

## Organisation Details

Please tell us the details about your organisation or group for our database. Please note that we ask for named contact details in the 'Contacts for your Organisation' section overleaf.

**1. Name** Give the preferred name of your organisation or group.

\*

Secondary name e.g. if commonly known by an abbreviation or other name.

**2. Public Details** Supply only the information you wish to be public, leaving blank confidential information.

Address	<input type="text"/>	Tel	<input type="text"/>
		Fax	<input type="text"/>
		Minicom	<input type="text"/>
Town	<input type="text"/>	Email	<input type="text"/>
County	<input type="text"/>	Website address	<input type="text"/>
Postcode	<input type="text"/>	Other numbers e.g helpline, referrals number	<input type="text"/>

**3. Description** This text can appear in directories or websites subject to the data protection permissions you give.

Please provide a full description (limited to 150 words) by including as appropriate: what the group's core purpose is, to whom do you provide services, what services or activities do you provide, where do you provide them and finally, when, giving details of any regular meetings. Include key words and phrases which will help database search engines find your group details.

*Hint: if you already have a useful description in a leaflet, you could highlight and send that. Tick here if leaflet attached.*

## 4. Data Protection



We offer a range of services to benefit local voluntary organisations and community groups. Some of our services might involve providing organisational details given above (and any permitted personal names given in the Contacts section) to third parties. This is usually the public or people from other agencies who contact us for information, use any printed directories we produce or visit our website. We will provide these services to you unless you tell us that you DO NOT require them. If you DO NOT require us to provide some or all these services please tick the relevant boxes below.

- Tick if you DO NOT PERMIT us to provide the information to the public.
- Tick if you DO NOT PERMIT us to publish the information in directories for use by the public.
- Tick if you DO NOT PERMIT us to publish the information on the internet as part of a web site accessible to any internet user.
- Tick if you DO NOT PERMIT us to share public details with other agencies for uses that support our aims.
- Tick if you DO NOT WANT to become a member of CVS Mid and North Beds and receive regular mailings.

**5. Declaration** *This form should be signed by the lead contact for the organisation or group.*



I declare that the information I have given is correct and authorise you to hold this information on your database and use it in ways which are in line with your aims, and in the ways indicated by the data protection options.

Signed	<input type="text"/>	Name	<input type="text"/>
		Date	<input type="text"/>

## Contacts for your Organisation



Please supply/amend the details of contacts that we should hold for your organisation. Information you provide here is for our purposes only, to assist in communicating with the relevant persons at your organisation and delivering our services more effectively. These contact details can be different from the Public Details section filled in overleaf and it is important that you provide details of at least one contact here if you have left the public address and contact fields blank for reasons of confidentiality.

If you wish the name and position of those listed to be made publicly available, the named person must tick the box stating that they are a nominated public contact and sign below. Individuals who do not wish to be a public contact need not sign the form. When sharing data with third parties we will treat this information as per your instructions in the data protection section overleaf.

If you have indicated that you would like to receive our regular newsletter/mailling or if we need to correspond directly with your organisation we would normally do so with the main contact given in section 'A' below. Optional contacts may be added in sections B and C below.

**A** Name \*  Position

Tick if you permit us to use this persons name and position as a nominated public contact. He/she must sign below.

Mail address and personal contact details for this person, if different from your organisation details given overlea

Address  Day Time Tel   
Evening Tel   
Mobile   
Town  Other numbers   
County  Yes No Email   
Postcode  Home Address

I am a nominated public contact and permit you to include my name and position as part of our organisation details

Signed  Date

**B** Name  Position

Tick if you permit us to use this persons name and position as a nominated public contact. He/she must sign below.

Mail address and personal contact details for this person, if different from your organisation details given overleaf

Address  Day Time Tel   
Evening Tel   
Mobile   
Town  Other numbers   
County  Yes No Email   
Postcode  Home Address

I am a nominated public contact and permit you to include my name and position as part of our organisation details.

