

# CRITERIA

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## THE FRANK BRANSTON FUND

A FUND MANAGED BY  
BEDFORDSHIRE AND LUTON COMMUNITY  
FOUNDATION

ON BEHALF OF  
THE FRANK BRANSTON CHARITABLE TRUST



## 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 Bedfordshire, offering financial support to community-based projects.

## HOW MUCH CAN GROUPS 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.

**Micro grants** between the value of **£500 - £3,000** are available for smaller interventions and shorter projects or activities. You will be asked for an overview of your idea, a budget, and how you address the fund priorities. Applications are made through one form. There will be one monitoring form at the end of the grant where we will want to know what you did, how you spent the money, and where your beneficiaries were based.

**Main grants** between the value of **£3,001-£15,000** for more substantial activity lasting up to one year of delivery (until August 2027). Following a successful expression of interest, you will be asked for a more detailed description of what you will be doing with your grant, how it aligns with the aims of the fund, a budget summary and breakdown, and some more detailed information around your beneficiaries, track record, and how you will show the impact of your work. There will be two monitoring forms, one at an interim point of delivery and one at the end of the grant.

Funded activity must fit with one of the priorities of the fund. If you are applying for over £10,000, we would expect you to evidence alignment to at least two of the priorities.

**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 [grants@blcf.org.uk](mailto:grants@blcf.org.uk)

## PRIORITIES

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;

- 1) The advancement of health, saving lives, and supporting care needs in the community.
- 2) Supporting arts, culture and heritage within the community.
- 3) The alleviation of poverty.
- 4) Access to education and training.

## We Fund

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

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 you are a larger or national organisation, we may also look at your:

- Annual income.
- Registered office address.
- Local partnerships.

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

## We Do Not Fund

- Main Grant applicants with 3 active BLCF grants (each of which are above £5,000).
- Micro Grant applicants with 3 or more active BLCF grants (each of which are £5,000 and below).
- 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 2 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 monitoring reports. For micro grants, this will be an end-of-project monitoring report, and for main grants we will also request an interim report. We will ask how you spent the grant, including providing receipts for expenditure over £200.

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).
  - Beneficiary tracking – where services are being delivered and how you track where your beneficiaries are coming from in the county.
  - 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 panel. We reserve the right to decline or accept any application according to the grants panel's decision.

We advise putting in your application as soon as possible as we reserve the right to close the fund early, should we receive an overwhelming number of applications.

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](http://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 [grants@blcf.org.uk](mailto:grants@blcf.org.uk)