

APPENDIX 4

BURGESS HILL TOWN COUNCIL

MINOR GRANT APPLICATIONS PHASE 1 2019

ORGANISATION	REQUESTED	AWARDED
Friends of Green Circle Network	£523	£523
Windmills Opportunity Playgroup	£1,000	£500
Mid Downs Hospital Radio	£1,000	NIL
Kangaroos	£1,000	£250
Mid Sussex Voluntary Action	£1,000	£1,000
Revitalise	£764	£500
Burgess Hill Flower Club	£550	£100
Sheddingdean Baptist Church	£1,000	£557
Parkfield Equine Solutions	£1,000	DEFER
Burgess Hill Heritage & History Association	£1,000	DEFER
Friends of Woodlands Meed	£250	£250
4Sight	£1,000	£500
Total requested	£10,087	£4,180

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 costs for Wild About Mid Sussex to include table hire, van hire and publicity.
AMOUNT REQUESTED	£523
TOTAL COST OF PROJECT	£523
OTHER SOURCES OF INCOME	Nil
PREVIOUS GRANTS	2018 - £1482, 2017 - £1,000; 2016 - £1,000; 2014 - £1,000; 2009 - £500
CONSTITUTION	Yes
FINANCE	Income & expenditure 31 March 2018
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 contribute towards the cost of Wild About Mid Sussex, include table and van hire and publicity.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 5,233
Deficit:	£(2,089)
Reserves:	£ 2,581
Forward cost cover	4 months
<i>Comment</i>	
Small organisation with modest reserves, no financial objection to grant request.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Windmills Opportunity Playgroup
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	26 junior & 13 adult BH members; 4 junior & 3 adult non BH members. 80+ beneficiaries including children, their families, staff & volunteers.
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards premises rental costs
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£1,512
OTHER SOURCES OF INCOME	Fees
PREVIOUS GRANTS	2018 – £500; 2016 – £1,000; 2015 - £500; 2014 - £1,000; 2012 - £1,000; 2011 – £1,000; 2010 - £1,000
CONSTITUTION	Provided
FINANCE	Annual Report 31 Jul 2018
COMMUNITY COMMENTS:	
<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>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 96,448
Surplus:	£ 9,579
Reserves:	£ 76,054
Forward cost cover	10 months
<i>Comment</i>	
The organisation has built up a reasonable level of reserves giving them financial stability going forward.	
Sufficient funds although Members may still wish to support this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Mid Downs Hospital Radio
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	27 adult BH members & 12 non BH adult members. The service is available inpatients, outpatients, visitors & staff at the PRH & more widely via internet streaming.
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of providing the service including broadcasting licences & insurance.
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£6,327
OTHER SOURCES OF INCOME	
PREVIOUS GRANTS	2013 - £600; 2008 - £400; 2004 - £500
CONSTITUTION	Provided
FINANCE	Receipts and Payments: 31 December 2018
COMMUNITY COMMENTS:	
<p>Mid Downs Hospital Radio is a registered charity formed in 1976 that provides an entertainment and information service to patients, visitors and staff at the Princess Royal Hospital and more widely via internet streaming. Listeners include residents of Burgess Hill. The radio provides health advice, information on NHS services and community support services as well as promoting promote local events.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 8,166
Surplus:	£ 181
Reserves:	£10,186
Forward cost cover	15 months
<i>Comment</i>	
<p>Although this organisation have a high level of reserves compared to their annual costs, they are concerned their income will drop (has dropped) with the advent of a new radio station in Burgess Hill which could cause their reserves to dwindle over time. As of today, and for the immediate future, they are in a stable financial position.</p>	
Sufficient funds although Members may still wish to support this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Kangaroos Mid Sussex
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	25 adult & 67 junior BH members; 50 adult & 92 non BH members
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of providing the PALS weekend & holiday playscheme
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£66,760
OTHER SOURCES OF INCOME	WSSC Short Breaks & other Trusts & funders
PREVIOUS GRANTS	2018 - £1,000; 2017 - £800; 2016 - £700/£700; 2015 - £500/£972; 2014 – £972/£972; 2013 - £975; 2012 - £972; 2011 - £1,000; 2010 - ££1,000; 2009 - £500; 2007 - £500; 2002 - £500; 10998 - £375; 1997 - £300; 1994 - £400
CONSTITUTION	Memorandum & Articles of Association provided
FINANCE	Financial Statements 31/3/18 & Management Report 31/3/19
COMMUNITY COMMENTS:	
