



# **The Fair Share Trust Dallow Ward, Luton**

## **Information for Applicants**

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## **Introduction ~ basic details**

The purpose of this Information for Applicants booklet is to give detailed information about the Fair Share Trust [FST] and how it operates. However, the following basic points are worth noting:

### **What is the Fair Share Trust?**

The BLF Fair Share Trust programme is part of the Fair Share Initiative launched in June 2001 by the Secretary of State for Culture, Media and Sports. It is a partnership originally run by the New Opportunities Fund and the Community Found (subsequently merged into the BLF).

The aim of FST is ... *“to ensure that a larger share of total lottery funding is received in ‘Fair Share areas’ and that a sustainable impact is made on the lives of disadvantaged people in these areas.”*

FST aims to target areas throughout the UK that suffer considerable disadvantage and that have previously received less than their fair share of lottery funding (averaged across all Lottery distributors). There are a total of 77 Fair Share areas across the UK and Dallow Ward of Luton has been designated as one of these.

The BLF has established a UK wide investment trust that is being managed by the Community Foundation Network [CFN] which is a national support agency for grant making Community Foundations throughout the UK. The CFN has arranged for a local agent in each area to manage the funds on their behalf.

The key aims of the BLF Fair Share Trust programme are to build capacity and sustainability in local communities and to build social capital, as well as to ensure the improvement of local environments.

### **How is FST delivered in Dallow?**

CFN delivers the FST programme at a local level through the Bedfordshire and Luton Community Foundation.

A FST Local Panel [Panel], made up of local residents, business people and others from the voluntary, community, public and private sectors that live or work in the area will decide priorities for funding and endorse applications submitted.

The Panel's role is to look at setting the priorities for how best to target the in their FST Neighbourhood and to endorse the projects put forward to ensure these priorities are met.

### **The aims of the FST programme**

The overall aims of the programme are to:

- Build capacity and sustainability in local communities, including support for community assets and planning and involvement in local regeneration.
- Build social capital offering funding for local social developments, supporting job creation, skills development, social networks and community engagement in local organisations, activities and initiatives.
- Improve the local environment, enabling communities to make it safer, healthier, greener, cleaner, better designed and more welcoming and accessible to all groups.

In **addition** to these aims grants should be:

- Part of an eight-year development strategy for the Dallow neighbourhood and address issues identified in the FST Panel. Each grant made will be expected to complement other grants made under this programme within Dallow.
- Able to demonstrate achievements and organisational development against a set of outcomes agreed as part of the grant.

- Part of a long-term development that will lead to a sustainable project or activity that is not dependent upon funding from either the Fair Share Trust Local Agency or a Lottery distributor after the programme ends.
- Able to demonstrate that the project or organisation will benefit from a long-term investment of capital and revenue funding, or just revenue support, that is different from the benefits of receiving a one off or short-term grant.

Any projects to be supported will need to:

- Address disadvantage at a community level, particularly targeting people and communities that do not have access to existing services or support such as the elderly, people with a disability, young people and children, the unemployed, single mothers, black and minority ethnic groups, carers, people suffering from mental health problems, asylum seekers and refugees.
- Complement existing projects or services in the Dallow area and demonstrate partnership working.
- Provide added value through attracting matched funding.
- Be an integral part of delivering improved services, activities or facilities over the duration of the project that will bring lasting benefit to the community and the people who live there.
- Be made to organisations that demonstrate they are financially sound and capable of delivering the project
- Be able to demonstrate that the projects applied for offers value for money.

### **The Priorities of the FST**

Bids are sought that will impact upon the three priorities for funding that have been agreed by the Panel and which are:

#### **Priority 1**

**Improve the range of activities that engage young people.**

To achieve this, we will work with

- Development groups, learning organizations, health professionals, charities, voluntary and community organizations to expand the range of activities that engage young people.
- Existing community groups to increase the range of diversionary activities available in Dallow.

#### **Priority 2**

**Improve employment and learning skills of residents to remove blockages to working.**

To achieve this, we will work with community organisations and infrastructure providers to

- Create opportunities for training/learning and confidence building
- Create opportunities for skills development
- Identify and remove blockages that stop individuals learning/developing and working
- Assist community based groups and local residents to improve their education and skill base
- Provide information about the range of training and education courses and financial support available
- Provide starter and matched funding to networks that build individual and community social capital.

