



CRITERIA

COMMUNITY INVESTMENT FUND (CIF)

Regular Funded Organisation (RFOs)

A FUND MANAGED BY

BEDFORDSHIRE AND LUTON COMMUNITY FOUNDATION

ON BEHALF OF

LONDON LUTON AIRPORT LTD TRADING AS LUTON RISING

INTRODUCTION

Over the past 25 years, Luton Rising has donated almost £180million to support the voluntary sector in Luton and the surrounding communities. The Bedfordshire and Luton Community Foundation (BLCF) has administered Luton Rising's Community Investment Fund since 2019 and was recently awarded the contract to continue doing so until 2028.

BLCF, in consultation with Luton Rising, has undertaken a complete review of the fund informing this new criteria document and process as outlined below.

Corporate Social Responsibility

LUTON RISING takes its responsibilities to the people of Luton, and to those who are neighbors to the airport, very seriously, recognizing that London Luton Airport (LTN) contributes to the wider economic and social well-being of the region. It also understands, however, that, inevitably, there are undesirable impacts resulting from airport operations and, whilst it is not responsible for them, it shares with the airport operator, LLAOL, and its shareholder, LBC, a desire, and commitment to ensure that they are, as far as possible, mitigated.

LTN is a significant generator of economic advantage to the local area. LUTON RISING is committed to supporting inclusive growth - ensuring that this benefit is shared as widely as possible with local businesses and residents. LUTON RISING shares the corporate objectives of its stakeholders and Luton 2020- 2040 shared vision as a healthy, fair, and sustainable town where everyone can thrive, and no-one must live in poverty. Poverty and inequality are at the heart of some of the most significant challenges in Luton and the impact of COVID and the recent rise in the cost of living has further demonstrated the need for a shared focus on addressing this.

In order to tackle poverty and inequality, Luton Rising has set out five over-arching ambitions which align with the priorities of Luton 2040.

AIMS OF THE COMMUNITY INVESTMENT FUND (CIF)

The aim of CIF is to provide significant and sustainable funding to organisations that can deliver against the main objectives of this fund. LUTON RISING recognises that local charitable and community organisations play a major role in contributing to the delivery of priority outcomes in the medium and long-term. The CIF fund provides grants to key community groups who are delivering core services that support the needs of Luton's communities. The aims of CIF focus on the 5 priority areas.

- **Building an inclusive economy** that delivers investment to support the growth of businesses, jobs and incomes.
- **Improving population wellbeing and tackling health inequalities** to enable everyone to have a good quality of life and reach their full potential.
- **Tackling the climate emergency and becoming a net zero town** with sustainable growth and a healthier environment.
- **Supporting a strong and empowered community, built on fairness**, local pride and a powerful voice for all our residents.
- **Becoming a child friendly town**, where our children grow up happy, healthy and secure, with a voice that matters and the opportunities they need to thrive.

GRANTS OFFERED

Applications will be considered for grants as follows;

- Funding will be considered for **up to 3 years max.** (starting from 1st April 2024 till 31st March 2027)
- Applications must align with Luton Rising strategic priorities (outlined above) and support at **least 3** of Luton 2040 strategic priorities including the 1 mandatory area as listed below. Please also see attached appendix (page 8) with more details.
 1. Building an inclusive economy
 2. Improving population wellbeing and tackling health inequalities
 3. Tackling the climate emergency and becoming a net zero town
 4. Supporting a strong and empowered community, built on fairness (**mandatory**)
 5. Becoming a child friendly town
- Priority will be given to organisations that can offer the following.
 - **Deliver preventive work** and can demonstrate that the work planned to be undertaken will address this.
 - **Work that is delivered in partnership or is collaborative**, through a clear measurable and accountable partnership agreement with partners from complimentary fields or where they bring new expertise and opportunities to deepen and strength the long-term impact of their work.
 - **That has the capacity, knowledge, skills, and resources to deliver** its activities effectively and to a high measurable quality.
 - **Are properly financially managed**, in good financial health, and not holding an amount of unrestricted funds that is disproportionately high in relation to annual expenditure.
 - **Can collect, manage, and report data** to the funder as agreed, to show the impact of the work (monthly data collecting, regular monitoring reports and provision of case studies)
 - **Will participate actively in peer-to-peer learning** and evaluation work and attend workshops to support these and develop a theory of change approach to their work.
 - **Is committed to the promotion of equality, diversity, and inclusion** both within its client group and across the community. This should be clearly demonstrated through the way it plans and delivers its activities and delivers work that supports the **A Town Built on Fairness** pledge from Luton's Fairness Taskforce.

