



IDEA SUBMISSION- HELP AND GUIDANCE

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INTRODUCTION

You can use this application guide to help you in completing the idea submission for Your Fund Surrey. The online application can be accessed by logging into the Your Fund Surrey Portal. **This guide is for reference only and should not be filled in.**

This guide includes the application questions so you can see what we will ask you before you begin filling in your application. It also includes some help notes to help you answer the questions.

The application form is only available to be completed online. If you need support with filling in the application form, please email us at yourfund@surreycc.gov.uk. It's important that you read this application guidance before you apply as it will help you prepare your application.

CHECK YOU ARE ELIGIBLE TO APPLY

The purpose of this fund is to bring community-led place-making projects to life, with a focus on wider community benefit and ensuring that this investment leaves a real legacy within Surrey.

This fund is dedicated specifically for capital funds and therefore cannot be used to cover revenue costs, such as salaries or running costs. Capital funding is money to purchase or improve a building, equipment, infrastructure or software.

You can apply if your organisation is a:

- ✓ Voluntary or community organisation
- ✓ Registered charity
- ✓ Constituted group or club
- ✓ Community interest company (CIC)
- ✓ Social enterprise
- ✓ School or statutory body (including town, parish or community council)
- ✓ Businesses or private companies

These organisation categories are for guidance only. If you're unclear whether you can be funded, please contact us at yourfund@surreycc.gov.uk

We cannot accept applications from:

- ✗ Individuals cannot receive money
- ✗ Sole traders
- ✗ Political organisations or organisations which support political individuals
- ✗ Organisations that are aimed at generating profits primarily for private distribution
- ✗ Public sector bodies or private companies to carry out their statutory duties
- ✗ Organisations based outside the UK
- ✗ Applications made by one organisation on behalf of another

If you are an individual or fall under one of the categories unable to apply, please contact your local county councillor or the Your Fund Surrey team.

PLEASE ENSURE YOU MEET THE FOLLOWING CRITERIA BEFORE APPLYING:

- Your organisation has at least two unconnected people on the board or committee
- Your project will take place within the county of Surrey, or within a reasonable distance of Surrey's borders so that Surrey residents can still benefit from the project. What is considered reasonable will be decided on a case-by-case basis.
- You are applying for more than £10,000 for a project

- You have or are working towards having a UK bank account in your organisation's name
- You can produce up to 3 years annual accounts, or if your organisation was established less than 15 months ago and have not yet produced annual accounts your organisation's last 3 bank statements with a letter from your bank confirming the name and number of the account together with confirmation of the date this had been opened.

I: By unconnected, we mean not a relation by blood, marriage, in a long-term relationship or people living together at the same address.

I: Your bank account name must match the legal name of your organisation. If you are a school, your bank account should be in the name of your school unless you're using a Local Authority or Academy Trust bank account.

I: By annual accounts we mean a summary of your income and expenditure. If you're a small organisation, this may be produced by your board or committee and doesn't have to be done by an accountant. If you require further guidance or would like us to discuss this in detail please contact us at yourfund@surreycc.gov.uk

THIS FUND CANNOT BE USED TO:

- Replace any withdrawn funding for existing projects from Surrey County Council.
- Projects that break any of the Surrey County Council's agreed policies or priorities.
- Pay for a consultant to make an application to the fund on the applicants' behalf
- Retrospective funding.

I: Withdrawn funding is money, which was previously provided for a particular purpose, but which is no longer being provided for some reason.

I: See the Surrey County Council's agreed [Community vision for Surrey in 2030](#) .

I: Retrospective funding is any spend that has already been made prior to submission.

Before beginning your application, please give your consent to the declaration below.

- I give consent for Surrey County Council to store the information I have provided in my application in an electronic database conforming to regulations and law.
- I consent to the information supplied in this application to be used for the purposes of verification and anti-fraud checks to be conducted. This includes the supply of data to the National Anti-Fraud Network, credit reference agencies, and other agencies. I accept that if a grant is paid to my organisation in error, I will be required to repay it. I understand that if I make a false statement, or supply information which I know to be inaccurate in order to obtain a grant, I may face criminal proceedings under the Fraud Act 2006. I will also be required to repay the grant in full and any associated costs incurred as a result.

