

# CRITERIA

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## LONDON LUTON AIRPORT OPERATIONS LTD (LLAOL) COMMUNITY TRUST

A FUND MANAGED BY

**BEDFORDSHIRE** AND LUTON **COMMUNITY FOUNDATION**

FUNDED BY LONDON LUTON AIRPORT

AS PART OF ITS COMMUNITY ENGAGEMENT APPROACH



## [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

The Community Trust Fund is administered by the Bedfordshire & Luton Community Foundation (BLCF), on behalf of London Luton Airport Operations Ltd. Grants of up to £10,000 can be considered for organisations based or working in Central Bedfordshire, Luton, North Herts District, Stevenage, St. Albans District or the Aylesbury Vale District. 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.

### Community Engagement Strategy

London Luton Airport's vision is to build on its foundation of strong relationships with local communities. It is committed to contributing passionately and thoughtfully to the social, economic and environmental life of our communities in practical and valuable ways. This vision includes two focus areas:

- A healthy today (decent standards of living, long and healthy lives)
- A skilled tomorrow of the communities affected by noise

## AIMS

LLAOL Community Trust provides short term funding (up to 1 year) to key community groups that match the wishes outlined in its Community Engagement Strategy, including;

1. **Healthy Today** (Mental/Physical Health and wellbeing)
2. **Skilled Tomorrow** (Upskilling young people up to the age of 30)
3. **Alleviating Poverty** (Supporting people to support themselves)

Projects which demonstrate that they seek to build sustainable partnerships with others will have a better chance of success. Grants for either revenue or capital costs will be considered, provided that all costs can be quantified and, where relevant, two written quotations of cost provided.

## 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, including charitable incorporated organisations
- Constituted Community groups and non-registered charities
- Companies Limited by Guarantee with clear charitable aims and without share capital
- Community Interest Companies Limited by Guarantee without share capital, social enterprises and community benefit societies ((please review our guidance around CIC's and Social Enterprises before applying)
- Parish and town councils (if the funded activity is not deemed part of their statutory duties)
- Parent Teacher Associations (PTAs/PTFA's)
- Churches and other religious organisations (if the funded activity is not deemed to be proselytising).

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:**

- Groups in receipt of funding from another London Luton Airport Funding stream.
- Applications where those benefiting do not live in the areas, as defined within this document.
- National charities and their affiliates that are not providing clear local benefits

- Individuals
- Private Businesses
- Community Interest Companies limited 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.
- Projects that should be funded from statutory sources
- Applications from Local Authorities
- Organisations that do not have a proven track record of delivery **or** have not been operating for more than 1 year

## WORK THAT CANNOT BE SUPPORTED

- General appeals or sponsorship
- Work normally funded from statutory sources or undertaken by or on behalf of statutory bodies
- Work undertaken by/ on behalf of schools, colleges or universities as part of their statutory curricular activities
- Work where the main beneficiaries are animals
- Work which does not directly benefit people living in the area of benefit.
- Overseas holidays or trips
- Retrospective grants i.e., for items already purchased or activity that has already started
- Applications that support the furtherance of any one religion or political party.
- Organisations that have not fully completed all sections of the grant application form, provided all other requested information and documents or who have not answered any subsequent questions put to them.
- Organisations that do not have a building society or bank account (which must be in the name of the organisation).
- Groups that have received funding from London Luton Airport Operations Ltd in the past 12 months or any other London Luton airport funding stream managed by BLCF
- Projects otherwise supported by London Luton Airport Operations Ltd.

## 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, 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: 01525 306690 or email [administrator@blcf.org.uk](mailto:administrator@blcf.org.uk)**

**\*\*This fund is only open to organisations who are based or working in certain key areas, which includes; Central Bedfordshire, Luton, North Herts, St. Albans, Dacorum, Stevenage, Eastern parts of Aylesbury Vale District and also some neighbouring villages.\*\***