

## Criteria and Guidance

### 1. Criteria

- a) **Improving community facilities:** enhancing the look and feel of Surrey, including improvements to local facilities or the convenience, appearance or safety of community spaces or venues;
- b) **Wider community benefit:** Demonstrating how the project benefits, and is accessible, to the wider community;
- c) **Making a real difference to people's lives:** including promoting public health and wellbeing (e.g. community allotments, encouraging greater physical activity, opportunities for people to come together as a community etc);
- d) **Encouraging communities to take greater responsibility for local issues and encourage people to work together:** including increasing volunteering among residents, businesses and the public or voluntary sector; and working together to address issues affecting communities, such as the flooding that affected parts of Surrey during winter 13/14.

### 2. In addition to how your project meets the criteria above, your application will be assessed against the following requirements:

- Where possible, all relevant permissions should have been secured for the project prior to submission of application to the fund. Where this is not possible, a timetable showing when relevant permissions will be secured must be included. All permissions must be in place 12 months from date of the Leader's decision, or the decision on award of funding will be reviewed.
- If the application relates to a property which is leasehold, the lease must have at least 5 years remaining from the date of the Leader's decision (however, this may need to be longer depending on the nature of the bid);
- Details of clear timescales, baseline position and intended outcomes (with measures);
- Evidence of additional resources (people or money) available from partners or volunteers to complement any county council resource – applications requesting 100% of funding are unlikely to be supported;
- Bid should demonstrate whether they are scalable in case the full amount of funding requested could not be awarded;
- Evidence of how funding/the project will be sustained beyond the initial funding period;
- How the project is consistent with the best practice principles of the Surrey Compact (where working with Voluntary, Community and Faith groups);
- How the project is consistent with county council policies;
- Whether the project supports an area of need within Surrey;
- How the project demonstrates value for money of use of public funds. Itemised estimates and/or quotations to be provided in support of application to the fund;
- Applicant must be responsible for the fabric of the building to which the application relates.

### 3. Monitoring and Evaluation

The Council will ask for successful applicants to report back on:

- How the money was spent and the impacts / outcomes of the project
- The Community Engagement through the project and ongoing, if applicable
- Statements of accounts, and any remaining balances held

- As funding is public money, successful applicants may be asked to provide additional information for audit purposes

#### 4. Restrictions

The Community Improvements Fund may:

- NOT be used to support political organisations or individuals;
- NOT be used to cover ongoing revenue costs, including salaries;
- NOT be used to replace withdrawn funding for existing projects;
- NOT be used by local authorities or private companies to achieve their statutory obligations;
- NOT contravene any of the Council's agreed policies or priorities;
- NOT be used to support projects which involve taking sides on a planning dispute or relate to matters in which the County Council is a statutory consultee;
- NOT be used to fund planning applications or fees (it is recommended that applicants should have permissions in place, if this is not possible then information should be included on when this will be secured);
- NOT be used to pay for a consultant to make an application to the fund on the applicants behalf;
- NOT be used for retrospective funding;
- NOT be provided to private companies, private clubs or other membership organisations unless the wider community benefit/s of the project are clearly demonstrated;
- NOT NORMALLY be used to supplement existing funding available from the County Council towards a project.