Your Fund Surrey Large Community Projects Fund

Full submission – Help and guidance

Contents

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 link which will direct you back to the Your Fund Surrey Portal, hosted by Flexi-Grant. You will be asked to log on using your existing username and password created when you submitted your Idea Submission. 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.

To date, the Your Fund Surrey Large Community Projects Fund has supported over 50 projects all across Surrey at a value of over £20 million.

The projects funded since 2020 demonstrate our commitment to supporting local initiatives that make a real difference to residents.

Your Fund Surrey (YFS) Large Community Projects Fund will run until November 2025; however, it is now reaching the end of the funds available, and projects will be awarded funding on a first come first served basis.

Given the number of projects already in the pipeline, applicants must meet the following criteria before applying:

- **All approvals in place, such as planning permission and landowners' permission**

- **Significant contributions from other funders in place and fundraising plan - we are looking for near match funding**

- **Long leases in place (see Terms and Conditions and scroll down to YFS standard terms and conditions for properties)**

If your Idea Submission is approved by the YFS team, we would recommend Full Submissions are in as soon as possible to have the best chance of securing some funding (see FAQS for application deadlines).

Please note that an application is not a guarantee of funding.

Supporting Document Checklist

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

- Your Organisation's governing document

- Photo identity of your main Contact

- Accounts

- Project plan*

- Management and maintenance plan

- Needs assessment*

- Evaluation plan*

- Partnership agreements (if applicable)

- Evidence of statutory permissions or licences

- Land ownership or permissions

- Full financial breakdown of project*

- Evidence of secured Funding

- 3-year cash flow forecast*

- Forecast of annual balance sheet for the first year*

- Evidence of price quotations

- Have Your Say project report

- Any evidence of other community engagement (if applicable)

- Any supporting imagery, drawings, mapping, or videos (if applicable)

*Templates are provided for these documents on the Your Fund Surrey website.

All documents are mandatory unless the full submission checklist, that you will be provided with when your application is approved to move to the full submission stage, states otherwise. You will be required to upload documents as you progress through the application form. Each page has a 2-hour time-out. You can save and return to your application at any time but you can only submit your application once complete and all mandatory fields have been completed.

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

- 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. 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.

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

- Projects that break any of the Surrey County Council's agreed policies or priorities. To see the Surrey County Councils agreed Community vision for Surrey in 2030 please follow the link provided.

- Pay for a consultant to make an application to the fund on the applicants' behalf.

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

Full submission application form - Summary

There are seven sections to complete:

1.   Your project
2.   Project beneficiaries
3.   Managing your project
4.   Project outcomes
5.   Finances
6.   Your organisation
7.   Supporting documents

Each page has a session timeout of 2 hours. You can save progress at any time by clicking on the 'save progress' button. Mandatory questions are marked with an *.

You can see the status and progress of your application as you complete the sections and in the summary page. You can download a pdf copy or print at any point but you will not be able to amend your application after it has been submitted.

The 'instruction' button provides access to the eligibility criteria above and a copy of the data consents that you will have to agree to before starting to complete your application.

1   Your project

1.1   Please enter your details as Main Contact*

If you are completing this on behalf of someone else, please provide **their** contact details and mark them as the Main Contact. Please also add your details.

The Main Contact cannot be the same person as your legally responsible contact.

1.2   Main contact photo ID*

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

1.3   Organisation details*

What is the full legal name, email address, main or registered address, including postcode, of your organisation?

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

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

- 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.

- 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.

- 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.

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

- If your application is in partnership with another organisation please provide their details here as well.

1.4 Project title*

This is the title of your project provided at the Idea submission, please amend if there has been any change?

Please use language referencing identifying beneficiaries in the title of your project e.g. New [Location] Community Hub.

1.5 Project description*

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.

1.6 Start date of the project*

Provide the start date of the project

If you are unsure of the particular day, select the first of the month.

Please note that funding from Your Fund Surrey Large Fund is not guaranteed until you receive and sign a formal 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 that you do not start your project until approval of Your Fund Surrey funding has been confirmed unless you are using other sources of funding.

1.7 End date of the project*

Provide the end date of the project

If you are unsure of the particular day, select the first of the month.

1.8 Needs or opportunities*

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 needs assessment is an analysis tool that helps to identify the best options or solutions to resolve local issues. We recommend you use the template provided. For information about Surrey, you may want to refer to Surrey-I.

1.9 Needs assessment upload*

All projects must submit a Needs Assessment

We recommend you use the template provided on 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.

1.10 Project planning advice*

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.

2 Project beneficiaries

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 Idea 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.

- A key criteria for the fund is to demonstrate that the project will have wider community benefit. Wider community benefit refers to the delivery of a projects benefits beyond the immediate community, group or organisation which has applied for funding. We are looking for new or additional benefits/beneficiaries.

- 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.

