Salford CVS membership is **FREE** for voluntary, community and not-for private-profit organisations active in Salford. Please complete this form to apply for membership.

The information you give us on this form will be used by Salford CVS to

* keep you up to date with information about what is happening locally and let you know about the services and support Salford CVS and other organisations can provide
* promote your organisation and what you do to people who may benefit from your services
* promote your venue and meeting space
* contribute to knowledge about the shape and size of the local voluntary and community sector to promote its role and significance
* help us to monitor whether we are being effective in the work we do

|  |  |
| --- | --- |
| Section one | Contacting your organisation |

|  |  |
| --- | --- |
| 1.1 | Organisation contact details |

|  |  |
| --- | --- |
| Organisation name | |
| Organisation’s address | |
|  | |
|  | Postcode |
| Telephone number | Mobile number |
| Email address | |
| Website |  |
| Facebook | Twitter |

|  |
| --- |
| Is your organisation known by any other names (former names, abbreviations)? |
|  |

|  |  |
| --- | --- |
| 1.2 | Main contact |

Each Salford CVS member organisation must have one named representative. We will send all membership mailings to this person.

|  |  |  |
| --- | --- | --- |
| First name | | Last name |
| Role within organisation | | |
| Email address | | |
| Mobile number | | |
|  | | | |
| Can we contact you by email? | Yes | No | |
| (Your email address will not be made public). | | | |

|  |  |
| --- | --- |
| Section two | What your organisation does |

|  |  |
| --- | --- |
| 2.1 | What do you do? |

Please give a short description (up to 100 words) of your organisation, what it does and who it works with. Please be as clear as you can because this information will be added to our website.

|  |
| --- |
|  |
|  |

|  |  |
| --- | --- |
| 2.2 | Where do you work? |

If you **only** work in specific areas of Salford, please tick which areas.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | City Wide (whole of Salford) |  | Claremont, Weaste and Seedley |  | East Salford |
|  | Eccles |  | Irlam & Cadishead |  | Little Hulton & Walkden |
|  | Ordsall & Langworthy |  | Swinton |  | Worsley & Boothstown |

|  |  |
| --- | --- |
| 2.3 | What are your main services and areas of work? |

Please mark in number order your organisation’s main focus (up to **four**) where 1 is your main focus.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Advice, support & information services |  | Education/training |
|  | Advocacy |  | Employment/work |
|  | Animal welfare |  | Environment and conservation |
|  | Arts, culture & heritage |  | Faith and/or religion |
|  | Befriending |  | Financial services |
|  | Business and social enterprise support |  | Funding and grants |
|  | Campaigning |  | Health & wellbeing |
|  | Carers services |  | Homelessness |
|  | Children, young people & families |  | Housing and related support |
|  | Community development |  | International aid |
|  | Community services and/or facilities |  | Lunch clubs |
|  | Counselling and therapy services |  | Mediation |
|  | Crime and community safety |  | Mental health services |
|  | Day care services |  | Mentoring |
|  | Domestic abuse and/or sexual abuse |  | Out of school provision/play work |
|  | Poverty/low income |  | Tenants and residents services |
|  | Regeneration |  | Translating and/or interpreting |
|  | Sexual health |  | Transport |
|  | Social activities |  | Voluntary and community sector support\* |
|  | Social and community care services |  | Volunteering |
|  | Sports and leisure |  | Youth work |
|  | Substance misuse |  | Other (please specify) |
|  | Telephone helpline |  |  |

|  |  |
| --- | --- |
| 2.4 | Who do you work with? |

**Do you work with all client groups?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No (please tick below) |

**Or are your services aimed at particular groups of people?**

Please tick up to **four** groups and **only** tick those client groups that you mainly work with.