YOUR ORGANISATION

1. What is the full legal name of your organisation?

If the full legal name is incorrect, it may delay your application.

I: You can find your correct legal name on your governing document. What your governing document is called depends on your organisation type. It may be called a constitution, trust deed or memorandum and articles of association, or something else entirely.

I: We also recognise that some organisations may not yet have their governing documents however you would be required to ensure that the name you input here is also used in your governing documents once they are created.

2. Does your organisation use a different name in your day-to-day work?

- Yes
- No

If yes, please tell us what other name do you use?

3. What is the main or registered address, including postcode, for your organisation?

If you are a registered charity or company this address should match your registered address.

I: We recommend using your organisation's office address, but if you don't have an office this can be a home address. Please include your postcode. If using a home address, please include any house name or flat number.

4. What is the main email address for your organisation?

I: We recommend using an organisation email address, but if you don't have one this can be a personal one. This will be the primary contact route regarding your application.

5. What type of organisation are you?

Select your organisation type from at least one of these categories. You can select from more than one category if relevant.

- Voluntary or community organisation (including registered charities, constituted groups or clubs, Community Interest Companies (CIC) and social enterprises)
- School
- Statutory organisation (including parish or community councils which will be considered on a case-by-case basis)
- Business
- Other (please specify)

I: This is not an exhaustive list of organisation types, so if you are not sure if you can apply, please get in touch to check yourfund@surreycc.gov.uk

6. Give any reference or registration numbers you have:

- Charity registration number
- Company number
- Department for Education number
- N/A

I: Not all organisations will have a charity registration number or a company number. If you do have one, please ensure you include it. If you are not a registered charity or company, don't worry, you can still apply to Your Fund Surrey. Only schools will have a Department for Education number.

7. Does your organisation have a UK bank account?

- Yes
- No, but in the process of setting one up
- No, will need help setting one up

I: In order to receive any funds your organisation must have a UK bank account in your organisation's name. We cannot pay funds into an individual's personal banking or saving account. For fraud precautions your bank account name must match the legal name of your organisation, as detailed in question 1. If you are a school, your bank account should be in the name of your school unless you're using a Local Authority or Academy Trust bank account.

I: If you are invited to make a full submission you will be provided with an opportunity to talk through any support needs with a member of the Your Fund Surrey Team.

8. Does your organisation use social media or have a website?

- Yes
- No

If yes, please provide us with some information (for instance, your organisation's Twitter handle)

YOUR PROJECT

9. What do you want to call your project?

There is a limit of 15 words for your project title.

I: Please note if you are invited to complete a full submission this will be published on our website and Commonplace interactive map. We recommend keeping your title simple and to the point.

10. Are you intending to invest in a fixed asset?

- Yes
- No

I: Fixed assets are items of tangible substance (such as a land, buildings, machinery, equipment building, a piece of equipment), or software, that lasts for more than 1 year.

11. Is the location of your project the same as the address of your organisation?

- Yes
- No

If no, please tell us where your project will take place.

Please provide the postcode(s) or street(s) of where your project will take place.

I: If your project will take place across different locations, please use the postcode where most of the project will take place. For landscape projects, please provide an Ordnance Survey grid reference for your landscape.

12. Describe your project in no more than 500 words, please using bullet points if necessary.

Your summary should include:

- What the asset is such as the name of the building(s), name of land, type of machine.
- What you plan to do with the asset

I: Name of land: if you are looking for an investment in a specific piece of land, does the land you are looking for investment on have a specific name it is known as e.g. The Mount, Guildford

13. How will your project make a difference to your community?

I: We want to hear, in no more than 500 words, how your project will impact those in your wider community and the positive outcomes it will have for those who take part in your project.

14. Which of the following aims of Surrey's Community Vision 2030 does your project line-up with?

Please visit our website for more information on [Surrey's Community Vision 2030](#).

