



Andover Town Council

Grant Funding Policy and Procedure

Introduction

Andover Town Council ('the Council') has powers to award grants to local organisations to support their activities¹. 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 projects and events that benefit the Andover community. Examples are local community events and activities that meet local people's needs and help to enrich the cultural, social and environmental life in the area. The Council understands that, in many cases, local organisations have limited resources and rely on fund raising and donations to deliver activities. This funding helps to recognise the value of one-off community activities or purchases and enable them to take place.

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 activities, projects and events such as an open day, prizes, or equipment for a community workshop. Detailed eligibility requirements are set out below.

¹ [Local Government Act 1972](#)

The Council welcomes applications from organisations which help meet two of the Council priorities²:

1. Help make Andover a welcoming, safe, and well cared for town
2. Engage with Andover community stakeholders to provide targeted support for residents and taxpayers.

The Council has adopted a tiered approach to considering applications for funding according to the value of the grant. This means the Council will need more assurance about the organisation applying and how it plans to spend the grant for larger grants than small ones. This approach is simple, straightforward and not unduly bureaucratic for smaller grants, while at the same time protects public funds.

The value of grants falls into three categories as follows:

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

What are the Council's criteria?

For all grants, including small grants up to £150, the Council considers applications against the following criteria:

- how the application meets the provisions of s137 of the Local Government Finance Act 1972.
- 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.
- how local people benefit from the grant
- evidence of a bank account in the name of the organisation.

For medium grants between £150.01 and £1,500, in addition to the above, the Council also needs to see evidence of:

- the organisation's governing document, for example, a constitution, memorandum or articles of association;
- two signatories to the organisation's bank account;
- most recent approved accounts

For large grants between £1,500.01 and £3,000, in addition to the above, the Council also needs to see evidence of:

- the last three months bank statements

² [Current - Business plan - approved FC 19.3.25.pdf](#)

- at least 3 unrelated members on its management or committee board

The Council's criteria are also set out in Table 1 below.

Table 1 – Supporting evidence required for grant applications

Supporting evidence required for grant applications		
Small grants up to £150	Medium grants between £150.01 and £1,5000	Large grants between £1,501.01 and £3,000
How the application meets the Council's priorities	How the application meets the Council's priorities	How the application meets the Council's priorities
The organisation applying is a charity, voluntary organisation, or not for profit organisation	The organisation applying is a charity, voluntary organisation, or not for profit organisation	The organisation applying is a charity, voluntary organisation, or not for profit organisation
How the organisation complies with the Equalities Act 2010.	How the organisation complies with the Equalities Act 2010.	How the organisation complies with the Equalities Act 2010.
How local people benefit from the grant.	How local people benefit from the grant.	How local people benefit from the grant.
Evidence of a bank account in the name of the organisation.	Evidence of a bank account in the name of the organisation and two signatories.	Evidence of a bank account in the name of the organisation and two signatories.
	Most recent approved accounts	Evidence of estimated costs
	The organisation's governing document, for example, a constitution, memorandum or articles of association	Most recent approved accounts
		The last three months bank statements
		There are at least 3 unrelated members on its management committee or board

		The organisation's governing document, for example, a constitution, memorandum or articles of association
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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
- any project which discriminates directly or indirectly against people with protected characteristics, as defined in the Equalities Act 2010.
- costs that can be recovered, for example VAT.
- branches of an organisation that could be funded by their main organisation
- rental costs
- applications from individuals or families
- applications for staffing or other running costs
- organisations holding unearmarked or general reserves greater than one year's running costs. Eligibility requirements

Eligible organisations 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.
- have an open-door user / membership policy
- be locally based, or funds are kept locally

Procedure

Andover Town Council welcomes applications for grant funding. Organisations must apply using the Council's official application form, together with all supporting documentation. Supporting documentation is set out above.

Eligible organisations applying should note that:

- applications can be submitted at any time in the year
- applications for small grants are decided 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.

- applications for medium and large grants are considered and decided by the Community and Events Committee.
- 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 outside of the policy.
- the Community and Events Committee, or Full Council, may decide on your application immediately or defer a decision to ask for more information.
- the Community and Events Committee reserves the right to offer less than the requested amount, for example if the budget is over-subscribed.
- grants can only be used for the purpose set out in the application.
- small, medium and large grants are intended for one-off community benefit in the financial year.
- if awarded, organisations will be required to confirm acceptance of a funding offer for a specified period and purpose.
- 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 set out or in the time period specified on the application form

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

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
- undertake to spend the grant on the purpose for which it has been awarded and in the time period specified
- provide a written report on how the funds are spent against the project criteria
- for large grants, 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 include the Council's logo, wherever possible

Please also note that

- council representatives may visit your project to look at how funds have been spent and how Andover has benefitted
- you must abide by all relevant laws and regulations relating to the grant.