

INTRODUCING

www.sandwellvcs.info

The most comprehensive directory of
voluntary and community sector organisations serving Sandwell

Take a look

ENSURE YOUR ORGANISATION IS INCLUDED!

What is www.sandwellvcs.info?

SCVO has developed www.sandwellvcs.info to be the most comprehensive directory of voluntary and community sector organisations serving Sandwell. This web directory can be viewed by anyone with an internet connection 24 hours a day, 7 days a week, 365 days a year.

It holds contact information for organisations, their services and beneficiaries. It also enables SCVO to map VCS services to build up a comprehensive picture of the state of the sector in Sandwell.

What's in it for me?

- It's totally free
- It ensures your details appear in any searches by funders, public sector agencies, donors, the general public and fellow VCS organisations
- It means SCVO can contact you about support that could benefit your organisation – and can tailor that support more effectively
- You can become an SCVO member with
 - Up to date information on funding
 - Free copies of SCVO's newsletter and e-bulletin
 - Tailored support, such as training, advice and information on local events
 - Representation and a voice on local, regional and national issues affecting the VCS
 - A vote at the annual meeting and the right to seek nomination to the Board

How can my organisation be included?

Simply complete the electronic or paper form and return it to SCVO.

VOLUNTARY AND COMMUNITY SECTOR DIRECTORY



Section 1: Organisation overview

Name of organisation

As you would like it to appear in the directory (if different)

Formal as it appears in your organisation's constitution, registration documents, etc (if different)

Description of organisation

Where possible, SCVO prefers to communicate via email to cut costs and help the environment. How would your organisation prefer to receive regular communications from us?

Email

Post

Post & Email

No contact

Which year was your organisation established?

Address

Number / building name

Street

Town / city

Postcode

Correspondence address (if different)

Number / building name

Street

Contact details

Telephone number

Mobile telephone number

Fax number

Email address

Minicom number

Personal?

Personal?

Personal?

Personal?

Website address

Section 2: Legal

What form does your organisation take?

Unincorporated organisation

Constituted organisation with governing documents

Partnership

Mutual society (eg a Friendly, Building or Industrial Society)

If so, what is its Financial Services Authority registration number?

Non-limited company

If so, what is its Companies House registration number?

Private limited company

If so, what is its Companies House registration number?

Company limited by guarantee

If so, what is its Companies House registration number?

Public limited company

If so, what is its Companies House registration number?

Community interest company

If so, what is its CICs regulator registration number?

Is your organisation registered with the Charity Commission?

Yes

If so, what is its Charity Commission registration number?

No, but exempt or excepted status

No, but in the process of applying

No

Structure & operations

Is your organisation

An independent/stand-alone organisation (not a member of a group and not a branch of a larger organisation)

Part of a network of organisations

An office of a larger organisation

Does it have full control of its budget?

Yes

No

Don't know

Does it have freedom to enter into contractual agreements?

Full

Conditional

None

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Section 3: Financial profile & employees

What was your organisation's total income from all sources in your last financial year?

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

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

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

In your organisation how many hours per week equals full time employment?

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

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

How many members did your organisation have at the end of last financial year?

How did demand for your services or activities change in the last financial year?

- | | | |
|---|---|--|
| <input type="checkbox"/> Increased a lot | <input type="checkbox"/> Increased slightly | <input type="checkbox"/> Stayed about the same |
| <input type="checkbox"/> Decreased slightly | <input type="checkbox"/> Decreased a lot | <input type="checkbox"/> Don't know |

How did the number of different sources of income change in the last financial year?

- | | | |
|---|---|--|
| <input type="checkbox"/> Increased a lot | <input type="checkbox"/> Increased slightly | <input type="checkbox"/> Stayed about the same |
| <input type="checkbox"/> Decreased slightly | <input type="checkbox"/> Decreased a lot | <input type="checkbox"/> Don't know |

Which types of funding were the most significant sources of income for your organisation in the last financial year?