- Children and young people feel safe and confident
- Everyone benefits from education, skills and employment opportunities
- Everyone lives healthy, active and fulfilling lives
- Everyone gets the health and social care support they need
- Communities are welcoming and supportive
- Residents live in clean, safe and green communities
- Journeys across the county are easier and safer
- Everyone has a place they can call home
- Businesses in Surrey thrive
- Communities are well connected and grow sustainably

15. Who owns the land/property your project will be carried out on/in?

- Your organisation
- Project partner
- Local authority
- Neither

I: By project partner we mean an organisation that is an active participant in the project, which you have or will have a formal partnership agreement with prior to your project starting.

I: By Local authority we mean land owned by either Surrey County Council or any of the District and Borough Councils within Surrey.

If 'Your organisation' is selected, tell us:

- If your organisation has the freehold of or own outright the building or land
- If your organisation has the lease of the building or land and how many years are left to run on the lease
- If your organisation has, or you are planning to take out, a mortgage or other loans secured on the building or land, or item
- If so, please give us details of the lender and the amount of the mortgage or loan.

If 'Project partner' is selected, tell us:

- The name of the partner organisation
- If the project partner has the freehold of or owns outright the building or land
- If the project partner has the lease of the building or land and how many years are left to run on the lease

- If the project partner has, or is planning to take out, a mortgage or other loans secured on the building or land, or item
- If so, give us details of the lender and the amount of the mortgage or loan.

If 'Local authority' is selected, tell us:

- Which council?
- If there is an alternative landowner?
- What terms of use have you established?

If 'Neither' is selected, you do not currently meet our ownership requirements, tell us

- What steps you are taking to meet the ownership requirements and the date when you expect to do so.

16. Have you received any advice from the Your Fund Surrey team at Surrey County Council during the development of your project?

I: Please let us know if you attend a Q and A session or have you spoken to someone in the Your Fund Surrey Team directly and if you have received any advice in direct relation to your project.

17. Have you got the support of your local Surrey County Councillor?

You can use our website to [find out who your local Surrey County Councillor is and how to contact them](#).

- Yes
- No

Please also provide the name of your local Surrey County Councillor.

18. Have you got the backing of your local community?

Please provide the URL for your idea on the Commonplace interactive map and tell us about any consultation you have done with your local community.

If your project is invited to a full submission you will be asked to evidence this community engagement.

I: The opportunity to upload your evidence of support, e.g. survey report, letter of support, will be provided in the Full Submission stage, if you project is invited to progress to this stage.

19. Approximately, when are you planning to start your project?

Please use the format month/year.

You are not guaranteed funding from Your Fund Surrey if and until you are offered and sign a funding agreement. Any costs/expenses incurred prior to the approval of this application will

not be reimbursed by Surrey County Council and your organisation remains responsible for it. We strongly recommend you do not start your project until approval of funding has been confirmed, unless you are using other sources of funding.

I: Please be aware that the processing of the application can take a minimum of 3 months and may take longer than this and funding cannot be provided retrospectively for funds which have already been spent.

20. Approximately, how long will it take for your asset to be completed?

Please provide this information in weeks and months.

I: By 'completed' we mean that your asset/equipment/property is open for operation/ fully functionally/ construction has finished.

21. Approximately, what is the total cost for your project?

Please round your figure to the nearest £5,000.

22. Approximately how much are you applying for?

Please provide a £10,000 range of funding that you are likely to be applying for e.g. £30,000 - £40,000.

Any figure provided here is not a solid commitment and so is not an amount you are tied to.

I: The minimum amount of funding is £10,000. We understand that you may not have clear and exact costings at this stage but ask that you give an indication of the amount you are applying for, greater detail about the exact amount will be required if you are invited to a full submission.

23. What part of your project specifically is this money for?

24. Have you sought or are you seeking funding for the same part of the fund as this from other sources? Please tell us the source of funding, how much you have sought and when you will learn if this has been successful.

I: Match funding is not compulsory to apply to this fund. Any match funding is recognised as an indication of community and personal commitment to the project.

25. Has your organisation previously received any other funding from Surrey County Council for this project?

Please provide details.

26. Which of the below Statutory Permissions or Licences will you need to undertake your project?

If these permissions are needed, which are already in place? Please tick as appropriate.

I: If you are invited to a full submission you will be provided with an opportunity to talk through any support needs with a member of the Your Fund Surrey Team.

