YCCF 2026-27

Your Councillor Community Fund - Sample Application Form

THIS FORM IS FOR REFERENCE ONLY

TO APPLY FOR FUNDING, PLEASE COMPLETE THE ONLINE APPLICATION FORM WHICH IS ACCESSED VIA THE LINK PROVIDED BY YOUR SUPPORTING COUNCILLOR.

PAGE 1 OF 8: County Councillor Support

Please tell us about the County Councillor supporting your application.

Have you contacted the County Councillor and received their support for the application to be submitted?

- Yes
- No

Location of project

Please indicate the area your supporting County Councillor is based in.

Please Select...*Elmbridge, Epsom and Ewell, Guildford, Mole Valley, Reigate and Banstead, Runnymede, Spelthorne, Surrey Heath, Tandridge, Waverley, Woking*

County Councillor – Specific location as chosen above
Select from the following list of County Councillors. *A dropdown list will be available.*

Additional supporting Councillors

Occasionally more than one County Councillor will agree to support a project. If this is applicable, please provide details of any additional Surrey County Councillors and indicate how much of the total project value they have agreed to contribute.

(250 words max)

IMPORTANT: The co-sponsoring Councillor(s) must be from the same District/Borough as the main Councillor you selected. If the co-sponsoring Councillor is from a different District/Borough, please complete a separate application.

County Councillor(s) involvement

Please provide details of how you will recognise Surrey County Council's funding of your project and acknowledge the Your Councillor Community Fund if your application is successful?

(250 words max)

Methods of publicising the project

What methods will you use to publicise the project? Select all that apply

- Plaque, 18cm square with pre-drilled holes, engraved with the Surrey County Council logo
- Sticker, which can be used for smaller items
- Surrey logo, for use on newsletters, a website or any promotional material for the project

PAGE 2 OF 8: Contact Details

Main contact for your application

Please ensure you provide up to date details for the person we can contact regarding this application. We need this information in case we require any further information about your project.

You must add at least 1 contact(s) with a full name, contact type, complete address, phone number and email specified.

Main contact's job title or role within the project

PAGE 3 OF 8: Organisation or project group details

Organisation details

Please identify the organisation you are applying on the behalf of.

If your organisation is a registered charity or company, this address should match the organisation's registered address.

You must add at least 1 organisation(s) with a name, organisation type, complete address, phone number and email specified.

Type of organisation
If your type of organisation or project group is not listed, what type is it?

VAT registration number
(If applicable)

Company registration number
(If applicable)

Charity number
(If applicable)

I declare that my organisation is not associated with a registered political party.
We cannot accept applications that are affiliated with a political party

PAGE 4 OF 8: About the project

In this section we would like to know what your project is, how it will benefit residents within your community and how it will contribute to the achievement of one or more of our 4 focus areas. More details about the 4 focus areas can be found on our website here Your Councillor Community Fund - Surrey County Council

Questions marked with an asterisk (*) are mandatory.

Project Name
This will be published on our website. We recommend keeping your title simple and to the point.

(15 words max)

Description of project and funding

Describe your project and how the funding will be spent.

(400 words max)

Surrey County Council – Priority Objectives

Which of the following four priority objectives will your project contribute towards. Please select all that apply.

- Growing a sustainable economy so everyone can benefit
- Tackling health inequality
- Enabling a greener future
- Empowered & thriving communities

Please outline how your project will contribute towards the selected priority objectives.

(250 words max)

How will the project make a difference to your community?

(400 words max)

Consultation with community

Please outline what consultation has been undertaken with the local community?

(250 words max)

Geographical coverage of project

What geographical area will the project cover.

(250 words max)

Start date

Approximately when will you start your project.

End date

Approximately when will you finish your project.

PAGE 5 OF 8: Permissions required for the project

Who owns the land or property to be used for your project?

Select one option

- *District or Borough Council*
- *Project partner*
- *Surrey County Council*
- *Your organisation*
- *A different land or property owner*

Landowner's permission

Has the Landowner provided you with written permission for this project?

- Yes
- No

Proof of permission to use land or property

This can be a copy of an email or letter from the landowner, stating they permit your project to go ahead on land that belongs to them.

Choose your files, or drag and drop files here to upload

Additional permissions

Do you have all the additional permissions in place to carry out this project? Examples would be planning permission, building control, or permission from SCC Highways.

- Yes
- No

Additional permissions upload

Please upload any additional permissions such as planning permission, building control, or permission from Surrey Highways.

Choose your files, or drag and drop files here to upload

PAGE 6 OF 8: Project finances

Total cost of project

You can request funding for projects costing over £100

Please round to the nearest whole pound.

Total funding requested

How much money are you requesting from your County Councillor?
Please note, each County Councillor has £10,000 to allocate in 2026/ 2027

Breakdown of total project costs

Please provide a breakdown of the total project costs. This should include any purchases you plan to make, if your application is approved.

(400 words max)

Funding spending

Please provide details of which elements of the total project our funding will be used on.

(400 words max)

Quotes for all planned expenditure

Please upload documents outlining the proof of costs for all planned expenditure.

We require one quote per item if the total project value is below £25,000. We require three quotes if the total project value is over £25,000.

We can accept formal quotes or estimates for works or services. We can also accept website links and screenshots of websites which display the cost of any items to be purchased for the project.

Choose your files, or drag and drop files here to upload

Remaining funds needed

If applicable, has the remaining balance been secured, or does it still need to be found.

(250 words max)

If the remaining balance still needs to be found, would the project be completed within 6 months of you receiving this grant?

- Yes
- No

Previous YFS funding

If your organisation or project has received any Your Fund Surrey or Your Councillor Community Fund funding in the last 3 years, please provide the relevant reference numbers. Please note we will need to see proof of project completion before any further funding can be approved.

Other funding applied for

If you have you applied for funding from any other part of Surrey County Council, or you are in receipt of any grant or contract funding, please provide details.

Subsidy control

In accordance with the Subsidy Control Regime, the Council will not award grants to organisations who have already exceeded or who, by receipt of this grant funding, will exceed a total of £315,000 of funding/assistance over three financial years.

Please confirm the level of public grant funding/assistance you have received from Surrey County Council and/or other public bodies since April 2023.

(250 words max)

PAGE 7 OF 8: Payment details

Payment details

If your application is successful, we need details of a bank or building society account to pay project funding into.

Name on the account

Account number
Must be 8 digits long

Account sort code
Must be 6 digits long

Building Society Roll Number
(If you have one)

Bank statement upload

Please upload a copy of a bank statement clearly showing the name of the account holder, sort code and account number.

Choose your files, or drag and drop files here to upload

PAGE 8 OF 8: Terms and conditions

Once you have submitted your application it will be assessed by the Community Investment Team in consultation with your Surrey County Councillor(s) to ensure it meets the funding criteria.

Terms and Conditions agreement

You agree to our terms and conditions