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|  | <h1 style="text-align: center;">Andover Town Council</h1> <p style="text-align: center;">To approve the draft Grant Funding Policy and Procedure with immediate effect.</p> | <p>Item No.</p>                               |
| <p><b>To:</b> Full Council</p>                                                   | <p><b>From:</b> Grants Funding Working Group</p>                                                                                                                            | <p><b>Date of Report:</b> 10 October 2025</p> |

## Decisions:

The Grants Funding Working Group recommends that Full Council **approves** the revised draft Grants Funding Policy and Procedure set out in **Annex A with immediate effect**.

## Background:

On 29 May 2025, Community and Events Committee accepted the task of developing and drafting a council grants and sponsorship strategy, based on the principles already agreed during business planning activity and work with officers to develop a grants funding strategy, policy and procedure for Full Council to approve by 17 September 2025 ([CE 035/05/25](#)). On 17 September 2025, Council referred the revised draft policy and procedure back to the Community and Events Committee to review and approve all the changes and be brought back to Full Council for final approval. (C180/09/25).

## Advice:

The revised draft Grants Funding Policy and Procedure is set out in **Annex A**, and incorporates all changes Members have discussed to date, specifically:

### 1. Revised tiers for grants as follows:

- I. Small grants of up to £150, for example, a one-off prize
- II. Medium grants between £151 and £1,500 for example, community events
- III. Large grants between £1,501 and £3,000, for example, larger scale, one-off projects.

### 2. Decision making as follows:

- I. Decisions for small grants are made by a sub-committee of the Community and Events Committee, made up of the Mayor and two Members of the Community and Events Committee, who keep the Community and Events Committee informed of grants awarded.
- II. decisions for medium and larger grants are made by the Community and Events Committee;
- III. grant applications for amounts above £3,000 will be considered and decided by the Full Council and only on a case-by-case basis and in exceptional circumstances.

The effect of these revisions is to increase the policy for general grants from £2,000 to £3,000, except in exceptional circumstances, and to ensure that decision making is normally made in a timely manner by the Community and Events Committee.

### **Recommendations**

The Grants Working Group **recommends** that the revised draft Grants Funding Policy and Procedure shown at Annex A is approved with immediate effect.

The recommendation accounts for feedback from Members and stakeholders, as well as noting the maximum amounts awarded by other councils. The Working Group recognises that a balance of good use of grant funding to as many community groups and residents as possible, and timely decision making through the policy and procedure not being unduly bureaucratic is key to an effective grants funding policy that benefits the Andover community.

### **Legal implications**

The Council has the power to award grant funding under section 137 of the Local Government Act 1972.

### **Budget implications**

There are no budget implications for revising the Grants Funding Policy and Procedure.