

Summary of Application Process



Diagram 1: Key Steps 1-6

Summary

Step 1. Ideas Development (LIVE Nov 2020)

Residents and Communities are encouraged to share their idea on the dedicated commonplace [site](#), which is ideas creation and development, as well as being an opportunity for applicants to gain community support. Users log their idea in two simple steps place initial ideas geographically on a map of Surrey, filling in key fields such as what their project is and who it will benefit. This site is open 24-7 and users are encouraged to share their posted ideas on social media. Since the site opened in November 2020, it has received 150,000 visits and over 1,400 ideas have been logged.

Step 2. Ideas Submission (LIVE March 2021)

The application process has two stages; both use the same online application portal. This initial stage consists of 29 simple key questions on an online form with for the applicant to complete. [Guidance notes](#) have been published and information buttons appear alongside each question. An applicant's form is open to them work on at any time on up until they submit. The site will remain open with no set 'rounds' for applications, or formal deadlines for applicants to submit therefore, applicants are able to proceed at a speed they are comfortable with.

Step 3. Full Submission (Spring 2021)

Your Fund Surrey officers will review all projects submitted at Step 2 against a pass/fail criterion. Applications which pass will be invited to submit a full submission

via the online application portal. The full submission is an online application with 26 questions. Applicants may also be required to upload supporting documentation to provide evidence of community engagement, building consents, business case and implementation plans. Guidance notes will be published, and information buttons appear alongside each question.

Step 4. Assessment (to start late Spring 2021)

The Your Fund Surrey (YFS) team supported by a subject expert from across Surrey County Council and partners, will assess applicants full project submissions rigorously against the fund requirements and scoring criteria. The Local County Councillor will be consulted on an application, prior to scoring. Applicants may be contacted or visited by the YFS team as part of this process Shortlisted applications will be referred to the YFS Advisory Panel for consideration. Those applications rejected at the assessment stage will be provided with individual feedback.

Step 5. Your Fund Surrey Advisory Panel

The Your Fund Surrey (YFS) Advisory Panel will review shortlisted applications following assessment and scoring of bids to advise on and inform the final officer recommendations to the appropriate decision-maker. The Panel may choose to re-refer an application.

The YFS Advisory Panel functions only in an advisory capacity and its role is intended to assist formal decision-making processes which sit outside the Panel. The Panel will operate with the direct support and advice of key officers under the oversight of an Executive Director within the County Council

Step 6. Award of Funding

The Your Fund Surrey (YFS) Advisory Panel will advise on and inform final officer recommendations to the appropriate decision maker on the proposed funding awards to be made. All financial decisions will then be taken within the County Council's formal decision-making processes. Successful projects which gain funding will then be monitored to ensure delivery against agreed outcomes.