



# Lytham Town Council Community Grant Scheme

(Adopted: 25/02/2026, Review due: 25/02/2027)

## 1. Introduction

Lytham Town Council recognises the significant contribution made by voluntary and community organisations in supporting the wellbeing, vibrancy and inclusivity of the town.

This scheme provides financial assistance to eligible organisations delivering projects or services within Lytham which demonstrably benefit its residents, businesses and visitors.

## 2. Purpose and Scope

The Council recognises its responsibility to manage public funds with appropriate diligence and scrutiny. Funding provided within this scheme is drawn from the Council's Precept based Budget and will only be used where it is legally appropriate and necessary to enable the delivery of Council priorities for the Community.

Under no circumstances will any decision to award a grant under this scheme be made without appropriate and lawful Council oversight and decision making, and only in accordance with the Local Government Association's Code of Conduct for Councillors.

## 3. Legal Basis and Compliance

Grants will only be awarded where there is a legal basis for the expenditure of public funds. Grants may be awarded by Lytham Town Council under:

- The General Power of Competence (where the Council has met the conditions for adoption of this power).
- Any other relevant, statutory legal power
- Section 137, Local Government Act 1972 (where other power may not be available)

**NB:** All expenditure must demonstrate clear and proportionate benefit to Lytham.

## 4. Scheme Objectives

Funding will only be made available in relation to applications which for projects that:

- Improve community wellbeing
- Promote social inclusion and create a welcoming town for all
- Support age diversity (youth and older residents)
- Enhance accessibility without harming heritage
- Strengthen community cohesion
- Support environmental sustainability
- Enhance local cultural, civic or community life

## 5. Grant Categories

Lytham Town Council makes provision for two different levels or categories of grant.

- Type A - Small Community Grant - Up to £500
- Type B - Standard Community Grant - Between £501 - £2,000

When making its decisions - the Council may award less than the amount requested. The Council may also agree to fully-fund, part-fund or match-fund applications.

**NB:** Only one application per organisation per financial year will be considered unless exceptional circumstances apply.

## 6. Eligibility Criteria

**Applicants must:**

- Be a not-for-profit organisation, a charity, a CIC or a constituted community group.
- Have a governing document.
- Have a management committee or trustees.
- Deliver activity within Lytham.
- Demonstrate standards and values which align with the Council's Code of Conduct<sup>1</sup>.
- Demonstrate clear benefit to Lytham residents, businesses or visitors.
- Provide quotations or invoices for proposed expenditure.
  
- Demonstrate by means of evidence that the organisation for which they are applying manages its funding through a bank account not shared with any other organisation or person, or for any other purpose (if seeking a cash grant which would be payable to this account)
- Demonstrate the financial position of the organisation by providing when required a copy of the most recent Bank account statement(s) -  
**NB:** These final two criteria are to enable effective risk assessment of the provision of public funds.

---

<sup>1</sup> The Code of Conduct relates to that which was agreed and adopted by Lytham Town Council on its formation, a link to this is shown [here](#)

### **Geographic Requirement**

Funding **MUST** support activity delivered within Lytham.

Applications from organisations operating beyond Lytham (e.g. borough-wide or national bodies such as the Royal National Lifeboat Institution) will only be considered where:

- The funded activity takes place within Lytham.
- Clear evidence of Lytham-specific benefit is provided.
- Costs attributable to Lytham are clearly identified within the application.

### **Ineligible Applications**

The Council will not normally fund:

- Individuals.
- Commercial businesses.
- Any form of Political or Advocacy activities by any group, whether these are in support of any local, regional, national or international issue(s).
- Retrospective applications.
- Activities that are statutory responsibilities of another authority.
- Projects not delivered within Lytham.
- Applications submitted by any member of Lytham Town Council.

## **7. Types of Funding which can be applied for.**

### **○ Specific Project or Activity Funding (Preferred)**

This is funding for defined projects, events, equipment, or time-limited activities with measurable outcomes.

**NB:** This is the preferred nature for applications.

### **○ Core Funding (Exceptional)**

**Core or general running cost support will only be considered where:**

- The organisation is Lytham-based or delivers substantial services within Lytham.
- The organisation provides demonstrable, essential community benefit.
- Failure to support would significantly impact Lytham residents.
- The organisation demonstrates the financial need to seek core funding in this manner.
- Clear outcomes for Lytham **MUST** still be evidenced.

**Core funding will not normally be awarded consecutively without review.**

**NB:** Outside of this scheme, the Council may 'contract' services from Volunteer or Community groups to provide locally delivered outcomes in accordance with the Council's business plan & priorities.

## **8. Financial Control and Due Diligence**

The Council will not normally issue unrestricted cash grants.

Payment will usually be made by:

- Direct settlement of supplier invoices; or
- Reimbursement upon proof of payment (at Council discretion)

**NB:** All payments are subject to Lytham Town Council Financial Regulations and audit requirements.

### **Budget Setting:**

The total annual grant budget will be determined during the Council's budget-setting process.

## **9. Record Keeping**

The Clerk will maintain a Register of all applications received and grants awarded, together with supporting rationale used to justify the award - including evidence of an evaluation of any grant's impact.

This register will be reviewed annually and published on the Council's website.

## **10. Application Process**

Applications may be submitted at any time.

One decision window will operate per year.

This will be held in May to align with budget setting and project monitoring.

Small discretionary funds may be available on a rolling basis which will be notified on the website.

