

CRITERIA DOCUMENT

The Frank Branston Fund Micro Grants

A fund managed by

Bedfordshire and **Luton Community Foundation**

On behalf of

The Frank Branston Charitable Trust



PLEASE ENSURE YOU READ THIS SECTION AND MEET THE FOLLOWING REQUIREMENTS BEFORE YOU CONTINUE:

- You are a **not-for-profit constituted group** with clear charitable aims and objectives to make a real difference to the people within the community
 - You have a constitution or other governing document
- You have a committee of at least three **unrelated** Trustees/Directors. If you have more than this the majority must be unrelated individuals with no financial interest in the organisation
- You are not applying for retrospective costs
 - Your activity will involve residents who live in Bedford Borough, Central Bedfordshire, and Luton
 - You are not looking for a direct replacement for your statutory obligation and public funding
 - You do not hold a significant amount of free financial reserves. Free reserves are funds that are not allocated for a particular cost or limited in what they can be used for
 - You are not using the funds for an appeal, sponsoring, or raising funds to redistribute to other causes

If you've answered 'NO' to any of these questions above your organisation or proposed activity is not eligible for this fund. You are welcome to get in touch with us to see whether we can support you in alternative ways, including advice and signposting to other organisations by emailing administrator@blcf.org.uk or calling 01582 306 690.

INTRODUCTION

Frank Branston Charitable Trust are a Bedfordshire-based charity, launched in memory of Frank Branston, the journalist, novelist, newspaper proprietor and former Mayor of Bedford. The Trust was set up to give back to the people of Bedford and wider Bedfordshire, offering financial support to community-based activity.

WHAT IS THE FUNDING FOR?

The work and projects the fund will support must align to the Charitable Aims of the Frank Branston Charitable Trust, which are to provide public benefit within the county of Bedfordshire, improving the lives of residents of Bedfordshire through:

- the advancement of health and wellness, and saving of lives
- supporting arts, culture and heritage within the community
- the alleviation of poverty
- access to education and training

HOW MUCH CAN I APPLY FOR?

There are two grant levels for this fund. Each has their own application form, so please be sure of which level of funding you would like to apply for ahead of starting an application. This is the criteria document for **Micro Grants**.

Micro grants between the value of £500 - £2000 are available for smaller interventions and shorter projects or activities. You will be asked for an overview of your idea, a summary of the budget, and to show that your activity aligns with at least one of the aims listed above. There will be one monitoring form at the end of the grant.

WHAT CAN THE GRANT BE USED FOR?

The fund can support work for up to 1 year. Your activity will need to align with one of the priorities of the Frank Branston Charitable Trust. Up to **10%** of the grant can be used for core costs, such as rent and utilities. The rest should be used for project or activity delivery costs. If you are unsure about what this means, please get in touch with a member of the BLCF team who will be able to help either by phone: 01525 306690 or email administrator@blcf.org.uk

WHO CAN APPLY?

Organisations based in, **or** with a demonstrable track record of delivery in Bedford Borough, Central Bedfordshire or Luton. Activity that is delivered across the county will be considered, but you will need to provide a primary area of delivery for monitoring purposes.

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)
- Parent Teacher Associations (PTAs/PTFA's) and schools and nurseries where the funding is for extra-curricular activities and not replacing statutory funding
- Churches and other religious organisations (if the funded activity is not for religious purposes)

WORK THAT CANNOT BE SUPPORTED

- Applications where those benefiting do not live in Bedford Borough, Central Bedfordshire and Luton
- General appeals or sponsorship costs
- The mitigation of losses and/or debt mitigation
- 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
- Animal welfare, unless the activity benefits people (e.g. disabled riding schemes)
- Work which does not directly benefit people living in Bedford Borough, Central Bedfordshire and Luton

- Overseas holidays, trips, or expeditions
- Retrospective grants i.e., for items already purchased or activity that has already started
- Medical research and equipment for statutory or private healthcare
- Applications that support the furtherance of any one religion or political party.

INELIGIBILITY

This fund is not open for applications from:

- National charities and their affiliates that are not providing clear local benefits to the people of Bedfordshire
- Individuals and sole traders not represented by an eligible organisation
- Private Businesses, Commercial ventures, and '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 activities that demonstrate wider public benefit.)
- Organisations or activities which are inconsistent with public policy, i.e., the promotion of terrorism or of sectarian interests.
- Projects that should be funded from statutory sources
- Applications from Local Authorities
- 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 in the name of the organisation

TIMELINE AND DECISION-MAKING PROCESS

The deadline for applications is Monday 13th March 2023 at 12pm (midday). Organisations can apply at any time during this time period and are encouraged to submit applications early. We reserve the right to close applications early should there be an unprecedented response, so we recommend that you submit your application before the final closing date.

Applications can be saved at any point and returned to. Please note that we do not accept postal applications. If you have any issues with your application form, please contact member of the BLCF team who will be able to help either by phone: 01525 306690 or email administrator@blcf.org.uk

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A panel including representatives from the Frank Branston Charitable Trust will meet to review shortlisted applications that meet this criteria in the week commencing 17th April 2023. We reserve the right to decline or accept any application according to the decision of the grants panel. Final decisions will be made by end of April 2023, and decisions will be relayed to all organisations that have applied via email.

SUPPORTING DOCUMENTS

For micro grants, we will need you to provide at minimum:

- Your **annual accounts**, or if you do not have full accounts due to being a new organisation, either a summary of income and expenditure or a forecast of income and expenditure
- Your **governing document**
- A **bank statement** in the name of your organisation dated within the last 3 months

If you have any concerns about this, please get in touch with us on 01525 306690 or email administrator@blcf.org.uk for further advice.

MONITORING AND EVALUATION

Successful organisations will be required to complete an end of project report. We will be asking how the grant was spent, outcomes achieved, the difference the work has made, and any key issues and lessons learnt. Funded organisations should be willing to discuss the progress of the activity over the phone as and when necessary, and to host visits from BLCF staff that will assist with learning and best practice.

Before you submit your grant application, we suggest you consider:

- Who will write the end of grant monitoring form report and
- What your aims and objectives are and how will you track progress against these

Reporting templates will be sent out with your offer letter should you be successful.

ADDITIONAL INFORMATION

All applications will be reviewed and are subject to basic assessment and relevant due diligence checks to determine eligibility by BLCF. An assessor may contact you to obtain further information if needed. We reserve the right to decline or accept any application in line with our [grantmaking policy](#). 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

We would encourage all applicants to investigate other sources of funding. This could be through their own fundraising efforts or via Grants from other charitable trusts and organisations. Your local CVS (Community Voluntary Service) will be able to provide advice and guidance around alternative funding available, for Bedfordshire based organisations please visit www.cvsbeds.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. We expect your organisation to also be committed to the promotion of equality, cohesion, and inclusion.

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