

CRITERIA

THE WHITBREAD PLC. CHAIRMAN'S FUND

A FUND MANAGED BY
BEDFORDSHIRE AND LUTON COMMUNITY
FOUNDATION

ON BEHALF OF
WHITBREAD PLC.



INTRODUCTION

Bedfordshire & Luton Community Foundation are proud to have been chosen by Whitbread Plc. to manage their Chairman's Fund, for charitable award making to small local charities and community groups. BLCF currently operate a rolling application process, meaning that you can submit an Expression of Interest at any time. Decision panels are held 4 times a year and application review dates are confirmed shortly after you apply.

HOW MUCH CAN GROUPS APPLY FOR?

Grants of up to £5,000 can be considered, generally limited to one year, supporting community and voluntary activity in South Bedfordshire.

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 aim of this fund is to provide financial support to charities & community groups across South Bedfordshire, including Dunstable, Houghton Regis, Leighton Buzzard and the surrounding rural communities, as far as the County Boundary to the South West. If you have any queries, please contact us at grants@blcf.org.uk

The main objectives and outcomes of this fund are:

- 1) Skills and inclusion.
- 2) The reduction of rural social isolation.
- 3) Community cohesion.

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, (each of £5,000 or less). Active BLCF grants over £5,000 are not counted for this fund.
- 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 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 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