NOTE- If you are applying on behalf of a consortium of groups please speak with Francesca Johnstone at BLCF to discuss your application BEFORE submission. A clear and signed partnership agreement will be required, and additional conditions may be put in place.

HOW MUCH CAN GROUPS APPLY FOR?

Due to the variety of organisations that have been funded through this programme historically, the maximum size of grant will vary dependent upon the work being funded.

Organisations may keep requests in line with previous awards, however as this is a multi-year fund there is an expectation that requests will reduce year on year. Please contact us to discuss what appropriate levels of funding you could request.

Groups will be asked to provide a detailed budget against any request, which shows how figures have been calculated. Please split these costs out PER year for the grant requested. Applications should be submitted around supporting a particular piece of work and form part of the organisations core service delivery.

A **maximum of 15%** of the grant request can be **towards core costs** of the organisation. These must be identified in detail in the budget section of the application form. NB Core costs are your everyday running costs that are not directly applicable to service delivery e.g. rent, utilities, management costs etc.

WHAT DIFFERENCE WILL IT MAKE?

Organisations that are applying under this fund will be expected to show clear evidence of need and outcomes in line with the Luton Rising priority areas. A list of outcomes will be listed on the online application form and organisations can select those they will be addressing.

ELIGIBILITY

This fund is only open to organisations from the previous round of CIF to apply but **only** if they meet the objectives and priorities for the fund as set out in this criteria document. Applications for continuation funding will be considered, but only if;

1. Organisations can demonstrate how the current work delivers the objectives of the fund or can be aligned to deliver the fund objectives **and**
2. Can demonstrate the impact the previous grant had, against the priorities of the fund and highlight challenges and learning.

Funding to Community Interest Companies and other non-registered charities will include conditions to restrict funding to charitable objectives/activities only.

SPECIFIC GUIDANCE FOR CONSORTIUM APPLICATIONS

If you are applying in partnership or as part of a consortium, the organisation that submits the bid will be known as the **lead organisation** and must be a charitable entity (not-for-profit). The lead organisation will be responsible for managing any grant, including grant payments to partners and the outcome monitoring if successful.

The lead organisation should have a **signed partnership agreement** with all organisations who are partners in the consortium. Please note- BLCF may request governance information about each of the organisations involved in the partnership to satisfy necessary due diligence checks.

INELIGIBILITY

This fund is not open for applications from:

- Groups in receipt of funding from another Luton Rising stream, **unless** additional funding requested was for a different project and clearly demonstrated as such.
- Organisations already in receipt of 3 active grants via BLCF
- Statutory bodies, except where an application is made by a charitable arm of such a body.
- Statutory duties or obligations of statutory bodies.
- Individuals (sole traders)
- National charities that are not providing clear local benefits
- Community Interest Companies Ltd by Shares
- Organisations, projects or activities that promote political parties or the propagation of religion or conduct of worship. (Religious organisations may apply for funding for non-denominational activities that demonstrate wider public benefit.)
- Organisations, projects or activities which are inconsistent with public policy, for example, the promotion of terrorism or of sectarian interests.

What we won't fund:

- Projects, initiatives, activities not benefitting the community of Luton or that do not address the priorities listed above.
- Paid for marketing and advertising.

- Fees for professional fundraisers.
- General Appeals.
- Animal Welfare, unless the project benefits people.
- Retrospective costs.
- Interest payments (including service charge payments for finance leases).
- Statutory fines, criminal fines, or penalties.
- Trips abroad and/or fundraising events.

