

wakefieldvcs.org

Directory Registration Form

Make sure you are listed

Getting listed on the wakefieldvcs.org online directory of voluntary and community organisations enables you to:

- promote your work to potential funders, commissioners, other voluntary and community groups and the wider community
- search for and connect with local groups to support your work
- help us to inform partnerships about the size and needs of the sector to support its development.

Registration is free. Find out more and how to register inside.



wakefieldvcs.org
Wakefield District's Voluntary and Community Sector



Wakefield Together is developing the wakefieldvcs.org website to support Voluntary and Community Sector (VCS) organisations in the Wakefield District and improve how all the sectors work together.

You will be able to use this website to:

- connect with organisations who can offer you support, training and to search for funding opportunities
- get in touch with other VCS groups and/or funders/commissioners to discuss local issues, share your expertise and receive information from them
- find out about other VCS organisations in your area and build new relationships
- promote your service to potential funders, commissioners, Wakefield citizens and other VCS organisations
- access news, reports, consultation documents, policies, management tools and other resources and information you can use to support your work.

This work is being led by Voluntary Action Wakefield District (VAWD). Your information will also become part of a new and improved database to help us to understand your needs better and send you relevant information. It will also help our partners to understand the size and potential of the VCS in Wakefield.

To register on the wakefieldvcs.org website, complete this form and return to Maria Langham, Single Portal Manager, Voluntary Action Wakefield District, 11 Upper York Street, Wakefield, WF1 3LQ.

Please note that information in sections one and two will be published on the wakefieldvcs.org website to promote your services to others. You can read in detail about how your information will be used on page 7.

If you need any help completing this form please contact us and we can support you to do this. Please also contact us if you would prefer to receive it in an alternative format or language (for example, large print or audio tape). Telephone 01924 367 418 or email ask@vawd.org.uk

SECTION ONE

Organisation contact details for publication

Organisation name		
Please insert any abbreviations your organisation is known by (eg, VAWD)		
Name of main contact		
Position in organisation		
Phone	Fax	
Email	Website	
Correspondence address		
Postcode		
Are you happy for the correspondence address in this section to be made public?	Yes	No

SECTION TWO

2.1 Your organisation

Please provide a short description (up to 100 words) of your organisation, its aims and objectives, and the issues it addresses. Please be as clear as you can as this information will be used to describe to potential funders and users what your organisation does. This information may be edited to meet editorial guidelines.

2.2 Please select up to four services you provide.

Please number from 1 to 4 (1 being your main service)

Accommodation/homelessness		Counselling		Life skills	
Adult protection		Crime/Safety		Mediation	
Advice		Education/Skills		Mentoring	
Advocacy/Campaigning		Employment/Unemployment		Recreation/Sport	
Animal welfare		Environment		Religious activities	
Arts/Culture		Equalities & diversity work		Regeneration	
Business		Financial well-being/Debt management		Support e.g. befriending, bereavement, carers, self help	
Capacity building		Fundraising		Training	
Child protection		Information, advice & guidance		Translating/Interpreting	
Community		Health promotion		Volunteering	
Other (please specify):					

2.3 Are your services/activities aimed at all groups?

Yes

No

If no, please answer the next question

If your services or activities focus on specific groups of people, please tick those groups that you primarily 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 Young People (14-19), you would tick mental health problems, Young People (14-19). **Please tick up to four groups**

Black & Minority Ethnic (all)		Infants (0-5)		English as a second language (people with)	
African		Children (6-13)		Ex-miners	
East Asian		Young people (14-19)		Families/Parents	
Economic migrant		Adults		Lone parents	
Gypsies and Travellers		Over 50's		Gay, Lesbian, Bisexual and Transgender people	
Refugee and Asylum Seekers		NEET		Homeless people	
South Asian		Employed people		Offenders/Ex-offenders	
Disabled people (all)		Unemployed people		Substance misusers	
Learning disabilities (people with)		Self-employed people		Survivors of abuse/ Victims of crime	
Long-term/chronic illness (people with)		Social entrepreneurs		Volunteers	
Mental health problems (people with)		People on a low income		Faith groups	
Physical/sensory impairments (people with)		Incapacity benefit claimants		Tenants and residents associations	
Men		Job seekers allowance claimants		Voluntary and community organisations	
Women		Carers			

Do you have plans to develop your work? With which groups and in what service areas?

