

Community Awards Fund

**A matching Awards Programme
Managed by**



Bedfordshire and Luton Community Foundation

On behalf of

London Luton Airport Ltd



**Bedfordshire and Luton Community Foundation
The Old School, Southill Road, Cardington, MK44 3SX
Tel: 01234-834930
Fax: 0700-600-6800
E-mail: administrator@blcf.org.uk**

Explanatory notes and criteria for awards

Please read the following notes carefully before completing the application form.

The aims of the fund

London Luton Airport Ltd. has established this fund to provide awards to community groups that support the people of Luton.

The aim of the fund is to provide awards for projects run by community groups based in, or working for, the benefit of people in this geography.

The fund will be managed entirely by Bedfordshire and Luton Community Foundation.

Who or what will the project fund?

The fund will accept bids from projects or groups whose work addresses a wide range of issues. To ensure a close match with identified needs, these issues have been taken from Luton Forum's Sustainable Community Strategy 2026 – which reflects how a cross section of key partner organisations want Luton to be in 2026. These include:

1. Safer and Stronger Communities

- a. Strengthening communities; building capabilities and resources of the community, voluntary and social enterprise groups together to work out shared solutions;
- b. Increasing the number of active citizens; people with motivation, skill and confidence to speak up for their communities and say what improvements are needed;
- c. Reducing anti social behaviour and fear of crime, ensuring all people feel safe;
- d. Tackling alcohol and drug abuse.

2. Environment and Economic Development

- a. Protecting and enhancing the natural and built environment including rivers and natural habitats within green spaces;
- b. Enhancing skills for employability and entrepreneurship and reducing differences in achieving levels between communities.

3. Health and Wellbeing

- a. Supporting people to live independently;
- b. Improving mental health services;
- c. Improving services for carers;
- d. Improving leisure and cultural opportunities for all and better access.

4. Children and Young People

- a. Improving the health of children and young people;
- b. Ensuring children and young people are safe and well cared for;
- c. Supporting children and young people to achieve skills and experience to enhance their prospects for the future;
- d. Reducing the differences in educational achievement between ethnic groups;
- e. Providing positive activities for young people and reducing anti social behaviour;
- f. Better meeting the needs of children and young people with disabilities/learning difficulties.

The fund will actively support the aspirations of London Luton Airport Ltd and of the community as a whole, through the sponsorship and funding of, and donations to organisations and activities that are of public benefit, and that directly contribute to the achievement of these objectives, particularly by way of early intervention and prevention.

How much funding is available?

The maximum amount available in any one financial year under this scheme is £10,000. There is no minimum sum. This is a revenue fund, although capital items of up to £1,000 are acceptable. Some awards will be made in instalments subject to agreed outcomes being achieved. Groups may make more than one bid per financial year to the fund – but only to a maximum in aggregate of £10,000. Grants over two years will be considered, but subject to applicant groups achieving agreed outcomes by appropriate intervals.

What other criteria apply?

Applicants must be able to demonstrate the following:

1. That their work directly contributes to the achievement of one or more of the above numbered criteria and to support this by evidence of need and examples of outcomes achieved. Applicants will need to demonstrate how they have proven the need for the project, how they will meet the match funding (see below) and how they will demonstrate that the expected outcomes have been achieved.
2. That they have the capacity, knowledge, skills and resources to deliver its activities effectively.
3. 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.

4. 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.
5. 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.
6. That its estimate of the funding required to deliver its activities is realistic and reasonable and represents good value for money.
7. That it has an effective complaints procedure, policy or mechanism.
8. That it has an effective safeguarding policy, where it deals with children, young people or vulnerable adults.
9. That it has a track record of partnership working, wherever appropriate, with others working in the same, similar or complementary field of activity.
10. That it recognises that it cannot expect continued funding from LLAL and that it has a track record of, wherever possible, 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.
11. Applications will receive a higher weighting if they can demonstrate that they are a group with strong links in the community and have a permanent base in it.
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 for those working with children or vulnerable adults
 - 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 complaints policy.

Co-Financing

The funds available from this scheme are limited and, in today's economic climate, all applicants must be able to demonstrate that they are seeking funds from a wide range of sources and through their own efforts. As a consequence, all applicants for awards of in excess of £5,000 will need to demonstrate an amount of matched funding from other sources in the way of a community contribution.

All applicants will be required to show that they are able to match the size of the award being sought through their own efforts. The applicant will need to demonstrate that suitable records and evidence will be kept to demonstrate this. This match can include any combination of the following:

- a. Income from the group's own fundraising efforts;
- b. Awards from other charitable trusts and organisations (but excluding the Bedfordshire and Luton Community Foundation and London Luton Airport Ltd. – although the former will still accept bids for other projects from your organisation);
- c. Income from beneficiaries, either through subscriptions, payment for services (if appropriate), through their personalisation budget or through the transfer of appropriate benefits;
- d. The value of benefits in kind (e.g. provision of free advice, donated materials etc.);
- e. Great benefit is seen of working with volunteers and to validate this, an allocation of £12 for every hour of voluntary work applied to the specific project can be used for match funding purposes.

As an example, a request for £7,500 of funding would need to show:

That an award of £5,000 had been made from another Charitable Trust

That your own fundraising had raised £750

That your beneficiaries had paid £250 for receiving refreshments

And that the project required the input of 125 volunteer hours with an equivalent value of £1,500.

This example would provide a £7,500 award with the balance coming from other sources. The division between each type of activity is not set and can be adapted to the way in which your organisation operates.

Who/what will the fund not support?

1. Applications from groups for projects which are already in receipt of funding in the same financial year from any other fund operated by London Luton Airport Ltd. Different projects can be considered, but please feel free to clarify with us before applying.
2. 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.
3. Applications from Community Interest Companies or Social Enterprises that cannot demonstrate that they have contracts in place that have a value of more than 50% of their annual turnover.
4. Applicants where those benefitting do not live within the area of benefit described earlier.
5. 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).
6. National or regional charities, except where funding is demonstrably targeted locally.
7. Bids from statutory services or projects that would otherwise be funded from statutory sources.
8. Individuals.
9. Activities that take place outside the financial year for which funding is given.
10. Retrospective funding (money that has already been spent).

Application and Award Procedures

1. Only requests for funding made via the secure link format for application will be considered. This can be found on the Foundation's web page at www.blcf.org.uk/awards (please ensure the correct form is used)
2. Please make sure that copies of all supporting documents requested are uploaded with the application.
3. On receipt of the completed application, we will contact you to ask for clarification of any issue if needed. 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. We do not publish deadline dates. It should not take any more than two and a half months for you to receive a decision.
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. 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 awards panel will be notified to you within two weeks of its meeting.

Assistance

If you have any difficulties in completing this form, you can of course contact the Community Foundation at their address, or speak to your local Community Development Worker, Council for Voluntary Service or Rural Communities Charity funding advisor.