



ANDOVER TOWN COUNCIL

GRANTS COMMITTEE

GRANT FUNDING POLICY AND PROCEDURE

Combined Policy — incorporating the Grants Committee Terms of Reference (approved by Full Council 10 June 2026, minute C 076/06/26) and superseding the Grant Funding Policy approved 22 October 2025

1. Introduction and legal basis

Andover Town Council ('the Council') awards grants to local not-for-profit organisations whose activities deliver clear benefit to the Andover community. In doing so the Council is mindful of its responsibility for the proper stewardship of public funds. This policy sets out, in one document, who may apply, what evidence is required at each level of funding, how decisions are made, and the conditions attached to every award.

Statutory powers

- **General Power of Competence — section 1 of the Localism Act 2011** — Andover Town Council has resolved that it meets the eligibility conditions prescribed by the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965) and therefore holds the General Power of Competence: the power to do anything that individuals generally may do. In relation to grants, this allows the Council to award funding to local organisations without the per-elector expenditure cap that applies under s.137, and without the requirement that the benefit be commensurate with the expenditure, provided the award is not prohibited by other legislation and is a proper use of public funds. Eligibility must be re-confirmed by resolution at the annual meeting of the Council following each ordinary election; the minute of each award shall record the General Power of Competence as the enabling power.
- **Section 137 of the Local Government Act 1972** — the Council may incur expenditure which, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it, or all or some of its inhabitants, provided the benefit is commensurate with the expenditure (s.137(1)). Expenditure under this power cannot benefit an individual. Section 137(3) separately permits contributions to charitable bodies and public appeal funds.
- **Section 137(4)(a) limit** — expenditure under s.137 is capped each financial year at the prescribed amount per elector, uprated annually by Government order. The Responsible Financial Officer shall confirm the current per-elector figure and monitor cumulative s.137 spend against it.
- **Specific powers first** — where a specific statutory power covers the purpose of a grant (for example s.145 Local Government Act 1972 for arts and entertainment, or s.19 Local Government (Miscellaneous Provisions) Act 1976 for recreational facilities), the Council

will rely on that power in preference to s.137, and the enabling power shall be recorded in the minute of the award.

- **Equality Act 2010** — the Council will not fund any project which discriminates, directly or indirectly, against people with protected characteristics, and applicants must confirm compliance.

Grant-making is administered in accordance with the Council's Financial Regulations, Standing Orders, and the Grants Committee Terms of Reference approved by Full Council on 10 June 2026 (minute C 076/06/26).

2. Purpose and Council priorities

Local voluntary and community organisations enrich the cultural, social and environmental life of Andover, often with limited resources. The Council's grant programme recognises and enables that work. The Council particularly welcomes applications which help to meet the priorities in its Business Plan:

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

In line with the Grants Committee Terms of Reference, the Council's purpose is to ensure that all grants are awarded fairly, transparently and consistently; deliver clear community benefit; align with the Council's Business Plan and priorities; and represent proper stewardship of public funds.

3. Governance and delegation

The Grants Committee is a Standing Committee of Full Council. It comprises up to nine Members, appoints a Chairman and Vice-Chairman annually, has a quorum of one-third of the membership (minimum three Members), and meets every three weeks as scheduled and agreed by Full Council (a meeting may be cancelled if no applications have been received). The Community and Events Officer provides administrative support under the direction of the Proper Officer.

Decision-making authority is delegated as follows:

Grant tier	Decision-maker	Typical examples
Small — up to £150	Grants Committee	Prizes, small items of equipment
Medium — £150.01 to £1,500	Grants Committee	Community events and activities
Large — £1,500.01 to £5,000	Grants Committee	Larger one-off projects
Over £5,000	Full Council, on the recommendation of the Grants	Exceptional projects outside the normal tiers

Grant tier	Decision-maker	Typical examples
	Committee; exceptional circumstances only	
Service Grants (any value)	Full Council, on the recommendation of the Grants Committee	Annual support for a defined local service

Budget

All small, medium and large grants are funded from budget code 4190 – Grants, Service Grants, however, can be funded from budget codes Youth Services – 4700/26 and +55 Services – 4700/27. The Grants Committee monitors and approves expenditure from these budgets and shall not commit funds in excess of the budget approved by Full Council. The Committee reserves the right to award less than the amount requested, for example where the budget is over-subscribed.

No retrospective funding

In accordance with the Grants Committee Terms of Reference and this policy, no retrospective funding shall be awarded. Costs incurred before the date of the award decision are not eligible.

Urgent matters

Any two elected Members, normally the Chairman and Vice-Chairman of the Grants Committee, may be consulted by the Town Clerk to deal with urgent matters within the Committee's remit which may have legal or financial implications and where time constraints prevent calling a normal meeting. Any urgent decision must comply with Standing Orders and the Council's Financial Regulations, including Financial Regulation §5.18 (Clerk's emergency expenditure of up to £2,000 excluding VAT). All urgent decisions shall be reported to the next meeting of the Committee. Where the urgency exceeds these limits, an Extraordinary Meeting shall be called by the Proper Officer in accordance with Standing Orders.

Conduct, recording and reporting

- All Members shall comply with the Council's Code of Conduct and declare any disclosable pecuniary interests before consideration of an application.
- Voting shall be conducted in accordance with the Council's Standing Orders, and all decisions recorded in formal minutes maintained by the Proper Officer, including the enabling statutory power.
- All decisions shall be reported to the next Full Council meeting, stating the organisation's name, the amount awarded, and the purpose.

4. Grant tiers and supporting evidence

The Council takes a tiered, proportionate approach: the larger the grant, the more assurance the Council requires about the applicant and the proposed spend. This keeps applications simple for small grants while protecting public funds at higher values. The table below is the single checklist for every tier, applicants need only provide the items ticked for the amount they are requesting.