#### **Priority 3**

**Improve and maintain the health and well being of individuals within the community.**

To achieve this we will work with health providers and voluntary groups to

- Improve access to primary care facilities.
- Provide information and educate vulnerable groups on diet, health issues and healthy living.
- Research the barriers and solutions to poor health prevention in the community
- Assist community groups and user initiatives to work in partnership with statutory health providers
- Provide starter and matched funding to organizations that seek to deliver the above

The panel will ensure that priority for funding will be given to those projects/initiatives that

- Are managed by local people or have strong support from local people
- Can demonstrate over time an ability to generate income, generate matched funding or be adopted by statutory authorities.
- Will be able to demonstrate that funding will build their capacity and ability to become sustainable in the long term.

The local panel will review, shortlist and recommend support funding based upon the closeness of match to the needs and priorities listed above.

### **What size of grants will the programme fund?**

The minimum size of grant is £5,000 and the maximum size of grant is currently set at £10,000 per year.

Sums awarded must be spent by 31 January 2013. Repeat grants can be made to an organisation or project where they can show sufficient organisational development or achievement against identified objectives. Short-term research and development grants can be made, but should contribute towards the overall aims of the programme.

Grants can be for capital and revenue or just revenue. The programme is not intended to fund pure capital projects, as grants should be aimed at building capacity and local skills through an injection of funding over a longer-term period. Grants made may involve specific capital build or refurbishment work at key stages of the projects where these enable the organisation to expand the range of services or activities offered, or creates new users through improved access to their current services or activities.

### **Who is eligible?**

Grants can be given to:

- Charities.
- Voluntary or community groups.
- Businesses undertaking work that is not primarily for private gain.
- Provident and Industrial Societies, including Credit Unions.
- Schools or colleges, but not for statutory services.
- Statutory agencies where they are providing non-statutory services on behalf of the local community.

### **Who/what is not eligible?**

The following will not be funded under this programme:

- Promotion of religious beliefs or politics.
- Projects or activities outside the Dallow area, except where the direct beneficiaries are from Dallow.
- Projects that do not address the aims identified in the Fair Share Trust Neighbourhood Priorities document (see later).
- Individuals unless he or she is a consultant delivering services for the benefit and with the support of a group or individuals within the Dallow area.
- Statutory responsibilities.
- Replacement of statutory funding.
- Replacement of existing funding unless the applicant can demonstrate that provision of medium term revenue costs would enable them to develop a sustainable future.
- Repayment of loans or debts.

- Retrospective funding.
- Deficit funding.
- Endowment.
- Reclaimable VAT.
- Funds that directly contribute to a company's distributable profits.

## **The Application Process**

Your application should demonstrate clearly how your project meets the aims of the BLF Fair Share Trust programme and the priorities identified by the FST Panel.

In particular you should explain why the project is needed, where the idea for the project came from (i.e. was it community led), how the project meets the aims of the programme and the locally identified priorities.

Before making an application to the BLF Fair Share Trust programme please make sure you have read this guidance fully.

Once you have read the guidance you must complete the Preliminary Proposal Form so that the Foundation can assess the likelihood of the project meeting its criteria. Once this has been accepted, a project manager will discuss with you how to make a full application.

You must answer all relevant sections on the form and supply all documentation requested as part of your application.

## **The Assessment Process**

Once you have submitted your full application it will be assessed by the Bedfordshire and Luton Community Foundation [BLCF] against the criteria and priorities listed in this booklet. During the assessment we may well contact you for further information on your project.

You can submit an application to the BLF Fair Share Trust programme at any time and there are regular decision-making committees each year. We aim to assess your application within 2 months of receiving it, therefore you must make sure your application is received well before you need a decision.

As part of the assessment the BLCF will ask the FST Panel to review your application to ensure it meets the aims set for the Fair Share Trust. The application will then either be endorsed or declined by the Panel and this decision will be referred to the BLCF board of trustees for ratification.

## **What happens after the assessment?**

If you are awarded a grant BLCF will notify you in writing of this decision within two weeks of the Trustee's ratification meeting.

The offer of an award will detail the amount of grant you have been awarded, the conditions of this grant, how you must report progress and spend on your project and how to claim your grant. It is important that you read and understand this information before accepting your grant.

If you are unsuccessful BLCF will write to you informing you of this decision and explain briefly why they have decided not to fund your project. You cannot appeal against a decision to not fund your application.

