



# CRITERIA

---

## LUTON YOUTH FUND

A FUND MANAGED BY

BEDFORDSHIRE AND LUTON COMMUNITY FOUNDATION

ON BEHALF OF

LONDON LUTON AIRPORT LTD TRADING AS LUTON RISING



## INTRODUCTION

Over the past 25 years, Luton Rising has donated almost £180million to support the voluntary sector in Luton and the surrounding communities. The Bedfordshire and Luton Community Foundation (BLCF) has administered Luton Rising's Luton Youth Fund since 2019 and was recently awarded the contract to continue doing so until 2028.

BLCF, in consultation with Luton Rising, has undertaken a complete review of the fund informing this new criteria document and process as outlined below.

### **Corporate Social Responsibility**

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 (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.

To tackle poverty and inequality, Luton Rising has set out five overarching ambitions which align with the priorities of Luton 2040, listed below. The Luton Youth Fund priorities sit within these overarching ambitions.

- **Building an inclusive economy** that delivers investment to support the growth of businesses, jobs, and incomes.
- **Improving population wellbeing and tackling health inequalities** to enable everyone to have a good quality of life and reach their full potential.
- **Tackling the climate emergency and becoming a net zero town** with sustainable growth and a healthier environment.
- **Supporting a strong and empowered community, built on fairness, local pride, and a powerful voice for all our residents.**
- **Becoming a child friendly town**, where our children grow up happy, healthy, and secure, with a voice that matters and the opportunities they need to thrive.

### **The current landscape**

Over the past 6 years we have seen increasing numbers of our children and young people referred into the Multi-Agency Gangs Panel (MAGPan) with no previous recorded offending but presenting extremely risky behaviours and sometimes complex education and health needs. Whilst we know there are a multitude of factors that act as drivers for serious violence, we really need to understand how our children in Luton are being drawn into criminal exploitation when many of these factors are largely out of their control.

As well as creating a child friendly town, where our children grow up happy, healthy, and secure, it is clear that developing targeted early interventions to identify the primary drivers of violence remain key to safeguarding children who get drawn into criminal exploitation. We need to build on our developing understanding of the needs of our children, the risk to their safety and well-being and the risk they present in the community.

However, as well as early intervention, we need to continue to provide intensive support to those already involved in gang associated behaviours because they are at greatest risk of being both victims and perpetrators of serious violence.

Working in partnership with the community, we need to create a cohesive, consistent, and sustainable framework of targeted interventions. Through the funding of targeted specialist early intervention and prevention, we aim to achieve a reduction in the numbers of children already entrenched in criminal exploitation and help our children feel safer in our communities in Luton.

## AIMS OF THE LUTON YOUTH FUND (LYF)

The aim of the Luton Youth Fund is to provide significant and sustainable funding to organisations that can deliver against the main objectives of this fund. LUTON RISING recognises that local charitable and community organisations play a major role in contributing to the delivery of priority outcomes in the medium and long-term. The LYF provides grants to key community groups who are delivering core services that support the needs of Luton's communities. The Luton Youth Fund is focused on the following strategic priority areas:

- 1. Exploitation of children and young people such as gang associated behaviour and other criminality.**
- 2. Serious violence or sexual exploitation, which encompass a multi-agency approach.**

It seeks to support programmes which are:

- **Specialist targeted early interventions or preventative work** – aimed at creating opportunities, provision of support, empowerment and helping young people to make positive life choices.
- **Interventions or programmes to divert children from risky behaviours and criminality.**
- **Targeted at supporting young people aged between 11-18 years across Luton.**

This may include outcome-focused interventions around learning, life skills and employment; and prevention including teaching, supporting, mentoring, and inspiring children and young people or parents within structured programmes of awareness to avoid any form of exploitation.

Organisations that are applying under this fund will be expected to show clear evidence of need and outcomes in line with the fund's priorities. You will need to give a minimum of three intended outcomes that your project / service / activity will achieve and how these will be measured. A list of outcomes will be listed on the online application form and organisations can select those they will be addressing. The outcomes you choose must demonstrate the changes your project is seeking to achieve in the lives of children and young people.

In all cases, such projects should be additional to the work being carried out by Luton Borough Council and not a duplication of existing provision.

## GRANTS OFFERED

### **Main Grants - Regular Funded Organisations (RFOs) – Grants up to £30,000 per year**

- Funding will be considered for **up to 2 years max.**
- The fund is intended to support established organisations already working with children and young people to prevent exploitation.
- Applicants must demonstrate how their current work delivers the objectives of the fund or can be aligned to deliver the fund objectives.
- Organisations who are working in partnership will be prioritised.
- Previous grantees of Luton Youth Fund will be considered if they adequately demonstrate that their funded activities created significant impact towards the priorities of the fund. They will also be expected to highlight challenges and learning from previous activities and how they will aim to ensure systemic change to provision and outcomes for young people. Additionally, they must evidence NEW partnerships. Applicants may apply for similar activity, however as this is a multi-year fund there is an expectation that requests will reduce year on year. Please contact us to discuss what appropriate levels of funding you could request.

