

Name of organisation:

Name of organisation:  
(Previous/Other)

Abbreviation:

For office use only:

Is this a new application for membership or renewal? *Please tick as appropriate*

New Application

Renewal

Tick the membership category you wish to join:

**AFFILIATED GENERAL MEMBERSHIP**

(annual subscription of £12 covers cost of quarterly Newsletter, varied benefits and service discounts, including access to services of the Volunteer Centre and Community Transport, plus entitlement to nominate to the Board of Directors)

**NON-AFFILIATED GENERAL MEMBERSHIP**

(no annual subscription, receive support and assistance from VAEF)

**AFFILIATED INDIVIDUAL MEMBERSHIP**

(annual subscription of £12 covers cost of quarterly Newsletter, varied benefits and service discounts and entitlement to nominate to Board of Directors)

**NON-AFFILIATED INDIVIDUAL MEMBERSHIP**

(no annual subscription, receive support and assistance from VAEF)

**NEW VOLUNTARY ORGANISATION**

(affiliation fee temporarily waived as funding circumstances require an adjustment period)

In the event of VAEF being wound up, every member undertakes to contribute to the assets up to the amount of £1.



Where and when are your meetings?		
Venue:		
Frequency:	Day of week:	Time:
Where are your services located?		
Which area(s) does your organisation serve?		
International <input type="checkbox"/>	National <input type="checkbox"/>	Regional <input type="checkbox"/> Essex <input type="checkbox"/>
Please provide in detail the area(s) your organisation serves:		

**DATA PROTECTION:**

**I agree that Voluntary Action Epping Forest may use the information from this form to compile a database and to answer enquiries from the public and statutory sector.**

Please tick here if you DO NOT agree to share this information with carefully selected partners of Voluntary Action Epping Forest.

The name of your organisation and a description of its activities will be automatically added to an internet directory of groups. If you DO NOT wish the information in the contact details of this form to appear please tick this box.

If you ticked the above box, do you want your contact details to be care of Voluntary Action Epping Forest?  
Yes  No

**Please enclose the correct membership fee when returning this form, cheques made payable to Voluntary Action Epping Forest**

Signed:

Date:

Print name:

**Thank you.** Please keep us informed of any changes in your organisation.

**Please return this form to  
Voluntary Action Epping Forest, Homefield House, Civic Offices, High Street, Epping CM16 4BZ**

**PROFILE FORM**

For office use only:	
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Name of organisation:	
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<b>ABOUT YOUR ORGANISATION:</b>	
Is the main contact address:	An office <input type="checkbox"/> Home <input type="checkbox"/>
Does it have:	Wheelchair access <input type="checkbox"/> Wheelchair-accessible toilets <input type="checkbox"/> Disabled parking <input type="checkbox"/>
Is your organisation part of a regional or national network?	National <input type="checkbox"/> Regional <input type="checkbox"/> N/A <input type="checkbox"/>
No of members:	
Is your organisation a:	Registered charity <input type="checkbox"/> Charity No: Company <input type="checkbox"/> Company No: Company with charitable status <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Voluntary not-for-profit organisation <input type="checkbox"/> Other (please specify): <input type="checkbox"/>

<b>PEOPLE IN YOUR ORGANISATION:</b>	
Number of volunteers, including trustees:	Number of paid, fulltime equivalent staff:
Number of volunteers who do more than two hours per week:	

<b>ABOUT YOUR ORGANISATION'S ACTIVITIES:</b>	
Which of the Local Area Agreement priorities does your organisation work towards?	
<i>Our People</i>	
1. Fewer children and young people missing education or not in education, employment or training	<input type="checkbox"/>
2. More people supported to live in their own homes and better support for carers	<input type="checkbox"/>
3. Better public health and longer lives	<input type="checkbox"/>
4. Children and young people realise their potential in education	<input type="checkbox"/>
<i>Our Communities</i>	
5. Essex roads are safer, less congested and everyone has access to essential services	<input type="checkbox"/>
6. More participation in sport, culture and volunteering	<input type="checkbox"/>
7. Essex is a safe place to live	<input type="checkbox"/>
<i>Our Economy</i>	
8. Essex has a strong and competitive economy	<input type="checkbox"/>
<i>Our World</i>	
9. A smaller carbon footprint with less waste	<input type="checkbox"/>
10. A well-managed natural environment	<input type="checkbox"/>

