

Your Fund Surrey Small Community Projects Sample Form

County Councillor support for your project

Tell us about the County Councillor supporting your application and how you plan to publicise their support if your application is successful.

County Councillor support

Which district or borough does your councillor represent?

Which County Councillor is supporting your application?

Which additional Surrey County Councillors are supporting your application?
(optional)

How will you involve the County Councillor(s) to support your project and gain publicity for it if your application is successful?

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

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

Main contact for your application

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

Who is the main contact for your application?

Title

First name

Last name

Job title or role within the project

What is the main contact's daytime telephone number? A mobile or landline telephone number, like: 01632 960001, 07700 900982 or 020 7946 0933

What is the main contact's email address? This will be the primary contact route regarding your application

Email address

Repeat email address

Legally responsible person for your organisation

Please ensure you provide up to date details for the person who has legal responsibility for your organisation. This could be a Director, Company Secretary, Chair or Trustee.

Who has legal responsibility for your organisation?

Title

First name

Last name

Job title or role within the project

What is the legal contact's daytime telephone number? A mobile or landline telephone number, like: 01632 960001, 07700 900982 or 020 7946 0933

What is the legal contact's email address?

Email address

[About your organisation or project group](#)

What is the name of your organisation or project group?

What type is your organisation?

If yours is another type of organisation or project group, what type is it?

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

Address line 1

Address line 2 (optional)

Town

County (optional)

Postcode

What is your organisation's email address?

Email address

What is the VAT registration number? (if you have one)

What is the Company Registration Number? (if you have one)

What is the Charity number? (if you have one)

About your project

We want to know about your project and how it will benefit residents within your community. Your project must contribute to at least one of our [Community Vision for Surrey 2030](#)

What is the name of your project?

Describe your project and how the funding would be spent

Which of the Community Vision for Surrey 2030 aims does your project support?
Select all that apply

- 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
- Businesses in Surrey thrive
- Everyone has a place they can call home
- Communities are well connected and grow sustainably

How will your project meet the Community Vision for Surrey 2030 aims you have selected?

How will the project make a difference to your community?

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

What geographical area will the project cover? Where the people who would benefit from your project live

Roughly what month and year do you plan to start your project? Month and year

Roughly how long will it take for your project to be completed?

Bottom of Form

Permissions required for the project

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

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

If it is a different land or property owner, who is it?

Is the land or property owner supportive of your project?

- Yes
- No

Do you have all the permissions in place to carry out this project? Such as planning permission or permission to use a building

- Yes
- No and the project does not require any permissions
- No but permissions are required

Describe the permissions you do or do not have in place if you feel that the project does not require any permissions, explain why

Your project finances

What follows is a series of questions regarding the financial aspects of your project

What is the total cost of your project? Enter the total cost in whole pounds, like 17,142, if the total cost is £17,142.23

Provide a breakdown of costings for the project Include any purchases you plan to make, if your application is approved.

What part of the project would our funding be spent on?

How much money are you requesting from your County Councillor? Enter the amount in whole pounds, like 7142, if the total cost is £7,142.93

Has the remaining balance been secured, or does it still need to be found?

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

- Yes
- No

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

[Project funding payment details](#)

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

Payment details

Name on the account

Account number Must be 8 digits long

Account sort code Must be 6 digits long

Building society roll number (if you have one)

[Upload documents to support your application](#)

To help us assess your application, you must upload copies of documents to show us proof of any permissions and planned expenditure for the project. The documents to share with us are:

Proof of permission to use land or property:

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

Proof of costs for all planned expenditure:

We will accept quotes or estimates for works or services. We will also accept website links and screenshots of websites which display the cost of any items to be purchased for the project. Please note, if your project or individual purchases cost between £25,000 and £50,000 you will be required to upload three quotations.

How to upload your documents

- Select 'Choose file', navigate to a document and select it. Then select 'Upload'
- Upload one document at a time.
- Files must be a maximum file size of 15MB and one of the following file types: jpg, pdf, doc, docx, jpeg, png. Larger files will take longer to upload.
- For security reasons, once a file is uploaded, you will not be able to view or download it.
- If you find that you are not able to upload any files, you can email them to us at: yfssmallcommunityfund@surreycc.gov.uk, quoting your application reference number. We will repeat this information to you, when you have sent your application.

Upload your documents

[Review details](#)

You can click previous button and make any changes before you submit the application.

Please click Submit button to submit the details to us.

Once you have submitted your application it will be assessed by the Community

Funding Team in consultation with your Surrey County Councillor(s) to ensure it meets the funding [criteria](#)

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

Your agreement to our terms and conditions

You have agreed our [terms and conditions](#)