<p>Kangaroos is a registered charity formed in 1994. It provides a range of fun, inclusive social and leisure activities for children and young people with learning, physical and behavioural difficulties.</p> <p>The grant requested is towards the cost of providing PALS, a weekend and Holiday Playscheme for children aged from 6 to 12 held at the Ashenground Centre in Haywards Heath. Activities include days at base with a theme such as a space, transport or sensory play as well as trips out to a wide variety of venues including farms, sensory rooms, theme parks and inclusive playgrounds and some overnight stays at outward bound and other centres. PALS supports more than 50 children with a wide range of disabilities.</p> <p>PALS provides the children with fun activities, promotes independence and opportunities to socialise, for whom mainstream provision is not accessible. It also provides their carers and siblings with a respite break.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot (from Management Report)</i>	
Income:	£ 486,695
Surplus:	£ 19,093
Reserves:	£ 165,414
Forward cost cover	4.5 months
<i>Comment</i>	
<p>Medium sized organisation that has good cash reserves although the forward costs cover is modest. Sufficient funds although Members may wish to support this application.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Mid Sussex Voluntary Action
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	32 BH member groups & 339 non BH member groups
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of rent & service charge for the Community Room
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£20,442
OTHER SOURCES OF INCOME	Room hire charges & other grant applications
PREVIOUS GRANTS	2018 - £1,000
CONSTITUTION	Memorandum & Articles of Association provided
FINANCE	Financial Statements 31 March 2018 + Management Accounts 31/3/19
COMMUNITY COMMENTS:	
<p>MSVA is a registered charity working across Mid Sussex to support local voluntary organisations and community groups. It offers a wide range of information, advice and support on all matters relating to charities including charity law, fundraising and policies, assistance with starting new groups, various networks and forums, regular training courses, volunteering services to match volunteers with groups that need volunteers, and the Community Room which is available to hire at reasonable rates for voluntary groups.</p> <p>The grant requested is towards the rental and service charge for the Community Room, which is available to hire at reasonable rates by community and voluntary groups. The room is currently used by more than 30 groups for a range of activities. It is also used as a training venue by MSVA, Sussex Oakleaf and Carers Support.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot (using Management Accounts data)</i>	
Income:	£ 103,134
Deficit:	£ (1,918)
Reserves:	£ 115,947
Forward cost cover	13 months
<i>Comment</i>	
Good level of reserves giving this organisation a sound footing going forward.	
Sufficient funds although Members may still wish to support this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Revitalise
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	8 BH beneficiaries in 2019
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of providing 2 respite breaks for disabled people and their carers from Burgess Hill
AMOUNT REQUESTED	£764
TOTAL COST OF PROJECT	£3,848
OTHER SOURCES OF INCOME	Guest fees
PREVIOUS GRANTS	2018 - £500; 2017 - £500; 2016 - £500; 2013 - £340; 2012 - £500; 2009 - £448; 2008 - 3610; 2001 - £123; 2000 - £82
CONSTITUTION	Memorandum & Articles of Association provided
FINANCE	Consolidated Accounts + Draft accounts period to 31 Jan 2019
COMMUNITY COMMENTS:	
<p>Revitalise is a registered charity (previously named the Winged Fellowship). It provides breaks for disabled people and their carers at its 3 UK residential centres, with fully accessible accommodation, 24 hr nurse-led care, a daily programme of entertainment and activities, outings in Revitalise's accessible minibuses and support from a large number of residential volunteers. To keep the breaks affordable they raise funds to subsidise the cost.</p> <p>Carers can either join their loved ones for a break together or may be able to take a break from their caring responsibilities. The breaks reduce loneliness and isolation, and improve mental wellbeing for guests with disabilities and their carers.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot (based on draft accounts)</i>	
Income:	£ 9.2mil
Deficit:	£ breakeven
Reserves:	£ 3.9mil (estimated)
Forward cost cover	5 months
<i>Comment</i>	
Large organisation that has a substantial level of cash reserves.	
