A Mole Valley which is
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Mole Valley Community Fund match funding policy

June 2026

Mole Valley District Council

Pippbrook, Dorking, Surrey, RH4 1SJ
01306 885001 | molevalley.gov.uk | info@molevalley.gov.uk

1. Objectives and context

Mole Valley District Council (MVDC) recognises that in a difficult economic climate, small and medium businesses may require additional support in meeting their non-core business objectives. MVDC will seek to increase the number of SMEs engaging with the Mole Valley Community Fund (MVCF) by developing a policy for a match funding scheme to help local businesses boost their economic, social and governance (ESG) objectives through their investment and engagement in community projects via the MVCF.

MVCF provides grants to not-for-profit organisations, including charities, social enterprises, community groups and voluntary organisations in Mole Valley*, 'to fund local projects which tackle need and disadvantage across the district'.*

For the 2026/27 financial year, MVDC has allocated £8,000 to support this initiative. Funding will be available from 1 April 2026 to 31 March 2027.

2. Funding Framework

- MVDC will make £8,000 available for match funding in 2026/27, which represents the maximum amount it will commit to supporting eligible SME donations during the funding period.
- Match funding will operate on a 50:50 basis, with every £1 donated by a business matched by £1 from MVDC.
- Match funding is capped at £2,500 per donation and limited to one award per SME per year.
- If at any time the available amount of match-funding is lower than the value of an eligible donation, MVDC will match only up to the amount remaining in the fund. Any portion of the donation that exceeds the remaining balance will not be matched.
- Any unspent match-funding allocation at the end of the funding period will be granted to MVCF as a donation.

3. Eligibility Criteria

Eligible Donations

- Eligible donations for match funding are only those made by Mole Valley SMEs (small or medium sized enterprises), defined as businesses with fewer than 250 employees in the District.
- Only the first donation made by an SME within the funding period will be eligible for match funding.
- Donations must be unrestricted and made through the Community Foundation for Surrey.

Ineligible Donations

- Donations made outside the defined funding period, regardless of when they are processed or received by the Community Foundation for Surrey.
- Donations from individuals, public bodies, trust funds, or internal transfers.
- Any second or subsequent donation from the same SME within the funding period
- Donations that are restricted or earmarked for a specific purpose.
- Donations not made through the Community Foundation for Surrey, regardless of all other criteria.

4. Funding Period

- The funding period will run from 1 April 2026 to 31 March 2027.
- Match-funding allocations will only be made while funds remain available during this period.

5. Fund Management

- The £8,000 grant will be transferred to and held by the Community Foundation for Surrey, which manages all MVCF donations.

CFS will be responsible for:

- Administering the match funding mechanism.
- Recording donations and matched amounts.
- Ensuring compliance with this policy and relevant financial controls.

6. Governance

- An MVDC Member and Officer sit on the MVCF panel. These representatives will participate in the assessment and selection of projects supported by MVCF.
- All decisions will follow the Community Foundation for Surrey's (CFS) established governance and due diligence procedures, ensuring transparency, fairness, and compliance with charitable standards.

Grant awards are to be made in alignment with the aims of MVCF, 'to fund local projects which tackle need and disadvantage across the district'.

7. Monitoring and Reporting

MVCF will provide MVDC with quarterly reports summarising SME donations, whether match funding was applied, the amount matched, and the remaining balance of MVDC's allocation, and will also provide an end-of-funding-period report summarising all funded projects.

8. Audit and Record-Keeping

- Community Foundation for Surrey will maintain accurate financial and administrative records relating to the match-funding scheme.
- MVDC reserves the right to request supporting documentation at any time for audit or verification purposes.
- All records must be retained for a minimum of six years.

9. Communications and Publicity

MVCF will ensure that all communications and publicity materials accurately describe the match-funding scheme and clearly reflect the partnership with MVDC in all relevant external messaging.

11. Data Protection

- CFS will manage donor and applicant information in accordance with UK GDPR and the Data Protection Act 2018.
- MVDC will only receive anonymised or aggregated donor information unless explicit consent is provided.

12. Review

- This policy applies solely to the funding period stated.
- All parties may review the scheme upon completion to determine whether future match-funding initiatives should be considered.

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Document history

Version date	Key changes made	Consultees	Approved by
June 2026 – v1	N/A		Cabinet

Responsible Officer: Economic Development Manager
Last updated: June 2026
Approval of changes: Major changes approved by Cabinet; minor changes approved by Executive Head of Service
Next update due: Policy finishes 31 March 2027

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