



**Community  
Foundation**  
for Surrey

# Online Grant Application Form

Grants over £2,000

## Section 1 - About your organisation

Please note you can save your application at any time by clicking the "Save Application" button at the side of the screen.

You will receive a pdf copy of your application form via email once it has been submitted.

### Organisation Name and Address Details

Name of your organisation



Address of your organisation

Street



Town/City

County

Postcode

General/Office Email



Telephone



Website

Twitter

## Main Contact Person

These are the details that will be used for correspondence purposes.

Title

Forename(s)

Surname



Job title

Primary contact number

Home Phone

Mobile Phone

Email

Use organisation's address for correspondence

## Organisation Start Date

When did your charity or group start operating

Month



Year

## What type of organisation are you?

Select as many as appropriate

- A registered charity
- Company limited by guarantee
- Unincorporated club or association
- Community interest company
- Other

Please briefly describe the aims and main activities of your organisation

e.g. The ABC Youth Club is based at Community Close, Guildford. The club meets twice a week, providing a drop-in centre and ....



0 word of 500

Please can you confirm that your organisation has the appropriate safeguarding policies in place if you are working with Children & Young People and or Vulnerable Adults

Yes

## Income

Income over last accounting year

e.g. 123.45



What are your current unrestricted reserves?



## Staffing and volunteers

How many of each of the following are involved in the organisation?

Full time staff / workers

Part time staff / workers

Volunteers (excluding management committee)

Management committee

## Section 2 - About your request for funding

Project name / Funding need

eg Farnham Lunch Club Core Costs



What would you like to do with your grant? Please describe your project or activity and how you would spend a grant

ABC Charity run a lunch club every Tuesday, we transport the members from home to the church hall and are requesting a grant toward the costs of food .....



0 word of 500

Project / funding start date

Project / funding end date



Which area (estate, town, village borough) do most of the people who will benefit come from?

Please provide a postcode which represents the geographical area you will benefit.



Which local authority will the activity take place in?



Does your project address particular needs and disadvantage and/or what opportunities will you create?

This community is amongst the most deprived in Surrey / our beneficiaries come from all over the borough but there are no services to support them



0 word of 400

How do you see this project/activity progressing after this funding comes to an end or do you see this as a one off project/activity?

We plan to run this project as a pilot and if successful will look for further funding in the future / this is a one off project which will be complete by December / this is an ongoing part of our core work

0 word of 400

## Section 3 - Impact of your proposed work

### Benefits and outcomes

What are the projected benefits/outcomes of your project? How will it help people?

Young people will develop skills such as how to cook and look after themselves on a budget.



0 word of 400

Please explain how you will measure the success of your project and those outcomes listed above?

0 word of 400

### Issues

Which theme best describes the impact your project will have?



Primary issue - select a single option to represent the primary issue that will be addressed by this grant

Please list any other issues that will be addressed by this grant

Anti-social behaviour

Bullying

Counselling/Advice/Mentoring

Disability and access issues

Economy

Emergency/Rescue services

Environment and improving surroundings

Gangs

Health, wellbeing and serious illness

Housing

Language, culture and racial integration

Offending/At risk of offending

Refugees/Asylum/Immigration

Renewable energies and recycling

Sexual abuse

Sport and recreation

Stronger communities/Community support and devel...

Supporting family life

Arts, culture and heritage

Caring responsibilities

Crime and safety

Domestic violence

Education, learning and training

Employment and labour

Financial exclusion and financial illiteracy

Harmful practice

Homelessness

IT / Technology

Mental health

Poverty and disadvantage

Religion

Rural issues

Social inclusion and fairness

Stigma/Discrimination

Substance abuse and addiction

Violence and Exploitation

Select the primary outcome for your project or activity

Select the second outcome for your project or activity

Select the third outcome for your project or activity

## Beneficiaries

How many people will benefit from this funding?



Primary Beneficiary - Select a single option to represent the primary beneficiary group for this grant

Please list any other beneficiary groups who will benefit from your grant

Black, Asian and minority ethnic

Children and young people

Families/Parents/Lone parents

Lesbian, gay, bisexual and transgendered groups

Long-term unemployed

Not in education, employment and training (NEET 16...)

People in care or suffering serious illness

People with alcohol/drug addictions

People with low skill levels

People with multiple disabilities

Refugees/asylum seekers /immigrants

Women

Carers

Ex-offenders/offenders/At risk of offending

Homeless people

Local residents

Men

Older people

People living in poverty

People with learning difficulties

People with mental health issues

People with physical difficulties

Victims of crime/violence/abuse

## Ethnicity

Primary ethnic group - select a single option to represent the primary ethnic group for this grant

Please list any other ethnic groups who will benefit from your grant:

African

All ethnicities

Any other

Asian and Asian British

Asian and White

Bangladeshi

Black African and White

Black Caribbean and White

Black and Black British

Caribbean

Chinese

Chinese or other group

Indian

Mixed

Other Asian

Other Black

Other Mixed Ethnicity

Other White

Pakistani

White

White British

White East European

White Gypsies and Travellers

White Irish

## Age Groups

Please indicate the primary age group that will benefit from this grant

Please list any other applicable age groups for your grant.