Sufficient funds although Members may still wish to support this application.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Burgess Hill Flower Club
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	20 BH members & 9 non BH members
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of purchasing a roller banner to use at meetings & events, also to purchase advertising space in the local media
AMOUNT REQUESTED	£550
TOTAL COST OF PROJECT	£650
OTHER SOURCES OF INCOME	Own funds
PREVIOUS GRANTS	2017 - £500
CONSTITUTION	Constitution provided
FINANCE	Income & expenditure statement 31/12/18
COMMUNITY COMMENTS:	
<p>Burgess Hill Flower Club is a constituted group formed in 1952. The club enables members to learn and develop their skills in flower arranging. It promotes a love of flowers and enables members to attend a sociable afternoon around a common interest. The club is holding a flower arranging taster session as part of this year's Summer Festival.</p> <p>They need to recruit new members so the grant requested is towards the cost of purchasing a roller banner to use at meetings and events, also to purchase monthly advertising space in the local press and magazines to promote their meetings.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 4,975
Surplus:	£ 613
Reserves:	£ 2,897
Forward cost cover	8 months cost cover
<i>Comment</i>	
<p>Small organisation that has managed to maintain a healthy level of reserves. Purchasing the items from their own funds would still leave them in a stable position, however, it would account for over 20% of their reserves.</p> <p>No financial objection to grant application.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Sheddingdean Baptist Church – Music for Memories Mid Sussex
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	100 Mid Sussex beneficiaries – number of BH beneficiaries not known
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of purchasing 100 Alive Inside headsets for people living with dementia
AMOUNT REQUESTED	£1,000 (£967 currently needed to reach target)
TOTAL COST OF PROJECT	£5,532
OTHER SOURCES OF INCOME	WSCC £3,000; BH District Lions Club £1,000; individual donations £565
PREVIOUS GRANTS	No
CONSTITUTION	Sheddingdean Baptist Church constitution provided
FINANCE	Annual Report & Accounts 31 Dec 2018 (draft)
COMMUNITY COMMENTS:	
<p>Sheddingdean Baptist Church is a charity registered in July 2016. The Music for Memories Project seeks to reconnect people experiencing memory loss to their own musical memories via a personalised playlist of music inserted into specially designed headsets.</p> <p>The Alive Inside headsets deliver high quality music combined with safety features such as no external wires. They are partnering with Playlist for Life to provide the means to obtain someone's personalised playlist.</p> <p>The grant requested is towards the cost of providing 100 people living with dementia across Mid Sussex to have their own personalised music. The aim is to bring calm and reassurance to those experiencing memory loss and to enable them to reconnect with family members through the medium of music.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 164,951
Surplus:	£ 79,655
Reserves:	£ 345,378
<p>Forward cost cover 4 years, albeit, much of the reserves are shown as "restricted" for allocation towards their new building fund.</p> <p><i>Comment</i></p> <p>Excluding the restricted accounts, there appears to be circa £30k for general use. This is an acceptable level of reserves to keep.</p> <p>Sufficient funds, although Members may still wish to support this application.</p> <p>Should Members agree to support this application, a signed copy of the accounts should be sought.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Parkfield Equine Solutions
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	2
PURPOSE FOR WHICH GRANT IS SOUGHT	To fund 1 place & part-fund another place on the ReStart programme
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£14,250
OTHER SOURCES OF INCOME	Funding applications are being submitted to other grant givers, Police & Crime Commissioner etc
PREVIOUS GRANTS	None
CONSTITUTION	Constitution provided
FINANCE	New organisation formed in April 2019 so no accounts available. Budget for 2019 provided.
COMMUNITY COMMENTS:	
<p>Parkfield Equine Solutions (PES) is a Charitable Incorporated Organisation formed in April 2019.</p> <p>PES uses The Horse Course methodology to enable participants (with multiple problems e.g. mental health, ADHD, self-harm, bullying or aggression, NEET, in or leaving care, school exclusion) to become calm and develop a range of skills by learning to communicate with specially trained horses from the ground. Activities are designed to interrupt participants' usual thinking and emotional responses and can succeed with hard to reach people who become disengaged from or 'stuck' in other therapies.</p> <p>The grant requested is to fully fund one place and partially fund a second place on the ReStart programme for young people aged 9 - 24 years. The programme runs over 5 consecutive days for 2 hours per day, with 1-2-1 support from an expert facilitator using specially trained horses to learn 8 skills: assertiveness; focus & perseverance; taking responsibility; empathy; calmness; realistic analysis & planning; communication and engagement. Referral is by a professional (school, PRU, mental health team, social worker) who feel the young person would benefit from the programme.</p>	
FINANCIAL COMMENT: taken from Budget	
<i>Financial Snapshot</i>	
Income:	£ 28,000
Surplus:	£ 13,750
Reserves:	£ 13,750
Forward cost cover n/a	
<i>Comment</i>	
Start-up organisation with no financial history. The majority of the money for the project is to come from grants which, at the time of writing, have not yet been approved.	