I: Statutory Permissions or Licences: You do not need to have secured Statutory Permissions and/or Licences before submitting your idea. All Statutory Permissions and/or Licences must be in place before your project can begin. You are responsible for ensuring you get the Statutory Permissions and/or Licences that you need.

Type of permission	Project requires it	Project has received it
Listed Building Consent	<input type="checkbox"/>	<input type="checkbox"/>
Planning Permission	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled Monument Consent	<input type="checkbox"/>	<input type="checkbox"/>
Faculty	<input type="checkbox"/>	<input type="checkbox"/>
Bat Licence	<input type="checkbox"/>	<input type="checkbox"/>
Tree Felling Licence	<input type="checkbox"/>	<input type="checkbox"/>
Landowner's permission	<input type="checkbox"/>	<input type="checkbox"/>
Change of use	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety	<input type="checkbox"/>	<input type="checkbox"/>
Building control	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify):

27. Do you have the appropriate insurance required for your project? Examples of required insurances include, but are not limited to, public liability and employer's liability.

- Yes
- No – in the process of obtaining
- No - will need help obtaining

I: It is your responsibility to ensure that you are in possession of the correct insurance for your project. If you are invited to a full submission you will be provided with an opportunity to talk through any support needs with a member of the Your Fund Surrey Team.

I: Public liability insurance protects you in case your business is brought to court by a client, a customer or a member of the public. If your business/organisation is sued, public liability insurance will cover the cost of your legal defence, plus any compensation or settlement money you have to pay out. See our further information [about insurance for community groups](#).

I: Employers' liability insurance covers you and your business/organisation for compensation costs if an employee becomes ill or injured as a result of the work, they do for you. It's legally required of all businesses with one or more employees. See [gov.uk for information about employers' liability insurance](#).

CONTACTS

We need the date of birth and home addresses of two contacts for this project. One for the main contact person and the other for the person who will be legally responsible.

Please remember that these people must be unconnected, as defined on page 2 of this document. We use this to carry out some basic identity checks as part of our standard fraud prevention process and will not be used for any other purpose or shared with third parties, so please check that the information provided is correct. All organisations, including schools and statutory organisations, need to provide this.

You can find out more from the [data protection](#) and [privacy policies](#). Alternatively, you can contact us at **yourfund@surreycc.gov.uk**

MAIN CONTACT

Who should we contact if we have questions about your application? This cannot be the same person as your legally responsible contact.

A. Title:

- Mr
- Mrs
- Ms
- Miss
- Other (Please specify)
- No title

B. Forenames (in full):

C. Surname:

D. Date of birth (Please use the format day/month/year):

E. Home address, including postcode:

F. Please provide an email address:

G. Please provide at least one phone number:

LEGALLY RESPONSIBLE CONTACT

Who in your organisation will be legally responsible for the funding? This cannot be the same person as the main contact.

The legally responsible contact must be at least 18 years old. They are responsible for ensuring that this application is supported by the organisation applying, any funded project is delivered as set out in the application form, and that the funded organisation meets our monitoring requirements.

The legally responsible contact must hold a senior position in your organisation, which is dependent on your organisation type.

A. Please tick the relevant box:

- Director
- Company Secretary
- Head Teacher
- Chief Executive
- Clerk to the Council (Parish or Town Councils)
- Chair
- Vice Chair
- Trustee
- Other (please specify)

B. Title:

- Mr
- Mrs
- Ms
- Miss
- Other (please specify)
- No title

C. Forenames (in full):

D. Surname:

E. Date of birth (Please use the format day/month/year):

F. Please provide an email address:

G. Please provide at least one phone number:

H. Current address, including postcode:

NEXT STEPS

Once you have all the information outlined in this guide you can complete your Idea Submission for Your Fund Surrey using the online application which can be accessed by logging into the Your Fund Surrey Portal (launches March 2021).

Once you have done this your application will be assessed by the Your Fund Team, in consultation with Surrey Councillors and both internal and external experts to ensure it meets the funding [criteria](#). Those ideas which are successful at this stage will be invited to a Full Submission at which point much greater detail will be required.

If you have any questions in the meantime, please take a look at the [frequently asked questions](#) or get into contact with us at **yourfund@surreycc.gov.uk**.