Adults (26-65)

All ages

Children (5-12)

Early years (0-4)

Seniors (65+)

Young adults (19-25)

Young people (13-18)

## Project Budget

Please provide information for the TOTAL cost of the project - not just the amount requested

How much money are you applying for from the Community Foundation?

e.g. 123.45



What is the total cost of the project?

e.g. 123.45



How much has been raised so far?

e.g. 123.45



How do you plan to fund any gap in the cost of the project and the amount you are requesting in this application?

e.g. £50 secured from X Trust, £100 applied for from Y Charity £200 raised thr



## Staff Costs

Please provide a breakdown for the TOTAL cost of the project - not just the amount requested

Requested amount

e.g. 123.45

Total cost

e.g. 123.45

Breakdown

0 word of 1000

### Volunteer Costs

Please provide a breakdown for the total cost of the project - not

just the amount requested

Requested amount

e.g. 123.45

Total cost

e.g. 123.45

Breakdown

0 word of 1000

### Operational Costs

Please provide a breakdown for the total cost of the project - not

just the amount requested

Requested amount

e.g. 123.45

Total cost



e.g. 123.45

Breakdown

0 word of 1000

Office, overhead,  
premises costs

Please provide a  
breakdown of costs,  
including a per

hour/day cost for venue hire if applicable for the total cost of the project - not just the amount requested

Requested amount

e.g. 123.45

Total cost

e.g. 123.45

Breakdown

0 word of 1000

Capital costs  
(Equipment)

Please provide a  
breakdown of costs -

please also submit a quote to evidence items over £1,000

Requested amount

e.g. 123.45

Total cost

e.g. 123.45

Breakdown

0 word of 1000

Publicity costs

Please provide a  
breakdown for the total  
cost of the project - not

just the amount requested

Requested amount

e.g. 123.45

Total cost

e.g. 123.45

Breakdown

0 word of 1000

Other costs

Please provide a  
breakdown for the total  
cost of the project - not

just the amount requested

Requested amount

e.g. 123.45

Total cost

e.g. 123.45

Breakdown

0 word of 1000

### Referee Details

Please provide details of an independent referee. Your referee

must be a person with a professional or public position who we can contact.

Referee name



Referee company name

Referee title

Referee email

Referee phone

Has your organisation or any of its officers, been subject to any formal complaints or investigation related directly to the operation of the organisation?

No

## Supporting Documents

[Add document](#)

Please submit a copy of each of the supporting documents using the "Attachments" button below

- Governing Document
- Financial Policy
- Most Recent Report & Accounts - if your R&A is over 12 months old please also provide a snapshot of your financial situation at the end of the last financial year
- Bank Statement
- Quote - if applying for building works or any capital costs above £5,000

**These form part of your completed application and must be received by the deadline date. Please be aware that we cannot process your application without these supporting documents.**

If you can not submit them online please email them to [rebecca@cfsurrey.org.uk](mailto:rebecca@cfsurrey.org.uk) or failing that forward them via post to:

Community Foundation for Surrey,  
30 Church Street

Godalming  
Surrey GU7 1EP

Please check the box below if the documents will follow by email or post.

Documents to follow in post

Yes

## Declaration

- I am authorised to make this application on behalf of the above organisation, and I certify that the information contained in this application is correct.
- I certify that the documents submitted to support this application are the full and current documents and they accurately represent my organisation's current financial position, policies and governance.

### Conditions of Grant

- I understand that any grant is awarded on the basis of the information supplied in this application.
- I understand that any and all monies awarded must be used for exclusively charitable purposes.
- I undertake that, if the project/activity changes in any way from the original application, the Community Foundation for Surrey will be notified immediately. I acknowledge that significant variations may result in a grant award being altered or withdrawn.
- I undertake that an End of Grant Form will be completed and returned to the Community Foundation for Surrey, along with evidence of expenditure to account for the full grant awarded.
- I undertake to forward a copy of our organisation's annual accounts for the grant period, and that these will clearly show the grant award from the Community Foundation for Surrey.
- I understand that failure to comply with any of the above conditions will impact on future applications for funding and in serious cases may result in grant monies being reclaimed.

Please tick this box to indicate that you have read and understood the terms and conditions and agree to them.

Declaration name



Declaration position

The Community Foundation for Surrey would like to follow up on successful applicants and potentially feature them in publicity activities. Please tick this box to confirm that, if your application is successful, you are willing to take part.

Yes

## Feedback

Please help us to improve the application process

How easy or difficult did you find the application process?

Please let us know if you have any comments on the support you have had from the Foundation in making your application

0 word of 100

You will receive a pdf copy of your application form via email once it has been submitted.

Print

Attachments

Save as Draft

Submit