

Guidance Notes and Useful Information

All applications must clearly demonstrate how the grant will meet the objectives of the Open Door Charity.

Who can apply?

You can apply if your organisation is a not-for-profit voluntary or community club or organisation, registered charity, not-for-profit company or community interest company. Other social enterprises, schools or statutory bodies are also eligible. If successful, you may be asked to provide evidence organisation's written constitution or governing document which needs to contain a clear not-for-profit statement and charitable dissolution clause.

How much can you apply for?

Grants up to £10,000 can be made to organisations who can demonstrate that the money will be spent within 1 year in a way that meets our Charitable aims. Please note that demonstrating ongoing sustainability is also important, particularly if you have recently lost local authority or other regular funding.

When should you apply?

There are no deadlines for submission. Applications will be received at all times but it may take up to four months to obtain a decision from Trustees. Please apply well in advance of your requirements.

Other information

Please note the Open Door Charity reserves the right to request feedback/updates on how any grant monies have been spent.

If a grant is awarded it can only be used for purchases after the grant is approved. We will not offer retrospective funding.

How to Apply

Applicants should complete the below Application Form ensuring that their application clearly demonstrates how the use of the money will meet the objectives of the Open Door Charity, and you must also be able to supply additional information requested;

- ✓ A signed copy of your latest full annual accounts must be supplied.
- ✓ Your current annual budget or expected income/expenditure for this current financial year.
- ✓ If there is a gap year between the signed accounts supplied and your current annual budget, please provide your total and expenditure figures for that middle year.

Please send your completed application to treasurer@opendoorstalbans.org; or contact our treasurer if you have any queries or would like to arrange an initial discussion.

Application Form

Organisation Name	
Type of Organisation (e.g. Registered Charity, Social Enterprise...)	
Organisation Address	
Main Contact Name	
Contact Details (phone & email)	
What does your organisation do? (please use no more than 100 words)	
What local areas does the organisation work in?	
Who are the main beneficiaries of the organisation's work?	

Amount of funding requested	
Please provide a description of how the grant monies will be spent (please use no more than 200 words)	
When will the money be spent by?	
From what other source(s) have you sought this support from?	
Please explain how your work complements that of the Open Door Charity	
Will the grant fully fund the project? (if no, how will the remainder be funded?)	

Signed.....

Date