

CRITERIA

COMMUNITY INVESTMENT FUND (CIF)

A FUND MANAGED BY
BEDFORDSHIRE AND LUTON COMMUNITY FOUNDATION
ON BEHALF OF
LONDON LUTON AIRPORT LTD



INTRODUCTION

The LLAL Community Investment Fund CIF (formerly the LLAL Partnership fund) has been operating since 2013, with assisted administration of officers of Luton Borough Council. Bedfordshire & Luton Community Foundation (BLCF) recently became the awarding body to administer the Community Investment Fund (CIF).

Corporate Social Responsibility

LLAL takes its responsibilities to the people of Luton, and to those who are neighbours to the airport, very seriously, recognising that London Luton Airport (LTN) contributes to the wider economic and social well-being of the region. It also understands, however, that, inevitably, there are undesirable impacts resulting from airport operations and, whilst it is not responsible for them, it shares with the airport operator, LLAOL, and its shareholder, LBC, a desire and commitment to ensure that they are, as far as possible, mitigated.

LTN is a significant generator of economic advantage to the local area. LLAL is committed to supporting inclusive growth - ensuring that this benefit is shared as widely as possible for local businesses and residents.

LLAL believes that respect for the equality and diversity of people, and promoting social cohesion and inclusion are fundamental in nurturing a community's readiness to welcome others. Such a place will attract people to visit, as in those who pass through or perhaps stop for only a short time, or to stay, as in those who make Luton their home and see (LTN) London Luton Airport as the gateway between their old and new lives. In investing in the social capital of Luton, LLAL can help to foster and sustain a sense of belonging and shared endeavour to the benefit of all.

AIMS

(CIF) aims to provide significant and sustainable funding to organisations that are able to deliver against the main objectives of this fund. LLAL recognises that charitable organisations have a major and key role in contributing to the delivery of priority outcomes in the medium- to long-term. This fund provides grants to key community groups focusing on the following 3 priority areas:

- 1. Education, skills and employability**
- 2. Prosperity and wellbeing**
- 3. Safer & Stronger communities.**

GRANTS OFFERED

- Applications will be considered for grants **over** £10,000, with an upper limit of £400,000* - please note that although multi-year funding will be available in the future, for the financial year 2020/21, only funding applications for 1 year can be considered during this transitional period.
- Priority will be given to organisations that:
 - Are able to demonstrate that the work undertaken, as part of this funding, directly contributes to the priorities and outcomes of the CIF.
 - Has a track record of partnership working, wherever appropriate, with others working in the same, similar or complementary field of activity.
 - That has the capacity, knowledge, skills and resources to deliver its activities effectively.
 - Are properly financially managed, in good financial health, and not holding an amount of unrestricted funds that is disproportionately high in relation to annual expenditure.

- Is committed to the promotion of equality, cohesion and inclusion both within its client group and across the community as a whole. This should be clearly demonstrated through the way it plans and delivers its activities.

*if you are applying on behalf of a consortium of groups please speak with the Relationship Manager at BLCF to discuss your application BEFORE submission.

WHAT DIFFERENCE WILL IT MAKE?

Organisations that are applying under this fund will be expected to show clear evidence of need and outcomes in line with following priority areas:

1) Education, Skills and Employability

- Ensuring children and young people in Luton are safe and well cared for
- Supporting our children and young people to achieve skills and experience to enhance their prospects for the future
- Reducing the differences in educational achievements between ethnic groups
- Providing positive activities for young people and reducing anti-social behaviour
- Better meeting the needs of children and young people with disabilities/learning difficulties
- Enhancing skills for employability and entrepreneurship and reducing differences in achievement levels between communities
- Support individuals to access employment
- Enhanced skills for employability
- Tackling adult unemployment
- Supporting the VCS

2) Prosperity and wellbeing

- Supporting people to live independently
- Improving mental health services
- Improving services for carers
- Improving leisure and cultural opportunities for all and better access
- Improving the health of children and young people
- Promoting financial inclusion and eradicating poverty
- Protecting & enhancing the natural and built environment including rivers and natural habitats within Luton's green spaces
- Alleviate Loneliness in old age
- Reduced risk of deteriorating Health
- Improved Health of Luton Citizens
- Eliminate inequalities in health and longevity
- Enabled a higher number of individuals with mental health needs to access voluntary mental health services
- Delayed or reduced need for additional care and/or support from primary/secondary services
- Improved/ stabilised Mental Health and wellbeing
- Support to access benefits and manage finances
- Support to access services after a significant life changing health event
- Enabling children with learning and /or physical disability to achieve their goals
- Young carers offered respite opportunities
- Support for homeless and rough sleepers

