



**Leader's Initiative:
Community Improvements Fund**

Please answer questions below	
Organisation details:	Help Notes
Q1 Name of organisation:	This is the name of the organisation responsible for carrying out the project.
Q2 Status of this organisation: Voluntary <input type="checkbox"/> Local authority <input type="checkbox"/> Private <input type="checkbox"/>	
Your details:	
Q3 Contact person Name: Role in project: Address Line 1: Address Line 2: Town: County: Post code: Telephone: E-mail:	Full name, role and contact details of the lead person for your project
Applicant's Signature: (Not required when submitting this form electronically)	
What are you seeking funding for:	
Q4 Project title	Full title of the specific project
Q5 Description of the project	
a) What will be done?	a) the work involved to achieve the aims of the project
b) Which borough/district area will benefit from the project?	In which of the eleven Surrey borough/districts areas will your project be?
c) What outcomes will be achieved / sought?	b) objectives for the project and how they will be sought
d) How does the application meet the criteria for this fund?	c) set out how the project will meet the fund criteria
e) What is the evidence for the need for the project?	d) the evidence that shows this project is required
f) How will you monitor and evaluate achievement of the objectives?	e) methods for monitoring the project and the reporting method to SCC.

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ANNEXE C**

g) How will you ensure that the project is fully accessible to this community?	f) methods you will use so that all members of your 'community' benefit from this project
h) Where expenditure is for the maintenance or repair of a non-Surrey County Council building, you envisage that the building will remain in use for the foreseeable future.	(if applicable) confirmation that you expect a building to continue to be used in the foreseeable future
Q6 What consultation has been undertaken?	The names of organisations and people spoken with, who support your project.
Q7 When will the project be: started: completed:	The dates you expect your project to begin and be finished.
Q8 Name of local County Councillor	
Financial Questions	
Q9 When will you need the funds?	The date by which you will require the funds.
Q10 What is the total cost of the project? Please include estimate/breakdown of costings.	The total amount of money the project will cost with a breakdown of the costings.
Q11 How much of the total cost would you like from Community Involvement Fund Please include estimate/breakdown of this part.	The amount of funding you would like with a breakdown of these costs. If you have a quote, please attach it to the form
Q12 a) Where is the rest coming from? b) Is it promised already, or still to be found?	The names of the sources from where you are obtaining the rest of the costs for the project
Q13 Have you applied for or are you in receipt of any grant or contract funding from Surrey County Council? Please give details:	Details of other departments in Surrey County Council you have applied to for funding, how much you have received and when would the funding cease.
Q14 If this project will need funding in future, how will the costs be met? (Costs may be include e.g. maintenance, replenishment, breakdown, repair, support)	Information on how you intend to fund and/or maintain your project in the future.

NB If your bid is successful; you will need a bank account in the name of your organisation. Any queries please contact the Community Partnerships Team via your Community Partnership & Committee Officer (details included on the attached cover sheet). Please return the form to your Community Partnership & Committee Officer

For official use

Date received		Amount to be funded	£
Date of Panel		Date of notification of decision	
Panel decision	Fund / Fund in part / Reject		