

**YOUR  
FUND**  
SURREY

# FULL SUBMISSION HELP AND GUIDANCE

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## INTRODUCTION

You can use this guide to assist you in completing the Full Submission. You will not be able to complete this part of the application process unless you are invited to a Full Submission by the Your Fund Surrey team.

Projects that are invited to the Full Submission will receive an email which will direct you back to the Your Fund Surrey Portal. You will be asked to log on using your existing username and password created when you submitted your Initial Submission application form. **This guidance document 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 Full Submission application. It also includes some notes to help you answer the questions. Please note, it is important that applicants provide comprehensive responses to the specific questions asked and that generalised or unsubstantiated statements should be avoided. **It's important that you read this application guidance before you apply as it will help you prepare your application.**

The Full Submission 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](mailto:yourfund@surreycc.gov.uk).

## Supporting Document Checklist

In order to submit, you must complete your application **and** provide the following supporting documentation:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Your organisation's governing document</li> <li><input type="checkbox"/> Photo identity of your main Contact</li> <li><input type="checkbox"/> Accounts</li> <li><input type="checkbox"/> Project plan*</li> <li><input type="checkbox"/> Management and maintenance plan*</li> <li><input type="checkbox"/> Needs assessment*</li> <li><input type="checkbox"/> Evaluation plan*</li> <li><input type="checkbox"/> Partnership agreements (if applicable)</li> <li><input type="checkbox"/> Evidence of statutory permissions or licences</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Land ownership or permissions</li> <li><input type="checkbox"/> Full financial breakdown of project*</li> <li><input type="checkbox"/> Evidence of secured Funding</li> <li><input type="checkbox"/> 3-year cash flow forecast*</li> <li><input type="checkbox"/> Forecast of annual balance sheet for the first year*</li> <li><input type="checkbox"/> Evidence of price quotations</li> <li><input type="checkbox"/> Commonplace project report</li> <li><input type="checkbox"/> Any evidence of other community engagement (if applicable)</li> <li><input type="checkbox"/> Any supporting imagery, drawings, mapping, or videos (if applicable)</li> </ul> |
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\*Templates are provided for these documents.

You will be asked to upload these documents at the end of the application form. Details of each of these templates for supporting documents can be found on pages 12-15.

## 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](mailto:yourfund@surreycc.gov.uk).

### We cannot accept applications from:

- ✗ 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
- ✗ Individuals cannot receive money

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 [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk).

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## 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 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.

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

Information: 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.

Information: 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.

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THIS FUND CANNOT BE USED TO:

- Replace any withdrawn funding from Surrey County Council for existing projects
- 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 or advance loans

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

Information: Read Surrey County Council's agreed [Surrey's Community vision 2030](#).

Information: Retrospective funding is any spend that has already been made prior to the Ideas Submission. Advance loans are any form of loan taken out prior to submission.

## YOUR PROJECT

### About your project

#### 1. What is your project reference number?

Your reference number will have been autogenerated upon completion of your Idea Submission and this will also have been included in your invite to the Full Submission.

#### 2. Describe your project in detail.

The details you provided during the initial submission will be brought across automatically. Please edit to include any changes or additional details that have been developed.

Please note you will also be required to submit a project plan which will include a timescale for completion of the project. The template of the Project Plan can be found on [the Your Fund Surrey webpages](#).

Information: Project Plan: This is one of the most important parts of your Full submission application and we recommend that you use the template provided on our website. We recommend that your project plan is in chronological order. Tell us about the things that your project will do and produce, including the timescale attached to each element of the project. Tell us what your project outputs will be and include numbers where you can. When filled in, the table should give you and your colleagues a realistic plan for carrying out your project. However, we understand that the plan is likely to change and improve as your project develops.

#### 3. Is this your organisation's first Full submission application to Your Fund Surrey?

- Yes
- No, I have previously applied with a different project. Please specify reference number
- No, I am reapplying for this project. Please specify reference number.

#### 4. When are you planning to start and finish your project?

Please use dd/mm/yyyy format.

Please note, you are not guaranteed funding from Your Fund Surrey if and until you are offered and sign a Your Fund Surrey 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 them. We strongly recommend you do not start your project until approval of Your Fund Surrey funding has been confirmed unless you are using other sources of funding. Please be aware that you will also be asked to provide:

- proof of ownership/leasehold requirements (if relevant)
- details of statutory permissions required and obtained (if relevant)
- confirmation of match funding (if relevant)

Information: Please contact the Your Fund Surrey staff at [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk) if you are unsure of how much time to factor into your timetable for this aspect. Please note your project must take no more than five years from acceptance of funding to complete.