THE PROCESS

Applications will be open from **28th Nov and will close 8th Jan 2024**. Decisions will be made by an independent panel representatives of Luton communities and key stakeholders but include representation from Luton Rising Luton Council and BLCF Trustees. The panel will meet in **late February** and awards made will be expected to start delivery from the **1st April 2024**

Only requests for funding on the official online application form will be considered. The form can be accessed here: [INSERT HYPERLINK TO APPLICATION FORM](#)

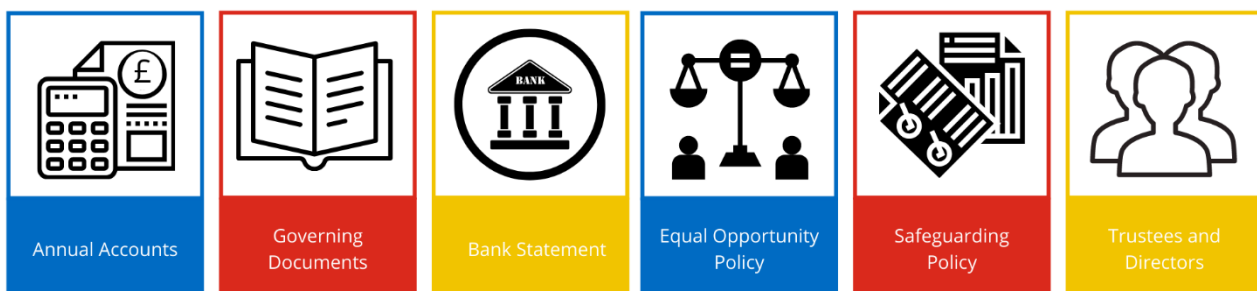
Please make sure that copies of all supporting documents requested are included with the application if these are not included BLCF will not be able to process your application further.

All applications will be checked against the fund's criteria and only those that clearly meet those criteria will be presented to the panel. We reserve the right to decline or accept any application according to the decision of the grants panel.

All applications will be reviewed and are subject to a thorough assessment and relevant due diligence checks by BLCF staff. Only shortlisted projects will be taken forward to the community panel, where a decision will be made on which projects/initiatives have been successful. Applicants will be notified within 2 weeks of each panel. Grant payments will be paid in instalments, usually triggered by reporting (monitoring data/ reports) to us to evidence the work undertaken. A payment schedule will be communicated to each successful grantee accordingly. BLCF also we schedule in visits to funded organisations across the funding period also.

SUPPORTING DOCUMENTS

The following supporting documents must be uploaded with your application alongside a copy of the full budget breakdown for the project/activity:



- Most recent signed annual accounts and/or management accounts which have been audited/independently examined.
- Governing document – Constitution, Memorandum and Articles, Articles, or Set of Rules

- A copy of a bank statement no more than 3 months old. The bank account must be in the name and correct address of the organisation applying and have a least two unrelated signatories.
- Copy of key policies including
 - equal opportunities policy, safeguarding policies children and/or vulnerable adults depending on which you are working with.
- Details of your Trustees (or management committee if you are not a registered charity). You will need a minimum of three unrelated Trustees/Directors (or officers) to be eligible for the grant.

We will also need the following additional information;

- A copy of your complaints policy and environmental policy
- Detail of all bank signatures, you must have at least two (unrelated persons)
- A copy of the full budget breakdown for the project/activity you are applying for including any other funders supporting the project.

MONITORING AND EVALUATION

The new RFO model for CIF requires a focus on longer term impact of the funding on its beneficiaries. Therefore, there will be a stronger focus on data collection, monitoring and peer learning throughout.

Successful organisations will be required to complete.

- **Monthly data reporting** on beneficiaries
- **6 monthly interim** reports
- **Annual update** reports
- **End of grant (EOG) monitoring** report to cover the whole grant period (e.g. 3 years)

The reports will include information around how the grant was spent, outcomes achieved or not as well as the difference the project has made, what was achieved, any key issues and lessons learnt as well as collection of case studies and evidence of promotion of the fund and the work of Luton Rising.

Funded organisations should be willing to discuss the progress of the project over the phone as and when necessary and to host visits that will assist with learning and best practice. Successful organisations will also be required to attend and contribute to an annual **peer to peer learning event** and evaluation workshop.

Before beginning the project, we suggest you decide:

- **Who will collate and report monthly data** and who will write the quarterly monitoring reports and end of grant monitoring report? Please provide these details to BLCF **if** these are different to the person who had originally completed the application form.
- **What your aims, objectives and outcomes are** and how you will measure and track progress against these
- **What information you will collect:**
 - Quantitative data (numbers) – how many people are taking part or using the service, age, ethnicity, achieved goals (e.g., employment, improved health), and outcomes
 - Qualitative data (stories/case studies) – feedback from users and volunteers, observed increase in skills, confidence etc.
 - Learning – feedback from project participants, what went well, what would you do differently etc.
 - Feedback from partner organisations

NOTE: No grant payments will be released unless we have received satisfactory monitoring/impact data to demonstrate the work that may be funded through this programme.

