

CRITERIA

LONDON LUTON AIRPORT OPERATIONS LTD (LLAOL) COMMUNITY TRUST FUND

A FUND MANAGED BY
BEDFORDSHIRE AND LUTON COMMUNITY
FOUNDATION

FUNDED BY
LONDON LUTON AIRPORT
(as part of its community engagement approach)



INTRODUCTION

The Community Trust Fund is administered by the Bedfordshire & Luton Community Foundation (BLCF), on behalf of LLAOL. BLCF currently operate a rolling application process, meaning that you can apply at any time. Decision panels are held several times a year and application review dates are confirmed shortly after you apply.

London Luton Airport's vision is to build on its foundation of strong relationships with local communities. It is committed to contributing passionately and thoughtfully to the social, economic and environmental life of our communities in practical and valuable ways. This vision includes 2 focus areas:

- A healthy today (decent standards of living, long and healthy lives).
- A skilled tomorrow of the communities affected by noise.

HOW MUCH CAN GROUPS APPLY FOR?

Grants of up to £10,000 can be considered, supporting community and voluntary activity in Central Bedfordshire, Luton, North Herts District, Stevenage, St. Albans District or the Aylesbury Vale District.

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 grants@blcf.org.uk

OBJECTIVES

The LLAOL Community Trust Fund provides short-term funding (up to 1 year) to key community groups that match the aims outlined in its Community Engagement Strategy, including;

- 1) Healthy Today (mental / physical health and wellbeing).
- 2) Skilled Tomorrow (upskilling young people up to the age of 30).
- 3) Alleviating Poverty (supporting people to support themselves).

Projects demonstrating that they seek to build sustainable partnerships will have a better chance of success. Grants for revenue or capital costs will be considered, provided that all costs can be quantified and, where relevant, 2 written quotations of cost provided.

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 [here](#).

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 with 3 or more active BLCF grants.
- Groups that have received any London Luton Airport funding in the past 12 months.
- 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

Please note – Only your governing document is required at Expression of Interest stage.

For Full Applications, 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 grants@blcf.org.uk