

Applying for Members' Community Allocation funding

How to access the application form

The Application process

The application form is web based, in order to access the application form you have two options:-

- **Complete the form in one visit (No account needs creating)**
- **Complete the form in more than one visit (An account needs to be created)**

1. Option one – Completing the form in one visit (No account needs creating)

- 1.1 By clicking on the link below you will access the application form without having to register an email address (create an account). This option requires you to complete all fields within the application in one session; you will not be able save the application to return to at a later date.
- 1.2 If you choose this method before you start completing the application you will need to provide the bank details of the organisation we are to pay this funding to.
- 1.3 Once submitted, a unique reference number will be issued for example eg. EF100001461. Please make a note in case you need to quote it in future correspondence to the Community Partnerships Team. At the end of the process you will have the opportunity to print your application. (please see below diagram)

1.4 [Click here to access application form](#)

1.5 Printing your application

Do it online

[Home](#) > [Do it online](#) > [A to Z of forms](#) > alice test 1

alice test 1

[A to Z](#) | [Login](#) | [Register](#) | [Forgot password?](#) | [Data Protection](#)

Thank You

Your reference number is EF100001461

[Print a copy of your form.](#)



2. Option Two – Completing the form in more than one visit – (Creating an account)

2.1 If you prefer to keep a record online of your application form and /or you may wish to return to previous applications, please follow these instructions.

2.2 In order to access the form using a login you will need to complete the following two steps:

1. *Create an account* with Surrey County Council
2. *Access the application form.*

2.3 **Step 1 – Create an account**

(If you have previously created an account you can proceed to section 2).

2.4 In order to create an account you will need to do the following:

1. Click [here](#) (this will take you to the register for a new account page)
2. You will need to fill in the following fields:
 - First name
 - Surname
 - Valid email address
 - Create a password (your password should be at least 8 characters in length)
3. When you have filled in these fields click on the **Submit tab**.
4. Within the next hour you will receive an email** from Surrey County Council asking you to activate your account by clicking on a link. **Please click on the link.**

*** Some email providers may detect this email as Junk or Spam – if you do not receive this email please check your junk or spam folder before contacting us. Please note the activation email will be sent by esuite@surreycc.gov.uk*

5. When you have activated your account please allow an hour before trying to access the application form as your new account is being saved into our system.

You have now created an account with Surrey County Council – to access the application form you will need to click on the link in step 2 (overleaf).

2.5 Step 2 - Accessing the Application form

Once you have created an account with Surrey County Council you will be able to access and complete the application form. Applicants can access the application form by clicking on the link below.

[Click here to access application form](#)

Please note:

- You are able to save your application at any time by clicking on '**Save as Draft**' tab at the foot of the page.
- If you save an application form as a draft, you will be able to find it when you log in under the '**Your forms tab.**'
- The application form is secure and none of your personal details will be shared.
- In order to process an approved application accurate account and payment details must be provided.

2.6 Please do keep saving your form every 5 minutes to ensure that all changes have been saved.

Further Support

Should you need any further help or support with accessing the application form please contact the Community Partnership Team using the contact details provided below. We would like to take this opportunity to wish you every success with your application.

Tel: 01737 737420
Email: communitypartnerships.safety@surreycc.gov.uk