



Andover Town Council

To update members on work being undertaken by The Grants Policy Working Group who are working to streamline and improve Grant Funding within Andover Town Council.

Item No.
17

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Background:

Andover Town Council's (ATC) Grants application procedure is seen to be over complicated for the majority of applicants. The feedback from service users accessing ATC's grant funding was that the application process is labour intensive and that the information Andover Town Council is requesting was disproportionate to the funding applied for (in some, not all cases).

After this feedback was received and as part of Andover Town Council's Business Plan, it was decided that the Grant Funding Policy and subsequent processes would be reviewed to ensure that the best possible service to the community is being offered.

A working Group was formed and held their first meeting on 6th May 2025.

Update:

The Working Group has undertaken useful research to compare ATC's grant application with other local council's grant application process, in order to improve ATC's current practices. For example, the working group have agreed that a 'tiered' approach will be a beneficial update to the policy Andover Town Council have. Offered tiered grant applications means Andover Town Council will be able to offer a less labour-intensive application for a £250 application VS a £4,000 grant application. Both will be expected to supply supporting documentation but what exactly we ask for will vary depending on the amount being applied for. This will allow smaller seedling Organisations to benefit alongside the larger, more established Organisations who currently access the service.

The Working Group will be discussion Criteria and doing 'mock applications' using the new criteria to test it's effectiveness and to determine if it works in real world scenarios.

Next steps:

A stakeholders session will be taking place once we have a version of Criteria we believe works well, this invitation will be sent to previous & current service users of our grant funding service. The Community & Events Officer has already had great response from local Organisations willing to participate in these stakeholder sessions. This is vital to see if they believe what has been created will work out in the community, the working group was formed from the feedback provided by service users therefore, it is felt that their input will be invaluable.

Once the criteria and policy have been established and finalised, the Working Group will look to take the application process 'online' using Microsoft Forms. The aim is to have a centralised, electronic space where organisations fill in their application, upload supporting documents and can track the applications progress in real time through this method.

The deadline which the Working Group are working towards is September 2025 and with the great progress already made by the Working Group, it is believed to be an achievable target.