- Grants from local statutory organisations (eg Sandwell Council, Sandwell PCT)
- Contracts with local statutory organisations (eg Sandwell Council, Sandwell PCT)
- Grants from regional statutory organisations (eg Advantage West Midlands)
- Contracts with regional statutory organisations (eg Advantage West Midlands)
- Grants from national statutory organisations (eg Home Office)
- Contracts with national statutory organisations (eg Home Office)
- Grants from local non-statutory organisations (eg Harborne Parish Lands)
- Contracts with local non-statutory organisations (eg Harborne Parish Lands)
- Grants from regional and national non-statutory organisations
- Contracts with regional and national non-statutory organisations
- Public donations
- Service user contributions
- Private donations
- Earned income through non-contractual activities

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Which types of funding do you expect to be the most significant sources of income for your organisation next financial year?

- Grants from local statutory organisations (eg Sandwell Council, Sandwell PCT)
- Contracts with local statutory organisations (eg Sandwell Council, Sandwell PCT)
- Grants from regional statutory organisations (eg Advantage West Midlands)
- Contracts with regional statutory organisations (eg Advantage West Midlands)
- Grants from national statutory organisations (eg Home Office)
- Contracts with national statutory organisations (eg Home Office)
- Grants from local non-statutory organisations (eg Harborne Parish Lands)
- Contracts with local non-statutory organisations (eg Harborne Parish Lands)
- Grants from regional and national non-statutory organisations
- Contracts with regional and national non-statutory organisations
- Public donations
- Service user contributions
- Private donations
- Earned income through non-contractual activities

How clear were your organisation's objectives in the last financial year?

- Very clear
 Fairly clear
 Not very clear
 Not at all clear
 Don't know

To what extent do you think your organisation has been successful in meeting its objectives in the last financial year?

- Very successful
 Fairly successful
 Not very successful
 Not at all successful
 Don't know

How clear are your organisation's objectives for next financial year?

- Very clear
 Fairly clear
 Not very clear
 Not at all clear
 Don't know

How confident are you that your organisation will be successful in meeting its objectives next financial year?

- Very confident
 Fairly confident
 Not very confident
 Not at all confident
 Don't know

Section 4: Insurance & Assurance

Does your organisation currently deliver, or have you in the past three years had experience of delivering services under contract on behalf of a third party organisation?

- Yes, as a sole contractor
 Yes, as a member of a collaborative venture with other organisations
 No

Would your organisation consider delivering services under contract on behalf of a third party organisation in the future?

- Yes, as a sole contractor
 Yes, as a member of a collaborative venture with other organisations
 No

Does your organisation currently hold Employers Liability Insurance?

- No
 Don't know
 Yes

If yes, what is your level of cover?

Does your organisation currently hold Public Liability Insurance?

- No
 Don't know
 Yes

If yes, what is your level of cover?

Does your organisation currently hold Professional Indemnity Insurance?

- No
 Don't know
 Yes

If yes, what is your level of cover?

Has your organisation at any time in the last five years had to pay financial penalties and/or contractual damages for failing to perform in accordance with contract conditions?

- No
 Don't know
 Yes

If yes, please provide details

Has your organisation at any time in the last five years had a contract terminated?

- No
 Don't know
 Yes

If yes, please provide details

Has your organisation at any time in the last five years withdrawn from a contract prematurely?

- No
 Don't know
 Yes

If yes, please provide details

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

- Yes
 Currently working towards
 No
 No, but may consider in the future

If so, which scheme is it?

Does your organisation currently have in place a Health and Safety policy or procedures in respect of the services you deliver?

- Yes
 No, but may consider in the future
 No
 Don't know

Does your organisation currently have in place an Equalities policy in respect of your role as an employer?

- Yes
 No, but may consider in the future
 No
 Don't know

Does your organisation currently have in place an Equalities policy in respect of the services you deliver?

- Yes
 No, but may consider in the future
 No
 Don't know

Does your organisation currently have in place an Environmental Sustainability policy or procedures?

- Yes
 No, but may consider in the future
 No
 Don't know

What is your organisation's main function?

