Burgess Hill Town Council (£):

500

Shortfall in funding, if applicable, please briefly describe how shortfall will be funded:

This grant will for the parts that we will need to replace, so no shortfall

Shortfall in funding (if applicable) (£)

0

Have you previously received a grant from Burgess Hill Town Council?

- No

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FINANCIAL COMMENT: Receipts and payments 9 months to July 2020

Financial Snapshot

Income: £ 8,094
Deficit: £ (1,603)
Reserves: £ not supplied
Forward cost cover

Comment: A substantial reduction in income as all fund-raising events cancelled. Some subscriptions are still being paid and the current cash balance of £4.8k (30/6/20) is modest but will decrease without the ability to raise monies.

No financial objection to grant, but a signed copy of the latest accounts should be sought.

For note: The RFO's son used to attend this group although he left at the beginning of the calendar year. The RFO has no other connection to this organisation.

GRANT AWARDED: £

Name of organisation:

The Monday Group

What is the nature of your organisation's activity?

Rights of Way volunteers. We provide a service to walkers by making sure the footpath network is kept open and accessible to all. Typically we provide a clearance service and we also build and maintain structures such as stiles, kissing gates, bridges, causeways and way marks. We aim to respond quickly to reports from walkers and landowners about problems that need attention. This means we are not usually able to apply for grants prior to the work being undertaken, due to the delay. We therefore need to be able to fund such works from our own resources. We aim to recover costs from landowners and other responsible parties where possible and appropriate.

What is the catchment area covered by your organisation?

We work in the area north of the Downs from Albourne to Ringmer. The hinterland of Burgess Hill is in the core of our area, and many Burgess Hill residents will walk footpaths maintained by us whenever they go walking in the local countryside.

How has your service been affected by COVID-19?

We have had to suspend our activities between March and June, and our main fundraising has been adversely affected by the cancellation of spring and summer community events. For instance, last year we raised £3,500 from the Ditchling Summer Ball. Ironically the footpaths we maintain have never been so busy, as walking has been an important lockdown recreation activity, accessible throughout lockdown. Many new local people are now discovering the joy and benefits of walking on our wonderful countryside for physical and well being benefits.

How has your organisation been affected financially by COVID-19?

See above re the difficulties of fund raising during lockdown. However, because there are many more walkers out and about we are receiving more reports of problems requiring our attention than usual and we now have a significant backlog to tackle. We recommenced work in June, so our costs will steadily rise as we purchase materials for new stiles, gates and other structures, but the community events providing us with income remain cancelled. We need to raise c£10,000 annually to maintain our services.

How will the project benefit the community or residents of Burgess Hill?

By maintaining and improving the footpath network for residents who use it, a high proportion of whom are dog walkers. Walking is by far the most popular form of exercise for people of all ages, and lockdown has significantly increased its popularity. The benefits are not only within Burgess Hill, but also in the adjoining parishes where Burgess Hill residents walk in the countryside.

How many residents will benefit from the grant you are requesting?

All residents who use the footpath network in the surrounding countryside.

Is your organisation VAT registered?

- No

When do you intend to start the project?

Continuing

When do you intend to complete the project?

Continuing

Estimated Cost of Project for Capital Items (brief description)

Capital costs include materials and fixings. We work almost exclusively in green oak. Below, I have quoted for 70% of our average annual funding shortfall (£10,000), as 70% of our expenditure typically goes on materials. Materials for a typical stile are in the range £150-£250, and way marks cost c£50, so the grant I have requested (£250) would cover the cost of a stile and a way mark.

Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)

7,000

Estimated Cost of Project for Running/Other Costs (brief description)

30% of our expenditure goes on mileage, consumables and overheads, so I have quoted 30% of our annual average funding shortfall below

Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):

3,000

Total Cost of Project (£)

10,000

Grant requested from Burgess Hill Town Council (£):

250

Shortfall in funding, if applicable, please briefly describe how shortfall will be funded:

From other funding sources - parish councils, trusts, landowners, donations from organisations and individuals, and community fund raising when summer fairs etc recommence.

