



INTRODUCTION

Andover Town Council requires that all grant applications are reviewed fairly and against the same criteria. Full Council will review the applications periodically throughout the year and it is essential that all information is provided to Councillors clearly to aid their decision making.

PROCESS

STEPS TO BE TAKEN.	BY:
1. Applicant downloads Application form from website or is sent the form by Officers.	C.O.
2. Officers receive the application form by email / post and inform Town Clerk.	C.O.
3. Full Council Agenda (for relevant meeting) is updated	T.C.
4. Applicant is informed of the proposed Full Council review date.	C.O.
5. Officer checks for documentation / information supplied and liaises with applicant.	C.O.
6. Officer completes the internal checklist.	C.O.
7. Officer compiles the summary sheet and back up paperwork for C&E WG review.	C.O.
8. WG review and advise officer of any outstanding questions.	W.G.
9. Officer obtains outstanding information from applicant.	C.O.
10. When WG have completed review, officer adds any additional information to: a. Summary Sheet b. back up paper work.	C.O.
11. Officer sends Summary sheet to Town Clerk for inclusion as an Agenda Item.	C.O.
12. Officer sends Summary Sheet and Back up papers to all Councillors confidentially, ready for review at Full Council meeting per the schedule.	C.O.
13. Applicant is invited to attend the Full Council meeting.	C.O.



INTERNAL CHECKLIST

Application from:	Organisation name:	
Date received:		
Next Full Council review:		
Date given to WG:		
Date reviewed by WG:		
Date given to Town Clerk:		
Checks to be made:	Tick when completed:	
1. Check the charity number on Charities commission website.		
2. Is the organisation exempt?		
3. Check Trustees names versus signatures on application.		
4. Is the project / event / activity in Andover?		
5. The project / activity hasn't already taken place?		
6. Is the project / event / activity clear to understand?		
7. Has evidence of need been demonstrated by a survey / feedback form or other means?		
8. Does the application clearly show which groups of people benefit?		
9. Does the application show a reasonable amount of people will benefit? Is the estimate realistic or just unjustified?		
10. Is the breakdown of costs supported by any information?		
11. Are the organisation insured?		
12. Do we have insurance details?		
13. Is public liability over £ million?		
14. Are permission or consents or licences required and have they been evidenced?		
15. Have we been sent a risk assessment?		
16. Have we received copies of DBS checks?		
17. Have we received a copy of the Safeguarding policy?		
18. Is there a site plan?		
19. Have we been given a copy of the constitution?		
20. Do we have bank statements for all the bank accounts?		
21. Is the total reserve held greater than the last annual expenditure?		
22. Have we received the last approved accounts?		
23. Is the beneficiary bank in the name of the organisation?		
24. Has the summary report been completed?		
25. Has the summary report been sent to the Town Clerk?		



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.

EXTRACT FROM COMMUNITY & EVENTS WORKING GROUP DRAFT TERMS OF REFERENCE:

CURRENT WORDING FOR C&E WG REVIEW:

Responsibility:

Grants

1. To ensure there is publicity surrounding ~~oversee and publicise~~ the Grant Funding the Council releases each year.
2. To appoint a Working Group * to assess applications for funding ~~that have been completed by Officers **~~.
3. To make ~~recommendations-decisions~~ for awarding Grants on behalf of the Council, within the Grant budget.

POTENTIAL CHANGE FOR FULL COUNCIL REVIEW:

Responsibility:

Grants

1. To ensure there is publicity surrounding the Grant Funding the Council releases each year.
2. To appoint a Working Group of at least 3 members, comprised only of Councillors to assess applications for funding ~~that have been completed by Officers and ready for Council review and;~~
3. To make ~~recommendations~~ for awarding Grants to the Council, within the Grant budget.

Recommendations for discussion by the C&E working Group on 31st May 2023.

Clause	Comments:
Grants – no.2	* Insert “of at least 3 members, comprised only of Councillors” and insert ** “ and ready for Council review and;” at the end.
Grants – no.3	Delete “on behalf of” and replace with “to”.