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

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Section 5: Organisation languages

- | | | | | |
|---------------------------------------|-----------------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Chinese | <input type="checkbox"/> Hindi | <input type="checkbox"/> Portuguese | <input type="checkbox"/> Swahili |
| <input type="checkbox"/> Afghanistan | <input type="checkbox"/> French | <input type="checkbox"/> Italian | <input type="checkbox"/> Punjabi | <input type="checkbox"/> Sylheti |
| <input type="checkbox"/> Arabic | <input type="checkbox"/> German | <input type="checkbox"/> Mirpuri | <input type="checkbox"/> Russian | <input type="checkbox"/> Tamil |
| <input type="checkbox"/> Bengali | <input type="checkbox"/> Greek | <input type="checkbox"/> Patois | <input type="checkbox"/> Somali | <input type="checkbox"/> Urdu |
| <input type="checkbox"/> British Sign | <input type="checkbox"/> Gujarati | <input type="checkbox"/> Polish | <input type="checkbox"/> Spanish | <input type="checkbox"/> Vietnamese |

Section 6: Organisation services

- | | | |
|---|---|---|
| <input type="checkbox"/> Accommodation & housing | <input type="checkbox"/> Education & research | <input type="checkbox"/> International |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Employment & training | <input type="checkbox"/> Law, crime, human/civil rights & information |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Environment | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Arts, culture, sport & recreation | <input type="checkbox"/> Equalities | <input type="checkbox"/> Social services |
| <input type="checkbox"/> Cohesion & civic participation | <input type="checkbox"/> Financial, debt advice & credit unions | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Economic, social & community development | <input type="checkbox"/> Health | <input type="checkbox"/> Voluntary & community organisations |

Section 7: Organisation beneficiaries

Household

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> All households | <input type="checkbox"/> Households with children | <input type="checkbox"/> Households without children | <input type="checkbox"/> Single person households |
|---|---|--|---|

Gender

- | | | | |
|--------------------------------------|--------------------------------|------------------------------|---|
| <input type="checkbox"/> All genders | <input type="checkbox"/> Women | <input type="checkbox"/> Men | <input type="checkbox"/> Transgender people |
|--------------------------------------|--------------------------------|------------------------------|---|

Sexual orientation

- | | | |
|---|--|--|
| <input type="checkbox"/> All orientations | <input type="checkbox"/> Heterosexual people | <input type="checkbox"/> Lesbian, gay, bisexual and transsexual people |
|---|--|--|

Age group

- | | | | |
|--------------------------------------|--|--------------------------------------|--|
| <input type="checkbox"/> All ages | <input type="checkbox"/> Under 5 years | <input type="checkbox"/> 5-11 years | <input type="checkbox"/> 12-16 years |
| <input type="checkbox"/> 17-18 years | <input type="checkbox"/> 19-25 years | <input type="checkbox"/> 26-64 years | <input type="checkbox"/> 65 years and over |

Ethnic group

- | | | |
|---|--|--|
| <input type="checkbox"/> All ethnicities | <input type="checkbox"/> Specified ethnic groups | <input type="checkbox"/> Unspecified ethnic groups |
| <input type="checkbox"/> All White people (including White British, White Irish, and any other White background) | | |
| <input type="checkbox"/> All Black or Black British people (including Caribbean, African and any other Black background) | | |
| <input type="checkbox"/> All Asian or Asian British people (including Indian, Pakistani, Bangladeshi, and any other Asian background) | | |
| <input type="checkbox"/> All Mixed people (including White and Black Caribbean, White and Black African, White and Asian, and any other mixed background) | | |
| <input type="checkbox"/> All Chinese and other ethnic groups (including Chinese and any other ethnic group) | | |

Faith group

- | | | |
|---|--|---|
| <input type="checkbox"/> All faiths / multi-faith / inter-faith | <input type="checkbox"/> Christian (all denominations) | <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Jewish | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Sikh | <input type="checkbox"/> Pagan (including witchcraft) | <input type="checkbox"/> Agnostic / atheist / no religion |
| <input type="checkbox"/> Animist | <input type="checkbox"/> Humanist | |

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Specific need or circumstance

