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.

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

We cannot accept applications from:

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

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.

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Replace any withdrawn funding from Surrey County Council for existing projects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Information: Withdrawn funding is money, which was previously provided for a particular purpose, but which is no longer being provided for some reason.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.

Information: Please contact the Your Fund Surrey staff at 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

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.
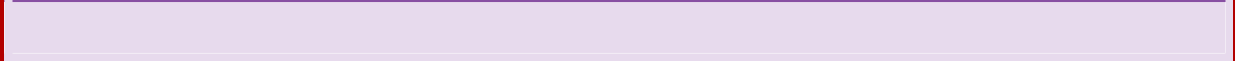
Managing your Project

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).

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

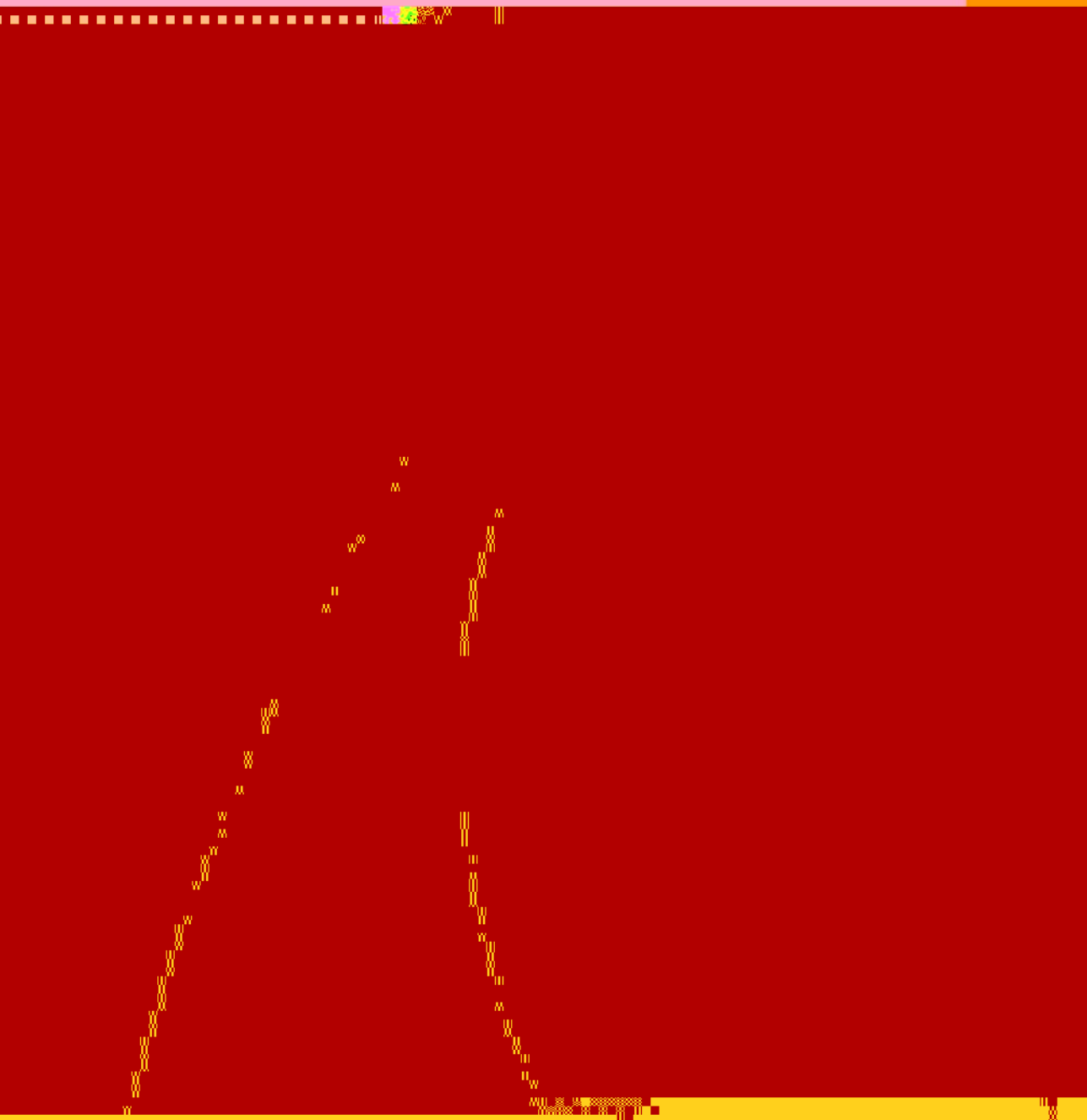14. How will you evaluate your project?

FINANCES

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

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.

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.

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.

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.

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.

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.

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)

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.