Signed  Date

**C** Name  Position

Tick if you permit us to use this persons name and position as a nominated public contact. He/she must sign below.

Mail address and personal contact details for this person, if different from your organisation details given overleaf

Address  Day Time Tel   
Evening Tel   
Mobile   
Town  Other numbers   
County  Yes No Email   
Postcode  Home Address

I am a nominated public contact and permit you to include my name and position as part of our organisation details.

Signed  Date

## Mapping Questionnaire

Please fill in the following sections as best as you can. This questionnaire helps us deliver appropriate and targeted information to your organisation, and helps us represent the voluntary and community sector.

### 1. Key Areas Of Work

Please select up to four options that best describe the area of work of your organisation or group:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Advice, guidance and information     | <input type="checkbox"/> Crime and community safety               | <input type="checkbox"/> Older people's services       |
| <input type="checkbox"/> Advocacy                             | <input type="checkbox"/> Disability                               | <input type="checkbox"/> Play                          |
| <input type="checkbox"/> Alcohol and substance misuse         | <input type="checkbox"/> Domestic violence                        | <input type="checkbox"/> Poverty                       |
| <input type="checkbox"/> Animals                              | <input type="checkbox"/> Education, training, learning and skills | <input type="checkbox"/> Self-help/Support             |
| <input type="checkbox"/> Arts, music and drama                | <input type="checkbox"/> Emergency aid                            | <input type="checkbox"/> Sexual health                 |
| <input type="checkbox"/> Befriending/Mentoring                | <input type="checkbox"/> Environment and conservation             | <input type="checkbox"/> Sexuality                     |
| <input type="checkbox"/> Black and Minority Ethnic issues     | <input type="checkbox"/> Faith or religion                        | <input type="checkbox"/> Social enterprise             |
| <input type="checkbox"/> Campaigning                          | <input type="checkbox"/> Family support                           | <input type="checkbox"/> Social welfare                |
| <input type="checkbox"/> Charity fundraising and grant-making | <input type="checkbox"/> Health and social care                   | <input type="checkbox"/> Sport, leisure and recreation |
| <input type="checkbox"/> Children's work                      | <input type="checkbox"/> Heritage                                 | <input type="checkbox"/> Transport                     |
| <input type="checkbox"/> Community centres/Village halls      | <input type="checkbox"/> Housing/Homelessness                     | <input type="checkbox"/> Uniformed organisations       |
| <input type="checkbox"/> Community development                | <input type="checkbox"/> Hospices                                 | <input type="checkbox"/> Volunteering                  |
| <input type="checkbox"/> Community service                    | <input type="checkbox"/> International/Overseas                   | <input type="checkbox"/> Youth work                    |
| <input type="checkbox"/> Counselling services                 | <input type="checkbox"/> Mental health                            | <input type="checkbox"/> Other                         |

If you have ticked 'Other' above, please specify here:

### 2. Client Groups

Who are your services aimed at? Please tick all that apply or UNSPECIFIED.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> UNSPECIFIED                           | <input type="checkbox"/> Gay, Lesbian and Bisexual           | <input type="checkbox"/> Refugees and asylum seekers                                  |
| <input type="checkbox"/> Alcohol/Substance misusers            | <input type="checkbox"/> Homeless people                     | <input type="checkbox"/> Rural communities  |
| <input type="checkbox"/> Armed Services personnel              | <input type="checkbox"/> Local residents                     | <input type="checkbox"/> Unemployed/Low income  |
| <input type="checkbox"/> Bereaved                              | <input type="checkbox"/> Lone parents                        | <input type="checkbox"/> Urban communities  |
| <input type="checkbox"/> Black and Minority Ethnic communities | <input type="checkbox"/> Men only                            | <input type="checkbox"/> Victims  |
| <input type="checkbox"/> Carers                                | <input type="checkbox"/> Older people                        | <input type="checkbox"/> Volunteers   |
| <input type="checkbox"/> Children 0-4                          | <input type="checkbox"/> People with learning difficulties   | <input type="checkbox"/> Young people 14-19   |
| <input type="checkbox"/> Children 5-7                          | <input type="checkbox"/> People with life limiting condition | <input type="checkbox"/> Young people 20-25   |
| <input type="checkbox"/> Children 8-13                         | <input type="checkbox"/> People with mental health issues    | <input type="checkbox"/> Young people Not in Education, Employment or Training (NEET) |
| <input type="checkbox"/> Faith communities                     | <input type="checkbox"/> People with physical disabilities   | <input type="checkbox"/> Women only   |
| <input type="checkbox"/> Families                              | <input type="checkbox"/> People with sensory disabilities    | <input type="checkbox"/> Other  |
|  | <input type="checkbox"/> Prisoners/Ex-Offenders              |   |

