**Section 1: Organisation overview**

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary contact person for organisation (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of organisation: |   |
|  as you would like it to appear in the database   |   |
|  formal, if different, as it appears in your organisation's constitution, registration documents, etc.   |   |
|  other, if any, your organisation has been known by in the last two years   |   |

|  |  |
| --- | --- |
| **Address** |  |
|  Number/ Building Name  |   |
|  Street  |   |
|  Postal District  |   |
|  Postcode Sector   |   |

|  |
| --- |
| **Correspondence address** |
|  Street   |   |
|  Number   |   |
|  Postal Town   |   |
|  Postcode  |   |

|  |
| --- |
| **Contact Details**  |
|  TELEPHONE NUMBER (if personal please state)  |   |
| ALTERNATIVE  TELEPHONE NUMBER (if personal please state)  |   |
|  FAX NUMBER (if personal please state  |   |
| EMAIL ADDRESS (if personal please state)   |  |

NB: Information marked as personal will not be displayed on the public directory.

Description of organisation

In what year was your organisation established?  format (YYYY)

Sector ❒ Voluntary and Community Sector ❒ Private Sector ❒ Public Sector

**Section 2: Legal form**

**Legal form of Organisation**

What legal form does your organisation take?

* Unincorporated Organisation
* Partnership
* Mutual Society (e.g. an Industrial or Provident Society, a Friendly Society, a Building Society, or a Credit Union)
* Non-limited company
* Private Limited Company
* Company Limited By Guarantee
* Public Limited Company
* Community Interest Company

Or specify other legal form

**Registration numbers**

If your organisation is a mutual society registered with the Financial Services Authority, what is its registration number? 

If your organisation is a company registered with Companies House, what is its registration number? 

If your organisation is a Community Interest Company registered with CICs Regulator, what is its registration number? 

Is your organisation registered with the Charity Commission?

* Yes, registered with the Charity Commission
* No, not registered with the Charity Commission but exempt\* or excepted\*\* status
* No, not registered with the Charity Commission but in the process of applying

If your organisation is registered with the Charity Commission, what is its registration number? 

**Section 3: Financial profile & employees**

**Financial profile & employees**

In your last financial year what was your organisation’s total income from all sources? 

How many employees did your organisation have delivering services in Sandwell at the end of your last financial year? 

How many full-time equivalent employees did your organisation have delivering services in Sandwell at the end of your last financial year? 

How many volunteers did your organisation have on its management committee or board at the end of your last financial year? 

How many other volunteers did your organisation have in total at the end of the last financial year? 

FOR MEMBERSHIP BODIES: How many members did your organisation have at the end of your last financial year? 

**Section 4: Quality Assurance**

Does your organisation currently have in place a recognised Quality Assurance system in respect of the services you deliver?

* Yes
* No
* Don’t know

Please specify which recognised Quality Assurance Scheme(s) your organisation belongs to or is currently working towards?

Does your organisation currently have in place a recognised Quality Assurance system in respect of the services you deliver?

* Yes
* No, currently working towards the implementation of a recognised QA system
* No, but may consider in the future
* No
* Don’t know

Please specify which recognised Quality Assurance Scheme(s) your organisation belongs to or is currently working towards?

What is your organisation’s main function?

* Providing advocacy, advice and information
* Providing activities for members and users
* Providing buildings and/or facilities (community centres, village halls, religious buildings, etc)
* Providing finance and/or other resources (training, consultancy, volunteers)
* Undertaking representation (campaigning, lobbying, etc)
* Undertaking research
* Providing services (housing, health care, community safety, etc)

|  |
| --- |
| **IF YOU DO NOT WISH YOUR ORGANISATION TO BE CONTACTED IN THE FUTURE FOR ADDITIONAL RESEARCH OR CONSULTATION, PLEASE TICK THIS BOX. IF YOU TICK THIS BOX, WE WILL NOT ASK YOU TO PARTICIPATE IN ANY FUTURE RESEARCH.** |
| **Please do not contact us.**  |

