

## CVS Membership & Entry onto VCS Directory (EssexConnects)

**Please complete and return this form together with a copy of your constitution or terms of reference**

Once we have processed your membership application we will write formally to you. Please note that all applications for membership go to our Board which meets quarterly.

### Full Legal Name of Organisation

### Acronym or working name

Are you a local branch of a national charity or affiliated to? Yes  No

Please specify the national charity you are affiliated to

### Public details for EssexConnects [[www.essexconnects.org.uk](http://www.essexconnects.org.uk)]

Address:

Public Email:

Telephone:

Website: <http://>

Twitter: @

Facebook: <http://facebook.com/>

Is this address accessible? **Please tick all that apply**

Wheelchair access    Wheelchair-accessible toilets    Accessible parking



## About your organisations's activities:

Please give a short description of your organisation and what it does for entry onto the **EssexConnects** online directory.

## When was your group established?

## What are your organisation's opening hours?

## Services Offered

Please tick **UP TO FOUR** boxes in this section

- |  |   |
|--|---|
| <input type="checkbox"/> Advice/Guidance                   | <input type="checkbox"/> Health improvement/wellbeing           |
| <input type="checkbox"/> Advocacy                          | <input type="checkbox"/> Heritage and museums                   |
| <input type="checkbox"/> Animal Welfare                    | <input type="checkbox"/> Holiday schemes                        |
| <input type="checkbox"/> Arts and Crafts                   | <input type="checkbox"/> Hospice/palliative care                |
| <input type="checkbox"/> Befriending/mentoring             | <input type="checkbox"/> Housing                                |
| <input type="checkbox"/> Campaigning                       | <input type="checkbox"/> Independent living                     |
| <input type="checkbox"/> Charity shops/retail              | <input type="checkbox"/> Information and Support                |
| <input type="checkbox"/> Community development/action      | <input type="checkbox"/> International Action                   |
| <input type="checkbox"/> Community facility                | <input type="checkbox"/> Lunch/Meals                            |
| <input type="checkbox"/> Community safety/crime prevention | <input type="checkbox"/> Mediation                              |
| <input type="checkbox"/> Community transport               | <input type="checkbox"/> Performing Arts                        |
| <input type="checkbox"/> Conservation/Gardening            | <input type="checkbox"/> Pre-Schools/Play groups                |
| <input type="checkbox"/> Counselling                       | <input type="checkbox"/> Residential/respite care               |
| <input type="checkbox"/> Day Centres                       | <input type="checkbox"/> Self help groups                       |
| <input type="checkbox"/> Education/training                | <input type="checkbox"/> Sexual health support                  |
| <input type="checkbox"/> Emergency services                | <input type="checkbox"/> Social Care                            |
| <input type="checkbox"/> Environmental/recycling           | <input type="checkbox"/> Social Clubs                           |
| <input type="checkbox"/> Faith Groups                      | <input type="checkbox"/> Sports and outdoor activities          |
| <input type="checkbox"/> Financial Services                | <input type="checkbox"/> Voluntary and Community sector support |
| <input type="checkbox"/> Fundraising                       | <input type="checkbox"/> Volunteering                           |
|  | <input type="checkbox"/> Youth clubs                            |



## Beneficiaries

Please tick **UP TO FOUR** boxes in this section

- |  |  |
|--|--|
| <input type="checkbox"/> Everyone                                | <input type="checkbox"/> Gay/Lesbian/Bisexual/Transgender                |
| <input type="checkbox"/> Age – Children                          | <input type="checkbox"/> Gender – Men/boys only                          |
| <input type="checkbox"/> Age – Youth                             | <input type="checkbox"/> Gender – Women/girls only                       |
| <input type="checkbox"/> Age – Working age                       | <input type="checkbox"/> Health conditions                               |
| <input type="checkbox"/> Age – Older people                      | <input type="checkbox"/> Homeless people                                 |
| <input type="checkbox"/> Animals                                 | <input type="checkbox"/> Lone Parents                                    |
| <input type="checkbox"/> BAME – Black, Asian and Minority Ethnic | <input type="checkbox"/> Mental health needs                             |
| <input type="checkbox"/> Bereaved                                | <input type="checkbox"/> NEET (not in employment, education or training) |
| <input type="checkbox"/> Carers                                  | <input type="checkbox"/> Offenders and/or ex-offenders                   |
| <input type="checkbox"/> Disability – learning disability        | <input type="checkbox"/> People on low income                            |
| <input type="checkbox"/> Disability – physical disability        | <input type="checkbox"/> Refugees/asylum seekers                         |
| <input type="checkbox"/> Disability – sensory impairments        | <input type="checkbox"/> Rural communities                               |
| <input type="checkbox"/> Drug and Alcohol misusers               | <input type="checkbox"/> Survivors of abuse/victims of crime             |
| <input type="checkbox"/> Families/parents                        | <input type="checkbox"/> Tenants/residents                               |
| <input type="checkbox"/> Forces Personnel                        | <input type="checkbox"/> Travelling communities                          |
|  | <input type="checkbox"/> Unemployed people                               |