If you have ticked 'Other' above, please specify here:

### 3. Area of Service

Please tick the local authority area(s) in which your organisation or group operates:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> North Bedfordshire | <input type="checkbox"/> South Bedfordshire | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Mid Bedfordshire   | <input type="checkbox"/> Luton              |   |

If you have ticked 'Other' above, please specify here:

If the geographical focus of your organisation or group is in specific parishes or wards within North Bedfordshire, please select the relevant options or tick ALL:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> ALL                     | <input type="checkbox"/> Great Barford           | <input type="checkbox"/> Queens Park Ward |
| <input type="checkbox"/> Biddenham               | <input type="checkbox"/> Harpur Ward             | <input type="checkbox"/> Ravensden        |
| <input type="checkbox"/> Bletsoe                 | <input type="checkbox"/> Harrold                 | <input type="checkbox"/> Renhold          |
| <input type="checkbox"/> Bolnhurst and Keysoe    | <input type="checkbox"/> Kempston East           | <input type="checkbox"/> Riseley          |
| <input type="checkbox"/> Brickhill Ward          | <input type="checkbox"/> Kempston Rural          | <input type="checkbox"/> Roxton           |
| <input type="checkbox"/> Bromham                 | <input type="checkbox"/> Kempston West           | <input type="checkbox"/> Sharnbrook       |
| <input type="checkbox"/> Cardington              | <input type="checkbox"/> Kingsbrook Ward         | <input type="checkbox"/> Stagsden         |
| <input type="checkbox"/> Carlton and Chellington | <input type="checkbox"/> Knotting and Souldrop   | <input type="checkbox"/> Staploe          |
| <input type="checkbox"/> Castle Ward             | <input type="checkbox"/> Little Barton           | <input type="checkbox"/> Stevington       |
| <input type="checkbox"/> Cauldwell Ward          | <input type="checkbox"/> Little Staughton        | <input type="checkbox"/> Stewartby        |
| <input type="checkbox"/> Clapham                 | <input type="checkbox"/> Melchbourne and Yielden | <input type="checkbox"/> Swineshead       |
| <input type="checkbox"/> Colmworth               | <input type="checkbox"/> Milton Ernest           | <input type="checkbox"/> Thurleigh        |
| <input type="checkbox"/> Cople                   | <input type="checkbox"/> Newnham Ward            | <input type="checkbox"/> Turvey           |
| <input type="checkbox"/> De Parys Ward           | <input type="checkbox"/> Oakley                  | <input type="checkbox"/> Wilden           |
| <input type="checkbox"/> Dean & Shelton          | <input type="checkbox"/> Odell                   | <input type="checkbox"/> Willington       |
| <input type="checkbox"/> Eastcotts Ward          | <input type="checkbox"/> Pavenham                | <input type="checkbox"/> Wilshampstead    |
| <input type="checkbox"/> Elstow                  | <input type="checkbox"/> Pertenhall              | <input type="checkbox"/> Wootton          |
| <input type="checkbox"/> Felmersham              | <input type="checkbox"/> Podington               | <input type="checkbox"/> Wymington        |
| <input type="checkbox"/> Goldington Ward         | <input type="checkbox"/> Putnoe Ward             |   |

