



## Andover Town Council

# Extraordinary Grants Funding Policy and Procedure

### Introduction

Andover Town Council ('the Council') has powers to award grants to local organisations to support their activities. In doing so, the Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed.

### Policy

#### Purpose

The Council recognises that local not for profit organisations deliver valuable services over a number of years to the local community in the Council area. Many services are non-statutory or are filling a gap left by others. Their projects meet local people's needs and provide services and activities which would otherwise not be delivered. Others enrich the cultural, social and environmental life of the area. The Council understands that, in many cases, such organisations have limited resources and rely on fund raising and donations to continue to operate. This Exceptional Grants Funding Policy and Procedure has been established to recognise the role of such organisations in delivering sustainable services over multiple financial years.

The Council has powers to spend limited amounts for purposes where no other specific powers are granted. The spending must be for direct benefit in the Council's area or a part of it, must benefit all or some of the residents, and cannot benefit an individual.

#### What does this policy include?

The scope of this policy includes supporting a broad range of core running costs including for example, staffing, travel and subsistence, over several financial years. Detailed eligibility requirements are set out below.

The adopted Andover Town Council Business Plan 2025/27 sets aside dedicated funding for supporting services for younger and older people in the Council's area. Residents have told us they are concerned about facilities for young people, knife crime, anti-social behaviour, community

safety and loneliness in older people. The Council welcomes applications from organisations which help meet the following three Council priorities:

1. Help make Andover a welcoming, safe, and well cared for town
2. Engage with Andover community stakeholders to provide targeted support for residents, taxpayers and businesses
3. Set justifiable budgets to deliver cost effective services

## What are the Council's criteria?

The Council considers applications for funding against the following criteria:

- meeting the Council's priorities as set out above
- the organisation applying is a charity, voluntary organisation, or not for profit organisation
- how the organisation complies with the Equalities Act 2010
- the long-term viability of the organisation
- defined outcomes for younger or older people, for example, reduction in anti-social behaviour or loneliness in older people, set against strong measurable metrics and performance indicators.
- embedded safeguarding standards for either young or older people, for example, mandated Disclosure and Barring Service (DBS) checks, staff training in child protection and a safeguarding policy which is aligned with statutory guidance
- how local people benefit, as set out by the [Charities Commission](#), in summary:
  - have a beneficial purpose in a way that is identifiable and capable of being proved by evidence where necessary and which is not based on personal views
  - any detriment or harm that results from the purpose (to people, property or the environment) must not outweigh the benefit - this is also based on evidence and not on personal views
  - benefit the public in general, or a sufficient section of the public
  - not give rise to more than incidental personal benefit

## What this policy does not include.

The scope of this policy does not include:

- commercial enterprises which aim to generate a profit
- organisations whose sole aim is to promote a political or religious belief
- to any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010.
- services that central government provides
- accommodation costs for property where ownership (freehold or eligible lease) is not yet established
- VAT that can be recovered
- branches of an organisation that could be funded by their main organisation
- buildings which are un-insured
- capital costs

- start up for new organisations
- purchase or rental for large equipment
- applications from individuals
- applications for hospitality

## Eligibility requirements

### Eligible organisations

Eligible organisations applying for funding must

- be constituted voluntary organisations and not for profit organisations, which are financially viable with their own bank account that requires two unrelated people to authorise payments and make withdrawals.
- must have an open-door user / membership policy
- provide services that are accessible to people from all backgrounds.
- demonstrate it has good governance in place including a management committee/board of directors that includes at least three unrelated individuals.
- be locally based, or funds are kept locally

### Eligible expenditure

Eligible expenditure includes costs of core operating costs and activity directly related to the service or project being delivered including:

- items of equipment, including digital technologies
- staff costs
- travel and subsistence
- routine maintenance and repair of equipment
- accommodation related costs including rent, utilities
- volunteer training or fees to bring in additional expertise to an area
- hire costs, publicity materials, refreshments
- small items of equipment

## Procedure

Andover Town Council welcomes applications for community organisation core funding. Eligible bodies must apply using the Council's official application form, together with all supporting documentation. Supporting documentation includes

- a copy of the latest set of approved accounts
- a copy of the organisation's Constitution or similar document
- a copy of the previous year's operating budget.
- details of the account signatories and /or trustees, numbering at least two unrelated individuals – the body should have a bank account in its own name with at least two authorised representatives

- a statement, setting out why the grant is sought, how the Council's priority outcomes will be met and how the organisation aims to become sustainable in the medium term.

Eligible bodies should note that

- applications can be for any amount and may be submitted at any time in the year
- applications are considered by a sub-committee of the Community and Events Committee which includes external advisers on services for young and older people, and decided by the Full Council
- the Community and Events Sub-Committee may ask for more information about your application.
- the Community and Events Sub-Committee reserve the right to offer less than the requested amount, for example if the budget is over-subscribed.
- grants may be awarded for up to three years and shall be paid annually at the Council's discretion. At the end of the period, any re-financing or extension would be subject to a grant renewal application being submitted and reviewed and be at the Council's absolute discretion.
- if awarded, bodies will be required to confirm acceptance of a funding offer for a specified period.
- applications will only be considered if they are submitted on an official application form together with the required supporting evidence.
- grants will not be considered retrospectively
- the Council reserves the right to reclaim the grant in the event of it not being used for the purpose and time period specified in the application
- bodies seeking funds for accommodation costs must demonstrate a reasonable security of tenure in the relevant property.

## How to apply

You can contact us for an application form:

In person: Office 108, IncuHive, Chantry House, 36 Chantry Street, Andover, SP10 1LS

By email: [office@andovertc.co.uk](mailto:office@andovertc.co.uk)

By telephone: 01264 335592

## If you are successful.....

If your application is successful, the Council will confirm the decision to you in writing and ask you to

- agree the terms and conditions in a letter of acceptance, including interim reviews, site visits, impact measurements against nationally recognised standards

- undertake to spend the grant on the purpose for which it has been awarded and in the time period specified
- provide a written annual report on how the funds are spent against the project criteria
- attend the Council's annual town meeting to talk about your project and how funds have been spent
- acknowledge the Council's contribution on all publicity and printed material and to include the Council's logo, wherever possible

Please also note that

- you must abide by all relevant laws and regulations relating to the grant.