Information: Proof of ownership/lease hold requirements (if relevant): For land owned by your organisation, please provide documentary proof of property ownership including up-to-date copies of the Land Registry title register and title plan, as well as copies of any existing mortgages if applicable.

Information: If your application relates to a property which is leasehold, the lease must have at least 5 years remaining from the end of the funding period and completion of your asset/equipment/property (however, this may need to be longer depending on the nature of the project and will be considered on a case-by-case basis). Please provide confirmation of length of tenancy along with confirmation of the landlord's approval.

### **5. What needs or opportunities in your community is your project addressing?**

Tell us what needs and/or opportunities your project will address. Please note you will also be required to complete a needs assessment where you can provide greater detail.

A template of the need's assessment can be found on [the Your Fund Surrey webpages](#).

Information: Needs Assessment: this is an analysis tool that helps to identify the best options or solutions to resolve local issues. We recommend you use the template provided.

Information: For information about Surrey, you may want to refer to the needs assessment for Surrey which identified the impact of COVID-19 on our communities, please explore [Surrey-I](#).

### **6. What advice have you received in planning your project and from whom?**

Tell us if you have you received any pre-application advice on planning and/or building consent matters.

### **7. What community engagement have you undertaken in relation to your project?**

Please note you will be asked to upload your project Commonplace report provided by the council.

Tell us about any community engagement you have done, including the Commonplace engagement hosted by the council, and how this has shaped your project. Please note you will also be asked to provide evidence of this engagement including but not limited to the Commonplace project report.

Information: Things to think about: Have you asked for people's opinions, promoted the project to your community, set up a Facebook page? Got feedback from across your whole community?

Please provide specific examples- if you would like to upload any supporting reports or documentation, space will be provided at the end.

Information: Commonplace Project report: As part of the Full Submission process all projects will be provided with a “project engagement page” from the Your Fund Surrey Commonplace map. This page will be used to gain a deeper understanding of how your local community feels about your project. Your project will be hosted on the Commonplace site for a period of 4-6 weeks, and this period can begin whenever you choose. At the end of this period, a summary report of the engagement you received will be sent to your organisation.

### Who will benefit from your project?

We are interested in hearing who will benefit from your project as this will help us to better understand who benefits from our funding.

In your ideas Submission you were asked to provide an overview of who will benefit from your project. Now we would like to find out some detail about these individuals.

Information: A key criteria for the fund is to demonstrate that the project will have wider community benefit. We recognise that in some cases this will be harder to achieve, and we will look at each application on a case-by-case basis. However, we strongly encourage all applicants to consider how their project will be accessible to as many different sectors of the community as possible including to those who might not traditionally use or consider using a community asset/equipment/property.

### 8. Who in your community will participate in and benefit from your project?

As part of the Equality Act 2010 there are specific duties for the county council under the Public Sector Equality Duty. The general duty requires all public bodies to have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.
- Promote equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

As such, Your Fund Surrey will only support projects which comply with the duty outlined above.

Please set out how your project will benefit different groups in the community and support the county council’s principle to tackle inequality ensuring everyone has an equal opportunity and doesn’t miss out.

Information: Things to think about: you will need to demonstrate the ways in which your project will benefit any of the groups within the protected characteristics of [the Equality Act 2010](#), the positive impact it can have on building links in the community and if it will involve or have an impact on advancing equality of opportunity or fostering good relations.

## Managing your Project

### 9. Will your project be delivered in partnership with other organisations?

- Yes  
 No

If yes, the following details need to be provided for each collaborating organisation. Please note if you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement(s).

- a. Name of organisation
- b. Named contact for the organisation
- c. Address of organisation

**Partnership agreements:** If this project involves collaboration please explain the nature of the collaboration and give the names and addresses of your collaborators. Where a formal partnership agreement has been entered into please also provide evidence of this.

### 10. How will your project be managed?

Tell us who will manage your project, the structure of any teams or working groups involved, the experience of the people involved in your project, and what roles they will have.

**Information:** Please note you will also be required to submit a Project plan which will include a timescale for completion of the project and key risks. The template of the Project plan can be found on [the Your Fund Surrey webpages](#).