Shortfall in funding (if applicable) (£)

9,750

Have you previously received a grant from Burgess Hill Town Council?

- No

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FINANCIAL COMMENT: Annual Report and Accounts 31 December 2019

Financial Snapshot

Income: £ 19,185
Surplus: £ 4,510
Reserves: £ 29,656 (cash at bank as at 31/12/2019)
Forward cost cover Insufficient data

Comment: By June 2020 this organisation's cash had reduced down to £23k and with fund raising proving challenging and the levels of work increasing (see narrative above), this position is likely to deteriorate.

No objection to this grant.

GRANT AWARDED: £

Name of organisation:

Music for Memories Mid Sussex

What is the nature of your organisation's activity?

We provide personalised playlist and headsets to those who would benefit from it. This may be people living with Dementia who use the headsets to encourage memories to resurface, those in hospital for an extended period of time, those living alone and feeling isolated and many other situations.

We do not believe that the person receiving the headset should need to provide any financial contribution to it as more often than not they are often struggling financially already and this can support their mental health immeasurably so should not be based on how much they have.

Since we started our organisation in 2019 we have delivered 50 headsets to residents of Mid Sussex 33 of which are residents in Burgess Hill.

The headsets are ordered from an organisation in the USA and have no external wires when used as well as padding so they are comfortable for sensitive skin which is common for our users. It also means they can be worn in bed and so avoids any risk of injury.

What is the catchment area covered by your organisation?

We cover the whole of Mid Sussex but the funding we are applying for is focussed on Burgess Hill

How has your service been affected by COVID-19?

We are no longer able to visit people in their own homes so are relying on technology and the phone to gather the playlist and then introduce it to the person using it. In the case of care-homes we deal with the staff to ensure they know how to use the headset and can support the person to use it to its best effect.

In normal times it takes our team of 3 people around 3 hours to gather the song information, create the playlist and load it to the headset, deliver the headset and then provide ongoing support to the person / family using it to make changes and adjustments. Due to the new socially distant way we need to operate in each headset is taking 5hours.

We are also working on a plan over August to develop video guides on using the playlist to help those we provide a headset to and their families use the headset.

How has your organisation been affected financially by COVID-19?

We are unable to fundraise through community events such as concerts which is where we usually raise the money to purchase the headsets and music.

We are all committed to the work as volunteers and we do not have any paid staff so all we are looking for is funding to get the headsets, plugs and music rather than any of the human time needed.

We have also had to purchase a range of electronic equipment to enable us to move the bulk of our client facing work onto a computer setting so as to ensure we are adhering to social distancing at all times.

How will the project benefit the community or residents of Burgess Hill?

The headsets are particularly useful to those who are feeling isolated and we are aware that lockdown has added to this isolation. During the winter months we anticipate that this isolation could increase as people will fear the combination of

Covid-19 with seasonal flu and so will become reluctant to do the things they usually would to feel part of their community.

We want to be able to get headsets to these people and are taking steps to make sure we can do this in a covid secure way but we believe there could be many people who we need to reach especially if Christmas is not able to operate as normal. We want to get these headsets to people before the winter so they have something ready to use.

How many residents will benefit from the grant you are requesting?

We hope to get headsets to an additional 50 people in Burgess Hill by Christmas 2020. 20 of these will be through the funding we are applying for.

Is your organisation VAT registered?

- No

When do you intend to start the project?

01/08/2020

When do you intend to complete the project?

31/08/2020

Estimated Cost of Project for Capital Items (brief description)

I have listed below our costs for 50 headsets but we already have the funding for 30 of these so it is only costs for 20 headsets that we are seeking funding for. So the figures in the cost box below refer to just the 20 headsets not all 50.