Groups will be asked to provide a detailed budget against their funding request, which shows how figures have been calculated. For 2-year applications please split these costs out PER year for the grant requested. Applications should show how they support a particular project/activity, as well as how this forms part of the organisation's core service delivery.

A maximum of 15% of the grant request can support core costs of the organisation. These must be identified in detail in the budget section of the application form. NB Core costs are your everyday running costs that are not directly applicable to service delivery e.g. rent, utilities, management costs etc.

## ELIGIBILITY

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

	ELIGIBLE
Types of Organisations (you can be any of these)	<ul style="list-style-type: none"> <li>Registered UK charities, including Charitable Incorporated Organisations</li> <li>Constituted Community groups, small non-registered charities with clear charitable aims.</li> <li>Community Interest Companies Limited by Guarantee without share capital, social enterprises and community benefit societies (please check our <a href="#">guidance on CIC's and Social Enterprises</a> before applying)</li> </ul>
Additional Criteria for Organisations (all required)	<ul style="list-style-type: none"> <li>You must have a constitution or other governing document.</li> <li>You must be able to demonstrate that your purposes as an organisation are not-for-profit with clear charitable aims and objectives to make a real difference to the people within the community.</li> <li>You must have a committee/Board 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.</li> <li>You must have a bank account in the name of the organisation with at least two unrelated signatories.</li> </ul>
Priorities & Requirements, ineligibility	See below for additional information on priorities, additional requirements, and Appendix 2 for ineligibility.

Applications must align with Luton Youth Fund strategic priorities (outlined above). They MUST contribute to the two mandatory priorities below, PLUS at least one more of Luton's 2040 strategic priorities listed below. Please also see attached appendix (page 8) with more details.

1. Building an inclusive economy
2. Improving population wellbeing and tackling health inequalities
3. Tackling the climate emergency and becoming a net zero town
4. **Supporting a strong and empowered community, built on fairness. (mandatory)**
5. **Becoming a child friendly town (mandatory)**

Applicants must be able to demonstrate that they:

<b>All Applicants</b>	<ul style="list-style-type: none"> <li>• <b>Deliver targeted and effective programmes</b> that can show demonstrable change in the lives of vulnerable children and young people at risk, involved in criminality or on the edge of care.</li> <li>• <b>Youth Centered</b> and able to show real understanding of the key issues facing children and young people in Luton and how they might be resolved and how the voice of young people has informed the project and will be maintained throughout the project.</li> <li>• <b>Demonstrate a track record</b> of achieving outcomes for children and young people at risk and involved in activities as a result of exploitation. Year of operation of the group will be taken into consideration.</li> <li>• <b>Have the capacity, knowledge, skills, and resources to deliver</b> activities effectively and to a high measurable quality. Previous experience, life skills and/or</li> </ul>
-----------------------	--

	<p>qualifications required. Job descriptions will be required for all staff where their role is being funded by the grant.</p> <ul style="list-style-type: none"> <li>• <b>Are properly constituted and effectively governed and managed with, wherever appropriate, user involvement</b>, or participation in the planning, development, and management of the organisation and its activities.</li> <li>• <b>Are properly financially managed</b>, in good financial health, and not holding an amount of unrestricted funds that is disproportionately high in relation to annual expenditure. Organisation status will be taken into consideration. Eg Start-Up</li> <li>• <b>Multi-Agency approach</b> with statutory agencies. Eg: Youth Partnership Service, Police, CAHMS, VERU, Social care.</li> <li>• <b>Work that is delivered in partnership or is collaborative</b>, through a clear measurable and accountable partnership agreement with partners from complimentary fields and non-statutory organisations or where they bring new expertise and opportunities to deepen and strength the long-term impact of their work. If working in or within schools letters of support or recommendation will be required to support your grant application.</li> <li>• <b>That it has a track record of seeking</b> funds from different sources, has made efforts to become sustainable, and has a clear exit strategy for dealing with a situation where funding stops. Year of operation of the group will be taken into consideration.</li> <li>• <b>Can collect, manage, and report data</b> to the funder as agreed, to show the impact of the work (monthly data collecting, regular monitoring reports and provision of case studies). Can evaluate their work and assess the outcomes achieved through an established and robust reporting system and provide regular data as per monitoring requirements below. All outcomes and evaluations will be subject to monitoring from the LBC Relationship Manager for the fund.</li> <li>• <b>Will participate actively in peer-to-peer learning</b> and evaluation work and attend workshops to support these and develop a theory of change approach to their work. Can include events organized by BLCF, LBC, or relevant statutory groups.</li> </ul>
--	--

**SPECIFIC GUIDANCE FOR CONSORTIUM APPLICATIONS**

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 a charitable entity (not-for-profit). The lead organisation will be responsible for managing any grant, including grant payments to partners and the outcome monitoring if successful. The lead organisation should have a **signed partnership agreement** with all organisations who are partners in the consortium. Please note- BLCF may request governance information about each of the organisations involved in the partnership to satisfy necessary due diligence checks. If you are applying on behalf of a consortium of groups, please speak with Suzanne France at BLCF to discuss your application before submission.

