

# COVID19 Recovery Grant Criteria

Mid Sussex District Council's Community and Economic Development (CED) Grants Programme has established a new grant fund to make available £300,000 to support local businesses and communities with COVID19 recovery.

The new grant fund be run independently of the existing CED funds such that applications for the COVID19 Recovery Fund would not, provided applications meet the relevant criteria, preclude business or organisations from making additional applications to other funds within the CED Grant programme (i.e. microbusiness grants; community grants) in the current financial year and vice versa.

This specific grant fund, offered during the 2020-21 financial year, will provide:

1. Small Grants of up to £1,000
2. Large Grants of up to £5,000

Applications are invited for submission from 30<sup>th</sup> October 2020 to 30<sup>th</sup> November 2020, 2020. Grants awards will be determined by the MSDC Cabinet Grants Panel on 14 December 2020.

If funds allow, a second grant round will invite submissions from 7<sup>th</sup> December 2020 to 7<sup>th</sup> January 2021 with any second-round grant awards being determined by the MSDC Cabinet Grants Panel on 26<sup>th</sup> January 2021. **Potential applicants should note that there is no guarantee that a second round will take place.**

The number of awards that each organisation can receive from this fund is limited to one. Business or organisations may apply for **either** the Small or the Large Covid19 Recovery Grant, it is not permitted to apply for both.

Partnership bids are actively encouraged.

Though the Council will consider a variety of applications they must meet the criteria as outlined below and the Council reserves the right to reject applications. This is a discretionary grant; therefore, there is no right to appeal the Council's decision.

## Who can apply?

Applications can be made by:

- Constituted groups based in or delivering community services in Mid Sussex
- Registered Charities based in or delivering community services in Mid Sussex,
- Businesses with a minimum of 1.5 FTE but no more than 250 employees

**Note:** Businesses and organisations that are registered separately at differing premises but share the same directors/board/owners and are managed together will only be eligible to make one application.

## What will we fund?

In order to support local businesses and organisations to respond to and recover from the impacts of the COVID19 Pandemic, applications will be considered for costs and/or projects which relate to:

1. **Emergency Response** - Additional costs, above and beyond normal running costs, whilst operating under legal restrictions because of COVID19 which prevents normal service delivery; or example maintaining contact with clients and customers and delivering COVID19 support e.g. to vulnerable and shielded groups.
2. **Return to Pre-Covid Provision** - Additional costs associated with reopening and return to Business as Usual in a COVID19 safe way; for example new equipment, staff training, physical works to create a COVID19 secure working environment.
3. **New Service or Business Innovation** - Adapting the business or organisation to new delivery or service provision; for example a shift to new digital provision or other innovative ways of working.

## What we will not fund under this grant programme:

- Activities promoting political activities or specific religious beliefs,
- General appeals and ongoing day-to-day running costs (This includes but is not limited to rates, lease costs, monthly/annual rents, utility bills, insurance, regular staff salaries),
- Loan re-payments,
- Individuals,
- Education, health or social service activities, where central government, the health authority or county council are the most appropriate funder,
- Any retrospective applications for goods, services or expenses procured or incurred prior to receipt of a grant offer,
- Ongoing maintenance, routine repairs and renewals,

## Who we will not fund under this grant programme

- Businesses or organisations that are not based or delivering community services within Mid Sussex
- Community Groups that are not operating a community service in Mid Sussex.

- Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.
- Organisations with, at the time of application, more than 9 months' unrestricted reserves,
- Local groups and organisations whose fundraising is sent to their Headquarters for distribution to other areas,
- Town and Parish Councils unless acting as Sole Trustee for a Village/Community Hall
- Businesses or organisation with a history or active dispute with the Council or who are not up to date with any taxes or duties such as business rates

## What are our priority areas?

In the event of demand exceeding the available funds, applications will be prioritised by consideration of:

- Previous receipt of MSDC grant funding; those who have not already been in receipt of alternative funding will receive priority from this fund (this includes funding via the Government's COVID19 business and discretionary grants)
- How well applications demonstrate that they will contribute to MSDC's COVID19 Recovery Priorities as outlined in the revised Corporate Plan as agreed by Council on 30<sup>th</sup> September 2020) and outline below.