For example, if your organisation provides mental health services open to everyone, only tick ‘*mental health problems’*. If you deliver a mental health service specifically for women who use drugs, you would tick *mental health problems*, *substance misusers,* *women*.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Adult offenders and/or ex-offenders and their families |  | Mental health problems (people with) |
|  | Asylum seekers and/or refugees |  | Migrant communities |
|  | Black and ethnic minority (all) |  | Older people |
|  | Carers |  | Physical disabilities (people with) |
|  | Children (under 5) |  | Sensory impairment (people with) |
|  | Children (6-12 years) |  | Substance misusers (drugs/alcohol) |
|  | Children & young people with disabilities |  | Survivors of abuse and/or victims of crime |
|  | Faith communities |  | Tenants and residents |
|  | Families and/or parents |  | Transgender |
|  | Gay/lesbian/bisexual |  | Unemployed people |
|  | Gypsies and travellers |  | Voluntary and community groups |
|  | Homeless people |  | Volunteers |
|  | Learning disabilities (people with) |  | Women |
|  | Lone parents |  | Young people (13-19) |
|  | Looked after children |  | Young offenders |
|  | Long-term/chronic illness (people with) |  | Other (please specify) |
|  | Low income (people on) |  |  |
|  | Men |  |  |

|  |  |
| --- | --- |
| 2.5 | Your venue and meeting space |

The Salford voluntary and community sector online database has a venue and meeting room search function. If you have meeting or other space to hire out in Salford, please give the details here.

|  |
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|  |

**How many rooms do you have available to rent?**

**What size rooms do you have available to rent?** Please write in the number of people you can fit in your biggest room and your smallest room

|  |  |  |  |
| --- | --- | --- | --- |
| Biggest room capacity |  | Smallest room capacity |  |

**What facilities and resources do you have available to rent?** (please tick all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Wheelchair access |  |  |  |
| Hearing loop |  |  |  |
| Catering provided |  |  |  |
| Refreshments provided |  |  |  |
| Car parking |  |  |  |
| Disabled parking |  |  |  |
| Photocopying |  |  |  |
| Event management facilities |  |  |  |
| Other resources (please list) |  |  |  |
|  | | |  |
|  | | |  |

**What area is your venue or meeting space in?**

If you don’t know your area, we’ll work it out using your postcode

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | City Wide |  | Claremont, Weaste & Seedley |  | East Salford |
|  | Eccles |  | Irlam & Cadishead |  | Little Hulton & Walkden |
|  | Ordsall & Langworthy |  | Swinton |  | Worsley & Boothstown |

**What are your opening days and times, and when is your venue and meeting space available?**

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| --- |
|  |

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| --- | --- |
| 2.6 | Promoting your organisation and its work |

With your consent, the information that you have provided in sections 1 and 2 will be made public, including as part of the searchable database on Salford CVS’s website. This will help to promote your organisation, its work and activities. (See also *Section six: How we will use your information.*) Information collected in sections 3 - 7 will not be made public.

I agree for the information contained in Sections 1 and 2 to be publicly available.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

|  |  |
| --- | --- |
| Section three | About your organisation |

**Information contained in *Section three: About your organisation* will not be made public.**

It will be used for monitoring and administration purposes and to help us to target our services appropriately. It will also be used to provide general anonymised statistics about voluntary and community organisations that we work with, for example, how many organisations employ staff.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3.1 | What is your organisation’s type and legal structure (tick all that apply) | | | |
|  | |
|  | Company Limited by Guarantee | |  | Registered Charity | |
|  | (please write company number below) | |  | (please write charity number below) | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Community Interest Company |  | Community Benefit Society |
|  | (please write CIC number below) |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Constituted Group (Unincorporated | |  | | Charitable Incorporated Organisations | |
|  | | Association) | |  | | (Please write number below) | |

|  |  |
| --- | --- |
|  | |
|  | Co-operative Society | |  | Other, please specify ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  |  | |  |  | |
| 3.2 | What month and year did your organisation start up? | | | |

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| --- | --- |
| 3.3 | How many paid staff does your organisation currently employ? |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Paid staff |  | FTE (Full time equivalent) |
|  |  |

|  |  |
| --- | --- |
| 3.4 | How many people are currently volunteering with your organisation? |

|  |  |
| --- | --- |
| Total number of volunteers |  |
|

|  |  |
| --- | --- |
| 3.5 | How many trustees/management committee members does your organisation have? |

|  |  |
| --- | --- |
| Total number of Directors / trustees / management committee members |  |

|  |  |
| --- | --- |
| 3.6 | What is your organisation’s approximate annual income from all sources? |

This will only be used by Salford CVS to target our services to you and to provide anonymised general statistics about Salford’s voluntary and community sector. It will **not** be made public.

