



ANDOVER TOWN COUNCIL

Full Council Report

Report to:	Full Council
Date of meeting:	9 September 2026
Report title:	Adoption of the Amended Grant Funding Policy
Report author:	Town Clerk/RFO
Status:	Public
Appendices:	Appendix A: Amended Grant Funding Policy, as recommended for adoption by the Grants Committee

1. Purpose of Report

1.1 To present the amended [Grant Funding Policy](#), as recommended by the Grants Committee, and to seek Full Council's approval to adopt it, together with the online [grant application form](#) embedded within the Policy.

2. Background

2.1 At its meeting on 25 August 2026 (minute G 019/08/26), the Grants Committee resolved to recommend the amended Grant Funding Policy to Full Council for approval.

2.2 The amended Policy is a more comprehensive and shorter document than the version it replaces. It sets out, in one place, who may apply, what evidence is required at each level of funding, how decisions are made, and the conditions attached to every award, and is shown at Appendix A. Applications are made using a single online form, embedded within the Policy, which is also brought to Full Council for approval as the Council's official application channel.

2.3 The amendment expands the guidance available to applicants and Members on grant tiers, evidence requirements and Service Grants, while remaining more concise and easier to navigate than the Policy it replaces.

3. Key Provisions of the Policy

3.1 The Policy is structured around the following key provisions:

1. Legal basis: grants are made under the Council's General Power of Competence, section 137 of the Local Government Act 1972, or a specific statutory power where one applies, with the enabling power recorded in the minute of every award;
2. Grant tiers and delegation: Small (up to £150), Medium (£150.01–£1,500) and Large (£1,500.01–£5,000) grants are decided by the Grants Committee; grants over £5,000 and all Service Grants, of whatever value, are decided by Full Council on the Committee's recommendation;
3. Tiered evidence: a single checklist sets out the supporting evidence required at each tier, so that assurance is proportionate to the value of the award;
4. No retrospective funding: costs incurred before the date of the award decision are not eligible;
5. Service Grants: awarded for a maximum of one financial year at a time, with continued funding never automatic and requiring a fresh application and monitoring reports;
6. Online application: a single online application form, embedded within the Policy, is used alongside the paper form for all grant tiers;
7. Award conditions: every award is subject to a signed offer letter, spend within the same financial year, retention of receipts, and a written report on how funds were spent;

4. Reasoning

4.1 A more comprehensive, more concise policy. The amended Policy expands the guidance available to applicants and Members on grant tiers, evidence and Service Grants, while being drafted more concisely than the Policy it replaces, making it easier to use as a single point of reference.



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4.2 Proportionate assurance. The tiered evidence requirements keep small applications simple while requiring stronger financial and governance assurance as the value of the award increases, protecting public funds without creating unnecessary burden for small community groups.

4.3 Clear governance and delegation. Setting out decision-making thresholds in one table removes any ambiguity about which body decides which applications, and ensures that higher-value and recurring commitments (Service Grants) are always decided by Full Council.

4.4 Financial control. The no-retrospective-funding rule and the annual re-application requirement for Service Grants ensure that grant expenditure remains a matter of ongoing Member oversight rather than an open-ended commitment.

4.5 Statutory compliance. The Policy sets out the Council's statutory powers to grant-aid, including the General Power of Competence and section 137 of the Local Government Act 1972, and requires the Responsible Financial Officer to monitor cumulative section 137 expenditure against the prescribed per-electoral limit.

4.6 A single application channel. Approving the online grant application form embedded within the Policy, alongside the Policy itself, ensures applicants have one clear, accessible route to apply, consistent with the evidence requirements set out in the Policy.

5. Financial and Resource Implications

5.1 The Policy does not itself commit any additional expenditure. Grants continue to be funded from the existing budget lines (budget code 4190 – Grants, and, for Service Grants, budget codes 4700/26 and 4700/27), within the budget approved by Full Council each year. Minor officer time will be required to update the Council's website and application documentation to reflect the adopted Policy.

6. Recommendations

6.1 That Full Council:

8. Approves the amended Grant Funding Policy at Appendix A, as recommended by the Grants Committee (minute G 019/08/26);
9. Approves the online grant application form embedded within the Policy (<https://forms.cloud.microsoft/e/TWkD1Q153A>) as the Council's official online application channel;
10. Notes that the Policy supersedes the Grant Funding Policy and Procedure approved on 22 October 2025; and
11. Instructs officers to complete the document control information (approval date and Full Council minute number), publish the adopted Policy, and review it at least annually as set out in section 10 of the Policy.