

Grant Application Guidelines



Application

Please check 'Eligibility for Grant Applications' before completing the Application Form.

The Application Form should be signed by a Trustee or other authorised person on behalf of your charity. It should either be printed on your charity's headed paper or accompanied by a covering letter on headed paper.

Please type your application on the form wherever possible. Do not put "please see attached". Clarification or further information may be requested, and an assessment visit may be required.

The following supporting information should also be included with the application:

1. The name and address of the charity's main bank. (You may be asked to provide bank statements covering a set period at a later date).
2. Details of the current signatories on the bank account and confirmation that at least two people (who are unrelated and do not live at the same address) must sign cheques or authorise any payment or withdrawal.
3. A copy of the charity's Accounts for the last financial year and forecast income and expenditure for the current financial year.
4. A list of your charity's current trustees, including any specific roles of trustees. Please also give details of any financial benefit received by any trustee (or by a relative or by any organisation in which a trustee has an interest) in the last financial year or the current financial year.
5. A copy of the charity's 'reserves policy'.
6. Copies of your charity's equal opportunities policy and safeguarding/child protection policy. Please also include any governance policies which may be relevant to your application.

In order to be considered, grant applications MUST include ALL of the above material.

Sending us your application -

We prefer to receive applications by email but we will also accept them by post. When your application form is complete, please e-mail your application and supporting documents to:

info@ovingdeanhall.org.uk

Please put the name of your organisation in the subject field of your email.

Or post fully paid to:

Ovingdean Hall Foundation, 15 Great College Street, London SW1P 3RX.

Accuracy of Information

You understand that if you make any misleading statements (whether deliberate or accidental) at any stage during the application process, or withhold any relevant information, this could result in our deciding that your application is invalid in which case you would be required to repay any grant to us.

The Decision Process

Your application will normally be acknowledged within 10 working days of submission and you will be given an indication of when the application is likely to be considered by our Trustees. It may take between three to six months for a decision to be made on your application. If further information is required we will get in touch with the contact person given on your application form.

How We Access Applications

When considering your application we are particularly interested in:

- Eligibility in terms of meeting our criteria and how closely your application fits in with our 'Objects'. (see Eligibility for Grant Applications document)
- The strength and feasibility of your project.
- The overall difference that your work is likely to make.

The grant application form is the document that will be reviewed by our Trustees. Please ensure that the information on the form is as clear as possible and avoid the use of technical terms and jargon.

In the event of a successful application, we would like to see any press release or other publicity which you propose to issue. We may also issue press releases advising of grants awarded.

Once an application has been considered, the decision of our Trustees, which is final, will normally be notified to you within 10 working days of their meeting. You will be sent a letter telling you whether your application has been successful and, if so, how much your charity has been awarded. Included with the letter will be our Grant Terms of Conditions. The Terms will need to be signed by an approved signatory before any payment of the grant is made.

oOo

These guidelines are available in large print on request.

We have tried to make these guidelines as clear as possible. If you have any comments or suggestions for improvement please contact us.

Whilst every effort will be made to adhere to the above guidelines and timescales the Trustees of Ovingdean Hall Foundation reserve the right to amend them without notice. The issue of an application form or correspondence concerning an application does not imply that the application will be considered or that any grant will be made: this is at the absolute discretion of the Trustees.

DATA PROTECTION ACT: All information provided by the applicant/charity in support of the grant application will be used by the Ovingdean Hall Foundation for the purpose of processing the grant application only. Ovingdean Hall Foundation may publicise details of awards made to organisations.