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| Section four | Salford CVS information, publications and services |

Salford CVS is the city-wide infrastructure organisation for the voluntary, community and social enterprise sector; providing specialist information, advice, development support and opportunities for influence and collaboration.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.1 | Our publications | | | | |
|  |  | | | | |
| Would like to receive the Salford CVS weekly news e-bulletin | | Yes |  | No |  |
| If yes, make sure you have given us your email address in question 1.2. If other people in your organisation would also like to receive a copy, please write their **names and email addresses** below. | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  |  | | | | |
| 4.2 | Your support and development needs | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
| Does your organisation have any support and development needs? |  |  |  |
| If yes, we can help so please tell us below and we will contact you |  |  |  |
|  |  |  |  |
|  | | | |
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| 4.3 | Voice and Influence Forums |

Salford CVS runs a number of Voice and Influence forums for voluntary and community organisations in Salford. You can find out more on our website <https://www.salfordcvs.co.uk/voice-and-influence>. Please tell us if you would like more information about any of our forums or if you would like to be added to our invite lists to attend any of these forums.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Find out more | Add to invite list |
| VOCAL - Children, Young People & Families Forum | |  |  |
| VOCAL - Domestic Abuse & Sexual Violence Forum | |  |  |
| VOCAL - Environmental Forum | |  |  |
| VOCAL - Equalities, Diversity & Inclusion Forum | |  |  |
| VOCAL - Wellbeing, Health & Social Care Forum | |  |  |
| VOCAL - Work, Skills & Poverty Forum | |  |  |
| Volunteers Co-ordinators’ Forum | |  |  |
|  |  | | |
| 4.4 | The Salford Compact | | |

The Salford Compact underpins the relationship between the Statutory Sector and the Third Sector in Salford, with the aim of improving communication and understanding and strengthening our collective capacity to work together to improve the quality of life for Salford citizens.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

Is your organisation signed up to the compact?

To sign up to the Compact please follow this link [Salford Compact | Salford CVS](https://www.salfordcvs.co.uk/salford-compact)

|  |  |
| --- | --- |
| Section five | Applying for Salford CVS membership |

To apply for membership you must **provide a copy of your governing document**. Please note all Constitutions must be signed. Membership applications will be presented to our Board of Trustees for approval. **If you do not provide your governing document your membership request will not be granted.**

To apply for Salford CVS membership you must be a voluntary, community or not-for-profit

organisation that provides activities or services in Salford. You must also support our work and aims. Please confirm this below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | Yes |  |
| My organisation is voluntary, community or not-for-profit | |  |  |
| My organisation provides services or activities in Salford | |  |  |
| My organisation supports the work and aims of Salford CVS | |  |  |
|  | |  |  |
| Section six | How we will use your information | | | |

The information you have given on this form will be added to Salford CVS’s database. If you have given your consent in 2.6, Salford CVS will also publicise your contact details and the information you have provided about your organisation’s activities in sections one (except section 1.2) and two. We will not publish information contained within sections 3 - 7. Salford CVS complies fully with the Data Protection Act. Please ask if you’d like to see our Data Protection Policy.

|  |  |
| --- | --- |
| Section seven | Your signature |

We confirm that we want to register on Salford CVS’s database and accept the terms in *Sections five and six: How we will use your information*.

We agree to become a member of Salford CVS, which is a charitable company. If the company is wound up, we promise to pay the sum of £10 towards its debts, if asked to do so.

We confirm that we support Salford CVS’s aims and objects.

|  |  |
| --- | --- |
| Signed | Name (please print) |
| Date | Role in organisation |

**Returning this form**

* Paper versions to Rachel Sadler, FREEPOST MR7797, The Old Town Hall, 5 Irwell Place, Eccles, Salford, M30 7JZ
* Word versions can be emailed to [office@salfordcvs.co.uk](mailto:office@salfordcvs.co.uk)

|  |
| --- |
| **Salford CVS Admin only**  Date received:  Updated on Database (date):  Who by:  Date approved by Board of Trustees:  Membership number: |