3) Stronger and safer communities

- *Strengthening communities; building capabilities and resources of community, voluntary and social enterprise groups together to work out shared solutions*
- *Increasing the number of active citizens; people with motivation, skill and confidence to speak up for their communities and say what improvements are needed*
- *Reducing antisocial behaviour and fear of crime, ensuring all people feel safe*
- *Tackling alcohol and drug abuse*
- *More well-designed, safer and accessible open spaces*
- *Support to reduce the fear of crime feel and be safe*
- *Empower, support and protect people at risk of violence*
- *Encourage individuals to participate in voluntary and community activity*
- *Support victims of crime / prevent and reduce victimisation*
- *Reduction in re-offending, strengthen communities*
- *Reduction in youth violence including gang culture, knife crime and county lines behaviour*
- *Reduction in Child Criminal Exploitation including Child Sexual Exploitation*
- *Delivery of projects to improve the environment which could be local or town wide*
- *Support and preservation of the built and cultural heritage*

ELIGIBILITY

This fund is open for applications from:

- Registered UK charities
- Constituted Community groups
- Companies Limited by Guarantee with clear charitable aims and without share capital
- Community Interest Companies Limited by Guarantee without share capital
- Social Enterprises

If you are applying in partnership or as part of a consortium the organisation that submits the bid will be known as the lead organisation and must be an eligible entity from the list above, this organisation will manage the funds and the outcome monitoring if successful. The lead organisation should have a signed partnership agreement with all the other organisations in the consortium.

Funding to Community Interest Companies and other non-charities may include conditions to restrict funding to charitable objectives only.

Successful and unsuccessful organisations from any previous rounds are welcome to apply again, should they meet the objectives and priorities for the fund. Applications for continuation funding will be considered, those applicants should be able to demonstrate the impact the previous grant had and highlight challenges and learning.

INELIGIBILITY

This fund is not open for applications from:

- Groups in receipt of funding from another London Luton Airport Funding stream, **unless** additional funding requested was for a different activity and clearly demonstrated as such.
- Statutory bodies, except where an application is made by either a charitable arm of such a body.
- Statutory duties or obligations of statutory bodies.
- Individuals (sole traders)
- National charities that are not providing clear local benefits
- Community Interest Companies Ltd by Shares

- Organisations or activities that promote political parties or the propagation of religion or conduct of worship. (Religious organisations may apply for funding for non-denominational activities that demonstrate wider public benefit.)
- Organisations or activities which are inconsistent with public policy, for example, the promotion of terrorism or of sectarian interests.

What we won't fund:

- Projects/initiatives not benefitting the community of Luton
- Paid for marketing and advertising
- Fees for professional fundraisers
- General Appeals
- Animal Welfare, unless the project benefits people
- Retrospective costs
- Interest payments (including service charge payments for finance leases)
- Statutory fines, criminal fines, or penalties
- Trips abroad and/or fundraising events

THE PROCESS

Applications will open the week beginning **11th November** and close **11th December** 2019.

Only requests for funding on the official online application form will be considered. The form can be accessed via the BLCF's website under the grants tab: www.blcf.org.uk (please ensure the correct form is used).

Please make sure that copies of all supporting documents requested are included with the application, if these are not included BLCF will not be able to process your application further.

All applications will be checked against the fund's criteria and only those that clearly meet those criteria will be presented to the panel. We reserve the right to decline or accept any application according to the decision of the grants panel.

All applications will be reviewed and are subject to a thorough assessment and relevant due diligence checks by BLCF. Only Shortlisted projects will be taken to a local panel, where a decision will be made on which projects/initiatives have been successful. Applicants will be notified within 2 weeks of each panel. Payment will be quarterly and in advance subject to appropriate monitoring reviews.