**WHAT TYPE OF ACTIVITY DOES YOUR ORGANISATION PROVIDE?** (Please tick all that apply.)

<b>HEALTH:</b>			
Services for specific health conditions	<input type="checkbox"/>	Please specify what conditions:	
Services for specific mental health problems	<input type="checkbox"/>	Please specify what problems:	
What direct health services do you provide?			
How do people access your services?			
Referral from professional	<input type="checkbox"/>	Self-referral	<input type="checkbox"/>
Other, please specify:			
How are appointments handled?			
Describe who cannot be referred:			
What are your usual waiting times for referrals?			
<b>COMMUNITY:</b>			
Community development	<input type="checkbox"/>	Safety against crime	<input type="checkbox"/>
Neighbourhood watch	<input type="checkbox"/>	Community facility	<input type="checkbox"/>
Faith group	<input type="checkbox"/>	Media and publicity	<input type="checkbox"/>
Transport	<input type="checkbox"/>	Politics	<input type="checkbox"/>
Councillors / MPs/ MEPs	<input type="checkbox"/>	Support for community groups	<input type="checkbox"/>
Community transport	<input type="checkbox"/>	Emergency services	<input type="checkbox"/>
		Place of worship	<input type="checkbox"/>
		Room hire	<input type="checkbox"/>
		Local council	<input type="checkbox"/>
		Campaigning	<input type="checkbox"/>
<b>DISABILITY:</b>			
Physical disabilities	<input type="checkbox"/>	Sensory/communication disabilities	<input type="checkbox"/>
		Learning disabilities	<input type="checkbox"/>
<b>ARTS, ENTERTAINMENT, LEISURE AND SPORTS:</b>			
Creative arts	<input type="checkbox"/>	Parks and open spaces	<input type="checkbox"/>
Music and choral	<input type="checkbox"/>	Social clubs	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Befriending services	<input type="checkbox"/>	Local speakers	<input type="checkbox"/>
		Sports and physical activities	<input type="checkbox"/>
		Museums	<input type="checkbox"/>
		Heritage and local history	<input type="checkbox"/>
<b>TRAINING AND WORK:</b>			
Return to work support	<input type="checkbox"/>	Volunteering	<input type="checkbox"/>
Business support	<input type="checkbox"/>	Education	<input type="checkbox"/>
<b>CHILDREN AND YOUNG PEOPLE:</b>			
Child care	<input type="checkbox"/>	Parent and toddler groups	<input type="checkbox"/>
Junior clubs	<input type="checkbox"/>	Youth clubs	<input type="checkbox"/>
Parent & child contact centres	<input type="checkbox"/>	Parent support	<input type="checkbox"/>
		Preschools	<input type="checkbox"/>
		Out of school care	<input type="checkbox"/>
		Scouts/Guides	<input type="checkbox"/>

<b>OLDER PEOPLE:</b>			
Luncheon clubs	<input type="checkbox"/>	Friendship clubs	<input type="checkbox"/>
Health	<input type="checkbox"/>	Advocacy	<input type="checkbox"/>
Care homes	<input type="checkbox"/>	Homecare	<input type="checkbox"/>
		Good neighbour schemes	<input type="checkbox"/>
		Transport	<input type="checkbox"/>
		Befriending	<input type="checkbox"/>

<b>ENVIRONMENT:</b>			
Campaigners	<input type="checkbox"/>	Gardening schemes	<input type="checkbox"/>
		Conservation/ recycling	<input type="checkbox"/>

<b>HOUSING:</b>			
Homelessness	<input type="checkbox"/>	Sheltered housing	<input type="checkbox"/>
Housing associations	<input type="checkbox"/>	Home improvement	<input type="checkbox"/>
Care homes	<input type="checkbox"/>	Supported housing	<input type="checkbox"/>
		Tenants' and residents' associations	<input type="checkbox"/>

<b>ANIMALS:</b>			
Animal rescue	<input type="checkbox"/>	Animal clubs and societies	<input type="checkbox"/>

<b>SUPPORT:</b>			
For addictions	<input type="checkbox"/>	For offenders/ ex offenders	<input type="checkbox"/>
Relationship counselling	<input type="checkbox"/>	Advocacy/ mediation	<input type="checkbox"/>
Mentoring	<input type="checkbox"/>	Victims of crime	<input type="checkbox"/>
		Counselling	<input type="checkbox"/>
		Bereavement care & counselling	<input type="checkbox"/>
		Witness support	<input type="checkbox"/>

<b>ADVICE AND INFORMATION:</b>			
Citizen's Advice	<input type="checkbox"/>	Benefit/debt/welfare rights	<input type="checkbox"/>
Volunteering advice	<input type="checkbox"/>	Domestic violence	<input type="checkbox"/>
Legal aid/ justice	<input type="checkbox"/>	Practical support	<input type="checkbox"/>
Self help	<input type="checkbox"/>	Support to voluntary groups	<input type="checkbox"/>
		Funding advice	<input type="checkbox"/>
		Employment advice	<input type="checkbox"/>
		Human and civil rights	<input type="checkbox"/>