**THE PROCESS**

Applications will be open **twice a year**. See **BLCF website for dates**. Decisions will be made by an independent panel of representatives of Luton communities (including young people) and key stakeholders and will include representation from Luton Rising, Luton Council and BLCF Trustees. The panel will meet in six **weeks post application deadline date** and awards made will be expected to start delivery from 1 month post award date.

Only requests for funding on the official online application form will be considered. The form can be accessed via the BLCF website.

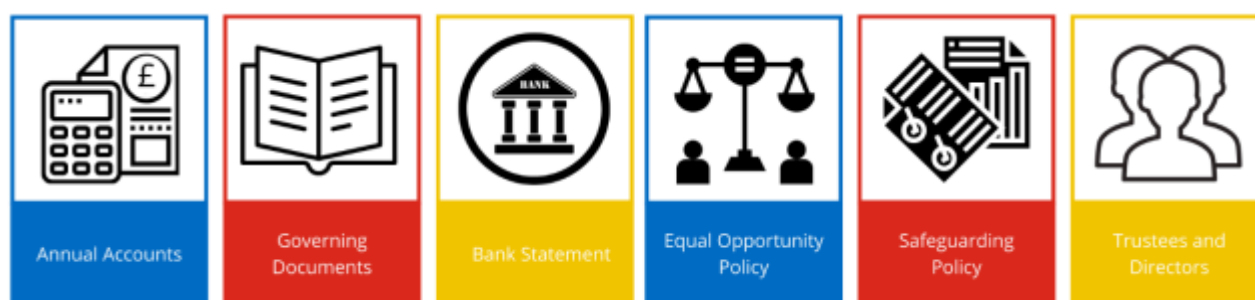
Please make sure that copies of all supporting documents requested are included with the application. If these are not included BLCF will not be able to process your application.

All applications will be checked against the fund 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 staff. Only shortlisted projects will be taken forward to the community panel, where a decision will be made on which projects/initiatives have been successful. Applicants will be notified within 2 weeks of each panel. Grant payments will be paid in instalments, usually triggered by reporting (monitoring data/ reports) to us to evidence the work undertaken. A payment schedule will be communicated to each successful grantee accordingly. BLCF may also schedule visits to funded organisations during the funding period.

## SUPPORTING DOCUMENTS

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



- Most recent signed annual accounts and/or management accounts, which have been audited/independently examined where required.
- 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 and correct address of the organisation applying and have at least two unrelated signatories.
- Copy of key policies including
  - equal opportunities policy, safeguarding policies - children and/or vulnerable adults depending on which you are working with.
- Details of your Trustees (Directors 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.

**We will also need the following additional information;**

- A copy of your complaints policy.
- Detail of all bank signatories, you must have at least two (unrelated persons)
- A copy of the full budget breakdown for the project/activity you are applying for, including any other funders supporting the project.

## MONITORING AND EVALUATION

The new RFO model requires a focus on longer term impact of the funding on its beneficiaries. Therefore, there will be a strong focus on data collection, monitoring, and peer learning throughout.

Successful organisations will be required to complete.

- **Quarterly data reporting on beneficiaries**
- **6 monthly interim reports**
- **Annual update** reports (2-year grants only)

- **End of grant (EOG) monitoring** report to cover the whole grant period (e.g. 1/2years)

The reports will include information around how the grant was spent, outcomes achieved, as well as the difference the project has made, any key issues and lessons learnt as well as collection of case studies and evidence of promotion of the fund and the work of Luton Rising.

Funded organisations should be willing to discuss the progress of the project over the phone and when necessary and to host visits that will assist with learning and best practice. Successful organisations will also be required to attend and contribute to an annual **peer-to-peer learning event** and evaluation workshop.

Before beginning the project, we suggest you decide:

- **Who will collate and report monthly data** and who will write the quarterly monitoring reports and end of grant monitoring report? Please provide these details to BLCF if these are different to the person who had originally completed the application form.
- **What your aims, objectives and outcomes are** and how you will measure and track progress against these
- **What information you will collect:**
  - Quantitative data (numbers) – how many people are taking part or using the service, age, ethnicity, achieved goals and outcomes.
  - 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

**NOTE: No grant payments will be released unless we have received satisfactory monitoring/impact data to demonstrate the work that may be funded through this programme.**

## HOW WE USE PERSONAL DATA PROVIDED

By completing and applying, you are giving BLCF permission to use personal data about you and other individuals named in the application to assess and administer a grant application for the . 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 all UK Community Foundations) and with Luton Rising (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, 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.