As we order from the USA we are subject to the current exchange rate so figures are accurate as of 21/07/2020 but can fluctuate by a small margin depending on the exchange rate

50 Headsets \$1465 / £1150.32 (Listed in dollars and sterling as ordered from the USA)

- 20 Headsets \$585 / £459.34

Import tax @ 20% \$293 / £230 (Listed in dollars and sterling as ordered from the USA)

- 20 Headsets \$117 / £91.87

Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)

1,380.32

Estimated Cost of Project for Running/Other Costs (brief description)

Music Subscription £9.99/month - 5 months £49.95 for the 5 months we hope to take to complete the project

Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):

49.95

Total Cost of Project (£)

1,430.27

Grant requested from Burgess Hill Town Council (£):

551.11

Shortfall in funding. if applicable. please briefly describe how shortfall will be

funded:

We received a legacy gift from the family of Matthew Gallagher who was a huge advocate of our project following his sad death at the end of 2019. This will make up the shortfall in the grant requested.

Shortfall in funding (if applicable) (£)

879.16

Have you previously received a grant from Burgess Hill Town Council?

- No

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Consent

✓ I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

FINANCIAL COMMENT: Receipts & Payments 31/12/2019*Financial Snapshot*

Income:	£ 8,209
Surplus:	£ 3,625
Reserves:	£ 3,625
Forward cost cover	9 months

Comment: Although as at the end of December there appears to be a reasonable level of reserves and the latest bank statement (01/06/2020) shows improvement, the inability to fund raise due to Covid 19 in the short/medium term may cause financial strain going forward.

No financial objection to this application.

GRANT AWARDED: £

COVID-19 GRANT APPLICATION FORM

If you require extra space when answering a question, please attach an additional sheet

Name of Organisation	SHEDDINGDEAN BAPTIST CHURCH
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1. What is the nature of your organisation's activity?

As a local church we provide services of Christian worship and wide range of services to the local community including a parent and toddlers group, children and youth activities, support for seniors and activities that bring the whole community together.

2. What is the catchment area covered by your organisation?

Northern Burgess Hill

3. How has your service been affected by COVID-19?

We are a church that meets in Sheddingdean Primary School and Sheddingdean Community Centre. Both of these are venues we are currently unable to use for either worship or community service. It is possible they could remain closed to us for sometime.

4. How has your organisation been affected financially by COVID-19?

It is too early to say but given that we cannot meet physically it will over time have an impact on our financial situation.

5. How will the project benefit the community or residents of Burgess Hill?

We want to be creative in our response to the community's needs. We intend to create a series of virtual videos that support families, children, and young people. We piloted this idea by creating a virtual Messy Summer the videos of which can be seen on Sheddingdean Baptist YouTube channel. We want to develop this, so the production is more professional. In addition, we want to create supportive material for seniors that can be delivered to them in a format suitable to their needs. We believe this will build community cohesion at this difficult time, bring the wider community together and help alleviate loneliness.

6. How many Burgess Hill residents will benefit from the grant you are requesting?

Over time perhaps 250

7. Is your organisation VAT registered?	YES <input type="checkbox"/>	NO ** <input type="checkbox"/>	VAT number:	<input type="text"/>
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8. When do you intend to start the project?	We started with the Messy Summer pilot on the 11 th July
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Completion date?	July 2021
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9. FINANCIAL ASSESSMENT

For applications over £500, proof of expenditure will be required.

Estimated Cost of Project (Please exclude VAT if your organisation can claim back VAT)		(round pounds)	
Capital Items:	Cannon EOS M50 Camara/Video with Rode Mic and Battery. £686 Hard drive for Editing software. £65 Cables/SD cards £100	£	851.00
Running / Other Costs:	Brief Description:	£	b
Total Cost of Project:		£	851.00
Grant requested from Burgess Hill Town Council:		£	400.00
Shortfall in funding if any:	Church will fund or raise the difference.	£	451.00

10. Have you previously received, or applied for, a grant from Burgess Hill Town Council?	YES * <input type="checkbox"/>	NO <input type="checkbox"/>
10.a. If YES, please give details of amount(s) and year(s)		
Yes, we received a grant last year for Music for Memories Mid Sussex. Initially the organisation was under the umbrella of the church to get it established. I am pleased to report it is now a Community Interest Organisation and doing very well.		
Declaration		
I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.		
Full Name	Trevor Beckett	
Signed	<input type="text"/>	
Position	Minister	
Date	15 th July 2020	
Email	sheddingdeanbaptist@gmail.com	
(Please complete this if you are happy to receive confirmation by email on the outcome of your application.)		