**How many people do you help each year?**

**How many members do you have?**

**Which geographical area(s) do you cover?**

- |   |  |
|---|--|
| <input type="checkbox"/> Basildon District      | <input type="checkbox"/> Southend on Sea Borough         |
| <input type="checkbox"/> Braintree District     | <input type="checkbox"/> Tendring District               |
| <input type="checkbox"/> Brentwood District     | <input type="checkbox"/> Thurrock Borough                |
| <input type="checkbox"/> Castle Point Borough   | <input type="checkbox"/> Uttlesford District             |
| <input type="checkbox"/> Chelmsford City        |  |
| <input type="checkbox"/> Colchester Borough     | <input type="checkbox"/> Essex Wide                      |
| <input type="checkbox"/> Epping Forest District | <input type="checkbox"/> National                        |
| <input type="checkbox"/> Harlow District        |  |
| <input type="checkbox"/> Maldon District        | <input type="checkbox"/> Other ( <i>please specify</i> ) |
| <input type="checkbox"/> Rochford District      |  |



## Additional information about your organisation

Statistical data such as financial information shall be used for research and statistical purposes only and will **NOT** appear on the website. This information will be used to gain an overview of the Voluntary and Community sector in the Chelmsford district, and then across Essex as a whole.

### What was your gross income in the last financial year?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Undisclosed          | <input type="checkbox"/> Under £1,000        | <input type="checkbox"/> £1,000 - £4,999     |
| <input type="checkbox"/> £5,000 - £9,999      | <input type="checkbox"/> £10,000 - £24,999   | <input type="checkbox"/> £25,000 - £49,999   |
| <input type="checkbox"/> £50,000 - £99,999    | <input type="checkbox"/> £100,000 - £249,999 | <input type="checkbox"/> £250,000 - £499,999 |
| <input type="checkbox"/> £500,000 - £1million | <input type="checkbox"/> £1m+                |  |

### What have been your major sources of funding in the past three years?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Big Lottery         | <input type="checkbox"/> NHS            | <input type="checkbox"/> City Council Grant   |
| <input type="checkbox"/> Other Statutory     | <input type="checkbox"/> Contract / SLA | <input type="checkbox"/> County Council Grant |
| <input type="checkbox"/> Member Subscription | <input type="checkbox"/> Donations      | <input type="checkbox"/> Trust Funding        |
| <input type="checkbox"/> Other please state  |   |   |

Do you earn income from trading or consultancy? No  Yes

Do you have contracts / SLAs with statutory agencies? No  Yes

Please specify the agencies (If NHS, please define which organisation. If Essex County Council, please define department)

### Number of people in your organisation

No. of volunteers, including trustees:

No. of paid, fulltime equivalent staff:

Can you provide a speaker to talk about your organisation? No  Yes



## Organisation profile (Tick all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Unincorporated Assoc / Registered Charity  | <input type="checkbox"/> Exempt charity                  |
| <input type="checkbox"/> Charity                                    | <input type="checkbox"/> Trust                           |
| No: _____   | <input type="checkbox"/> Industrial & Provident Society/ |
| <input type="checkbox"/> Company Limited by Guarantee               | <input type="checkbox"/> Co-op/Friendly Society          |
| Company No: _____   | <input type="checkbox"/> Faith Group                     |
| <input type="checkbox"/> Charitable Incorporated Organisation (CIO) | <input type="checkbox"/> Community / Neighbourhood Group |
| <input type="checkbox"/> Community Interest Company (CIC)           | <input type="checkbox"/> Other (please specify): _____   |
| <input type="checkbox"/> Registered Social Enterprise No: _____     |  |

## Private address for correspondence with your local CVS (i.e newsletters, e-bulletins and post)

### Main Contact (full name and title)

### Position

### Address (if different to above)

### Email

### Telephone



## Standards, Policies & Procedures

### What quality standards does your organisation have?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> PQASSO                 | <input type="checkbox"/> Investors In People                 | <input type="checkbox"/> Matrix                    |
| <input type="checkbox"/> Excellence Model       | <input type="checkbox"/> Charter Mark                        | <input type="checkbox"/> BS ISO9001                |
| <input type="checkbox"/> DIAL Quality Mark      | <input type="checkbox"/> NAVCA Quality Kite Mark             | <input type="checkbox"/> Social Auditing Framework |
| <input type="checkbox"/> Homeless Centres QM    | <input type="checkbox"/> Community Legal                     | <input type="checkbox"/> Volunteering England      |
| <input type="checkbox"/> ACRE Standards         | <input type="checkbox"/> Services Quality Mark Accreditation |  |
| <input type="checkbox"/> Other, please specify: |  |  |

### Which policies / procedures do you have?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Health & Safety Policy  | <input type="checkbox"/> Equity & Diversity | <input type="checkbox"/> Safeguarding                            |
| <input type="checkbox"/> Finance                 | <input type="checkbox"/> Confidentiality    | <input type="checkbox"/> Information Governance/ Data Protection |
| <input type="checkbox"/> Others, please specify: |   |  |

## Data Protection

Chelmsford CVS is the data controller for this information. The above details will be stored on a computer database at Chelmsford CVS and may be deleted at any time upon request. Your personal information is safe. Find out more about how we control and process data by reading the privacy policy at <http://chelmsfordcvs.org.uk/privacy/>. Where it is of direct benefit to you as a CVS member, your **public** contact and service details may be shared with a third party.

I agree that Chelmsford CVS may use this information to compile a database, which will be used to answer queries from the public and statutory sector, and to publish the **EssexConnects** searchable internet directory of groups.

### Signed

### Date

### Print Name

**Thank you.** Please keep us informed of any changes in your organisation.

