



ANDOVER TOWN COUNCIL

GRANTS POLICY – 2020

The Town Council's policy for Grants

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The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION



Grants Policy 2020

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

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, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.



1. General Principles

Andover Town Council is only funded by the local residents of Andover and therefore has limited funds available to assist community organisations, currently £15,000 per year.

The Town Council can only award grants using certain legal powers. Where there is no statutory power specific to the activity of the grant application, the Council can use Section 137 of the Local Government Act 1972 to give grants to community associations. Other powers including section 11, and Community Infrastructure Levy (CIL) will need to be specified. These powers can only be used if they will benefit some or all of its residents or some or all of the area and where the benefit obtained is commensurate with the expenditure incurred.

Subject to funding being available, Andover Town Council is committed to providing assistance and support to local community groups which are set up to promote and improve community life for Andover residents. The Council's financial support is provided by way of Grants which are decided against conditions set by Andover Town Council. They are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Town Council's Policy on Grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects and activities to the residents of Andover.

In general, the following principles apply:

- Funding will be given on a need basis, merit of the project and overall benefit to the local community.
- Applicants must clearly show how any assistance given will benefit the people living in Andover.
- Funding will normally only be awarded up to a maximum value of £1,000, depending on the Council's budget allocation and may be subject to constraint.
- All funding given will be subject to monitoring and evaluation of the outcome of the project or activity.
- Organisations should not make a presumption that funding will continue a year on year basis.

2. Purpose

The purpose for which the grant is made must be in the interest of the Andover area or any part of it or some or all of the inhabitants of the Parish of Andover, which is defined by the boundaries of the Town Council. The benefit to the area must be commensurate with the expenditure.

The critical words are 'some or all' – in both cases. This means that the Town Council cannot award grants to individuals and cannot award grants where the activity would not obviously benefit the Andover parish area – however worthy the project might be.



Grants must meet the Town Council's grant criteria and applications must be made on the Town Council's application form. Details on how to apply for a grant are set out below.

3. General Conditions

1. All projects must acknowledge Andover Town Council's financial contribution in all marketing material. The Town Council's logo will be provided.
2. No funding will be available to contribute to a surplus for a charitable contribution or to increase an organisation's reserves.
3. Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the Andover area where the benefit will be for this area alone.
4. Grants will not be awarded to regional or national charities unless it is for a specific project in the Andover area where there will be an obvious benefit to the Council's area.
5. Only one grant will be made from this Grant Scheme for a particular project or activity, in any financial year.
6. No grant will be awarded to or for any commercial venture or private gain.
7. Retrospective applications will not be funded where the expenditure has been made, the project has been carried out, or the activity has taken place.
8. On completion of the project or activity, all grant recipients are required to provide the Town Council with a brief report, including photographs, of how the grant has been used, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the completion of the project or activity.
9. If the grant is not spent or funds remain after the project, the grant recipient or organisation will be required to repay the remaining monies to the Town Council.

4. Who can apply for an Andover Town Council Grant?

- Voluntary groups, not for profit organisations, incorporated clubs and societies who:
 - Have a constitution or set of rules or equivalent.
 - Have a bank or building society account.
 - Have approved annual accounts.
 - Contribute to the well-being of Andover residents or the environment of Andover.
- Schools within the Parish of Andover, in relation to their wider community role.



- Andover Town Councillors (where there is no external sponsoring organisation).

5. Who cannot apply for an Andover Town Council Grant?

- Individuals.
- Organisations involved in party political activities.
- Companies who aim to make a profit.
- Statutory bodies.
- Religious groups.

6. How much can I apply for?

- The maximum grant is normally £1000.
- In exceptional circumstances, where an application demonstrates significant benefit to Andover, a larger grant may be considered.
- Up to two thirds/75% of the cost of the project or activity.

7. What is not allowed to be applied for?

Funding will not be provided for:

- Costs for general routine maintenance of buildings and equipment are not eligible.
- Organisations to pass grant funding directly onto other organisations or individuals.
- Organisations who already hold surplus funds and which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.

8. What type of projects and activities will be considered?

All projects and activities that promote and improve community life for Andover residents will be considered. This includes:

- Community (babies & toddlers, children, youth, adult, elderly and disabled).
- Social inclusion.
- Health and well-being.
- Cultural and arts.
- Heritage.
- Leisure, sport and play.
- Community buildings and village halls.
- Community transport.
- Environmental.



9. What information must be provided?

- A copy of the organisation's constitution, set of rules or equivalent.
- A copy of the organisation's latest set of accounts, or if a new organisation, a projected budget for the first year together with a bank/building society statement.
- Details of any relevant activities, events and public performances scheduled for this year.
- A fully completed, signed and dated application form.
- Details of one or more Town Councillors who have endorsed this application.

10. How do I apply for an Andover Town Council Grant?

Application forms are available from Andover Town Council.

Write to:

Andover Town Council
68b High Street
Andover
Hampshire
SP10 1NG
Telephone: 01264 335592
Email: info@andovertc.co.uk

If you need any help of assistance with your application, please contact the Town Council via the above address, telephone number or email address.

11. Audit and Review

This policy will be updated as necessary.

11. Document Information

Title:	Grants Policy
Status:	3 rd Draft
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Consultation:	Events Committee
Approved by:	Council



Grants Policy 2020

Approval Date:	26 February 2020
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Next Review:	February 2022

12. Document Control

Date	Version	Description	Sections Affected	Approved by
July 2019	1	1 st Draft	All	Council
Feb 2020	2	2 nd Draft	All	Events Committee
Feb 2020	2	2 nd Draft	All	Council
Feb 2020	3	1 st Draft	All	Council

Disclaimer:

A printed version may not be the current version.

A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.