ANDOVER TOWN COUNCIL

Grants Committee

Grant required inclusions before review by Committee

To accompany each Grants Committee Agenda.

Requirement	Small ≤ £150	Medium £150.01–£1,500	Large £1,500.01–£5,000	Revenue Grant
Completed application form (Parts A–B)	✓	✓	✓	✓
How the grant meets the Council's priorities and benefits local people	✓	✓	✓	✓
Charity, voluntary or other not-for-profit organisation	✓	✓	✓	✓
Statement of compliance with the Equality Act 2010	✓	✓	✓	✓
Bank account in the organisation's name	✓	✓	✓	✓
Two unrelated bank signatories (Part C declaration)	—	✓	✓	✓
Governing document (constitution, memorandum or articles)	—	✓	✓	✓
Most recent approved accounts	—	✓	✓	✓
Itemised cost estimates or quotes	—	—	✓	✓
Bank statements for the last three months (sensitive data may be redacted)	—	—	✓	✓
At least three unrelated members on the management committee or board	—	—	✓	✓
Previous year's operating budget and proposed KPIs (Part D)	—	—	—	✓