The checklist below will help check your appropriateness or this programme:

ELIGIBILITY CHECKLIST	YES/NO
The organisation is registered with the charity commission or OSCR, or with Companies House as a community interest company ltd by guarantee	
The organisation has robust governance arrangements in place, is constituted with memorandum and articles of association	
The organisation has a management committee and/or board who have responsibility for finance, strategic planning and decision-making and that there is a minimum of three unrelated Trustees/Directors	
The organisation has a minimum of two unrelated Bank signatories	
The organisation has a track record of partnership working, wherever appropriate, with others working in the same, similar or complementary field of activity.	
The costs being applied for are eligible in accordance with the 'what we won't	

fund' section, which has been read and understood.	
The proposed project targets one of the funds 3 priority areas and up to 3 related outcomes	
That the project/initiative I am applying for operates principally/solely for the benefit of Luton residents and the communities of Luton	

If you've answered 'no' to any of the questions above your organisation or proposed project is not eligible for this fund. You may want to get in touch with your local Community Foundation to see whether they can support you to tailor your application, offer advice or signpost you towards funds that you may be eligible for.

SUPPORTING DOCUMENTS

We ask for the following supporting documents uploaded with your application:

- Most recent signed annual accounts and/or management accounts which have been audited/independently examined
- Latest annual report
- Governing document – Constitution, Memorandum and Articles, Articles, or Set of Rules
- A copy of a bank statement no more than 3 months old. The bank account must be in the name of the organisation applying and have two unrelated signatories.
- Confirmation of all signatories on the bank mandate
- Copy of your equal opportunities policy.
- Copy of your safeguarding policy if you are working with children or vulnerable people.
- Copy of your complaints policy.
- Names of your Trustees (or management committee if you are not a registered charity). You will need a minimum of three unrelated Trustees/Directors (or officers) to be eligible for the grant.
- A copy of the full budget breakdown for the project/activity

HOW WE USE PERSONAL DATA PROVIDED

By completing and submitting an application, you are giving permission to BLCF to use the personal data about you and other individuals named in the application to assess and administer a grant application for the Community Investment Fund. Names of your Trustees or management committee may also be used for identification, debt tracing and the prevention of money laundering. To support with this, searches (e.g. to verify your identity) may be made with third parties, including publicly available sources.

Where necessary, personal data collected through the application process may also be shared with UK Community Foundations (the membership body for Community Foundations) and with London Luton Airport Ltd (the funding body). If your application is successful, your details may also be used to contact you regarding your thoughts on the effectiveness and impact of the programme. By providing any personal data about another person you are confirming that they understand how their data may be used and shared.

We would like to be able to share your data with other funders or infrastructure support organisations who may be able to help. As part of your application we will ask if you are happy for us to share your data for this purpose.

You have certain rights when it comes to your personal information. This includes rights to access and correct your information, and to erase, transfer, object to, restrict or take away consent around how we use your information. Please contact BLCF if you or anyone named in your application have any concerns with the information being used publicly or if you wish to exercise any of these rights.

MONITORING AND EVALUATION

Successful organisations will be required to complete interim progress reports as well as a monitoring report at the end of the project. We will be asking how the grant was spent, outcomes achieved or not as well as the difference the project has made, what was achieved, any key issues and lessons learnt.

Funded organisations should so be willing to discuss the progress of the project over the phone as and when necessary and to host visits that will assist with learning and best practice.

Before beginning the project, we suggest you decide:

- Who will write the interim progress reports and end of grant monitoring form report. Please provide these details to BLCF **if** these are different to the person who had originally completed the application form.
- What your aims and objectives are and how will you track progress against these
- What information you will collect:
 - Quantitative data (numbers) – how many people are taking part or using the service, achieved goals (e.g. employment, improved health)
 - Qualitative data (stories/case studies) – feedback from users and volunteers, observed increase in skills, confidence etc.
 - Learning – feedback from project participants, what went well, what would you do differently etc.
 - Feedback from partner organisations

EQUAL OPPORTUNITIES

We are committed to promoting equal opportunities and to valuing diversity regardless of age, gender, race, ethnic origin, nationality, religion/belief, culture, language, disability, learning difficulty, sexual orientation, marital status, economic status, health status, or any other discriminatory grounds.

Should you have any queries about this criteria or applying to this fund please contact a member of the BLCF team who will be able to help either by phone: 01582 522422 or email CIF@blcf.org.uk

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