

# — THE — OCTOBER CLUB

## Charity Application Form Guidance

**Funding Criteria - Our ethos is clear and we follow three simple rules...**

The **three rules...**

- 1) We fund small and growing charities with voluntary income of £0.5-£2.5m per annum**
- 2) The funding is for a TRANSFORMATIONAL project based across several UK regions**
- 3) The funds must be used within 3 years**

**Please note:**

We consider voluntary income to be income that includes unrestricted donations and net proceeds from fundraising events but excludes income earned from charitable activities (e.g. payments from government or public authorities for services provided). We tend to work with smaller charities so if, for example, your voluntary income meets the criteria but you have £5m of local authority income and the costs and infrastructure scaled to match, you are unlikely to be right for us.

By transformational we mean something beyond business-as-usual growth or linear expansion of what you currently do. The charities that we support are typically UK based, doing remarkable work and with the ambition to extend this.

All are welcome to apply as long as you meet the criteria stated. There are no particular causes we avoid although we tend not to fund binary-outcome medical research and not to fund in the same field as our beneficiaries of the previous two years.

We support one charity per year and while we cannot guarantee a figure the average amount raised in recent years has been £500k. £700k was raised in 2018.

Due to the high volume of submissions, we are unable to provide individual feedback to unsuccessful applications unless requested.

If you have any questions for the committee or any queries/concerns you would like to discuss regarding the criteria please email [enquiries@octoberclub.com](mailto:enquiries@octoberclub.com).

### **Application Guidance**

Throughout the form please leave blank anything with red borders and accompanied by an asterisk; these sections are to be filled in by The October Club (TOC).

#### **Section 1- Charity Details**

- Please state your charity name, charity registration number, website, address and a contact telephone number

#### **Section 2- Applicant Details**

- Please detail your name, job title and email address
- Please sign and date in the appropriate boxes

#### **Section 3- Charity Background**

- Please provide a brief summary (150 words max) of the charity's background including when the charity was founded, your primary services, service users and beneficiary statistics and the geographical areas your charity operates in

#### **Section 4- Financial Profile**

- Please submit a copy of your two most recently signed audited accounts with your completed application
  - Should the last year, 2018, not be available then please send your most recent management accounts (or draft unsigned accounts if you are near to signing off). And, of course, if this is your situation, please send the last previous audited accounts (2017) and previous.
  - Additionally, if your last financial year end was March 2018 or earlier then we need to receive an indication of your progress since that point. That will be, ideally, a set of your most recent management accounts for this current year and a summary of your original budget for the current year.
- Please ensure these files are named clearly in the following manner:  
"Charity name", "Year" Year End accounts e.g. <Charityname >2018 Year End Accounts.xlsx
- Please send your financial budget as a PDF file saved in the following manner:  
"Charity name", "Year" Budget e.g. <Charityname> 2019 Budget.pdf
- Please complete the table found in the financials section of the application form using SORP (<http://www.charitycorp.org>) as a guideline.

- *Note 2:* Please note the cost of the executive/leadership team should include all salaries, emoluments, bonuses, employer's national insurance and employer's pension contributions.

### **Section 5- Transformational Project**

- Please tell us what your transformational project is in a sentence of 12 words maximum
- Please outline how The October Club investment will transform your organisation (maximum 500 words) telling us how it will improve your infrastructure/way of working and how your beneficiaries would benefit, summarising the project's intended outcomes
- Please provide a budget breakdown of how The October Club investment will be used. You may attach an excel spreadsheet if you wish

### **Section 6- Governance**

- Please provide brief biographies of your Chair including length in post and the names of all your trustees
- Please provide a brief biography of your Chief Executive Officer including name, length in post and salary
- Please state the number of staff, full time and part time, and the number of volunteers

### **Section 7- Other information**

- Please provide details if you have been encouraged to apply to The October Club by a committee member or friend of The October Club or if you have any connection to a committee member.
- Please provide details if you have previously applied to The October Club
- Please specify any other potential large-scale investments (receipts over £100k) in this project or your organisation. The October Club investment is designed to make possible a transformational change that wouldn't otherwise happen. Therefore, we want to understand any potential large scale funding opportunities you have in the pipeline. We are not wishing in any way to undermine your pipeline and welcome additional investment, but we do need to understand the hierarchy of your investments.
- Please provide a statement regarding any financial or reputational risks that are currently being considered by your Board of Trustees or have been considered in the last 12 months

### **Application Submission**

- Please email your application in a word document **ONLY** saved as the name of your charity [for example <charityname>2019Application.doc]
- Applications must be submitted by close of business on **12<sup>th</sup> Feb 2019** to:  
Narinder Uniacke  
[enquiries@octoberclub.com](mailto:enquiries@octoberclub.com)
- We will let you know towards the end of April if you have been selected to present to the committee in the second week of May.