<p>FINANCIAL COMMENT: Annual Report 31/12/2019 <i>Financial Snapshot – based on unrestricted funds i.e. funds relating to designated and restricted funds have been excluded from this analysis</i></p> <p>Income: £ 61k Surplus: £ 6k Reserves: £33k Forward cost cover 7 months</p> <p><i>Comment</i></p> <p>The information given on the application form relating the financial effects of Covid 19 is somewhat vague making assessment of this organisation’s financial needs problematic. The accounts to 31/12/2019 (pre-Covid) show all receipts to the <i>unrestricted fund</i> were received via BACS i.e. not from meetings or fund-raising events, giving rise to the question, again, as to how this organisation has been impacted by Covid 19. Current level of funds in the organisation’s banks accounts have not deteriorated to any great degree.</p> <p>Sufficient funds although Members may still wish to support this application.</p> <p>GRANT AWARDED: £ <input type="text"/></p>

Name of organisation:

Sussex Search and Rescue

What is the nature of your organisation's activity?

Sussex Search and Rescue are the primary volunteer resource tasked by Sussex Police to search for, and rescue, vulnerable missing people throughout Sussex. All our team members are self-funding and are dedicated, professionally trained, local volunteers, who willingly contribute their time and energy in helping the Sussex Community and are on call 365 days a year. We are trained in navigation, search techniques, communications and first aid and have specialist water and bike teams. We are called out by the Sussex Police any time of the day or night and plan and operate teams of search technicians to locate the missing people and alleviate the suffering of those missing and their loved ones.

In 2019 we attended 46 call outs and donated 1899 hours searching and 8037 hours in total covering training, events and call outs. This year to date we have already attended 34 call outs spending 1990 hours searching and 3,799 hours in total not including our Covid-19 volunteering as highlighted below.

What is the catchment area covered by your organisation?

Our catchment area covers the whole of Sussex and, in addition, we receive requests to assist the teams from the neighbouring counties of Hampshire, Surrey and Kent. We have members from East, West and Mid Sussex.

How has your service been affected by COVID-19?

Covid-19 has impacted us directly by increasing the need for our search and rescue services and additionally we have assisted the community with the urgent delivery of PPE. We have continued to operate throughout the pandemic and indeed there has been a significant increase in the number of call outs we have received in recent weeks, including times where we have been attending two separate call outs at the same time. Despite having members self-isolating, we have continued to provide a sizeable number of team members to the searches. We have adjusted our training from outdoor search activities to online training and meetings and for our live call outs have introduced additional PPE and social distancing to minimise the risk of spread of the virus.

In addition to our normal services, as part of our Covid-19 community response, working with the Sussex Resilience Forum, we have delivered over 1.2 million items of PPE and computer equipment, driven over 8,000 miles (at our team members cost) and given up over 450 hours of time. We are police vetted, uniformed and the community is continuing to benefit from our ability to respond quickly to the, often urgent, delivery of items.

How has your organisation been affected financially by COVID-19?

The Covid-19 pandemic has meant our ability to generate funds has been severely impaired. We fund our operations by undertaking marshalling activities for events, participating in supermarket schemes and seeking organisational and personal donations. We attended 39 events in 2019 and to date in 2020 have only been able to fundraise at 5 events. We will suffer a significant shortfall in income as a result of events and schemes being cancelled over the 6 months when the pandemic is most severely affecting us.

How will the project benefit the community or residents of Burgess Hill?

