

# Youth Services Fund

**An Awards Programme  
Managed by**



**Bedfordshire and Luton Community Foundation**

funded by

**London Luton Airport Ltd.**



Working in partnership with

**Luton Borough Council's  
Prevention and Early Intervention Team**



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## Explanatory notes and criteria for awards

### The aims of the fund

Luton Borough Council (LBC) and London Luton Airport Ltd. (LLAL) are working in partnership to improve the quality of life of the people of Luton. Of particular relevance to this fund are the key principles agreed by the partners of the Luton Forum in the Sustainable Community Strategy (2012 – 26) for residents of Luton to:

- Provide positive activities for children and young people and reduce anti-social behaviour and serious crime
- Support our children and young people to achieve skills and experience to enhance their prospects for the future.
- Ensure children and young people in Luton are safe and well cared for.

For further information about the aims of the fund see the Detailed Aims Sheet.

### What will the project fund?

From September 2017, the priorities for the Luton Youth Fund will be refined to concentrate on a number of key priority areas;

- Child Sexual Exploitation
- Mental Health
- Serious Youth Violence
- Community Cohesion
- Raising Aspirations for young people particularly at risk or vulnerable
- Drug and Alcohol Addiction

In all cases, such projects should be additional to the work being carried out by Luton Borough Council.

Recommendations for funding will be made by a panel of local people with an interest and skill in this area of work.

### How much funding is available?

The fund is divided in to four sections.

#### **Section 1 – Funding up to £1500**

First of all is a fund that allows for awards of up to £1,500 to help small organisations working on specific issues under the above criteria. This element is aimed at building the confidence of small groups so that they can expand their work and join with others in addressing the issues facing young people.

#### **Section 2 – Funding up to £10,000**

The second fund allows for awards of up to £10,000 to be made to more established groups working on the issues under the above criteria.

#### **Section 3 – Funding up to £20,000**

In 2015, this new funding stream was introduced to cover substantial projects run by established groups which would enable them to cover a more extensive area or issue. They

would need to demonstrate significant predicted outcomes and only a few awards within this range will be made each year.

## **Section 4 – Funding up to £50,000**

The fourth stream is a large project fund offering awards of up to £50,000. To qualify for a larger award, groups must work together, demonstrating true partnership work that crosses boundaries, both geographic and ethnic. Only one or two awards are likely to be made from this section each year and so bids must be able to show real understanding of the key issues facing the young people in Luton and how they might be resolved.

### **What other criteria apply?**

Applicants asking for more than £1,500 must be able to demonstrate the following:

1. That their work directly contributes to the achievement of one or more of the above criteria and to support this by evidence of need and examples of outcomes achieved.
2. That they have proven the need for the project,
3. That they have the capacity, knowledge, skills and resources to deliver its activities effectively.
4. That they will be able to evaluate their work and assess the outcomes achieved either using the Outcomes Star method which is preferred, or through a suitable alternative. The Foundation will provide training on the Outcome Stars method but applicants should refer to the basics of this system to understand its principles and demonstrate how they might use it with their current beneficiaries.
5. That they are properly constituted and effectively governed and managed with, wherever appropriate, user involvement or participation in the planning, development and management of the organisation and its activities.
6. That they are properly financially managed, in good financial health and not holding an amount of unrestricted funds that are disproportionately high in relation to annual expenditure.
7. That it is committed to the promotion of equality, cohesion and inclusion, both within its client group and across the community as a whole and that this is demonstrated through the way it plans and delivers its activities.
8. That its estimate of the funding required to deliver its activities is realistic and reasonable and represents good value for money.
9. That it has an effective complaints procedure, policy or mechanism.
10. That it has an effective safeguarding policy.
11. That it has a track record of seeking funds from different sources, has made efforts to become sustainable, and has a clear exit strategy for dealing with a situation where funding stops.
12. Applicants will need to provide the following documents::
  - a. A governing document that outlines the objects and powers of the group
  - b. An equal opportunities policy
  - c. A safeguarding policy
  - d. A most recent set of annual accounts (including an annual report) or, for groups operating for less than twelve months, a budget or estimate of income and spend for the year ahead and a development or business plan if one is in place.
  - e. A draft memorandum of understanding between partners for joint project applications.

### **Who/what will the fund not support?**

1. Applications from profit making organisations, or where it is felt that any award may be transferred in any way to a profit making organisation with close links to the applicant.

2. Applicants where those benefitting do not live in Luton.
3. Organisations or activities that promote political parties, terrorism or the propagation of religion or conduct of worship. Religious organisations may apply for funding for non-denominational activities that demonstrate wider public benefit.
4. Bids from statutory services or projects that would otherwise be funded from statutory sources.
5. Individuals.
6. Retrospective funding (money that has already been spent).

## Application and Award Procedures

1. Only requests for funding on the official application form will be considered. The form can be downloaded from the Foundation's web page at [www.blcf.org.uk/grants](http://www.blcf.org.uk/grants) (please ensure the correct form is used) or can be sent on request by e-mail or hard copy. The form to complete depends upon the size of the award being sought with larger requests requiring more depth of detail to be provided.
2. Please make sure that copies of all supporting documents requested are included with the application.
3. On receipt of the completed application, we will contact you to ask for clarification of any issue if needed and will give the date of the next panel meeting at which the application will be considered. The panel is made up from those who live and work in the area of benefit and who have a great depth of experience in community issues. The panel meets at least four times a year.
4. All applications will be checked against the fund's criteria and only those that clearly meet those criteria will be presented to the panel. The funders reserve the right to decline or accept any application according to the decision of the awards panel and the Foundation's Trustees. There is no right of appeal against any decision made, but an appeal can be made if the applicant feels their bid was unfairly treated due to a lack of understanding of key issues by the panel.
5. The decision of the Foundation will be notified to you within two weeks of its meeting for small awards but may take a month for larger awards.

## Assistance

If you have any difficulties in completing this form, you can of course contact the Community Foundation at the address on the front page of this leaflet, or speak to Voluntary Works or Luton Borough Council's Economic Development Service.

Alternatively do contact BLCF using the email: [administrator@blcf.org.uk](mailto:administrator@blcf.org.uk)

## The Completed Form

Please send the completed form and supporting documents to the address above. Please note that if you have sent your governing document, child protection policy and equal opportunities policy to us in the last two years **and these remain unchanged** you do not need to send them to us again.