## Section 5: Organisation languages

Afghanistan

* spoken / signed
* written

Arabic

* spoken / signed
* written

Bengali

* spoken / signed
* written

British Sign

* spoken / signed
* written

Chinese

* spoken / signed
* written

English

* spoken / signed
* written

French

* spoken / signed
* written

German

* spoken / signed
* written

Gujerati

* spoken / signed
* written

Hindi

* spoken / signed
* written

Mirpuri

* spoken / signed
* written

Patois

* spoken / signed
* written

Polish

* spoken / signed
* written

Portugese

* spoken / signed
* written

Punjabi

* spoken / signed
* written

Somali

* spoken / signed
* written

Spanish

* spoken / signed
* written

Swaheli

* spoken / signed
* written

Urdu

* spoken / signed
* written

Vietnamese

* spoken / signed
* written

Sylheli

* spoken / signed
* written

## Section 6: Organisation services

Animals 

Accommodation and housing 

Advocacy 

Arts, culture, sport and recreation 

Cohesion and civic participation 

Economic, social and community development 

Education and research 

Employment and training 

Environment 

Equalities 

Health 

Housing 

International 

Law, crime, human/civil rights and information 

Religion 

Social services 

Transport 

Voluntary and community organisations 

## Section 7: Organisation beneficiaries people

 **Household**

Top of Form

 All households

 Households with children

 Households without children

 Single person households

 **Gender**

 All genders

 Women

 Men

 Transgender people

 **Sexual Orientation**

 People of all sexual orientations

 Heterosexual people

 Gay, lesbian, bisexual and transsexual people 

**Age Group**

People of all ages

Children under 5 years

Children aged 5-11 years

Young people aged 12-16 years

Young people aged 12-18 years

Young adults aged 19-25 years

Adults aged 26-64 years

Older people aged 65 years and over

**Ethnic Group (if you focus specifically on a particular ethnic group, please specify below)**

 All Black or Black British people (including Caribbean, African and any other Black background)

 All Asian or Asian British people (including Indian, Pakistani, Bangladeshi, and any other Asian background)

All Mixed people (including White and Black Caribbean, White and Black African, White and Asian, and any other Mixed background)

 All Chinese and other ethnic groups (including Chinese and any other ethnic group)

**Faith**

People from all faiths / multi-faith / inter-faith people

Christian (including Church of England, Catholic, Protestant and all Christian denominations)

Buddhist

Hindu

Jewish

Muslim

Sikh

Animist

Humanist

Pagan (including witchcraft)

Agnostic / atheist / no religion

**Specific Need or Circumstance**

People of all specific circumstances

People who have disabilities (unspecified)

People who are housebound

People who have physical disabilities (excluding sensory disabilities)

People who have sensory disabilities (sight, hearing, etc)

People who have learning disabilities

People who have mental health problems

People who have terminal illnesses

People who have specific medical conditions/diseases

People who are socially excluded/isolated/lonely

People who are homeless/in housing need

People who are unemployed

People who are in financial need

People who are "at risk" or "vulnerable"

People who are bereaved

People who are leaving care/long-stay institutions (excluding prisons)

People who are asylum seekers/refugees

People who are offenders/ex-offenders

People who are travellers

People who have substance abuse/addiction problems (alcohol, drugs, gambling, sex, etc)

People who are victims/survivors of physical/sexual/emotional violence

People who are victims/survivors of crime

People are victims/survivors of man-made and natural disasters (war, famine, floods, fires, etc)

People who are students

People who are carers 

People who are service/ex-service personnel

People who are from specific occupational/professional/trade groups

Other

## Organisation regions coverage

**Top of Form**

**Geographical areas**

Specific areas within Sandwell only

Throughout Sandwell

Sandwell and some neighboring districts

The Black Country sub-region

The West Midlands region

Multiple regions (more than one region, smaller than England)

England

England plus another part of the UK

(Northern Ireland and/or Scotland and/or Wales)

International (outside the UK only)

UK and international

**Sandwell Wards**

All Sandwell Wards

Abbey

Blackheath

Bristnall

Charlemont with Grove Vale

Cradley Heath and Old Hill

Friar Park

Great Barr with Yew tree

Great Bridge

Greets Green and Lyng

Hateley Heath

Langley

Newton

Old Warley

Oldbury

Princes End

Rowley

Smethwick

Soho and Victoria

St. Pauls

Tipton Green

Tividale

Wednesbury North

West Bromwich Central

None specific region