



Adopted January 2026 to be Reviewed December 2028

SLA Criteria Policy

(For Community Groups, Clubs and Organisations)

1. Purpose of the SLA

This Service Level Agreement (SLA) sets out the expectations between Lydney Town Council and community organisations seeking financial support. Its purpose is to ensure that supported groups provide clear community benefit, operate inclusively, and contribute to the well-being and development of local residents.

The SLA is designed to be flexible so that a range of community groups can apply. Applicants must meet all core requirements (where applicable) and must also meet at least 7 out of the 14 (50%) flexible criteria.

Payments will be made in arrears and will depend on the level of support agreed by the committee. A six-monthly monitoring report must be submitted to the council before any payment is released.

Organisations seeking SLA funding **must apply in writing**, confirming:

- the amount of funding requested,
- the period of the requested agreement (1, 2, or 3 years),
- which of the flexible criteria they meet,
- completion of the contact details and signed declaration (at the end of this form), and
- submission of any documentation required under the Core Requirements

2. Core Requirements – All applicants must satisfy the core requirements relevant to their organisation.

These apply to all organisations entering into an SLA:

- Six-Monthly Reporting:

Organisations must submit a written update every 6 months outlining activities, attendance, community impact, financial position, and any issues arising.

- Financial Transparency:

Organisations must provide basic accounts or financial statements, including details of how council funding has been spent

- Use of Funding:

Funding must be used solely for the purposes outlined in the SLA and must not subsidise political activity, personal gain, or projects outside the parish.

- Safeguarding (if applicable):

Organisations working with children, young people, or vulnerable adults must provide safeguarding policies and demonstrate good practice.

- Funding Acknowledgement:

Organisations must acknowledge funding from Lydney Town Council on their website and in any relevant communications

- Organisational Events: (if applicable)

Details of events hosted or run by the organisation, where relevant, must be shared with the council for inclusion in the council's quarterly newsletter

3. **Flexible Criteria** - Applicants must meet at least 7 of the 14 flexible criteria below

1. Social Inclusion & Non-Discrimination

The organisation must be open and accessible, and not discriminate based on age, gender, ethnicity, disability, or income.

(Unless it is a specific group for a specific age e.g., elderly / youth groups)

2. Support for People Facing Financial Hardship

The group should offer free or subsidised access to activities or membership for those who would otherwise be unable to participate.

3. Provision of Free or Low-Cost Space for Charitable and Non-Profit Groups

Organisations should provide meeting space or venue access at no cost or low cost to support community, charity, or non-profit groups.

4. Providing Warm, Safe, and Welcoming Spaces

The group offers a safe environment where residents can participate in activities, have social interaction, or access support (e.g., warm spaces schemes).

5. Encouraging Arts, Culture, and Hobbies

The organisation provides affordable or free space for cultural or recreational groups—such as youth theatre, arts groups, or hobby clubs—particularly where participants are not charged.

6. Supporting Individuals with Additional Needs

Supporting youth or adult groups with disabilities, learning needs, or mental health challenges to reduce isolation and build community.

7. Supporting Health & Well-Being Initiatives

Providing or hosting activities that improve physical or mental health, such as memory clinics, medical outreach, counselling, well-being sessions, or fitness programmes.

8. Offering Training and Skills Development

Providing training, skill-building opportunities, or personal development for volunteers, staff, or members who may not otherwise afford such courses.

9. Demonstrating Strong Community Benefit and Engagement

Activities should show a clear positive impact on the local community, with inclusive events or programmes that encourage participation.

10. Collaboration With Other Local Groups

Willingness to partner with other organisations, share resources, or participate in joint initiatives that strengthen community cohesion.

11. Environmental Responsibility

Commitment to environmentally friendly practices—e.g., recycling, waste reduction, energy saving, or supporting sustainability initiatives.

12. Volunteer Development

Supporting, training, or expanding volunteer involvement to build community capacity.

13. Contribution to Youth Provision

Providing safe, structured activities, mentoring, or support programmes for young people.

14. Evidence of Good Governance

Having a management committee, constitution, or governance framework that demonstrates accountability.

4. Monitoring & Review

The SLA will be reviewed annually, or at another agreed interval, as agreed at the time of awarding the SLA funding.

Funding levels may be adjusted depending on performance, community need, and availability of budget.

Failure to meet reporting requirements or agreed criteria may result in delayed or withheld payments.

5. Declaration and Contact Details

I confirm that the information provided is accurate and true to the best of my knowledge, and that our organisation understands the expectations of entering into a Service Level Agreement with Lydney Town Council.

Signed: _____

Name: _____

Position / Role: _____

Organisation Name: _____

Contact Name: _____

Email Address: _____

Contact Phone Number: _____

Amount of Funding Requested (per year): £_____

Proposed Length of SLA: ☐ 1 year ☐ 2 years ☐ 3 years

Date of Application: _____

Date: _____