- Applicants are encouraged to implement measures to ensure the service it delivers are accessible and inclusive to all. This includes, where appropriate, taking measures to ensure the views and possible requirements of marginalised or underrepresented groups are considered.

- Part of the Full submission assessment includes looking at whether projects have undertaken and evidenced adequate engagement to corroborate who will benefit, and how. It also includes whether the project has assessed the broadness of groups benefitting and/or any specific underrepresented groups in the community.

2.1 Community participants*

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.

You will need to demonstrate the ways in which your project will benefit any of the groups within 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.

2.2 Community engagement*

What community engagement have you undertaken in relation to your project?

Tell us about any community engagement you have done, including the 'Have your Say' engagement hosted by the council, and how this has shaped your project. Please note that you will also be asked to provide evidence of this engagement including but not limited to the Have Your Say project report. Please provide specific examples of when you have asked for people's opinions, promoted the project to your community, set up a Facebook page or got feedback from across your whole community.

2.3 Evidence of other community engagement*

This space is provided for 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.

2.4 'Have Your Say' report

Alongside your Full Submission, all projects will also be provided with a "project engagement page" on the Your Fund Surrey 'Have Your Say' webpage. 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 'Have Your Say' site for a period of up to 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]().

3   Managing your project

3.1   Project delivery with other organisations*

Will your project be delivered in partnership with other organisations?

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).

- Name of organisation

- Named contact for the organisation

- Address of organisation

- Please explain the nature of the collaboration

- Yes/No

3.2   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.

3.3   Management and maintenance plan*

All projects must submit a Management and Maintenance plan

We recommend you use the guidance provided on 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 at least 5 years after project completion and up to 20 years for funding >£500k.

Please provide an organogram of your organisation structure and detail roles and responsibilities within the Management and Maintenance Plan.

It is also recommended to provide a usage plan over a typical week for current and proposed activity. This can be included in the Management and Maintenance Plan or as a separate document.

3.4 Project management*

How will your project be managed?

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

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.

3.5 Potential Project Challenges*

Tell us about any challenges your project could encounter during the works and during normal operation 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 challenges you identify may affect the amount you allocate to contingency in your project costs.

3.6 Project plan upload *

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.

Consider delivery and operational risks within the project plan template provided.

3.7   Environmental implications*

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 here.

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

3.8   Project status at end of funding*

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 and up to 20 years for funding >£500k. This may be increased depending on the nature of your project.

Think about how the asset/equipment/property you produce will be sustained once it has been fully completed, how it will be maintained and how you will manage your project in the future.

3.9   Project evaluation*

How will you evaluate your project?

Please provide an 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.

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.

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 and up to 20 years for funding >£500k, you will be required to supply us with data around the impact that your project is having on the community.

3.10   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.

4   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.

4.1   Does your project still fit the Children and young people feel safe and confident aim?*

If yes, please explain how your project will address this aim.

- Yes/No

4.2   Does your project still fit the Everyone benefits from education, skills and employment opportunities aim?*

If yes, please explain how your project will address this aim.

- Yes/No

4.3   Does your project still fit the Everyone lives healthy, active and fulfilling lives aim?

If yes, please explain how your project will address this aim.

- Yes/No

4.4   Does your project still fit the Everyone gets the health and social care support they need aim?

If yes, please explain how your project will address this aim.

- Yes/No

4.5   Does your project still fit the Communities are welcoming and supportive aim?

If yes, please explain how your project will address this aim.

- Yes/No

4.6   Does your project still fit the Residents live in clean, safe and green communities aim?

If yes, please explain how your project will address this aim.

- Yes/No

4.7   Does your project still fit the Journeys across the county are easier and safer aim?

If yes, please explain how your project will address this aim.

- Yes/No

4.8   Does your project still fit the Everyone has a place they can call home aim?

If yes, please explain how your project will address this aim.

- Yes/No

4.9   Does your project still fit the Businesses in Surrey thrive aim?

If yes, please explain how your project will address this aim.

- Yes/No

4.10   Does your project still fit the Communities are well connected and grow sustainably aim?

If yes, please explain how your project will address this aim.

- Yes/No

5 Finances

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

Please note that 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 (if applicable)

- 3-year cash flow forecast

- Price quotations

- Evidence of other funding

Further guidance and templates can be found on the Your Fund Surrey webpages.

5.1 Overall estimated cost*

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

The link to procurement advice can be found here.

5.2 Funding requested*

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

- Match funding is required for all applications. A significant proportion should be achieved before your Full submission and a fundraising plan will be required for any outstanding fundraising.

5.3   Volunteer contributions*

Are you expecting to receive any volunteer contributions?

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

By volunteers we mean the people who are contributing their time to help deliver your project rather than only taking part in it. This could include administrative work, clearing a site or working as a steward. We would expect all projects to be able to show values here, with volunteers assisting with planning and delivery of the project in various ways. Do not under-estimate the importance of this category. This helps to demonstrate community commitment to the project. It is also part of the overall project costs and income.