Requirement	Small ≤ £150	Medium £150.01– £1,500	Large £1,500.01– £5,000	Service
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)	—	—	—	✓

A single application form is used for all grants, structured in parts: Part A (organisation and contact details) and Part B (the project and its community benefit) are completed by everyone; Part C (governance and financial assurance) is completed for medium and large grants; Part D (service proposal and key performance indicators) is completed for Service Grants only. Applicants complete only the parts relevant to their tier, this Can be done online at [Andover Town Council - Grant Funding Application – Fill out form](#).

5. Eligibility

Eligible organisations must:

- be constituted voluntary or other not-for-profit organisations which are financially viable, with a bank account in the organisation's name requiring two unrelated people to

authorise payments and withdrawals (small grants excepted from the two-signatory requirement);

- have an open-door user or membership policy;
- be locally based, or demonstrate that the funds will be applied for the benefit of Andover residents.

This policy does not fund:

- 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 Equality Act 2010;
- costs that can be recovered from elsewhere, for example VAT;
- branches of an organisation that could be funded by their parent organisation;
- rental costs;
- applications from individuals or families (grants under s.137 cannot benefit an individual);
- staffing or other running costs, except through a Service Grant approved by Full Council under section 6;
- organisations holding unearmarked or general reserves greater than one year's running costs;
- retrospective costs of any kind.

6. Service Grants

A Service Grant supports the ongoing running of a defined local service where one-off project funding is not appropriate. As Service Grants represent a recurring call on public funds, every Service Grant, of whatever value, is decided by Full Council on the recommendation of the Grants Committee.

In addition to the standard requirements, Service Grant applicants must:

- set out the service proposal and how its impact on the community will be measured, including the key performance indicators the organisation will report against and how often they will be reviewed;
- confirm that the service is not one already provided by central government or another local organisation;
- provide the organisation's previous year's operating budget;
- confirm at least three unrelated members on the management committee or board.

Service Grants are awarded for a maximum of one financial year at a time. Continued funding is never automatic and requires a fresh application, supported by the monitoring reports for the previous award.

7. How to apply

Applications may be submitted at any time of year on the Council's official application form, or on the online form [Andover Town Council - Grant Funding Application – Fill out form](#), together with the supporting evidence in the table at section 4. Applications will only be considered if submitted on the official form, or online, with the required evidence; the Community and Events Officer will check each application on receipt and will contact the applicant once to identify anything missing before it is scheduled for a meeting.

Because the Grants Committee meets every three weeks, complete applications will normally be considered at the next scheduled meeting. Applications requiring a Full Council decision (over £5,000, or Service Grants) will be considered by the Grants Committee first and then referred with a recommendation to the next available Full Council meeting.

Application forms are available:

- In person: Office 107, IncuHive, Chantry House, 36 Chantry Street, Andover, SP10 1LS
- By email: office@andover-tc.gov.uk
- By telephone: 01264 335592
- Online: [Andover Town Council - Grant Funding Application – Fill out form](#)

8. Assessment and decision

The Committee (or Full Council) assesses each application against the criteria in this policy, namely: compliance with s.137 of the Local Government Act 1972 or other enabling power; alignment with the Council's priorities; the applicant's not-for-profit status; Equality Act 2010 compliance; the benefit to local people; and the financial assurance evidence appropriate to the tier. The Committee may decide an application at the meeting, defer it to seek further information, award the full amount, or award a reduced amount. Applicants will be notified of the outcome in writing, with the minute number of the decision.

9. Award, payment and conditions

Every award is subject to acceptance of a written offer letter, signed by a person authorised on behalf of the organisation. By accepting, the organisation agrees that:

- the grant will be spent only on the purpose set out in the application, within the same financial year as the award, failing which the funds will be returned to the Council in full, subject to discussion with the Council;
- receipts for items bought with the grant will be retained for a minimum of twelve months and produced on request;
- costs incurred before the award decision are not eligible for reimbursement;
- any significant change to the project will be notified to the Council using the contact details in the offer letter;

- the Council's financial contribution will be acknowledged, using the authorised Andover Town Council logo, in all promotional material relating to the funded activity;
- a written report will be provided on how the funds were spent against the project criteria, and, for large grants, a representative will attend the Council's Annual Town Meeting to speak about the project;
- Council representatives may visit the project to see how funds have been spent and how Andover has benefitted;
- all relevant laws and regulations relating to the grant will be complied with.

Payment is made by bank transfer only, to the account named in the application, once the signed offer letter has been returned. Payments are processed in accordance with the Council's Financial Regulations. The Council reserves the right to reclaim any grant not used for the stated purpose or within the specified period.

Bank details and personal information provided in applications are processed in accordance with UK data protection legislation (UK GDPR and the Data Protection Act 2018) and the Council's privacy policy, and are used solely for the administration of the grant.

10. Monitoring and review

- The Grants Committee reviews this policy and recommends any changes to Full Council, and ensures robust governance, transparency and audit compliance in the operation of the grants programme.
- The Responsible Financial Officer monitors cumulative expenditure under s.137 of the Local Government Act 1972 against the annual per-electoral limit and reports the position to the Committee.
- A schedule of all grants awarded (organisation, amount and purpose) is reported to Full Council and forms part of the Council's transparency publications and year-end audit records.
- This policy will be reviewed at least annually, or sooner if legislation or the Council's Financial Regulations change.

Document control	
Version	Combined Policy v1.0 (draft for approval)
Supersedes	Grant Funding Policy and Procedure approved 22 October 2025
Aligned with	Grants Committee Terms of Reference, approved by Full Council 10 June 2026, minute C 076/06/26
Approved by Full Council	9 September Minute no.: C 191/09/26
Review date	annually