### 11. Tell us about any problems your project could encounter and how you will manage these.

We want you to be open, honest and realistic about the problems your project may face so that you are in a good position to manage them. It will not be detrimental to an application to set out clearly any problems at the point of Full submission. These problems could be:

- Technical – for example, discovering unexpected and wide-ranging damp
- Financial – for example, a reduced contribution from another funding source
- Organisational – for example, a shortage of people with the skills you need, or staff needed to work on other projects
- Economic – for example, an unexpected rise in the cost of materials
- Social – for example, negative responses to consultation or a lack of interest from people who you intend to use the project
- Management – for example, a significant change in the project team
- Legal – for example, changes in law that may make the project impractical
- Environmental – for example, difficulties in finding sources of timber from well managed forests

The problems you identify may affect the amount you allocate to contingency in your project costs



## 12. What are the environmental implications of your project being delivered?

In our Climate Change Strategy, Surrey's Greener Future, Surrey County Council has committed to supporting the environment and long-term environmental sustainability. The document can be found [the Your Fund Surrey webpages](#).

As such we expect applicants to demonstrate what steps they will take to create positive environmental impacts and reduce negative environmental impacts through their project. The measures that you implement should be appropriate to the scale of your project.

Increasing positive environmental impacts examples:

- Increasing biodiversity (green roofs, bat and bird boxes, insect holes, bee-friendly planting etc.)
- Using recycled or sustainable materials and products
- Using sustainable sources of energy (solar or ground sourced heating)
- Thinking about local sourcing of products and materials and reducing 'food miles' in cafes
- Telling visitors about how the organisation is adapting to climate change and environmental measures used on the site of the project.

## 13. What will happen to your project at the end of the funding period?

A key focus for the fund is ensuring that this investment leaves a real legacy within Surrey, as such all projects are required to be maintained for a minimum period of 5 years after completion of your asset/equipment/property. This may be increased depending on the nature of your project.

Think about: How the asset/equipment/property you produce will be sustained for a minimum of 5-years once it has been fully completed, how it will be maintained and how you will manage your project in the future. We acknowledge that for some projects this may be inappropriate, if you feel like this may be so for your project please contact the Your Fund Project team at [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk).

Information: Please note you will also be required to complete a Management and Maintenance Plan. The template of the Project plan can be found on [the Your Fund Surrey webpages](#).

Information: Management and maintenance plan: This plan informs us how you will look after the end of the funding period and completion of your asset/equipment/property. As part of our standard terms of grant, we will also ask you to maintain the benefits of your project in the future. That means we will expect you to make sure that the work we have funded is kept in good condition. We will expect your organisation to adopt a management and maintenance plan, to integrate it into your existing policies for management and care, and to provide financial resources to implement that plan for 5 years after project completion.

## 14. How will you evaluate your project?

Please provide a brief overview of how you will go about evaluation of your project and the impact it has on the community.

Please note you will be asked to submit an evaluation plan. A template and further guidance can be found on [the Your Fund Surrey webpages](#).

Information: Evaluation Plan: We expect all applicants to evaluate their project. Your evaluation will provide an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about the outcomes your project has achieved.

Information: Please note that upon completion of your asset/equipment/property you will be required to provide a completion report. Furthermore, for the first five years after completion, you will be required to supply us with data around the impact that your project is having on the community.

### Project Outcomes

Outcomes are changes, impacts, benefits, or any effects that happen as a result of your project. The number of outcomes you achieve will vary depending on the project type and should be proportionate to the size of funding you are requesting or the specific focus of your project. We expect projects to achieve some outcomes more strongly than others, please focus on the outcomes that are strongest, as we will monitor your progress and you will use them in your evaluation.

If your application is successful you will be expected to report against the outcomes you declare.

We expect all of your outcomes to fall within the aims of Surrey's Community Vision 2030. Please visit our website for more information on [Surrey's Community Vision 2030](#). During your Idea Submission you stated which of the 10 aims below your project will meet.

- 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

The ones you chose will be auto populated here with a text box for each aim. Please explain the outcomes you will deliver for each aim.

Space will also be provided that allows you to include any other outcomes your project has.

## FINANCES

Your budget should be realistic and based on research, quotes or previous experience.

Please note you will also be asked to upload:

- A financial breakdown which includes project costs, project income, Volunteer contributions, Non-cash contributions
- Forecast of annual balance sheet for the first year
- 3-year cash flow forecast
- Price quotations
- Evidence of other funding

Further guidance and templates can be found on [the Your Fund Surrey webpages](#).

### 15. What is the overall estimated cost of your project?

Details of the overall cost breakdown should be outlined in your financial breakdown document.

- We require applicants to be as accurate and realistic as possible
- Your project costs **must** include contingency and evaluation allowances because our experience shows how important they are when delivering projects, however this will be proportionate to the project
- You will be required to provide three, appropriate quotations for each expenditure.

