

Help with your application

The aim of the Community Foundation for Surrey is to award grants to community and voluntary groups for charitable purposes that make a genuine difference to the lives of people in Surrey.

Eligibility

What does charitable purposes mean?

Guidance can be found on the Charity Commission website regarding charitable purposes <https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes>

What do you mean by a Management Committee?

These are the people who are responsible and make decisions for the organisation. This is usually the Trustees or Directors of a charity.

What do you mean by a Financial Policy?

- A Financial Policy (a document which lays out how you manage money and payments)
Guidance can be found on the Charity Commission website www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities

What do you mean by a Safeguarding Policy

If you work with children, young people or vulnerable adults you must have a Safeguarding Policy. The policy should include

- Definitions of abuse
- Reporting procedure
- An adult/child protection officer
- Training for everyone in the organisation who would be working with vulnerable people

Guidance can be found on the Charity Commission website. www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

We are a Social Enterprise, can we apply?

The Foundation recognises that Social Enterprises (SE) and Community Interest Companies (CIC) are often in a good position to tackle social issues by generating income as part of their normal operation. We can make grants for project costs to social enterprises, but in addition to meeting our general criteria you will need to demonstrate:

- the public benefit and clear protection against private benefit (CICs should provide CIC 36/37 Public Benefit Statement)
- that you are independent
- that you have social and/or environmental objectives and evidence that these are being achieved
- evidence that more than 50% of any profit is being put back into the social and/or environmental purposes
- that all residual assets would go to social and/or environmental purposes on dissolution



- a track record or sound business model through the provision of a business plan
- that you have a minimum of three Directors, the majority of whom are not paid employees
- that the salaries and benefits of any paid Directors are approved by a majority of non-executive Directors and are reasonable and proportionate to the work they do and the financial position of the organisation.

We are part of a national charity – can we apply?

National charities may only apply where the local branch is independent and locally constituted, the project is clearly locally driven and accounted for, and funding will be used to support work which is for the benefit of the people of Surrey.

The reason we don't support all national charities is that we were set up to support local grassroots groups which do not have the resources to fundraise which are available to national organisations.

We are small and do not have all the documents required. Is there any way for us to apply for funding?

Small and new groups which are not constituted may apply with the support of another group which agrees to act as a fund holder for the grant. These groups include:

[Central Surrey Voluntary Action](#)

[Voluntary Support North Surrey](#)

[Voluntary Action SouthWest Surrey](#)

[Voluntary Action Reigate and Banstead](#)

[Tandridge Voluntary Action](#)

[Surrey Community Action](#)

[Surrey Minority Ethnic Forum](#)

Completing the application form

Technical Tips

- Save regularly as you go! Save your work after each question. You do not have to complete the form in one sitting – you can log in and log out of the form as often as you need to.
- If our forms are new to you print the questions out to have a look at first – an example can be downloaded [here](#). You will then be able to see all the questions at once and have a think about your answers before filling out the form.
- Save your long answers in a Word document. For those longer questions that take a lot of thinking about, write your answers in a Word document and then copy and paste them into the form when you are ready.
- Share your draft application with a friend or colleague for a fresh eye.
- Don't forget mandatory questions. The questions with a red line next to them are mandatory. If you've missed any, these will be flagged up to you when you try to submit.
- Fixing validation errors. When you press submit a red box may appear directing you to fields that have not been filled out correctly. One frequent validation error is that financial boxes will not accept a '£' in front of the number or a comma in the middle. Enter the digits only.



- Sending supporting documents. Your documents can be attached to the bottom of the form. If you are unable to attach them this way you can send these separately via email to grants@cfsurrey.org.uk
- Once submitted you will receive a confirmation email with a copy of your application form as a PDF document attached. Make sure you keep this safe as it is your proof of submission and contains the conditions you have agreed to in your application.
- If you do not receive the automated confirmation email, check your junk/spam email box - sensitive spam filters sometimes block automated email. If you still don't have the email, please contact us.

After a grant award

How long do I have to spend a grant?

Our grants are usually intended to be used within twelve months. If you have been unable to start using the grant within three months of receipt, or it cannot be used for the purpose for which it was awarded you must contact the Foundation as soon as possible.

Do I have to report on the grant?

We ask all grantees to report back on the results of their grant. It is important to Donors to know that the grant was used as intended and even more important to know that the grant has made a difference to people in our community.

I have questions, can I talk to someone at the Foundation?

We hold regular funding surgeries where you can talk to one of the Grants Team – book a slot [here](#).