



INTRODUCTION

Andover Town Council (ATC) is funded by the residents of Andover. A small fund is collected via the precept and made available for community grants.

The Council uses the General Power of Competence to permit the giving of grants, and the fund is agreed in January every year. The fund yearly total can be viewed in the budget report under code 4190. Grants are given each year aiming to support:

- Measures contributing to a positive, clean, healthy and happy town.
- Actions to promote a thriving, inclusive and resilient community.
- Projects with proven environmental benefit to the town.
- Local people to participate and feel ownership of ideas, spaces and assets locally.
- Events or facilities which enrich physical, mental and emotional health of the town's residents.
- Any other direct positive impact for Andover Town residents.

All awards are made on a discretionary basis.

ELIGIBLE ORGANISATIONS

The following types of groups can apply:

All types of Not-for-Profit Organisations, including but not limited to:

- Voluntary Organisations run by unpaid volunteers.
- Clubs or Societies or Not for profit organisations.
- Parent / Teacher Associations (Not schools.)
- Apolitical, or groups which are not primarily political organisations.
- Charities and Charitable Incorporated Organisations (CIOs)

The groups must:

- Hold at least one bank account in the organisation's name, which requires at least 2 signatories.
- Demonstrate that the organisation is responsibly managed, with clearly defined aims and objectives.
- Be open to everyone, not selective in membership and compliant with The Equalities Act 2010.

CRITERIA

Applications must:

- Give benefit to everyone and be compliant with The Equalities Act 2010.
- Demonstrate that at least 75% of the people benefiting from the grant, live in the Town.
- Not be requests for individuals or families.
- Benefit people of all faiths, even if it is made by a religious organisation.
- Demonstrate clear evidence of need for the project, activity, event or equipment or service.

**Financial restrictions – applications must**

- Be for less than 75% of the overall cost.
- Not be made if the organisation holds unearmarked or general reserves greater than one year's running costs.
- Be for funding for the costs of specific assets, equipment or services for a project, event or activity in order for it to proceed.
- Not be to cover running costs of organisations.
- Not be retrospective.
- Not cover any costs that will be otherwise recovered.

DOCUMENTATION**Application forms must be accompanied by copies of:**

- The applicant's Safeguarding policy.
- The applicant's current Public Liability insurance.
- Confirmation that two Trustees/Volunteers are DBS checked if the organisation works with children or vulnerable adults.
- Bank Statements for the last three months, showing the organisation holds no more than 75% of its annual expenditure as savings.
- Last audited annual accounts as approved by the organisation.
- Any relevant Risk Assessment(s).
- Andover Town Council's application form.

TIMEFRAME

The Council commits to assessing grants as soon as possible following receipt of all completed documentation and requested information.

AWARDS**Applicants agree that:**

- The amount of the grant awarded will be at the sole discretion of Andover Town Council.
- Any organisation who has been awarded a grant, may not apply for another grant until:
 - Any outstanding grant report has been received.
 - Any questions from Council have been satisfactorily answered.
 - Any underspend or refundable grant has been returned. (If necessary.)

PUBLICITY**Andover Town Council requires that:**

- The Town Council's logo is used on all published information about the funded project, event or activity.
- The Town Council is mentioned in press, on social media and associated publicity.
- Photos are supplied from the project or event.
- Permission is granted to publish grants awarded on its website.



MONITORING & REPORTING

Organisations receiving grants are required to report back to Andover Town Council, using a form provided.

Andover Town Council may request:

- To see copies of accounts / receipts of spending.
- The Return of any under spend.
- Evidence that grants were spent for the purposes stated on the application.

Andover Town Council representatives may visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.

OTHER TERMS & CONDITIONS

- The applicant must abide by all relevant laws and regulations when carrying out their project, event or activity. Andover Town Council reserves the right to request sight of the organisation's policies.
- All organizations are required to acknowledge receipt of funds within seven 7 days.
- Failure to comply with any of the requirements or conditions specified in this policy will lead to the grant being reclaimed.
- If Andover Town Council becomes aware of circumstances which could bring its reputation into disrepute, the grant will be reclaimed.
- If the event or project does not take place or is substantially different to that described in the application then the grant will be reclaimed.

POLICIES OR PROCESSES TO BE READ IN CONJUNCTION WITH THIS DOCUMENT

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| <ul style="list-style-type: none"> • Privacy Statement • Publication Scheme • Terms of Reference for C&E Working Group | <ul style="list-style-type: none"> • Grant Application Procedure • Grant Application Form. |
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FURTHER ASSISTANCE

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk.

Alternatively, you may write to us at Andover Town Council, 38 Chantry Way, Chantry House, Andover, Hampshire, SP10 1LS.