

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

- Save regularly as you go! The form will not save automatically – but you can save it by creating a password. You do not have to create a new password each time you save.
- We are aware that this aspect of the application form is not the easiest to use. As such, you may like to type your answers into a Word document, to ensure that you have them saved elsewhere. The questions in the application are listed at the bottom of this document, to make it easier for you to create your draft version, ready to copy and paste into the online form.
- Remember to write in everyday language. Avoid jargon or acronyms that your reader may not understand or add explanations.



- Try to use fewer words rather than more – this is hard! Try to boil your information down to the important elements.
- Assume the reader knows nothing.
- If you can tell us where the people you support live, and their age ranges in percentages of total beneficiaries, this helps us to match your application with more Donor Funds.
- Share your draft application with a colleague. Having a fresh pair of eyes read over the detail helps to point out any errors, or where additional clarification/information is needed.
- Share your draft application with a friend or colleague for a fresh eye. Simply share the personalised URL.
- Don't forget mandatory questions. 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.
- 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.

Supporting documents

Please email your supporting documents to grants@cfsurrey.org.uk after you have submitted your application form. For more information on why we ask for these documents, and what we look for in each one, see our videos [here](#). The documents that we require are:

1. A signed copy of the **Governing Document or Constitution**
2. Your **Financial Policy** that states 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>
3. Your **Safeguarding Policy and Procedure (for Children and Young people, and Adults At Risk)**, (as appropriate) which explains what needs to be done in the event of a safeguarding concern and who needs to be contacted. Key information to include in your Safeguarding Policy includes:
 - Definitions of abuse.
 - Reporting procedure.
 - A named Designated Safeguarding Lead, with contact details.
 - Details of the referring agencies to whom concerns are referred. These should be Surrey specific.
 - Training for everyone in the organisation who works with those you serve.
 - That the document is dated, and records of the reviews, preferably annually.



Advice and guidance can be found here www.gov.uk/guidance/safeguarding-duties-for-charity-trustees and here <https://surreyscp.org.uk/>

4. The most recent **Report and Accounts** (R&A). If they are older than 12 months, we will require an update on your current financial position. This can be in the form of your Management Accounts.
5. A **recent bank statement**, no older than 3 months. Please redact the transactions for privacy purposes. The information that we require on the document are:
 - Name of bank
 - Name of your organisation
 - Date
 - Account number
 - Sort code
6. If you are applying for capital costs, please send through any relevant **quotes** that you have received for the purchase.

****These documents form part of your application and we cannot process it if they are not received****

A special note on safeguarding

Safeguarding is a vital process that protects children and adults at risk from harm, abuse, and neglect. Everyone has a responsibility to be vigilant of potential signs of abuse and neglect and a good policy will ensure that your staff and volunteers know what to do if they have any concerns. Safeguarding is not just for organisations delivering services to specific groups; it applies to every organisation – including you.

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, please contact us to discuss them with one of the Grants Team. Q&As can be booked [here](#).