No financial objection to grant application, however, the grant should be given in the form of a letter of comfort until successful confirmation has been received from the other organisations that have been applied to.	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Burgess Hill History & Heritage Association
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	50 BH members & 10 non BH members
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of paying a professional to create a website for the Association
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£1,612
OTHER SOURCES OF INCOME	The balance will be met from their own funds
PREVIOUS GRANTS	2018 - £350
CONSTITUTION	Provided
FINANCE	Income&Expenditure Account 31 Aug 2018
COMMUNITY COMMENTS:	
<p>Burgess Hill History & Heritage Association is a registered charity that celebrates its 40th anniversary this year. It has developed and maintains a permanent archive of the history of Burgess Hill and collects items, photos and documents for a museum. It also holds monthly meetings, usually with an invited speaker talking about relevant subjects. The Association has been responsible for saving many artefacts that would otherwise probably have been lost relating to Burgess Hill's history and keeping them for the benefit of the town.</p> <p>The grant requested is towards the cost of paying a professional web designer to create a website for the Association, which will provide membership and meeting information and enable downloading of their archives and photos. They are running a recruitment drive and need a good website to attract and provide information to new members.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 1,424
Deficit:	£ (268)
Reserves:	£ 4,640
Forward cost cover	33 months
<i>Comment</i>	
<p>For a small organisation, the History Society have accumulated a very healthy level of reserves which are substantially over and above their annual cost base.</p> <p>Sufficient funds although Members may still wish to support this application.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	Friends of Woodlands Meed
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	The pop up shop will be open to all Burgess Hill residents
PURPOSE FOR WHICH GRANT IS SOUGHT	To cover the cost of shop set up & marketing materials (printing etc)
AMOUNT REQUESTED	£250
TOTAL COST OF PROJECT	£500
OTHER SOURCES OF INCOME	Own funds
PREVIOUS GRANTS	No
CONSTITUTION	Yes
FINANCE	2017 examined accounts & Income & Expenditure statement 2018
COMMUNITY COMMENTS:	
<p>The Friends of Woodlands Meed is a registered charity formed in 1966 (as the Friends of Newick House) which became the Friends of Woodlands Meed in 2012 following the merger of Newick House and Court Meadow School.</p> <p>The charity raises funds for Woodlands Meed School and College to support additional projects and activities for children and young people aged 2 – 19 years with learning, social, physical and communication disabilities.</p> <p>The grant requested is towards the cost of setting up and running a pop-up shop in an empty retail unit in Burgess Hill Town Centre from 17 – 22 June. It is a joint project between Woodlands Meed College and The Burnside Centre. The shop will showcase the work of both organisations in supporting young people with learning difficulties as well as the crafts and other enterprises the young people have been involved in.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 44k
Surplus:	£ 28k
Reserves:	£ 89K (most of which restricted)
<p>Due to the level of defined restricted funds it is not possible to assess accurately the exact level of unrestricted reserves. However, after taking into account the level of restricted funds (as best I can), there is only a modest level of funds available (circa £5k) for other costs.</p>	
No financial objection to grant application.	
<p>An independently examined and signed copy of the 2018 accounts needs to be forwarded.</p>	
GRANT AWARDED: £	

BURGESS HILL TOWN COUNCIL	
MINOR GRANT APPLICATION	
NAME OF ORGANISATION	4Sight
NUMBER OF BURGESS HILL MEMBERS/BENEFICIARIES	50 adult BH members & 2,000 non BH members
PURPOSE FOR WHICH GRANT IS SOUGHT	Towards the cost of providing an Outreach Service to sight impaired people in Burgess Hill
AMOUNT REQUESTED	£1,000
TOTAL COST OF PROJECT	£2,450
OTHER SOURCES OF INCOME	
PREVIOUS GRANTS	2015 - £400; 2012 - £1,000; 2011 - £500; 2008 - £400
CONSTITUTION	Constitution provided
FINANCE	Financial statements 31/3/2018
COMMUNITY COMMENTS:	
<p>4Sight (formerly West Sussex Association for the Blind) 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. During 2018/19 there have been 51 visits to the drop-in.</p> <p>The grant requested is towards the cost of providing the Outreach Service based on a cost of £49 per person for a year.</p>	
FINANCIAL COMMENT:	
<i>Financial Snapshot</i>	
Income:	£ 416,895
Deficit:	£ (58,404)
Reserves:	£ 614,900
Forward cost cover 15 months	
<i>Comment</i>	
Although a deficit was made during the year, this organisation still has a substantial level of funds accumulated to support its activities.	
Sufficient funds although Members may still wish to support this application.	
GRANT AWARDED: £	