### 16. How much funding are you requesting?

Details of what you are asking us to fund should be outlined in your financial breakdown document. A template and further guidance can be found on [the Your Fund Surrey webpages](#).

- Only include VAT if you can't recover it from HM Revenue and Customs,
- Your funding request will be rounded down to the nearest £100

### 17. Are you expecting to receive any volunteer contributions?

Details of these contributions should be outlined in your financial breakdown document.

- Yes  
 No

### 18. Are you expecting to receive any non-cash contributions?

Information: Non-cash contributions can be things you need for your project that you do not have to pay for – for example, the use of a room in a local business for regular meetings or materials being donated by a local building firm.

Details of these contributions should be outlined in your financial breakdown document.

- Yes  
 No

**19. What is the total monetary equivalent of both volunteer and non-cash contributions you are expecting to receive?**

YOUR ORGANISATION

**20. How many board members or Trustees does your organisation have?**

Please note you will also be asked to provide your organisation's governance documents.

Information: Governance documents: 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.

**21. How much did your organisation spend in the last financial year?**

Information: The financial year in the UK runs from 6th April for one year to 5th April the following year. It's also known as the 'tax year'.

**22. What is the level of unrestricted funds in your organisation's reserves?**

Information: Unrestricted funds are donations the non-profit organisation may use for any purpose. Unrestricted funds usually go toward the operating expenses of the organisation or to a particular project that the non-profit organisation picks.

**23. Has your organisation received any funding from a governmental organisation (State Aid) which exceeds €200k (approximately £180.5k) in any rolling 3-year period.**

Visit the gov.uk website for more information about [what might classify as State Aid and why it is important](#).

- Yes
- No

Information: State Aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union (EU).

If yes, please provide details of amount of funding, reason, and where you obtained this funding.

**24. If your project is successful would you be happy to provide support, advice or encouragement to other similar projects looking to participate in the scheme?**

- Yes
- No

## SUPPORTING DOCUMENTS

Below is the list of supporting documents that are relevant to this fund application. **If the supporting document does not relate to the project you are proposing, please select not applicable.** Please do not submit any additional documents that do not appear below.

All documents should be provided in digital format, if you require support with this process please contact the Your Fund Surrey Team at [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk). **When submitting supporting documents, please use appropriate file names and include your project reference number so our assessment team can easily identify each document.** We will confirm we have received your application when we have your online form and all supporting material. We will not be able to assess your application if we do not receive all the required information.

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### GOVERNING DOCUMENT (E.G. CONSTITUTION)

Your governing document should contain:

- The name and aims of your organisation
- A statement which prevents your organisation from distributing income or property to its members during its lifetime
- A statement which confirms that, if your organisation is wound up or dissolves, the organisation's assets will be distributed to another charitable or not-for-profit organisation and not to the organisation's members
- The date when it was adopted and the signature of your chairperson (or another suitable person).

Please make sure your project falls within the aims of your organisation.

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### PHOTO IDENTITY OF YOUR MAIN CONTACT

Please provide either a passport or UK driver's license. This is used for carrying out due diligence checks in order to prevent fraud.

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### ACCOUNTS

Audited or accountant verified accounts for the last 3 years.

If you are a newly formed organisation and do not have a set of audited accounts, please submit your organisations last 3 bank statements or a letter from your bank confirming the name and number of the account together with confirmation of the date this had been opened. We do not need your accounts if you are a public organisation.

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### PROJECT PLAN

**All projects must submit a Project Plan.** This is one of the most important parts of your application and we recommend that you use the templates on [the Your Fund Surrey webpages](#).

For grant applications between £10,000 - £100,000, please fill out the 'Small Grants' template, for grants greater than £100,000, please complete the 'Large Grants' template.

We recommend that your project plan is in chronological order. Tell us about the things that your project will do and produce, including the timescale attached to each element of the project. Tell us what your project outputs will be and include numbers where you can. When filled in, the table should give you and your colleagues a realistic plan for carrying out your project. However, we understand that the plan is likely to change and improve as your project develops.

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#### MANAGEMENT AND MAINTENANCE PLAN

**All projects must submit a Management and Maintenance plan.** We recommend you use the template provided on [the Your Fund Surrey webpages](#).

This plan tells us how you will look after the end of the funding period and completion of your asset/equipment/property. As part of our standard terms of grant, we will also ask you to maintain the benefits of your project in the future. That means we will expect you to make sure that the work we have funded is kept in good condition. We will expect your organisation to adopt a management and maintenance plan, to integrate it into your existing policies for management and care, and to provide financial resources to implement that plan for 5 years after project completion.

