

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. The Committee must consist of a minimum of 3 people who are not related/live at the same address.

For Social Enterprises such as Community Interest Companies, at least 50% of the Directors must be unpaid.

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 <https://www.gov.uk/government/publications/internal-financial-controls-for-charities-cc8>
- Please contact us, should you wish to see a template.

What do you mean by a Safeguarding Policy?

If you work with children, young people, or adults at risk, you must have a Safeguarding Policy. It may be that you have separate Policy and Procedural documents. The key point to include are;

- Definitions of abuse
- Reporting procedure
- A named Designated Safeguarding Lead, with contact details
- Reference to the agency to whom concerns are referred to
- 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

Surrey Youth Focus also provide a good template <https://www.surreyscp.org.uk/documents/sscp-safeguarding-policy-template/>

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. In addition to our general eligibility criteria, you will also need to demonstrate that;

- you have a minimum of three Directors, the majority of whom are not paid employees



- there are no Persons with Significant Control
- 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?

In short – yes. Our funding is focussed on small, grassroots organisations working for identified Surrey needs. Typically, we support smaller organisations and charities working at this level, who are unable to access national funding streams. As a small grant-maker, we can have greatest impact supporting these groups and initiatives.

However, we recognise that there are charities and organisations who have a national reach and are also carrying out Surrey-focused projects which are tackling identified needs within the county. We therefore are able to consider applications from national organisations. Requests which reflect local need and benefit, and align with our funding priorities (noted on our website [here](#)) will have a stronger likelihood of matching the criteria of our Donor Funds, rather than requesting funding for the Surrey-specific element of a national programme.

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 South West Surrey](#)

[Voluntary Action Reigate and Banstead](#)

[Tandridge Voluntary Action](#)

[Surrey Community Action](#)

[Surrey Minority Ethnic Forum](#)

[Volunteer Woking](#)

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.
- 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 – this prevents work being lost via the online form in the event of an internet outage or web-browser crashing.
- Share your draft application with a friend or colleague for a fresh eye. Simply share the personalised URL which is sent to you after you have registered your email address.

Reviewed December 2021 for implementation from January 2022 onwards.



- 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 by emailing grants@cfsurrey.org.uk

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 are always pleased to speak with current and new grant-seekers. You are welcome to email your query to grants@cfsurrey.org.uk. Alternatively, you can call a member of the team – contact details can be found on our website [here](#)

If you have general questions about our processes, please do join us for our regular Q&A sessions. If you have a complex funding need, we hold regular funding surgeries (30 minute 1-2-1 Zoom meetings or phone calls) to discuss particularly complex needs with one of the Grants Team. Both Q&As and Funding Surgeries can be booked [here](#).