When someone goes missing the impact on the residents of the area is far reaching. It can cause significant distress to not only the missing person, but their family, friends and work colleagues. Resources are required and by Sussex Search and Rescue providing

their services on a voluntary basis, they are saving tax-payers money and significantly enhancing the services the police can provide. We have had one search specifically based in Burgess Hill in the last couple of months and in that night-time search alone we had 19 team members spending 70 hours in the night searching for the missing person who thankfully returned home.

We propose putting the grant towards the fit out of a new vehicle which has been donated to us. We increasingly have the need for a second back up vehicle when two searches are ongoing, or we are required in two separate locations. We have kindly received a new vehicle for free but are unable to use this until it is fitted out with our search and rescue livery, radio and communications equipment, and serviced and maintained ready for use. Without securing extra funds, we may need to leave this vehicle off the road, in order to preserve our reserves to take us through this period when Covid-19 is impacting our fundraising.

How many residents will benefit from the grant you are requesting?

We are not able to say specifically how many Burgess Hill residents will benefit as we cannot know how many people will go missing. However, by continuing to invest in our equipment and resources, we believe we are helping the community stay safe as well as assisting with the needs of the community during this period when Covid-19 is having its greatest impact.

Is your organisation VAT registered?

- No

When do you intend to start the project?

September 2020

When do you intend to complete the project?

December 2020

Estimated Cost of Project for Capital Items (brief description)

Fit out of new vehicle, which has been donated to us, including stripping existing livery and replacing with Search and Rescue livery, initial service and maintenance of vehicle and the set-up of radio communications and a repeater unit.

Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)

5,000

Estimated Cost of Project for Running/Other Costs (brief description)

N/A

Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):

0

Total Cost of Project (£)

5,000

Grant requested from Burgess Hill Town Council (£):

1,000

Shortfall in funding, if applicable, please briefly describe how shortfall will be funded:

We will seek further grants to make up the shortfall and use reserves set aside for future new equipment if necessary.

Shortfall in funding (if applicable) (£)

4,000

Have you previously received a grant from Burgess Hill Town Council?

- No

The following documents MUST be submitted with your application: 1.A copy of your organisation's Constitution, signed and dated by the Chair. 2.If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed. 3. A copy of your organisation's audited or independently examined most up-to-date accounts. 4.UP-TO-DATE bank statements of any current and investment accounts.

-

Consent

✓ I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

FINANCIAL COMMENT: Receipts and Payments 6 months to 31/12/2018

Financial Snapshot

Income: £ 15,065

Surplus: £ 5,543

Reserves: £34,063 (£3,855 after taking into account earmarked expenditure)

Forward cost cover 4 months

Comment: Although there is a substantial amount of funds shown, some £30k has been earmarked towards the purchase of a replacement vehicle, leaving a modest <£4k.

No financial objection to the application, however, more up-to-date accounts should be sought.

GRANT AWARDED: £

Name of organisation:	Burgess Hill Heritage and History Association
What is the nature of your organisation's activity?	Keeping the public informed about the Heritage and History of Burgess Hill & preserving relevant items & documents
What is the catchment area covered by your organisation?	mainly Burgess Hill
How has your service been affected by COVID-19?	Have had to cancel meetings & stall at public events
How has your organisation been affected financially by COVID-19?	Have been unable to recruit members, fund raise at events. When meetings restart they will run at a loss because of low numbers & no fund raising raffle
How will the project benefit the community or residents of Burgess Hill?	The meetings are enjoyed by members & non members. With the number of residents increasing it is very important there is a history association & museum
How many residents will benefit from the grant you are requesting?	all residents
Is your organisation VAT registered?	<ul style="list-style-type: none"> No
When do you intend to start the project?	September
When do you intend to complete the project?	hopefully things will be back to normal by 2021
Estimated Cost of Project for Capital Items (brief description)	£200 to pay speakers and pay for the hall.
Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)	100
Estimated Cost of Project for Running/Other Costs (brief description)	£50. This will cover the cost of newsletters and other running costs
Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):	100
Total Cost of Project (£)	200
Grant requested from Burgess Hill Town Council (£):	300

Shortfall in funding, if applicable, please briefly describe how shortfall will be funded:

will come from our funds

Shortfall in funding (if applicable) (£)

-100

Have you previously received a grant from Burgess Hill Town Council?