If the geographical focus of your organisation or group is in specific towns or parishes within Mid Bedfordshire, please select the relevant options or tick ALL:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> ALL                    | <input type="checkbox"/> Flitwick          | <input type="checkbox"/> Potton                             |
| <input type="checkbox"/> Ampthill               | <input type="checkbox"/> Gravenhurst       | <input type="checkbox"/> Pulloxhill                         |
| <input type="checkbox"/> Arlesey                | <input type="checkbox"/> Harlington        | <input type="checkbox"/> Ridgmont                           |
| <input type="checkbox"/> Aspley Guise           | <input type="checkbox"/> Haynes            | <input type="checkbox"/> Sandy                              |
| <input type="checkbox"/> Aspley Heath           | <input type="checkbox"/> Henlow            | <input type="checkbox"/> Shefford                           |
| <input type="checkbox"/> Astwick                | <input type="checkbox"/> Houghton Conquest | <input type="checkbox"/> Shillington                        |
| <input type="checkbox"/> Battlesden             | <input type="checkbox"/> Hulcote & Salford | <input type="checkbox"/> Silsoe                             |
| <input type="checkbox"/> Biggleswade            | <input type="checkbox"/> Husbourne Crawley | <input type="checkbox"/> Southill                           |
| <input type="checkbox"/> Blunham                | <input type="checkbox"/> Langford          | <input type="checkbox"/> Steppingley                        |
| <input type="checkbox"/> Campton and Chicksands | <input type="checkbox"/> Lidlington        | <input type="checkbox"/> Stondon                            |
| <input type="checkbox"/> Clifton                | <input type="checkbox"/> Marston Moretaine | <input type="checkbox"/> Stotfold                           |
| <input type="checkbox"/> Clophill               | <input type="checkbox"/> Maulden           | <input type="checkbox"/> Sutton                             |
| <input type="checkbox"/> Cranfield              | <input type="checkbox"/> Meppershall       | <input type="checkbox"/> Tempsford                          |
| <input type="checkbox"/> Dunton                 | <input type="checkbox"/> Millbrook         | <input type="checkbox"/> Tingrith                           |
| <input type="checkbox"/> Edworth                | <input type="checkbox"/> Milton Bryan      | <input type="checkbox"/> Westoning                          |
| <input type="checkbox"/> Eversholt              | <input type="checkbox"/> Moggerhanger      | <input type="checkbox"/> Woburn                             |
| <input type="checkbox"/> Everton                | <input type="checkbox"/> Northill          | <input type="checkbox"/> Wrestlingworth and Cockayne Hatley |
| <input type="checkbox"/> Eyeworth               | <input type="checkbox"/> Old Warden        |   |
| <input type="checkbox"/> Flitton & Greenfield   | <input type="checkbox"/> Potsgrove         |   |

If your geographical focus covers other localities, please give details:

#### 4. Access And Additional Services

Please tick the facilities and languages your organisation/group has that will enable people (including those with disabilities) to access your services:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Braille information     | <input type="checkbox"/> Newsletter                    | <input type="checkbox"/> Sign language services             |
| <input type="checkbox"/> Equipment for loan/hire | <input type="checkbox"/> Parking                       | <input type="checkbox"/> Toilets with disabled access       |
| <input type="checkbox"/> Induction loop(s)       | <input type="checkbox"/> Photocopying/Document service | <input type="checkbox"/> Translation/Interpretation service |
| <input type="checkbox"/> Large print information | <input type="checkbox"/> Resource library              | <input type="checkbox"/> Wheelchair access                  |
| <input type="checkbox"/> Minicom                 | <input type="checkbox"/> Room hire                     | <input type="checkbox"/> Other                              |

If you have ticked 'Other' above, please specify here:

Please tick the languages, other than English, in which you provide information or access to interpreters to help people access your services:

- |  |                                    |                                   |                                  |                                     |                                  |
|--|------------------------------------|-----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> British Sign Language | <input type="checkbox"/> Bengali   | <input type="checkbox"/> Farsi    | <input type="checkbox"/> Hindi   | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Sylheti |
| <input type="checkbox"/> Braille               | <input type="checkbox"/> Cantonese | <input type="checkbox"/> French   | <input type="checkbox"/> Italian | <input type="checkbox"/> Punjabi    | <input type="checkbox"/> Turkish |
| <input type="checkbox"/> Arabic                | <input type="checkbox"/> Chinese   | <input type="checkbox"/> Greek    | <input type="checkbox"/> Pehari  | <input type="checkbox"/> Spanish    | <input type="checkbox"/> Urdu    |
| <input type="checkbox"/>                       | <input type="checkbox"/> Czech     | <input type="checkbox"/> Gujarati | <input type="checkbox"/> Polish  | <input type="checkbox"/> Swahili    | <input type="checkbox"/> Other   |

If you have ticked 'Other' above, please specify here:

#### 5. Funding

Please give your organisation's/group's annual income (£):

Or indicate from the list below:

- |   |   |  |
|---|---|--|
| <input type="radio"/> Under £5,000            | <input type="radio"/> Between £25,001-£50,000   | <input type="radio"/> Between £250,001-£500,000  |
| <input type="radio"/> Between £5,000-£10,000  | <input type="radio"/> Between £50,001-£100,000  | <input type="radio"/> Between £500,001-£1000,000 |
| <input type="radio"/> Between £10,001-£25,000 | <input type="radio"/> Between £100,001-£250,000 | <input type="radio"/> Over £1,000,000            |

Grants and Donations - Please indicate where your organisation gets its main sources of funding from. Tick all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Grants from Borough/District Council(s) | <input type="checkbox"/> Donations from individuals                       |
| <input type="checkbox"/> Grants from Central Government          | <input type="checkbox"/> Donations from business and commercial companies |
| <input type="checkbox"/> Grants from County Council              | <input type="checkbox"/> Legacies   |
| <input type="checkbox"/> Grants from Town/Parish Councils        | <input type="checkbox"/> Fundraising activities                           |
| <input type="checkbox"/> Grant Making Trust(s)                   | <input type="checkbox"/> Other donated income                             |
| <input type="checkbox"/> Lottery grants                          |   |

If you have ticked 'Other' above, please specify here:

Earned Income - Please indicate your organisation's main sources of earned income. Tick all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Contracts with Borough/District Council(s)    | <input type="checkbox"/> Contracts with Learning and Skills Council |
| <input type="checkbox"/> Contracts with Central Government             | <input type="checkbox"/> Subscriptions and membership fees          |
| <input type="checkbox"/> Contracts with County Council                 | <input type="checkbox"/> Management fees, sales and service charges |
| <input type="checkbox"/> Contracts with Primary Care Trust(s)          | <input type="checkbox"/> Interest earned on investments             |
| <input type="checkbox"/> Contracts through European Funding Programmes | <input type="checkbox"/> Other earned income                        |

If you have ticked 'Other' above, please specify here:

To help us identify emerging or practising social enterprises, please approximate your organisation's/group's income from earned income streams (%):

#### 6. People Count

*This section is extremely important to us. It helps us to report how active the voluntary and community sector is in Bedfordshire and Luton. Where there are no staff, volunteers or committee members, please indicate with a 0 rather than leave blank.*

How many paid full-time staff does your organisation/group employ?

How many paid part-time staff does your organisation/group employ?

How many volunteers are involved with your organisation (not including committee members)?

How many voluntary committee (board or trustee) members do you have?

Approximately how many people use your services per year?

## 7. Premises

Please tick the one option which describes your organisation's/group's accommodation:

- Owner occupiers                       Lease or rent                       Other  
 Room hire                                 Do not use premises

If you have ticked 'Other' above, please specify here:

## 8. Structure

Select the ONE option which best describes your organisation/group:

- Voluntary Organisation, Community Group, Club or Society                       Parish Council  
 Social Enterprise                       Statutory Agency  
 Partnership

Are you a registered charity?

