



INTRODUCTION

Andover Town Council (ATC) is funded by the local residents of Andover. A small fund is collected via the precept and made available for community grants.

The Council uses the General Power of Competence to permit the giving of grants, and the fund is agreed in January every year. The fund yearly total can be viewed in the budget report under code 4190. Grants are given each year aiming to support:

- Measures contributing to a positive, clean, healthy and happy town.
- Actions to promote a thriving, inclusive and resilient community.
- Projects with proven environmental benefit to the town.
- Local people to participate and feel ownership of ideas, spaces and assets locally.
- Events or facilities which enrich physical, mental and emotional health of the town's residents
- Any other direct positive impact for Andover Town residents.

ELIGIBILITY

The following types of groups can apply:

- Voluntary Organisations run by unpaid volunteers.
- Clubs or Societies or Not for profit organisations.
- Parent / Teacher Associations (Not schools.)

CRITERIA

Organisation's applying must:

- Be a registered Charity.
- Be open to everyone, not selective in membership and compliant with The Equalities Act 2010.
- Have a constitution.
- Hold at least one bank account in the organisation's name, which requires at least 2 signatories.

Financial restrictions – applications must

- Not be for more than 75% of the cost of the project, event or activity.
- Not be made if the organisation holds reserves greater than one year's running costs in total across all its bank accounts.

SPENDING

Organisations can apply for grants:

- To cover, or part fund, the costs of assets, equipment or services for a project, event or activity.
- For funds needed specifically in order for a particular project, event or activity to go ahead.
- Up to a **maximum of £ X**, where a minimum of 25% of the costs have already been set aside.

**DOCUMENTATION****Application forms must be accompanied by copies of:**

- The applicant's Safeguarding policy
- The applicant's current Public Liability insurance
- Copies of two DBS certificates for Trustees/Volunteers if the organisation works with children or vulnerable adults.
- Bank Statement for the last 3 months, showing the organisation holds no more than 75% of its annual expenditure as savings.
- Last audited annual accounts as approved by the organisation. (No older than 18 months old.)
- If the grant is to cover an event or activity, the relevant Risk Assessment.
- Andover Town Council's application form and associated paperwork.

EXPENDITURE or APPLICATIONS THAT ARE NOT SUPPORTED**No grants will be given for the following:**

- Requests for individuals, families, commercial ventures or private gains.
- Running costs of organisations.
- National or regional charities unless there is a project in Andover where the benefit will be for the town alone.
- Retrospective applications received after the expenditure has been made, the project carried out or the event has taken place.
- Repeated events. (Councillors may not agree with this?)
- Second applications from an organisation in the same financial year.
- To increase savings or reserves belonging to the organisation, and where no clear reason for grant application is made.
- To pay for consultant fees chargeable for writing grant applications.
- Organisations whose function is primarily undertaken by the health Authority or Hampshire County Council's Social Services.
- Groups which are primarily political organisations or who contribute to political projects.
- Religious organisations.
- To pay for any goods / services that are chargeable to members or customers, or otherwise recoverable.

TIMEFRAME**The Council considers grants periodically throughout the year as per the below table:**

Round no.	Application deadline:	Decision Date:	Payment Date:
1***	28 th February	April Full Council meeting ***	30 th April
2	30 th June	September Full Council meeting (no meeting in August)	30 th September
3	30 th September	November Full Council meeting	30 th November
4	31 st December	February Full council meeting	28 th February



*** Town Clerk's note... I would like to avoid year end submission (31st March, and consequent consideration in the already too long May meeting.) If the suggested date is felt by councillors to be too problematic due to financial year end and the grant being approved after YE Closure, then we could remove this round and only have 3 application dates.)

AWARDS

Awards will be considered by Full Council in line with the timeframe above, which may be made after the project, event or activity has been carried out. The application can still be considered, provided the application form and all supporting documentation was received by officers prior to the events or project in question taking place.

In order for the Council to review applications, the applicants must demonstrate:

- There is clear evidence of need for the project, activity, event or equipment or service.
- The organisation has clearly defined aims and objectives and is responsibly run.

Applicants agree that:

- The amount of the grant awarded will be at the sole discretion of the Town Council.
- Any organisation who has been awarded a grant, may not apply for another grant until:
 - The beginning of the next financial year and
 - Any outstanding grant report has been received.
 - Any question from Council has been satisfactorily answered.
 - Any underspend or refundable grant has been returned. (If necessary.)
- The council may pay a percentage of the amount applied for if the total grant fund is not big enough to satisfy all the grant requests.

PUBLICITY

ATC requires that:

- The Town Council's logo is used on all published information about the funded project, event or activity.
- That the Council is mentioned in press, on social media and associated publicity. ATC will ask for evidence to be provided for monitoring purposes.
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project.
- ATC will publish grants awarded on its website and summarise the projects using information contained in the grant application form.

MONITORING & REPORTING

Organisations receiving grants are required to report back to Council after the project/event has been completed.



A form will be provided and you will be notified of the date by which it must be returned.

All successful applicants agree that they will:

- Upon request, provide ATC with copies of accounts / receipts of spending to evidence that expenditure has been correctly incurred.
- Return any under spends.
- Ensure that grants are spent for the purposes stated on the application only.
- Provide the Council with the report within the specified timeframe.

ATC representatives *may* request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.

OTHER TERMS & CONDITIONS

- The applicant must abide by all relevant laws and regulations when carrying out their project, event or activity. ATC reserves the right to request sight of the organisation’s policies.
- All organizations are required to acknowledge receipt of funds within 21 days of payment being received.
- Failure to comply with any of the requirements or conditions specified in this policy may result in the Town Council requesting that any funds granted are returned.
- If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Andover Town Council into disrepute, action will be taken and the grant terminated

POLICIES OR PROCESSES TO BE READ IN CONJUNCTION WITH THIS DOCUMENT

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| <ul style="list-style-type: none"> • Privacy Statement • Publication Scheme • Terms of Reference for C&E Working Group | <ul style="list-style-type: none"> • Grant Application Procedure • Grant Application Form. |
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FURTHER ASSISTANCE

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk.

Alternatively, you may write to us at Andover Town Council, 38 Chantry Way, Chantry House, Andover, Hampshire, SP10 1LS.