**Appendix 1****Fair Share Trust Panel Members**

This list is of the panel members and their key occupation. It does not include all their declared interests which are available from the Community Foundation.

<p><b>Mr Keith Rawlings (Chair)</b> Trustee of the Bedfordshire and Luton Community Foundation.</p>
<p><b>Ms Rushma Patel</b> Health Improvement Specialist with Luton teaching Primary Care Trust</p>
<p><b>Ms Janet Montgomery</b> Director Dallow Business Partnership.</p>
<p><b>Dr Nazia Khanum OBE</b> Director of a management, research and training consultancy company – Equality in Diversity.</p>
<p><b>Mr Zulfqar Ahmed</b> Community worker and chair of Dallow Development Trust</p>
<p><b>Mr Rahim Malik</b> Owner and manager of own business in Dallow</p>
<p><b>Mrs Anne Clube</b> UK funded programmes manager, Luton Borough Council Department of Environment &amp; Regeneration.</p>
<p><b>Mr Partha Dey</b> Local business man</p>
<p><b>Mr Mark West (non voting)</b> Chief Executive of Bedfordshire and Luton Community Foundation</p>

**Appendix 2****Glossary**

Bedfordshire and Luton Community Foundation	The local agent managing the Fair Share Trust in Dallow.
Big Lottery Fund	The organisation born of the amalgamation of the New Opportunities Fund and Community Fund.
Big Lottery Fund aims	The aims of the Big Lottery Fund under Fair Share: to build capacity and sustainability in local communities and to build social capital, as well as to ensure the improvement of local environments (an aim shared with the transforming your space England programme)
Community Foundation Network	The organisation (supporting the network of grant making community foundations) which has been appointed by the Big Lottery Fund to act as a partner for the delivery of Fair Share monies to 'Fair Share areas'.
Fair Share	Fair Share was announced by the Secretary of State for Culture Media and Sport in 2001 and was launched in June 2002 with policy directions being given in August 2002.  Areas throughout the UK that suffer considerable deprivation and have previously received less than their Fair Share of National Lottery funding (averaged across all the distributors) have been identified as Fair Share areas. There are 77 Fair Share areas across the UK.
Fair Share area	Dallow Ward selected (based on indices of multiple deprivation and levels of lottery funding) to date to receive money from the Big Lottery Fund under Fair Share.
Fair Share programme aims	The joint aims of the Big Lottery Fund and the Community Fund under Fair Share: to ensure that a larger share of total lottery funding is received in the 'Fair Share areas' and that a sustainable impact is made on the lives of disadvantaged people in these areas.
Fair Share Trust	UK-wide investment trust that will provide an expendable endowment for 70 of the 77 'Fair Share areas'. The 'Fair Share Trust' forms part of Fair Share.
Fair Share Trust local agency	Organisation appointed by Community Foundation Network to deliver Fair Share in the Fair Share areas(s). In this case, the Bedfordshire and Luton Community Foundation.
Fair Share Trust local panel	Local group convened and facilitated by the 'local agency' with responsibility for developing the priorities document and endorsing grant applications made to the local agency.
Fair Share Trust neighbourhood	The specific neighbourhood(s) within the 'Fair Share areas' that have been selected to receive money from the Big Lottery Fund under Fair Share (as recommended and endorsed by the Local Strategic Partnership and the Big Lottery Fund) i.e. Dallow.
Fair Share Trust neighbourhood assessment document	The document produced by the Local Strategic Partnership, or other appropriate body, which provides data about the Fair Share area and neighbourhood.
Fair Share Trust priorities document	A framework document for the Fair Share Trust grant programme, produced by the Fair Share local panel.
Fair Share Trust sub committee	Sub-committee of Community Foundation Network's Board with delegated decision-making responsibility for approving priorities documents for the 'Fair Share Trust' and responsibility for overseeing the management of the programme.
Key stakeholders	A person or group of people and/or organisations delivering key services to the 'Fair Share area' who have a vested interest in Fair Share, such as voluntary organisations, community representatives, Local Strategic Partnerships, and statutory bodies.
Local aims	The Fair Share aims defined at a local level.
Local delivery plan	Community Fund grants programme agreement with partner agencies.
Service Level Agreement	A document which defines the relationship between two parties: the provider ('local agency') and the recipient (Community Foundation Network), and the roles and responsibilities each has.