- Yes

If yes, please give details of amount(s) and year(s):

last September, money towards setting up new website, not yet claimed
previous September, money towards running costs

The following documents MUST be submitted with your application: 1.A copy of your organisation's Constitution, signed and dated by the Chair. 2.If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed. 3. A copy of your organisation's audited or independently examined most up-to-date accounts. 4.UP-TO-DATE bank statements of any current and investment accounts.

Consent

 I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

FINANCIAL COMMENT: Income & Expenditure to 31/8/2019

Financial Snapshot

Income: £ 2,224
Surplus: £ 90
Reserves: £ 4,750
Forward cost cover 26 months

Comment

As at the date of the accounts, this organisation has a substantial level of funds relative to its annual outgoings. A copy of the organisation's building society statement has been requested, and unless a substantial drop in balance is noted, **this organisation has sufficient funds although Members may still wish to support this application.**

GRANT AWARDED: £

Name of organisation:

Air Ambulance Kent Surrey Sussex

What is the nature of your organisation's activity?

The Air Ambulance Kent Surrey Sussex offers a HEMS service (Helicopter Emergency Medical Service) to the communities of Kent, Surrey and Sussex, delivering potentially life-saving care and treatment to those who have suffered high trauma or medical emergency.

What is the catchment area covered by your organisation?

Kent, Surrey, East Sussex and West Sussex.

How has your service been affected by COVID-19?

Our priority remains responding to the sickest or most critically injured across our regions in their hour of need. In addition to continuing our life saving, specialist emergency service, we are supporting the NHS in the fight against the Coronavirus pandemic.

Working alongside the South East Coast Ambulance Service and the wider NHS, we are making the best use of our existing resources – our state of the art helicopters, response vehicles and equipment – and the outstanding expertise of medics and crew to contribute to this national effort by supporting the transfer of critically ill Coronavirus patients across our regions, as and when required.

We continue to invest in Personal Protective Equipment (PPE), infection protection controls and specialist medical equipment to support our service delivery. It is our utmost priority to protect our team, ensuring they have the necessary resources and equipment to stay safe and save as many lives as possible 24 hours a day, 7 days a week.

How has your organisation been affected financially by COVID-19?

As a charity, we are completely reliant on the generosity of our donors and supporters, at a time when fundraising is challenging indeed, with 89% of the £14M we need each year to run our service comprising funds raised or donated by the public we serve.

We face an anticipated shortfall of £2.9 million pounds, which is a projected loss of fundraising income due to the Coronavirus. This is all at a time when fundraising is very challenging indeed. Our collection pots alone normally bring in more than £200,000 for us a year, which is just one of the many ways we would usually be out in our communities fundraising.

Anything you can give will help us to continue to respond to those most in need of our specialist care and help us support our NHS to safely transfer Coronavirus patients to the facilities best equipped to treat them.

How will the project benefit the community or residents of Burgess Hill?

We never want anyone to become seriously ill or injured but in the event that they do we want to be able to respond to scenes of medical emergencies so we are able to provide expert care. This could be at home, work or quite often on the road – if this was a resident from Burgess Hill we would want to be in a position to offer our assistance at any time.

How many residents will benefit from the grant you are requesting?

It is very hard to give a number for this question as we are reactive to emergencies as and when they happen.

Is your organisation VAT registered?

- Yes

VAT number:

GB 870 0282 45

When do you intend to start the project?

N/a

When do you intend to complete the project?

N/a

Estimated Cost of Project for Capital Items (brief description)

Our yearly running costs at this current time are £14 million and we face an anticipated shortfall of £2.9 million pounds.