- Yes/No

5.4   Non-cash Contributions

Are you expecting to receive any non-cash contributions?

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

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.

- Yes/No

5.5   Full financial breakdown

All projects need to provide a full financial breakdown.

It is mandatory to 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. All costs will need to be matched against quotes/estimates provided. Please see our procurement advice.

6   Your Organisation

6.1   Board Members or Trustees

How many board members or Trustees does your organisation have?

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

Your governance document may be called a constitution, trust deed or memorandum and articles of association, or something else entirely.

6.2   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

6.3   Organisation spending - last financial year

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

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

6.4   Unrestricted funds in reserves

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

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 selects.

6.5   Government organisation funding

Has your organisation received any financial assistance or other funding from a governmental organisation which added together exceeds £315,000 over the last rolling 3-year period?

Visit the gov.uk website [Statutory Guidance for the United Kingdom Subsidy Control Regime: Subsidy Control Act 2022](#) for more information about what may constitute a subsidy and why it is important.

A subsidy is potentially any financial assistance that is given to an enterprise by a public authority that confers an economic advantage, is specific in nature and has the potential to affect competition or investment within the UK or trade between the UK and other countries.

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

- Yes/No

6.6 Advice/support to other projects

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

7   Supporting documents

On this page you will be asked to upload a list of supporting documents that are relevant to this fund application.

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. 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.

7.1   Accounts*

Please provide 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 3 most recent months of 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.

7.2   Bank statements

Please provide 3 most recent months of bank statements.

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.

7.3   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). E.g. land registry document with title plan or copies of leases. Note that Heads of Terms are not acceptable as they are not legally binding.

Please also provide confirmation that the project does not breach any covenants over the land/property).

Refer to the YFS standard terms and conditions for properties advice.

7.4   Evidence of statutory permissions or licenses*

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.

7.5 Evidence of secured funding*

Please upload evidence of any secured funding.

By secured we mean:

- Cash in your bank reserved specifically for this project e.g. bank statements

- Formally offered grant money e.g. donation letters/emails, grant offer letters

- A fundraising plan for any unsecured funding, including evidence of previous fundraising if available

7.6 3-year cash flow forecast*

Please complete and upload the template provided here. Your Cash Flow Forecast and post-go live project cashflow 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.

Please include details on your assumptions and any market testing.

7.7 Post go live balance sheet

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.

7.8 Business plan

Projects that need a business plan:

- Projects with total costs of more than £1 million

- Complex projects with costs less than £1 million, when requested

As a funder, we are looking for a document that pulls together the project in its entirety. We really want to understand the overall project beyond just those elements identified for YFS funding. This is to fully determine the wider community benefit of the project. Further advice can be found here.

7.9 Evidence of price quotations*

Please refer to our procurement guidance on our website to determine the appropriate evidence to upload based on the value of your project and project request.

As part of your application, we need to know all costs associated with your project, particularly if it includes any construction. In order to obtain some estimated costs, you will need to engage with qualified suppliers using an appropriate procurement process.

Where you are engaging consulting professionals, contractors or suppliers to help develop your idea and costs into a formal proposal you must use an appropriate procurement process that is compliant with your organisation's procurement policy or accepted good practice in the public / charity sector.

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.

We require:

- For all costs <£9,999 – at least one written quote

- For all costs £10,000 - £99,999 – at least 3 written quotes

- For all costs/works >£100,000 you should undertake a competitive tender process to arrive at the costs for your project.

- For funding requests >£500,000 we can accept a recent Quantity Surveyor estimate (minimum RIBA Stage 2)

7.10   County Councillor support*

Please upload evidence of support from your local County Councillor.

7.11   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

Once you have all the information outlined in this guide you can complete your Full submission for Your Fund Surrey Large Community Projects Fund. Once submitted you can view and download a copy of your submission, but you will no longer be able to amend it.

Once submitted, your application will be checked against the Full submission checklist provided to you when your project was invited to the Full submission stage. If anything is missing or incomplete, the Team will be in touch. The application will be assessed in line with the Your Fund Surrey Governance Document. The assessment will commence once a complete application is ready and in line with the timescales below. The assessment process can take between 3-6 months depending on the complexity of the project but can take longer.

Full submissions are required by the following deadlines:

- By end November for the Q1 assessment round (March Panel) with Have Your Say live through December

- By the end February for the Q2 assessment round (June Panel), with Have Your Say live through March

- By the end May for the Q3 assessment round (September Panel), with Have Your Say live through June

- By end August for the Q4 assessment round (December Panel), with Have Your Say consultations live through September

Funding is awarded on a first-come-first-served basis.

If you have any questions in the meantime, please take a look at the frequently asked questions or get in contact with us at yourfund@surreycc.gov.uk.