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#### NEEDS ASSESSMENT

**All projects must submit a Needs Assessment.** We recommend you use the template provided on [the Your Fund Surrey webpages](#).

This is an analysis tool that helps an organisation to identify the key drivers for change and determine the best options or solutions to resolve issues or improve productivity or performance.

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#### EVALUATION PLAN

**All projects must submit an Evaluation Plan.** We recommend you use the template provided on [the Your Fund Surrey webpages](#).

Your evaluation will provide an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about the outcomes your project has achieved.

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#### PARTNERSHIP AGREEMENTS

If you are planning on working with another organisation to carry out your project, you are required to submit your Partnership Agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. You do not need to provide a partnership agreement unless another organisation is delivering a significant part of your project.

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#### EVIDENCE OF STATUTORY PERMISSIONS OR LICENCES

Please upload evidence of all required permissions for your project to go ahead. For example, Planning Permission, Faculty, Tree Felling Licence etc. You need to have secured all Statutory Permissions and/or Licences before applying to us. All Statutory Permissions and/or Licences must be in place before your project can begin.

For more information and guidance on planning permissions and land ownership requirements, please use the [SCC Pre-Planning process](#).

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### LAND OWNERSHIP OR PERMISSIONS

Where relevant please provide either Proof of Ownership/lease hold or Proof of Permission of the freeholder or leaseholder (with confirmation of landowner approval and length of tenancy). Please also provide confirmation that the project does not breach any covenants over the land/property)

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### FULL FINANCIAL BREAKDOWN

**All projects need to provide a full financial breakdown.** We recommend you use the template provided on [the Your Fund Surrey webpages](#).

Your full financial breakdown must include project costs, project income, Volunteer contributions, Non-cash contributions.

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### EVIDENCE OF SECURED FUNDING

Please upload evidence of any secured funding. By secured we mean:

- Cash in your bank reserved specifically for this project
- Formally offered grant money

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### 3-YEAR CASH FLOW FORECAST

Please complete and upload the spreadsheet provided here. Your Cash Flow Forecast should be monthly for the first year and annual for the second and third. If relevant you should show the forecast with and without investment.

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### FORECAST OF ANNUAL BALANCE SHEET FOR THE FIRST YEAR

We will require robust evidence to demonstrate that your trading income forecasts are realistic and based on viable market research. If your organisation is not currently trading, it is especially important that you explain what research and evidence your trading income forecast is based on.

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### EVIDENCE OF PRICE QUOTATIONS

Each item in your projected costs must be supported with three competitive price quotations. In practice this means you need to get three different suppliers to independently give you their price on the work you need doing, in order that value for money can be demonstrated from the one you choose. If you plan to do any work using your own labour or equipment you must supply a detailed estimate of costs for each activity and support this together with three competitive quotations as evidence of the normal commercial rates for these activities. Quotations should be obtained from suppliers of goods or services independent of your organisation. This means that they must not be related to, or linked in business in any way, to any member of your organisation.

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### COMMONPLACE PROJECT REPORT

Alongside your Full Submission, all projects will also be provided with a “project engagement page” from the Your Fund Surrey Commonplace map. This page will be used to gain a deeper understanding of how your local community feels about your project.

Your project will be hosted on the Commonplace site for a period of upto 28 days, and this period can begin whenever you choose. At the end of this period, a summary report will be sent to your organisation of the engagement your idea has received.

You will be supported throughout this time by the Your Fund Surrey team. Further details about this process will be provided in your invitation email and to discuss this further please contact us at [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk).

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#### EVIDENCE OF OTHER COMMUNITY ENGAGEMENT

This space is provided if you have other supporting evidence to show that your community supports your project and that you have actively consulted them in the development of your project, such as but not limited to, letters of recommendation or survey findings.

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#### ANY SUPPORTING IMAGERY/DRAWINGS/MAPPING/VIDEOS

If relevant, please provide images, drawings, mapping, or videos that help illustrate and bring alive your project.

#### NEXT STEPS

Projects will be invited to the Full Submission phase of the application process. Once you have all the information outlined in this guide you can complete your Full Submission for Your Fund Surrey using the online application which can be accessed by logging into the Your Fund Surrey Portal.

If you require any support in filling this application out please contact the Your Fund Team at [yourfund@surreycc.gov.uk](mailto:yourfund@surreycc.gov.uk).