Estimated Cost of Project for Capital Items (please exclude VAT if your organisation can claim back VAT) (£)

0

Estimated Cost of Project for Running/Other Costs (brief description)

N/a

Estimated Cost of Project for Running/Other Costs (please exclude VAT if your organisation can claim back VAT) (£):

0

Total Cost of Project (£)

0

Grant requested from Burgess Hill Town Council (£):

£620

Shortfall in funding, if applicable, please briefly describe how shortfall will be funded:

N/a

Shortfall in funding (if applicable) (£)

0

Have you previously received a grant from Burgess Hill Town Council?

- No

The following documents MUST be submitted with your application: 1.A copy of your organisation's Constitution, signed and dated by the Chair. 2.If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed. 3. A copy of your organisation's audited or independently examined most up-to-date accounts. 4.UP-TO-DATE bank statements of any current and investment accounts.

FINANCIAL COMMENT: Financial Statements 31 March 2019

Financial Snapshot

Income: £ 14.8mil
Surplus: £ 704k
Reserves: £ 4.7 mil
Forward cost cover 4 months

Comment: Although the level of Forward Cost Cover is modest at 4 months, the level of reserves in cash terms is £4.7mil. They are predicting a shortfall of £2.9mil in income due to the inability to undertake their normal fundraising activities. This would put a severe strain on their ability to cover core costs without utilising much of their reserves.

No financial objection to this grant application.

GRANT AWARDED: £

COVID-19 GRANT APPLICATION FORM

If you require extra space when answering a question, please attach an additional sheet

Name of Organisation	Burgess Hill Guide and Brownie Association	Contact Name	Ian Richards
1. What is the nature of your organisation's activity?			
<p>To support the Girlguiding movement in Burgess Hill with the provision of a meeting hall and private grounds where volunteers ensure there is a safe environment that allows young girls to develop skills and become responsible adults whilst enjoying a wide range of indoor and outdoor interests.</p> <p>The Guide Hall is also available for hire to the residents of the town for private functions and to bona-fide clubs, societies, etc. for regular meetings.</p>			
2. What is the catchment area covered by your organisation?			
Burgess Hill and its immediate environs.			
3. How has your service been affected by COVID-19?			
<p>It has not been possible to continue with regular Guiding meetings owing to the current government restrictions. This also, of course, applies to non-guiding hall rentals.</p>			
4. How has your organisation been affected financially by COVID-19?			

Guiding units pay 'rent' for the use of the Hall and this income contributes towards the upkeep of the Hall and its grounds and for general improvements to the premises. The Hall's trustees decided it would be right to suspend these payments for the duration of the Hall not being permitted to be used for social purposes and probably for a while beyond this because individual units/parents may themselves be facing financial difficulties. Also, there has been a significant loss of revenue from Hall rentals for the same reasons. All the while, there are continuing 'overheads' and necessary expenditure for the maintenance of the premises and site grounds – grass cutting, water rates, electricity standing charge, mandatory testing of the fire alarms, fire extinguishers, electrical wiring and appliances, as well as an annual comprehensive insurance premium.

A part of Guiding activity is focused on fund-raising in ways that help the community at large (e.g. the annual summer fete) as well as bringing money in for the Hall, and self-help in this way is activity encouraged by the Guiding movement. Because the various units are not currently active, this year-round additional income for the Guide Hall has reduced considerably.

5. How will the project benefit the community or residents of Burgess Hill?

There are a number of important projects that are currently underway or envisaged for the near future in connection with the Guide Hall. At present, the Hall Committee have approved work to refurbish two toilet/washrooms in order to uplift these facilities to contemporary standards and to match improvements that were completed several years ago where disabled user's facilities were added to the building. This is long overdue, and we believe it will enhance the Hall's appeal particularly for adult clubs and societies who will expect good standards of accommodation when looking for premises to hire.