- Yes                       No

If yes, please provide your registration number here:

Are you a company?

- Yes                       No

If yes, please provide your company registration number here:

Do you have any other governing structure e.g. Community Interest Company, Industrial Provident Society etc? Please give details here:

and provide your registration number here:

What year was your organisation/group established?

What form of governing document does your organisation/group have?

- Constitution                                       Trust Deed  
 Set of Rules                                       Other  
 Memorandum and Articles of Association

If you have ticked 'Other' above, please specify here:

If your organisation is a branch of an umbrella organisation, please give the name here:

If the organisation/group is 'led' by a particular ethnic community, select one option here:

- Afghan                                       Chinese                                       Kashmiri  
 African                                       Eastern European                       Pakistani  
 African Caribbean                       Greek                                       Polish  
 Asian                                       Indian                                       Travellers  
 Bangladeshi                               Irish                                       Other  
 Black British                               Italian

If you have ticked 'Other' above, please specify here:

## 9. Organisation Needs

Please indicate (by ticking the appropriate boxes) what your organisation's/group's priorities/needs are:

- |   |  |
|---|--|
| <input type="checkbox"/> Budgets and book-keeping               | <input type="checkbox"/> Marketing and promotion                   |
| <input type="checkbox"/> Business plan development              | <input type="checkbox"/> Organisational health check               |
| <input type="checkbox"/> Campaigning                            | <input type="checkbox"/> Partnership/Collaborative working         |
| <input type="checkbox"/> Charity accounting                     | <input type="checkbox"/> Payroll                                   |
| <input type="checkbox"/> Charity registration                   | <input type="checkbox"/> Policy development                        |
| <input type="checkbox"/> Child protection/Safeguarding children | <input type="checkbox"/> Premises and property                     |
| <input type="checkbox"/> Communication skills                   | <input type="checkbox"/> Project development/management            |
| <input type="checkbox"/> Company registration                   | <input type="checkbox"/> Public sector contracting and procurement |
| <input type="checkbox"/> Constitutions and governing documents  | <input type="checkbox"/> Quality assurance                         |
| <input type="checkbox"/> Employment issues                      | <input type="checkbox"/> Research/User consultation                |
| <input type="checkbox"/> Equality/Diversity                     | <input type="checkbox"/> Service development/management            |
| <input type="checkbox"/> Environmental responsibility           | <input type="checkbox"/> Social enterprise activity and trading    |
| <input type="checkbox"/> Financial management                   | <input type="checkbox"/> Staff management                          |
| <input type="checkbox"/> First aid                              | <input type="checkbox"/> Support from businesses                   |
| <input type="checkbox"/> Fundraising and funding advice         | <input type="checkbox"/> Team building                             |
| <input type="checkbox"/> Full Cost Recovery                     | <input type="checkbox"/> Training and skills development           |
| <input type="checkbox"/> Health and safety                      | <input type="checkbox"/> Trustee/Management committees             |
| <input type="checkbox"/> ICT for voluntary organisations        | <input type="checkbox"/> Volunteer recruitment                     |
| <input type="checkbox"/> Independent Examination of Accounts    | <input type="checkbox"/> Volunteer support/management              |
| <input type="checkbox"/> Leadership skills                      | <input type="checkbox"/> Working with vulnerable adults            |
| <input type="checkbox"/> Managing your organisation             | <input type="checkbox"/> Other                                     |
| <input type="checkbox"/> Making meetings work                   |  |

If you have ticked 'Other' above, please specify here:

In order for us to act on the information you have provided above, please tick from the options below. Make sure that we have your organisation's email address on page 1.

- I would like to receive email bulletins on the above identified needs. Note: You can unsubscribe at any time if the information provided is not relevant.
- We are NOT registered with the Volunteer Centre and would like help promoting our volunteering opportunities.

*Thank you for taking the time to complete this questionnaire*