## 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 Suzanne France [Suzanne.France@blcf.org.uk](mailto:Suzanne.France@blcf.org.uk) or call: 01525 306690. You can alternatively email our administrator on [adminstrator@blcf.org.uk](mailto:adminstrator@blcf.org.uk)

END





**1. Building an inclusive economy**

Target Outcomes-

- a. Increased inward investment supporting the growth of our key and emerging sectors including aviation, manufacturing, digital and creative industries.
- b. More of our residents in well-paid, high value and fair employment within Luton
- c. A more highly skilled workforce that meets the needs of local employers
- d. Increased local spending and social value through supply chains of large employers and anchor institutions.
- e. A thriving town centre with the right mix of office, retail, leisure, residential and community space

**2. Improving population wellbeing and tackling health inequalities**

Target Outcomes-

- a. A preventative approach to improving physical and mental wellbeing that addresses the wider determinants of health to achieve better and more equal health outcomes.
- b. A healthier start for our children and young people with better and more equal physical and mental health outcomes
- c. A stronger care sector with increased capacity to help people and families to manager long term conditions
- d. More of our households living in good quality and affordable housing
- e. A safer community with fewer cases of crime, domestic abuse, serious violence, and addiction

**3. Tackling the climate emergency and becoming a net zero town**

Target Outcomes-

- a. Reduced net carbon emissions from businesses, organisations and households.
- b. A greener transport network, with a reduction in car usage and an increase in walking, cycling and sustainable public transport usage.
- c. The most sustainable airport in the UK
- d. Enhanced greenspace and richer biodiversity that offset emissions and enriches our local environment.
- e. Improved air quality across our town to support better health outcomes.

#### **4. Supporting a strong and empowered community, built on fairness (mandatory)**

Target Outcomes-

- a. A town built on fairness with equitable outcomes for all our residents.
- b. Increased resilience across our community protecting and enabling the most excluded and vulnerable.
- c. A thriving voluntary and community sector delivering on shared priorities with our residents.
- d. A stronger and meaningful voice for all our residents to shape the vision and direction of our town.
- e. A welcoming and compassionate town, with respect, social responsibility and increased civic pride at its heart.

#### **5. Becoming a child friendly town (mandatory)**

Target Outcomes-

- a. Our children and young people will have access to good quality services that keep them safe and secure.
- b. Every child has an excellent education that raises aspiration and achievement and reduces educational inequalities.
- c. More opportunities for our children and young people to develop, play and socialise.
- d. Greater and more equal opportunities for children and young people with SEND (special educational needs and disabilities).
- e. All of our children and young people will have a meaningful voice that is heard and that matters.

## APPENDIX 2

### INELIGIBILITY

	<b>NOT ELIGIBLE</b>
Type of organisation	<ul style="list-style-type: none"> <li>• Individuals</li> <li>• Private businesses</li> <li>• Community Interest Companies limited by Shares.</li> <li>• National charities and their affiliates that are not providing clear local benefits.</li> <li>• Statutory bodies, except where an application is made by a charitable arm of such a body.</li> <li>• Statutory duties or obligations of statutory bodies.</li> <li>• Organisations, projects 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.)</li> <li>• Organisations, projects or activities which are inconsistent with public policy, for example, the promotion of terrorism or of sectarian interests.</li> </ul>
Additional criteria for organisation	<ul style="list-style-type: none"> <li>• Groups that are already in receipt of 3 active grants via BLCF (as per our grantmaking policy).</li> <li>• Groups in receipt of funding from another Luton Rising stream, <b>unless</b> additional funding requested was for a different project and clearly demonstrated as such.</li> <li>• 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.</li> </ul>
Type of activity	<ul style="list-style-type: none"> <li>• Retrospective grants i.e. for items already purchased or activity that has already started.</li> <li>• Projects, initiatives, activities not benefiting the community of Luton or that do not address the priorities listed above.</li> <li>• Work normally funded from statutory sources or undertaken by or on behalf of statutory bodies.</li> <li>• Applications to use funds for a general appeal, sponsorship, or redistribution to other causes.</li> <li>• Work where the main beneficiaries are animals unless the project benefits people.</li> <li>• Applications that support the furtherance of any one religion or political party.</li> <li>• Paid for marketing and advertising.</li> <li>• Fees for professional fundraisers.</li> <li>• Interest payments (including service charge payments for finance leases).</li> <li>• Statutory fines, criminal fines, or penalties.</li> <li>• Trips or expeditions (including overseas) and/or fundraising events.</li> </ul>