Applications must include:

- Completed application form
- Constitution
- Financial information
- Project description
- Clear outcomes
- Quotations/invoices

Partial or incomplete applications will be triaged out of the initial stage and will not be progressed further.

## **11. Decision Making Process**

1. The Clerk will receive each application and will assess the eligibility and complete an assessment report (Document 4)
2. The Grants Committee will review the application based on (Document 3 and Document 5)
3. The Grants Committee will make a Recommendation to Full Council for authorization of the award.
4. Full Council decision

## **12. Assessment Criteria for Decision Making**

**Applications will be assessed against:**

- Community benefit to Lytham
- Lytham-specific impact
- Alignment with Council objectives
- Inclusivity and age diversity
- Accessibility considerations
- Value for money
- Organisational capacity
- Clear measurable outcomes

## **13. Grant Monitoring**

**Proportionate monitoring will apply:**

- Confirmation of delivery

- Evidence of expenditure
- Brief impact statement, which can include photographs.

### **Version Control**

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Author</b>
V1	25/02/2026	Policy approved and adopted	Cllr Hilary Warburton & Cllr Suzanne Bramall

## **DOCUMENT 2**

### **Grants Committee - Terms of Reference**

The Grants Committee is established as a Standing Committee of Lytham Town Council.

Membership - 5-7 members

Quorum: 3

#### **Responsibilities**

- To review eligible applications
- To assess against received applications against approved criteria
- To ensure benefit(s) to Lytham
- To make recommendation(s) to Full Council
- To monitor scheme effectiveness

**The Committee shall meet at least twice annually.**

## DOCUMENT 3 Application form



# Lytham Town Council Community Grant Scheme - Application Form

Please complete all sections. Incomplete forms may result in delays or rejection. Attach supporting documents as required.

### 1. Section 1 - Organisation Details

Organisation Name	
Address	
Contact Name	
Telephone	
Email	
Legal Status (e.g. Charity, CIC, Club)	
Registered Charity Number (if applicable)	

### 2. Section 2 - Project Details

Title	
Location within Lytham	

Project Description

--

--

Start Date	/ /	End Date	/ /
------------	-----	----------	-----

**3. Section 3 - Community Benefit**

Who will benefit?

--

Estimated Number of Lytham Residents Benefiting - and your rationale for this estimation

--

How does this create a welcoming and inclusive town?

--

How does it support age diversity?

--

**4. Section 4 - Outcomes**

What difference will this make?

--

How will you measure success?

--

**5. Section 5 - Financial Information**

Total Project Cost (£)

£
---

Grant Amount Requested (£)

£
---

Other Funding Sources

--

Attach Quotation(s) [ ] Tick if attached

**6. Section 6 - Declaration**

I confirm that the information provided in this application is accurate and complete to the best of my knowledge.

Signed by authorised officer

Date    /    /

**DOCUMENT 4 Officer Assessment Form (Internal Use)**

Eligibility checklist:

- Not-for-profit
- Constitution received
- Delivered within Lytham
- Lytham benefit evidenced
- Quotations provided
- Financial information adequate
- Financial risk assessment Low/ medium/ high

Recommendation: Approve/ reject /defer

Reason for decision

Requested amount if approved

£

Legal Basis for making award if decision made to approve by Council:

Signed by Clerk / RFO

Date    /    /

URN Assigned:

## DOCUMENT 5 Assessment criteria and Committee Scoring Matix

- Community benefit to Lytham
- Lytham-specific impact
- Alignment with Council objectives
- Inclusivity and age diversity
- Accessibility considerations
- Value for money
- Organisational capacity
- Clear measurable outcomes

**Criteria**            **Score (0-5)**

### Community benefit to Lytham

CRITERIA	SCORE (0-5)
Alignment with objectives	
Inclusivity & age diversity	
Accessibility impact	
Value for money	
Organisational capacity	
Clear outcomes	
<b>TOTAL</b>	

**Maximum score: 35    Suggested threshold: 18+**

**Decision:**

--

**Rationale for Decision**

--

Grants Committee meeting Date:  
Decision Number:  
Minutes completed?

## **DOCUMENT 6**

### **Grant Award Agreement (Template)**

**This agreement is between Lytham Town Council and [Organisation Name]**

**The Council agrees to fund £ [amount] for: [Project]**

#### **Conditions:**

1. Funding must be used only for approved purpose.
2. Invoices must be submitted to the Council.
3. Project must be delivered within Lytham.
4. Evidence of delivery must be provided.
5. Unused funds must be returned.

**Signed on behalf of the Council**

**Signed on behalf of the Organisation**

## **DOCUMENT 7 - Internal Control Procedure**

### **Financial:**

1. Clerk verifies invoice matches approved grant.
2. Invoice recorded against grant budget code - and uploaded into Scribe Accounts system alongside payment Voucher.
3. Payment approved via normal Council authorisation process.
4. Grant monitoring log updated.
5. All documentation retained for audit.

### **Impact / Outcomes:**

1. Clerk to email identified contact person for evaluation of impact of grant
2. Evaluation evidence retained digitally - held on file within Clerk admin drive
3. Analysis Report for each Award provided to Grants Committee for next meeting.
4. Grants Committee to report to Full Council
5. Evaluation Reports published on Council website

---

### **Governance Strength of This Model**

#### **This structure:**

- ✓ Protects public funds
- ✓ Meets audit expectations
- ✓ Encourages measurable outcomes
- ✓ Controls borough-wide applications
- ✓ Avoids unrestricted subsidy culture
- ✓ Maintains member oversight
- ✓ Reduces risk exposure