

# CRITERIA

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## THE WHITBREAD PLC. CHAIRMAN'S FUND

A FUND MANAGED BY

BEDFORDSHIRE AND LUTON COMMUNITY FOUNDATION

ON BEHALF OF  
WHITBREAD



Bedfordshire & Luton  
Community Foundation

# WHITBREAD

## [PLEASE CLICK HERE AND READ OUR REQUIREMENTS BEFORE YOU CONTINUE](#)

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 us to see whether we can support you further, including offering advice or signpost you towards funds that you may be eligible for.

## INTRODUCTION

Bedfordshire & Luton Community Foundation are proud to have been chosen by Whitbread Plc. to manage their Chairman's Fund, for charitable award making to small local charities and community groups. Grants of up to £5,000 can be considered for organisations based or working in the areas listed under Aims. BLCF currently operate a rolling application process, meaning that you can apply at any time. Decision panels are held 4 times a year and application review dates are confirmed shortly after you apply.

## AIMS

The aim of this fund is to provide financial support to charities & community groups across South Bedfordshire, including Dunstable, Houghton Regis, Leighton Buzzard and the surrounding rural communities, as far as the County Boundary to the South West. Only applications which meet one or more of these themes will be considered:

1. **Skills and Inclusion**
2. **The reduction of rural social isolation**
3. **Community Cohesion**

## ELIGIBILITY

**We are only able to consider applications from not-for-profit constituted groups that have clear charitable aims. Applications from the following types of organisations/groups will be considered:**

- 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
- Unincorporated clubs and associations

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. Please speak to a member of the Grants team in the first instance if you are looking to apply as a consortium/partnership

## INELIGIBILITY

**This fund is not open for applications from:**

- Applications where those benefiting do not live in South Bedfordshire.
- 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, except where the activity undertaken demonstrably contributes to the wider public benefit and promotes the achievement of priority outcomes.
- National charities that are not providing clear local benefits
- Community Interest Companies limited by Shares (if dividends are payable to non-asset locked bodies or individuals) or profit-making organisations
- 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 target community of the fund
- 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

## SUPPORTING DOCUMENTS

The following supporting documents must be uploaded with your application alongside a **copy of the full budget breakdown for the project/activity**:



If you do not have an Equal Opportunity or Safeguarding policy, please get in touch before applying.

## 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, 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 consider:

- Who will write the interim progress reports and end of grant monitoring form report
- 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

## ADDITIONAL INFO

All applications will be reviewed and are subject to a thorough assessment and relevant due diligence checks by BLCF. [Find out more here](#). Applications will be checked against the fund's criteria and only those that clearly meet those criteria will be presented to a panel made up of local individuals. We reserve the right to decline or accept any application according to the decision of the grants panel.

We would encourage all applicants to investigate other sources of funding and where possible see match funding, this could be through their own fundraising efforts or via Grants from other charitable trusts and organisations. Your local CVS will be able to provide advice and guidance around alternative funding available, for Bedfordshire based organisations please visit [www.cvsbeds.org.uk](http://www.cvsbeds.org.uk)

Only requests for funding made via the official online application form will be considered. The form can be accessed via our website under the appropriate grants tab: [www.blcf.org.uk](http://www.blcf.org.uk)

## EQUAL OPPORTUNITIES

We are committed to promoting equal opportunities and to valuing diversity regardless of age, sex, 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: 01525 306690 or email [administrator@blcf.org.uk](mailto:administrator@blcf.org.uk)**