

Partnership Applicant Requirements

Priorities and restrictions

- Responsibility of our Partners
- Apply for a O.G.F partnership
- Determine if your Organization/groups/projects is eligible
- Submit a letter of inquiry
- Open Gate Foundation Board of Directors Review process.

Responsibility of Partners Recipient

Please review each step carefully before applying.

1. Determine if your projects/organization or ministries is eligible

Applicants should, contact us on eligibility requirements.

1. Submit a Letter of inquiry;

a letter of inquiry is the first step. The letter should give a synopsis of the project or organization in detailed manner.

O.G.F reviews all letters of inquiry from eligible projects/organizations. The review committee will invite organizations/project with missions that closely match the Foundation's goal.

2. Submit a formal partnership Application.

Formal applications to O.G.F require several attachments and a specific format. Follow the guidelines carefully.

The O.G.F Board of Directors will review your Application. If the Board approves your inquiry, you will receive a letter of agreement outlining the terms and conditions of our Partnership.

3. Step One: Determine if your organization/projects is eligible

The O.G.F Board of directors is most interested in community/projects or Christian organizations that have specific programs related to Open Gate Foundation's mission.

The Open Gate Foundation is devoted in fundraising and supporting grassroots' empowerment initiatives, evangelism programs, education, Christian leadership development, peace & social justice initiatives and compassion/Charity work. We seek partnership if your Christian organization/projects meet these eligibility requirements, you may apply for our partnership by submitting a letter of inquiry.

Organizations seeking Our Partnership should have a specific program that:

- Directly improves the aforementioned O.G.F programs
- Addresses a significant critical opportunity
- Has long-term impact in terms of replication or reach
- Produces measurable results

Organizations/projects seeking Our Partnership should have:

- Management capacity to effectively execute the project
- A clear, concise plan for project evaluation with outcome measurement

Open Gate Foundation does not partner:

- Partisan, political or self interest programs
- Individual funding requests unless bursaries and/or Christian leadership scholarship but the fund is sent to institution approved by Foundation
- Program/projects that strictly don't focus to O.G.F missions and not replicable.
- Christian organizations that contradict our statement of our Faith

Step Two: Submit a letter of inquiry

Follow these guidelines to prepare a successful letter of inquiry. Study them carefully, and include all the information requested. Due to the large number of requests we receive, the O.G.F Board of directors will not review incomplete submissions.

Letter Guidelines

The O.G.F Board of Directors will not review incomplete submissions and cannot return or forward request materials. If any of the items below are not attached, the submission will be deemed incomplete and immediately declined.

Letter Preparation

Your letter of inquiry must be submitted in English, be no more than three double-sided pages in length and should include the following:

1. Specifications: Type on organization letterhead, signed by a management official and the project leader/principal investigator.
2. Organization history: Describe your organization and past program/projects accomplishments.
3. Project information/methodology: Describe the problem or need this project is or will address and your methodology to solve it.
4. Target population: Summarize your target population in measurable terms, including the audience, how many will be served, age of participants and the number and percentage that fall into specific ethnic groups
Project objectives: Describe the benefits to be gained from the project's success.
5. Outcome measurement: Describe project outcome measurement and evaluation.

Attachments must include:

- Determination letter confirming organization's letter from relevant government authority and/or charitable/ registration status for organization.

Open Gate Foundation Board Review

The O.G.F's. Board will review all letters of inquiry from eligible project/organizations. After reviewing letters of inquiry, the O.G.F staff, and management grant review committee will invite project/organizations whose objectives most closely match the mission of O.G.F. You will be notified of the partnership review committee's decision within 30 days of their meeting.

Acknowledgment of Receipt

Open Gate Foundation will acknowledge receipt of your completed formal partnership application. Any correspondence, questions or additional information will be conducted through by O.G. F Director of administration office, throughout the review process.

The Board of Directors

Open Gate Foundation is managed by a team of Multi-disciplinary membership. The Executive Officer only facilitates the foundation's management process, leading the board through participatory planning steps. The board members monitor foundation's implementation process as a collective undertaking where tasks are shared according to the departments. Each board member is clear how his or her part of contribution fits into the big picture of the management. The roles and responsibilities are clearly defined to avoid conflicts

Board Review

The Board of Directors will receive the application for review 14 days prior to the Board meeting.

Board Decision

All Board decisions are reported by mail, within three weeks following the Board meeting.

Board Approval

If your Application is approved a letter of agreement outlining the terms and conditions of the partnership to be sent signed by authorized official of O.G.F.

Letter Submission

Please send all letters of inquiry to:

For further information, please contact us;

OPEN GATE FOUNDATION, P O BOX 3020-60200 , MERU. KENYA. TEL +254
702468206,+254(0) 735077799

E-MAIL info@ogfkenya.org,Ogfkenya@gmail.com

Or visit our website. www.Ogfkenya.org