

CRITERIA

LUTON RISING SMALL GRANTS FUND

A FUND MANAGED BY
BEDFORDSHIRE AND LUTON COMMUNITY
FOUNDATION

ON BEHALF OF
LUTON RISING
(Formerly London Luton Airport Limited)

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

- You are 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
- You will be supporting residents in the Luton area
- 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
- You are not using the funds for an appeal, sponsoring, or raising funds to redistribute to other causes

If you have answered 'NO' to any of the questions above your organisation or proposed project is not eligible for this fund. You are welcome to contact us to see whether we can support you in alternative ways, including advice and signposting to other organisations.

INTRODUCTION

The Small Grants Fund is administered by the Bedfordshire & Luton Community Foundation (BLCF), on behalf of Luton Rising (formerly London Luton Airport Ltd (LLAL)).

Luton Rising takes its responsibilities to the people of Luton, and to those who are neighbours to the airport, very seriously, recognising that London Luton Airport 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, London Luton Airport Operations Ltd (LLAOL), and its shareholder, Luton Borough Council (LBC), a desire and commitment to ensure that they are, as far as possible, mitigated.

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

Luton Rising 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 London Luton Airport as the gateway between their old and new lives. In investing in the social capital of Luton, Luton Rising can help to foster and sustain a sense of belonging and shared endeavour to the benefit of all.

HOW MUCH CAN GROUPS APPLY FOR?

Grants of up to £10,000 can be considered, generally but not necessarily limited to one year only to support community and voluntary activity in Luton. A limited number of grants of up to £25,000 may also be considered and application for these will be subject to a separate bidding process.

The fund can support work for up to 1 year. Your activity will need to align with one of the priorities of the fund. **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

OBJECTIVES

Luton Rising Small Grants provides short term funding to not-for-profit groups that can deliver in Luton against the main objectives of this fund. Applicants are expected to show, in a proportionate manner, how their project contributes to the objectives. If you are not sure if your project falls within these objectives, please call, and speak to one of our team who will advise.

The main objectives and outcomes are:

Securing a strong economic recovery from COVID-19, which protects jobs, incomes and businesses and enables us to build a more inclusive economy

- a) a skilled workforce that meets the needs of local employers
- b) more of our residents in high-value, well-paid jobs within Luton
- c) diversifying our economy by supporting and growing key sectors including the green economy, digital, creative industries, manufacturing, and aviation
- d) a thriving town centre, with the right mix of office, retail, residential and leisure space
- e) more money spent locally, with increased social value from the public sector and anchor institutions

Protecting the most disadvantaged in our town by prioritising services and interventions that focus on prevention, alleviate the impact of poverty, and reduce health inequalities

- a) better and more equal healthy life expectancy for residents across Luton
- b) more of our households will live in good quality and secure housing
- c) more of our families will be financially sustainable and fewer will experience being in crisis
- d) greater support for mental wellbeing and reduced social isolation for people of all ages
- e) a safer community with fewer cases of domestic abuse, serious youth violence, and drug and alcohol related harm

Making Luton a child-friendly town, where our children and young people grow up feeling happy, healthy, and secure, with a voice that matters and the opportunities they need to thrive

- a) all our children and young people will be able to access services that keep them safe and secure
- b) reduced health inequalities for all our children and young people
- c) children and young people with SEND (Special Educational Needs and Disabilities) will have the same opportunities as non-disabled children and young people
- d) excellent educational outcomes and increased aspiration and achievement for our children and young people
- e) our young people will have a voice that is heard and that matters

Becoming a greener and more sustainable town, to meet our long-term ambition to be carbon neutral and climate resilient by 2040

- a) reduced net carbon emissions from organisations and households
- b) better air quality enjoyed by people across Luton
- c) a greener transport network that supports employment and increased use of sustainable travel across Luton
- d) increased walking and cycling by residents, workers, and visitors in the town
- e) the most sustainable airport in the UK

A strong and empowered community supporting fairness, equality and local pride and speaking with a powerful voice

- a) a town built on fairness with equitable outcomes for all our residents
- b) a continually cohesive community where our residents get along well with each other
- c) a meaningful voice for all our residents to shape the vision and direction of our town
- d) increased social responsibility and civic pride throughout our community
- e) a thriving voluntary and community sector that enables our residents to support themselves and each other

ELIGIBILITY

We are only able to consider applications from not-for-profit constituted groups that have clear charitable aims. In order to be considered for funding, an organisation should be able to demonstrate the following:

- That the activity undertaken directly contributes to the key objectives and outcomes for the funding programme.
- That it has the capacity, knowledge, skills, and resources to deliver its activities effectively.
- That it is properly constituted according to its form, and is effectively governed and managed with, wherever appropriate, user involvement or participation in the planning, development and management of the organisation and its activities.

- That it is properly financially managed, in good financial health, and not holding an amount of unrestricted funds that is disproportionately high in relation to annual expenditure.
- That it is committed to the promotion of equality, cohesion, and inclusion both within its client group and across the community as a whole, and that this is demonstrated through the way it plans and delivers its activities.
- That its estimate of the funding required to deliver its activities is realistic and reasonable and represents good value for money.
- That it has an effective complaints policy, procedure, or mechanism (if someone complains about the service you provide, how do you deal with it?)
- That, where it deals with children, young people, and vulnerable adults, it has an effective safeguarding policy in place, and that the governing body, staff are thoroughly and regularly trained and monitored to ensure compliance.
- That it has a track record of partnership working, wherever appropriate, with others working in the same, similar, or complementary field of activity.
- That it is not in receipt of any other Luton Rising funds for the same project
- That it recognises that it cannot expect continual funding from Luton Rising, and that it has a track record of, wherever possible, seeking funds from different sources, has made efforts to become sustainable, and has a clear exit strategy for dealing with a situation where funding stops.

If you are applying as part of a consortium, please speak to a member of the Grants team in the first instance. Please note that 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 also, which we will ask to see a copy of.

INELIGIBILITY

This fund is not open for applications from:

- Groups in receipt of funding from another Luton Rising Funding stream for the same project.
- Statutory bodies, except where an application is made by either a charitable arm of such a body, or where funding would be as a matter of last resort to prevent the loss of a service to the public that is of exceptional value or benefit and would not form part of their usual statutory duties or obligations.
- Individuals
- National charities or their affiliates that are not providing clear local benefits & filling a gap in provision.
- 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.

- Organisations that distribute a profit amongst shareholders (please see BLCF's separate guidance around this).
- Activities that take place outside the financial period for which funding is given.

WORK THAT CANNOT BE SUPPORTED

- Projects/initiatives not benefitting the community of Luton
- General appeals or sponsorship
- Paid for marketing and advertising
- Fees for professional fundraisers
- Interest payments (including service charge payments for finance leases)
- Statutory fines, criminal fines, or penalties
- 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 for the advancement of religion
- Work where the main beneficiaries are animals
- Overseas holidays/trips or fundraising events
- Retrospective funding (money that has already been spent or for activities that have already taken place).

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.

BLCF currently operate a rolling application process, meaning that you can apply at any time. Decision panels are held 4/5 times a year and application review dates will be confirmed with organisations once they submit the online form.

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 (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

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

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 these 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