

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)



INTRODUCTION

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

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 limited to one year, supporting community and voluntary activity in Luton. A limited number of grants of up to £25,000 may also be considered. Application for these will be subject to a separate process.

Funded activity must fit with one of the priorities of the fund. **Up to 15%** 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 have any queries, please contact us at administrator@blcf.org.uk

OBJECTIVES

Luton Rising Small Grants Fund provides short-term funding to not-for-profit groups delivering activity in Luton which fits with the main objectives of this fund. Applicants are expected to demonstrate how their project contributes to the objectives. If you have any queries, please contact us at administrator@blcf.org.uk

The main objectives and outcomes of this fund are:

- 1) 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.

2) 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.

3) 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.

4) 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.

5) 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.

We Fund

Registered charities and other not-for-profit groups making a positive difference to people in the community (i.e. community groups, sports groups, PTAs, etc).

You need to be able to demonstrate that you have:

- A constitution or other governing document.
- A committee of at least 3 unrelated Trustees / Directors (no-one with 'significant control').
- Good financial management and health, without large free / unrestricted funds.
- A comprehensive safeguarding policy (for work with children / adults at risk).
- A clear plan to work in partnership with others.
- Sought funds from a range of sources, made efforts to become self-sustaining, and have a clear strategy for when funding ends.

If your organisation is a social enterprise (including CICs) there is [specific guidance available](#).

If you are making a consortium or partnership application, the 'lead organisation' submitting the bid must be eligible according to the list above. Please contact us first if you hope to apply as a consortium / partnership.

We Do Not Fund

- Groups already holding 3 active BLCF grants of over £5,000.
- Groups who have received Luton Rising sponsorship for the same event or activity.
- Groups who have provided low quality monitoring on previous grants.
- Individuals.
- National organisations (unless clear local benefits).
- Private Limited Companies (except Community Interest Companies - CICs - limited by guarantee).
- Profit-making organisations.
- Organisations or activities that promote political parties or religion. (We do fund activities that demonstrate wider public benefit).
- Professional marketing / advertising (unless you can demonstrate that this is only to publicise the funded work to engage beneficiaries).
- Professional fundraising.
- Retrospective costs.
- General appeals or sponsorship.
- Animal welfare, unless the project directly benefits people.
- Trips (excluding respite care) and / or fundraising events.

Supporting Documents

We require a full budget breakdown and project plan for the project or activity. You must also upload the following supporting documents with your application:

- Annual accounts - most recent signed annual accounts and / or management accounts, which have been audited / independently examined where required.

- Governing documents - constitution, memorandum and articles, articles, or set of rules.
- Bank statement - date within 3 months, in the name and correct address of the organisation applying with at least 2 unrelated signatories.
- Equal opportunity policy.
- Safeguarding policy.
- Trustees and directors (names, roles, confirmation of any related trustees / directors and any other potential conflicts of interest).

Monitoring & Evaluation

Successful applicants must complete interim and end-of-project monitoring reports. We will ask how you spent the grant, including providing receipts. You will need to tell us about the project outcomes, impact, important issues, and lessons learned. We will contact successful applicants to discuss progress and organise visits to help with learning and development.

Before beginning the project, please consider:

- Who will write your reports.
- Your aims and objectives.
- How will you measure progress.
- What information you will collect:
 - Numbers (quantitative data) – how many people use the service, goals achieved (e.g. employment, improved health).
 - Stories / Case Studies (qualitative data) – user / volunteer feedback, observed increase in skills, confidence, etc.
 - Learning – user / volunteer feedback, what went well, what would you do differently, etc.
 - Partner feedback.

Additional Information

All applications are thoroughly assessed, including due diligence checks (more information [here](#)). Only applications which clearly meet the fund's criteria will be presented to our panel of local volunteers. We reserve the right to decline or accept any application according to the grants panel's decision.

We encourage all applicants to explore other funding sources. Your local Community Voluntary Service (CVS) can provide funding advice. For Bedfordshire CVS, visit www.cvsbeds.org.uk

Equal Opportunities

We commit to promoting equal opportunities and valuing diversity regardless of any protected characteristics.

If you have any queries, please contact us at administrator@blcf.org.uk