2.4 Where does your organisation work or provide services?

Wakefield District	Yes	No
In specific wards/areas of Wakefield (If you answer Yes, please specify areas below in Q 2.5)	Yes	No
West Yorkshire wide	Yes	No
Yorkshire & Humber	Yes	No
National	Yes	No

2.5 If you only work/provide services in specific wards of Wakefield, please indicate which:

Ackworth, North Elmsall & Upton	Horbury & South Ossett	Stanley & Outwood East
Airedale & Ferry Fryston	Knottingley	Wakefield East
Altofts & Whitwood	Normanton	Wakefield North
Castleford Central & Glasshoughton	Ossett	Wakefield Rural
Crofton, Ryhill & Walton	Pontefract North	Wakefield South
Featherstone	Pontefract South	Wakefield West
Hemsworth	South Elmsall & South Kirkby	Wrenthorpe & Outwood West

If you only work/provide services in specific areas of Wakefield, please indicate which (for example Lupset, Eastmoor):

2.6 Please indicate below, in no more than 50 words, any resources and facilities at your organisation that are available for hire and you would like us to publicise to others (for example, interview rooms, training rooms, IT resources).

SECTION THREE

Further information Information in section three will be used to provide information about the size and needs of the sector to support its development and will not identify individual organisations.

3.1 Organisation structure

Structure - please tick one from the following

Branch of a national voluntary organisation	<input type="checkbox"/>	Consortium/cooperative	<input type="checkbox"/>
Communities of interest	<input type="checkbox"/>	Informal group	<input type="checkbox"/>
Community group or club	<input type="checkbox"/>	Infrastructure organisation	<input type="checkbox"/>
Community network	<input type="checkbox"/>	Social enterprise	<input type="checkbox"/>

Status - please tick one from the following

Charitable Company	<input type="checkbox"/>	Industrial and Provident Society	<input type="checkbox"/>
Community Interest Company	<input type="checkbox"/>	Registered Charity	<input type="checkbox"/>
Company Limited by Guarantee	<input type="checkbox"/>	Unincorporated Group	<input type="checkbox"/>
Registered Charity and Company Limited by Guarantee	<input type="checkbox"/>		

3.2 What year was your organisation established?

3.3 How many full time equivalent employees are currently working at your organisation?

None	<input type="checkbox"/>	1-10	<input type="checkbox"/>	11-25	<input type="checkbox"/>	26-50	<input type="checkbox"/>	51-100	<input type="checkbox"/>	101+	<input type="checkbox"/>
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3.4 How many volunteers do you have working with your organisation?

None	<input type="checkbox"/>	1-10	<input type="checkbox"/>	11-25	<input type="checkbox"/>	26-50	<input type="checkbox"/>	51-100	<input type="checkbox"/>	101+	<input type="checkbox"/>
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3.5 What is the approximate annual income of your organisation?

No income	<input type="checkbox"/>	£10k to £100k	<input type="checkbox"/>	£1 million to £10 million	<input type="checkbox"/>
Less than £10k	<input type="checkbox"/>	£100k to £1 million	<input type="checkbox"/>	£10 million or more	<input type="checkbox"/>
Don't know	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

3.6 What are your main sources of funding? - Please select up to three

Big Lottery		Learning and Skills Council		Self generated income e.g. subscriptions	
European Funding		Local authority commissioning		Sponsorship	
Government commissioning		Local authority grant		Subcontractor for fund holder	
Government grant		PCT commissioning		WDH commissioned	
Grant from Charitable Trusts		PCT grant		No income	
Other (please specify):					

SECTION FOUR

Communications and networking

Would you like to receive information about opportunities for funding, support and joint working by email/post?	Yes	No
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SECTION FIVE

Data protection

Information that you have given on this form will be added to Voluntary Action Wakefield District's database. Please note that information in sections one and two will be published on the wakefieldvcs.org website to promote your services to others. This information will be accessible to anyone using the Internet. It may also be used for dealing with enquiries about local groups and included in local directories as appropriate. Information in section three will be used to provide information about the size and needs of the sector to support its development and will not identify individual organisations. Please note your information may be edited to meet editorial guidelines and comply with database structure. You can read our full privacy statement at www.wakefieldvcs.org/privacy

Your details will be held by Voluntary Action Wakefield District in accordance with the Data Protection Act 1998.

Please sign below to confirm you accept these terms. (Your registration will be invalid without your signature.)

Name (please print)	
Signed	
Role in Organisation	
Date	

Office use only

Date form received	Date record updated	Updated by

wakefieldvcs.org

Wakefield District's Voluntary and Community Sector



Voluntary Action Wakefield District, 11 Upper York Street, Wakefield WF1 3LQ.

Tel: 01924 367418. Web: www.vawd.org.uk