HOW WE USE PERSONAL DATA PROVIDED

By completing and applying, you are giving BLCF permission to use personal data about you and other individuals named in the application to assess and administer a grant application for the Community Investment Fund. Names of your Trustees or management committee may also be used for identification, debt tracing and the prevention of money laundering. To support with this, searches (e.g. to verify your identity) may be made with third parties, including publicly available sources.

Where necessary, personal data collected through the application process may also be shared with UK Community Foundations (the membership body for all UK Community Foundations) and with London Luton Airport Ltd (the funding body). If your application is successful, your details may also be used to contact you regarding your thoughts on the effectiveness and impact of the programme. By providing any personal data about another person you are confirming that they understand how their data may be used and shared.

We would like to be able to share your data with other funders or infrastructure support organisations who may be able to help. As part of your application, we will ask if you are happy for us to share your data for this purpose.

You have certain rights when it comes to your personal information. This includes rights to access and correct your information, and to erase, transfer, object, restrict or take away consent around how we use your information. Please contact BLCF if you or anyone named in your application have any concerns with the information being used publicly or if you wish to exercise any of these rights.

EQUAL OPPORTUNITIES

We are committed to promoting equal opportunities and to valuing diversity regardless of age, gender, race, ethnic origin, nationality, religion/belief, culture, language, disability, learning difficulty, sexual orientation, marital status, economic status, health status, or any other discriminatory grounds.

Should you have any queries about this criteria or applying to this fund please contact Francesca Johnstone Francesca.johnstone@blcf.org.uk or call: 01525 306690. You can alternatively email our administrator on adminstrator@blcf.org.uk

END



1. Building an inclusive economy

Target Outcomes-

- a. Increased inward investment supporting the growth of our key and emerging sectors including aviation, manufacturing, digital and creative industries
- b. More of our residents in well-paid, high value and fair employment within Luton
- c. A more highly skilled workforce that meets the needs of local employers
- d. Increased local spending and social value through supply chains of large employers and anchor institutions.
- e. A thriving town centre with the right mix of office, retail, leisure, residential and community space

2. Improving population wellbeing and tackling health inequalities

Target Outcomes-

- a. A preventative approach to improving physical and mental wellbeing that addresses the wider determinants of health to achieve better and more equal health outcomes
- b. A healthier start for our children and young people with better and more equal physical and mental health outcomes
- c. A stronger care sector with increased capacity to help people and families to manage long term conditions
- d. More of our households living in good quality and affordable housing
- e. A safer community with fewer cases of crime, domestic abuse, serious violence and addiction

3. Tackling the climate emergency and becoming a net zero town

Target Outcomes-

- a. Reduced net carbon emissions from businesses, organisations and households

- b. A greener transport network, with a reduction in car usage and an increase in walking, cycling and sustainable public transport usage.
- c. The most sustainable airport in the UK
- d. Enhanced greenspace and richer biodiversity that offset emissions and enriches our local environment.
- e. Improved air quality across our town to support better health outcomes.

4. Supporting a strong and empowered community, built on fairness (mandatory)

Target Outcomes-

- a. A town built on fairness with equitable outcomes for all our residents.
- b. Increased resilience across our community protecting and enabling the most excluded and vulnerable.
- c. A thriving voluntary and community sector delivering on shared priorities with our residents.
- d. A stronger and meaningful voice for all our residents to shape the vision and direction of our town.
- e. A welcoming and compassionate town, with respect, social responsibility and increased civic pride at its heart.

5. Becoming a child friendly town

Target Outcomes-

- a. Our children and young people will have access to good quality services that keep them safe and secure.
- b. Every child has an excellent education that raises aspiration and achievement and reduces educational inequalities.
- c. More opportunities for our children and young people to develop, play and socialise.
- d. Greater and more equal opportunities for children and young people with SEND (special educational needs and disabilities).
- e. All of our children and young people will have a meaningful voice that is heard and that matters.