

## **SURREY HEATH BOROUGH COUNCIL**

### **COMMUNITY FUND (SMALL) GRANT SCHEME FOR GRANTS UP TO £2,000**

#### **Looking for cash to help your local community?**

#### **About the Community Fund Scheme**

No specific purposes have been set for the fund, however the community at large or a section must clearly benefit. The grant will be available for up to a maximum of 75% of the overall project cost with a maximum limit of £2,000. Your contribution can be cash or goods in kind.

The scheme is designed to be accessible to groups who are non-statutory, not for profit, and who provide a service to the wider community.

Grants are available for one-off type of costs and no retrospective applications will be considered.

In accessing the grant, the Council will have regard to the amount of funding you hope to raise from other sources, the scope of the project and the wider benefit to the community over time.

#### **EXAMPLES OF PROJECTS/ACTIVITIES**

Here are some examples of the sorts of activities which the grants might support.

- ✓ Building type projects
- ✓ Start-up costs Such as disabled access
- ✓ Training costs
- ✓ New specialised type of equipment such as
- ✓ Security system personal computers and or photocopiers

#### **HOW MUCH TO APPLY FOR?**

You can apply for up to 75% of the project cost up to a maximum grant of £2,000.

#### **HOW TO APPLY?**

You can apply when you want to, but please use the enclosed form; you will need endorsement from your Non-Executive Ward Councillor of this Council

Once your application is approved, you will need to sign an undertaking that the grant will be spent in line with your application and timescales give and also submit copies of estimates from your suppliers.

In special circumstances, the grant will be paid in advance, (with most applications the grant will be paid in arrears). However if the money is not spent within a year of approval or within the timescales agreed at the time of the grant award or not spent in line with your application, all or part of the grant will be repayable to the Council. This will be discussed with you in more detail should your application be approved.

Make sure you complete all sections of the form with the Non-Executive Councillor endorsement and sign and date it. Then send it to Jayne Boitoult, Community Development Officer,  
Surrey Heath Borough Council,  
Knoll Road,  
Camberley,  
Surrey.  
GU15 3HD.

Telephone: 01276 707464

E-mail: [jayneboitoult@surreyheath.gov.uk](mailto:jayneboitoult@surreyheath.gov.uk)

**COMPLETED APPLICATIONS MUST BE RETURNED TO:  
COMMUNITY DEVELOPMENT OFFICER  
POLICY & STRATEGY  
SURREY HEATH BOROUGH COUNCIL  
SURREY HEATH HOUSE  
KNOLL ROAD  
CAMBERLEY  
SURREY GU15 3HD**

**OFFICE USE ONLY  
APPLICATION NO:**

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**APPLICATION FOR A COMMUNITY FUND GRANT**

**1. DETAILS**

1.1 Organisation Name: .....

1.2 Principal Contact Name: .....

1.3 Contact Address (for correspondence related to the application): .....

.....

.....

Post Code: .....

Daytime telephone no: .....

Fax No (if applicable): .....

- 1.4 Organisation Type (please tick):
- Formally constituted Club/Association/Trust
  - Other public sector body
  - School/college
  - Other

- 1.5 How many members are in your organisation?
- up to 25     26-50     51-75
  - 76-100     101+

1.6 How long has the organisation existed? .....

1.7 Are you a registered charity? .....  
(If yes, please state the charity number)

1.8 Are you VAT registered? .....  
(If yes, please state VAT number)

1.9 Are you affiliated to a national organisation? .....  
(If yes, please specify)

**2. PROJECT DETAILS**

2.1 Please describe the project, with the necessary evidence or business plan for which you require a grant.

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.....  
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.....  
.....  
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2.2 What is the timescale of the project? Start Date: .....  
Completion Date:.....

2.3 Who is likely to benefit from the project? .....

2.4 Please describe your current facilities. ....  
.....  
.....

2.5 What other activities/services are offered at this site? .....  
.....  
.....

2.6 Can any additional activities/services be offered on completion of the project?  
.....

- .....
- 2.7 How many people use the current facilities? .....
- 2.8 How many people will use the facilities on completion of the project? .....
- 2.9 Over what period will your organisation benefit from the completion of the project?
- up to 12 months  1 to 2 years  2 to 3 years  over 3 years

**3. PROJECT SITE**

- 3.1 Where is the location of the project activities? .....
- .....
- 3.2 What is the tenure of the property? (If leased, please give details. If monies are to be repaid, please give details.)
- .....
- .....
- 3.4 Permission may be required under building regulations and the planning acts. (Please give details of the authorisation obtained.)
- .....
- .....

Note: Where permission was required and not obtained, the grant will be repaid in full to the Council.

Approval of the grant does not signify approval under any other council requirements.

**4. PROJECT COSTS**

- 4.1 How much grant are you applying for?
- 4.2 What do you anticipate the total project cost to be?
- |  | <u>COST</u>                    | <u>ITEM</u> |
|--|--------------------------------|-------------|
| 4.3 Please give a breakdown of costs (purchase of land/buildings, professional fees, VAT etc). | <input type="text" value="£"/> | .....       |
|  | <input type="text" value="£"/> | .....       |
|  | <input type="text" value="£"/> | .....       |
|  | <input type="text" value="£"/> | .....       |
|  | <input type="text" value="£"/> | .....       |

4.4 What will your organisation contribute to the project? .....

.....

4.5 Have you applied for funding from any other source? (Please give details of the application, whether successful or not.) .....

.....

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4.6 What additional fund-raising have you undertaken? .....

.....

4.7 Do your present funds contain any provision for future commitments? .....

.....

4.8 Please provide details of any other regular or known revenue payments to your organisation?

.....

4.8 How much additional income will be generated on completion of the project?

£

4.9 If your application is unsuccessful, either by a reduced grant or a “nil” award, how will you fund the project?

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**5. OTHER RELEVANT INFORMATION**

5.1 What age groups will you cater for?

>5  6-10  13-16  17-25

26-40  41-60  60+

5.2 Provision for use by which sex?

Female  Male  Both sexes

5.3 Does your organisation serve specific groups? (Please tick)

Ethnic minority groups

Religious groups

Disabled groups

Unemployed groups

Single parent family groups

Other (please specify)

.....

5.4 How will the community benefit from the completion of the project?.....

.....

5.5 How will you measure the success of the project? .....

.....

5.6 How did you become aware of this fund? .....

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**DOCUMENTS ENCLOSED WITH THE APPLICATION**

Please send copies of these documents with your application (please tick).

- A copy of your organisation's constitution
- Copies of your organisation's audited accounts for the last two years
- Copies of statements of current or investment account balances (as at date of application)
- Proof of tenure
- Copies of building regulations or planning permission
- Any architects plans or sketches
- Copies of two written estimates for the purchase or hire of any equipment or work to be undertaken

**6. DECLARATION**

I certify that the information provided on this form is correct to the best of my knowledge. I agree that if the Council award a Community Fund grant to my organisation, I will comply with the grant conditions attached to the payment.

Signed: ..... Position: .....

Print Name: ..... Date: .....

