

# Enhancing the quality of life of local people



## London Luton Airport Community Fund

### A grant making programme funded by London Luton Airport as part of its Community Engagement Strategy

2009-2012

Managed by



Bedfordshire and Luton Community Foundation  
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#### Explanatory notes and criteria for awards

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

#### What is London Luton Airport's Community Engagement Strategy?

London Luton Airport's vision is to be a great neighbour, contributing passionately and thoughtfully to the social, economic and environmental life of its community. It has identified three Action Areas which it intends to focus on, including:

- A Better Environment
- A Vibrant Neighbourhood
- A Growing Economy

One method of ensuring that this Strategy meets its objectives involves offering financial support to a range of local community organisations to help them manage projects that fit the Strategy's aims and objectives. A grant making fund that offers financial support to 20 local community projects each year has been created. For more details see the full document wording at

<http://www.london-lutoninthecommunity.co.uk/uploads/docs/CES.pdf>

#### What kind of projects can you apply for funds for?

London Luton Airport is looking to support projects where those benefitting come from Luton, Central Bedfordshire, North Herts District, Stevenage, St. Albans District or the Aylesbury Vale District and which match the wishes outlined in its Community Engagement Strategy, including:

- Creating a well educated and skilled population (e.g. training courses for staff or volunteers that offer accreditation)
- Building healthy communities (e.g. healthy eating projects, sports, recreation and other linked activities)
- Supporting arts and culture
- Environmental projects
- Community development (e.g. bringing communities together)

Projects which cut across more than one of these priorities will have an increased likelihood of receiving support.

Grants for either revenue or capital costs will be considered, provided that all costs can be quantified and, where relevant, two written estimates of cost provided.

### **How much can you apply for?**

Grants range from £250 to £3,000, although some larger grants may be made at the discretion of the panel. Some grants may be paid in stages over the life of the project, depending on achieving set outcomes.

### **We cannot support:**

- Applications where those benefiting do not live in the areas defined above.
- Individuals.
- Projects that should be funded from statutory sources.
- Applications that support the furtherance of any one religion or political party.
- Organisations that have not fully completed all sections of the Grant Application Form, provided all other requested information and documents or who have not answered any subsequent questions put to them.
- Organisations that do not have a building society or bank account. Cheques will not be made payable to individuals.
- Projects that have already been completed.
- Groups that have received funding from London Luton Airport Operations Ltd in the past 15 months.

### **How do you apply for a grant?**

Contact the Bedfordshire and Luton Community Foundation who will provide an application form and offer advice on any projects to confirm whether or not they are likely to be considered.

Application forms can be downloaded from our web site <http://www.blcf.org.uk/grants/londonlutonairport.php> or obtained by e-mail or in hard copy.

The grant panel meets four times a year, usually in March and every three months thereafter. A deadline for submitting bids will always be advised to applicants. Only bids that are fully completed and include all required supporting documents will be discussed at a panel meeting.

### **Project visits**

Wherever possible, members of the London Luton Airport team would like to have an opportunity of visiting funded projects and to take photographs. At all times, confidentiality and the appropriateness of such visits will be discussed on an individual basis.

### **Help in Completing Applications**

If you have any difficulties in completing the application form, you can call the Community Foundation office for assistance or clarification on any issue at the address shown.

You can also ask your local Council for Voluntary Service organisation for assistance and details of these can be provided by our staff if you do not have them yourself.

### **The Completed Form**

Send your completed application form and any other relevant documents to the address below.

Please make sure you have weighed your envelope and paid enough postage.

Please make sure the documents are sent in plenty of time to arrive before the funds are required, otherwise the application risks not being considered until after your project begins.

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