### Sustainable Economic Recovery and Growth

Priority will be given to grant applications which:

- Introduce new products and services or new ways of delivering pre-existing products/services
- Support creation and/or retention of local jobs particularly apprentices or take up of Kickstart employees
- Support the local economy through the procurement of local goods and services
- Encourage footfall to town and village centres
- Support environmental improvements to business operations that support a Green Recovery

### Strong and Resilient communities

Priority will be given grant applications which:

- Tackle issues relating to social isolation and loneliness
- Promote and enable community cohesion and integration
- Provide support to vulnerable communities and groups
- Reduce Health inequalities

- Provide or promote inclusive sports
- Provide focused interventions and activities for young people
- Encourage and enable volunteering in the community
- Develop and maintain rural resilience
- Support organisations in delivering COVID19 response services

A full copy of the Revised Corporate Plan can be found on [the Councils website](#)

## What your application will need to include:

### About Your Organisation

1. Constitution, set of rules, Companies House Reference Number and or VAT Registration
2. Last financial year's annual accounts or statement of income and expenditure if available
3. Recent original business or organisational bank statement from any current and investment account.
4. Equal Opportunities Policy.
5. Environmental and/or Corporate Social Responsibility Policy

### What impact COVID19 has had and how you have responded?

6. Details of how your business or organisation has been impacted by the COVID19 pandemic including explanation of what you have done to date to keep your staff, volunteers and customers/clients/members Covid-safe; to support the local economy or to support the local community.

### What other funding have you had?

7. Details of any other grant funding you have obtained since 01 April 2020 including but not limited to COVID19 Business Grants, Discretionary grants, Local Restriction Support Grant, C2C Business recovery Grant and what that funding has been used for.

### What are you going to do with the Grant if awarded?

8. Details of what you propose to do with this grant including:
  - a. What exactly the funding will be spent on
  - b. How it will benefit the residents and/or the local economy of Mid Sussex
  - c. How it will meet the Council's priorities for sustainable economic growth or strong and/or resilient communities as defined in this guidance
  - d. Details of your plans to engage with the Kickstart initiative

## What would happen if you don't get this funding?

9. What the impact/implications would be if your grant application was not successful

### **Where the grant application involves the purchase of equipment or physical works applicants will need to provide:**

- Two alternative, letterheaded, quotes
- Evidence that of intended use of suppliers/providers which are based in the Mid Sussex District. Where applicants are unable to use a supplier/provider within the Mid Sussex district an explanation must be provided.
- If the supplier/provider is a family member or has an interest in your business, this must be stated on the application form and a further quote must be provided by another supplier/provider.

The application concludes with a series of declarations which should be read carefully before signing. It is therefore important that the person completing the form is an authorised signatory for the organisation.

**Note: If you submit an incomplete application, it will not be assessed.**

## Levels of monitoring for successful grants

### **Up to £1,000**

Grant will be released within 5 working days of your business or organisation being registered with us following confirmation of the award. Applicants will be asked to complete a short End of Grant Report on completion of the project or spend.

### **Over £1,000**

Applicants will need to provide invoices / receipts as evidence of expenditure before the grant is released. You will also be asked to complete an End of Grant Report and should expect a discussion or visit from the officer administering the grant.

Evaluation of all grants will be reported to the Cabinet Grants Panel in the 2021-22 Financial Year.

## Decision Making

- Deadline for applications 30<sup>th</sup> November 2020
- Officer Assessment against published criteria 2<sup>nd</sup> November – 4<sup>th</sup> December 2020
- Recommendations published for Cabinet Grants Panel 7<sup>th</sup> December 2020
- Grants will be approved by the Cabinet Grants Panel 14<sup>th</sup> December 2020.