<b>WHO DO YOU PROVIDE YOUR ACTIVITIES TO?</b>			
Please tick the user groups your organization works with.			
Everyone	<input type="checkbox"/>	Children under five	<input type="checkbox"/>
Children (14 to 19)	<input type="checkbox"/>	Young people (20-25)	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Black African- Caribbean	<input type="checkbox"/>
White (UK)	<input type="checkbox"/>	White (other)	<input type="checkbox"/>
Women only	<input type="checkbox"/>	Men only	<input type="checkbox"/>
Lone parents	<input type="checkbox"/>	Families	<input type="checkbox"/>
People with learning disabilities	<input type="checkbox"/>	People with communication/ sensory disabilities	<input type="checkbox"/>
Carers	<input type="checkbox"/>	People with sexual health needs	<input type="checkbox"/>
People with specific health conditions	<input type="checkbox"/>	People with addictions	<input type="checkbox"/>
People with eating disorders	<input type="checkbox"/>	People excluded from school	<input type="checkbox"/>
Homeless people	<input type="checkbox"/>	Victims of domestic violence	<input type="checkbox"/>
Unemployed people	<input type="checkbox"/>	Immigrants/refugees	<input type="checkbox"/>
Victims of crime	<input type="checkbox"/>		
		Children (five to 13)	<input type="checkbox"/>
		Older people (60+)	<input type="checkbox"/>
		Indian	<input type="checkbox"/>
		Asian (other)	<input type="checkbox"/>
		Black British	<input type="checkbox"/>
		Lesbian/gay/bisexual/ transgender people	<input type="checkbox"/>
		People with physical disabilities	<input type="checkbox"/>
		People with mental health needs	<input type="checkbox"/>
		People who have suffered a bereavement	<input type="checkbox"/>
		Offenders/ex offenders	<input type="checkbox"/>
		People on low incomes	<input type="checkbox"/>
		Victims of sexual abuse	<input type="checkbox"/>

<b>ORGANISATION'S DEVELOPMENT:</b>			
What quality standards does your organisation have?			
PQASSO	<input type="checkbox"/>	Investors In People	<input type="checkbox"/>
Excellence Model	<input type="checkbox"/>	Charter Mark	<input type="checkbox"/>
DIAL Quality Mark	<input type="checkbox"/>	NAVCA Quality kite mark	<input type="checkbox"/>
Homeless Centres QM	<input type="checkbox"/>	Community Legal	<input type="checkbox"/>
ACRE standards	<input type="checkbox"/>	Services Quality Mark	<input type="checkbox"/>
Matrix	<input type="checkbox"/>	BS ISO9001	<input type="checkbox"/>
Social Auditing Framework	<input type="checkbox"/>	Volunteering England	<input type="checkbox"/>
Accreditation	<input type="checkbox"/>		
Other, please specify:			
<b>FINANCIAL INFORMATION:</b>			
What was your income in the last financial year?			
Undisclosed	<input type="checkbox"/>	£0 - £1,000	<input type="checkbox"/>
£10,001 - £100,000	<input type="checkbox"/>	£100,001 - £250,000	<input type="checkbox"/>
£500,001 - £750,000	<input type="checkbox"/>	£750,001 - £1m	<input type="checkbox"/>
£1,001 - £10,000	<input type="checkbox"/>	£250,001 - £500,000	<input type="checkbox"/>
		£1m+	<input type="checkbox"/>
What have been your major sources of funding in the past three years?			
Big Lottery	<input type="checkbox"/>	NHS	<input type="checkbox"/>
Other statutory	<input type="checkbox"/>	Contract/SLA	<input type="checkbox"/>
Local authority	<input type="checkbox"/>	Trust funding	<input type="checkbox"/>
Other, please state:			
Do you earn income from trading?			
No	<input type="checkbox"/>		
Yes	<input type="checkbox"/>		
What percentage of your total income in the past year does it represent?			
Do you have contracts / SLAs with statutory agencies?			
No	<input type="checkbox"/>		
Yes	<input type="checkbox"/>		
Please specify the agencies: (If NHS, please define which organisation. If Essex County Council, please define department):			
Has your organisation previously submitted a Pre Qualification Questionnaire to an NHS body to provide services?			
No	<input type="checkbox"/>		
Yes	<input type="checkbox"/>	Was it: Successful?	<input type="checkbox"/>
		Unsuccessful?	<input type="checkbox"/>
Has your organisation previously submitted a tender to an NHS body to provide services?			
Applied	<input type="checkbox"/>	Responding to tenders	<input type="checkbox"/>
Like to apply	<input type="checkbox"/>	Responded successfully	<input type="checkbox"/>
		Responded unsuccessfully	<input type="checkbox"/>

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Please tick here if you DO NOT agree to share this information with carefully selected partners of VAEF.

Your organisation will be categorised on an internet directory according to the information you have given in the type of activities you provide and the user groups sections.

Signed:

Date:

Print name:

**Thank you. Please keep us informed of any changes in your organisation**

Please return this form to

Voluntary Action Epping Forest, Homefield House, Civic Offices, High Street, Epping CM16 4BZ