- | | | |
|---|--|--|
| <input type="checkbox"/> All circumstances | <input type="checkbox"/> Unspecified disabilities | <input type="checkbox"/> Housebound |
| <input type="checkbox"/> Sensory disabilities (sight, hearing, etc) | <input type="checkbox"/> Other physical disabilities | <input type="checkbox"/> Learning disabilities |
| <input type="checkbox"/> Mental health problems | <input type="checkbox"/> Terminal illnesses | <input type="checkbox"/> Specific medical conditions / diseases |
| <input type="checkbox"/> Socially excluded / isolated /lonely | <input type="checkbox"/> Homeless / in housing need | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> In financial need | <input type="checkbox"/> At risk or vulnerable | <input type="checkbox"/> Bereaved |
| <input type="checkbox"/> Carers | <input type="checkbox"/> Leaving care / long-stay institutions | <input type="checkbox"/> Offenders / ex-offenders |
| <input type="checkbox"/> Asylum seekers / refugees | <input type="checkbox"/> Travellers | <input type="checkbox"/> Substance abusers / addicts |
| <input type="checkbox"/> Victims / survivors of violence | <input type="checkbox"/> Victims / survivors of other crimes | <input type="checkbox"/> Victims / survivors of disasters (war, floods, etc) |
| <input type="checkbox"/> Students | <input type="checkbox"/> Service / ex-service personnel | <input type="checkbox"/> Specific occupations / trades / professions |
| <input type="checkbox"/> Other | Please specify <input type="text"/> | |

Geographic areas

- | | |
|---|--|
| <input type="checkbox"/> Specific wards within Sandwell only | <input type="checkbox"/> Throughout Sandwell |
| <input type="checkbox"/> Sandwell and some neighbouring districts | <input type="checkbox"/> Throughout the Black Country sub-region |
| <input type="checkbox"/> Throughout the West Midlands region | <input type="checkbox"/> More than one region |
| <input type="checkbox"/> Throughout England | <input type="checkbox"/> England plus another UK nation |
| <input type="checkbox"/> UK and international | <input type="checkbox"/> Outside the UK only |

Sandwell wards

- | | | |
|---|---|--|
| <input type="checkbox"/> All Sandwell wards | <input type="checkbox"/> Greet's Green and Lyng | <input type="checkbox"/> Soho and Victoria |
| <input type="checkbox"/> Abbey | <input type="checkbox"/> Hateley Heath | <input type="checkbox"/> St Pauls |
| <input type="checkbox"/> Blackheath | <input type="checkbox"/> Langleigh | <input type="checkbox"/> Tipton Green |
| <input type="checkbox"/> Bristnall | <input type="checkbox"/> Newton | <input type="checkbox"/> Tividale |
| <input type="checkbox"/> Charlemont | <input type="checkbox"/> Old Warley | <input type="checkbox"/> Wednesbury North |
| <input type="checkbox"/> Cradley Heath and Old Hill | <input type="checkbox"/> Oldbury | <input type="checkbox"/> Wednesbury South |
| <input type="checkbox"/> Friar Park | <input type="checkbox"/> Princes End | <input type="checkbox"/> West Bromwich Central |
| <input type="checkbox"/> Great Barr with Yew Tree | <input type="checkbox"/> Rowley | |
| <input type="checkbox"/> Great Bridge | <input type="checkbox"/> Smethwick | |

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Section 8: Contacts

Principal contact details

First name

Surname

Title / postnominals

Role

Date term expires (leave blank if no expiry date)

Telephone number

Personal?

Mobile telephone number

Personal?

Email address

Personal?

Fax number

Personal?

Minicom number

Personal?

Second contact details

First name

Surname

Title / postnominals

Role

Date term expires (leave blank if no expiry date)

Telephone number

Personal?

Mobile telephone number

Personal?

Email address

Personal?

Fax number

Personal?

Minicom number

Personal?

Section 9: Membership of SCVO and data protection

Membership of SCVO

I DO want my organisation to be a member of SCVO and acknowledge that this form constitutes an application for membership.

Data protection

The information provided is, to the best of my knowledge, correct and I agree to its being used for the purposes specified above and in line with the purposes registered by SCVO under the Data Protection Act. I have read and understood SCVO's data protection policy and give my consent for the data supplied in this form to be used for the purposes set out in the policy, subject to the exclusions ticked below and that my data is kept personal to SCVO where I have indicated accordingly above.

I do NOT want to receive SCVO communications such as newsletters and e-bulletin.

I do NOT want to help with research to improve the service SCVO offers.

I do NOT want my information to be shared with selected organisation to help my organisation to secure contracts and funding.

Name:	Date
Signature:	