For safety reasons, the Committee have also approved funding for a fixed loft ladder to gain access to storage space in the Hall's attic. Again, for reasons of safety, and owing to concerns from parents of girls coming to meetings at the Hall, the front gates at the end of the driveway to the grounds need to be repositioned to allow space for groups of children to keep away from Station Road which can be very busy at times. At present, it is not possible to park a vehicle off the footway in order to open the locked gates so this needs to be addressed as a matter of some urgency.

Lastly, in the longer term, the condition of the Hall's roof is a matter for concern. It is a wooden building, generally very sound, but now over 60 years old (opened in 1957) and the roof is mainly constructed of asbestos corrugated sheets which have deteriorated over time. We have been gradually building up a surplus in the current account for some time now in order to be able to partially finance a complete re-roof the building with a suitable modern material – possibly lightweight steel panels. We have not as yet researched the cost implication for this work. Without a viable building, we cannot support both the main activities for girls and to offer facilities for other users at a time when these are at a premium in Burgess Hill.

6. How many Burgess Hill residents will benefit from the grant you are requesting?

The Guide Hall is primarily used by girls for this specific purpose and as such benefits any family with young girls who are interested in this well-established tradition. Some Guide and Brownie units in the town meet at other venues but the Hall in Station Road is a legacy from a well-known local family, held in trust, for the use of all Guiding units in Burgess Hill. Additionally, the Hall is available for hire. This is open to people from Burgess Hill and its environs but also any persons or organisations further afield (the U3A, for example) who find the facilities offered to be acceptable for their specific activity. We are aware that premises of this kind are likely to be in demand in Burgess Hill now that the Martlets Centre and Sidney West Hall for example, have disappeared. The Guide Hall is unique in being of good size with its own grounds, parking and in a central position in the town.

7. Is your organisation VAT registered?	No	VAT number:	N/A
8. When do you intend to start the	Work is already underway – the first toilet/washroom refit has been completed (see attached photographs)		
Completion date?	We aim to have these projects finished before the end of the year 2020		

9. FINANCIAL ASSESSMENT

For applications over £500, proof of expenditure will be required.

Estimated Cost of Project (Please exclude VAT if your organisation can claim back VAT)	(round pounds)		
Capital Items:	Brief Description: Furniture and sanitaryware to be purchased for the refit of two toilet/washrooms. Loft ladder to be fitted by specialist. Pair of driveway gates to be purchased and the entrance to be re-positioned. Driveway to be repaired where necessary	£	6500
Running / Other Costs:	Brief Description: There are no anticipated extra running costs. There are additional plumbing fittings and decorating materials to be purchased in connection with the toilet refurbishments.	£	300
Total Cost of Project:	£(a+b)	6800	
Grant requested from Burgess Hill Town Council:	£	6225	

Shortfall in funding if any:	Brief explanation how the shortfall will be funded: In the event that no grant funding is forthcoming from the Council, we have sufficient funds in the current account to complete these projects. However, this does somewhat jeopardise the future provision for major roof repairs to the Hall outlined above.	£	575
10. Have you previously received, or applied for, a grant from Burgess Hill Town Council?		Not recently	
10.a. If YES, please give details of amount(s) and year(s)			
I understand that there may have been grants given in the past, but I have no details of this.			
<p>Declaration</p> <p>I declare that I have read and accept the Guidance Notes and Conditions of Funding and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Burgess Hill Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.</p>			

<p>FINANCIAL COMMENT: Independent Examiners Report 31/8/2019</p> <p><i>Financial Snapshot</i></p> <p>Income: £ 10,626</p> <p>Surplus: £ 3,864</p> <p>Reserves: £ 26,054</p> <p>Forward cost cover: 46 months</p> <p><i>Comment</i></p> <p>This organisation has a considerable level of reserves as at 31/8/19 for the level of outgoings with cash balances improving to circa £36k as at 22 June 2020.</p> <p>Sufficient funds although Members may still wish to support this application.</p>

GRANT AWARDED: £