

# Organisation Registration Form



## How we use your information

Third sector organisations do a tremendous amount of work and we're keen to make sure that this work is recognised, valued and supported as much as possible. At Fife Voluntary Action we maintain a database of organisations operating in Fife for a range of reasons, including providing some basic information to members of the public so that they can get help or access services when they need to. We also use this information in an aggregated, anonymised way to promote the work of the third sector to funders and key decision-makers in Government, the Council and so on. It is important that our database is as up-to-date as possible.

We can also share information with you– to help you with funding applications, to contact other organisations that might be able to help you, and much more!

For more information about how we ensure that your personal data is safeguarded, please see the privacy statement at the end of this form.

## Basic Profile

1. Name of Organisation:

2. Name of Department/Project:

3. Which of the following best describes your organisation:

Independent organisation

Project of a larger organisation

Branch of a larger organisation

Fife Council service

Partnership

Network

Other (please specify):

4. Does your organisation have branches that operate under you?

Yes

No

## Contact Details

The contact details provided in this section will be used on our website and viewable by the public. Some organisations use personal details where there's no alternative available. Please tick the boxes beside each field if personal details have been used, and please only include personal details where you have permission to do so.

5. Address:

Personal

6. Postcode:

7. Telephone:

8. E-mail:

9. Website:

10. Facebook:

11. Twitter:

## Main Contact

These details are just for our records, and won't be shared with members of the public.

12. Name:

13. Position:

## Structure

14. Are you a registered charity?

Yes

No

I don't know

15. Registered charity number (if applicable):

16. What is your legal structure?

Unincorporated association

Company

Community Interest Company (CIC)

Scottish Charitable Incorporated Organisation (SCIO)

Trust

Co-operative

Community Benefit Society

Community Amateur Sports Club (CASC)

I don't know

Other (please specify):

17. Do you consider your organisation to be a social enterprise?

*A social enterprise is an organisation which is:*

- *a trading business, selling goods or services;*
- *not-for-private-profit and reinvests profits into the business or other good causes, both during its existence and on dissolution; and*
- *managed in a transparent and accountable way.*

Yes

No

I don't know

18. In which month do you usually hold your Annual General Meeting (AGM)?

19. How many staff do you employ:

Full time (30+ hrs p/w)

Part time (<30 hrs p/w)

Seasonal staff

Sessional staff

## Activities

20. Please provide a short description of what your organisation does:

*Please try to keep your description to no more than around 250 words. Use an additional sheet if needed.*

21. In which of the following areas do you operate?

*Please tick all that apply.*

Cowdenbeath

Dunfermline

Glenrothes

Kirkcaldy

Levenmouth

North East Fife

South West Fife

Outside Fife

Scotland-wide

UK-wide

22. Which of the following best describe the theme(s) of your organisation's work?

Addictions  
Advice/Information  
Advocacy  
Animal Welfare  
Arts & Culture  
Befriending/Mentoring  
Black/Minority Ethnic Issues  
Campaigning/Lobbying  
Carers  
Charity Shop  
Children's Services  
Community Council  
Community Development  
Community Facilities  
Community Forum  
Community Safety  
Community Transport  
Counselling  
Credit Union/Community Banking  
Drug/Alcohol Issues  
Education/Learning/Training  
Emergency Response/Disaster Relief  
Employment  
Environment/Recycling  
Equality  
Faith/Religion/Belief  
Family Support  
Foodbanks  
Fundraising/Funding  
Health  
Helplines  
Housing Association  
Housing/Homeless

Law & Justice  
Learning Disability  
Men's Issues  
Mental Health  
Offender's/Ex-Offender's Issues  
Older People's Issues  
Overseas Aid/Developing World  
Physical Disability  
Poverty  
Refugees/Asylum Seekers  
Self Help/Support  
Sensory Impairment  
Sexuality  
Single Parent Issues  
Social Care  
Social Economy/Social Enterprise  
Sport/Leisure/Recreation  
Volunteering  
Women's Issues  
Young People's Issues

## Keeping In Touch

### 23. Our News and Events e-Bulletin

*Our main way of keeping in touch with the sector is through our News and Events e-Bulletin, which shares news and information about events, funding opportunities, training opportunities and more.*

If you'd like to receive this e-Bulletin to your organisation's e-mail address, please tick here.

### 24. Other e-Bulletins

We also produce thematic bulletins, bringing you news about areas of specific interest. Please tick the topics that you'd like to be kept informed of:

Community Justice  
Employability  
Health and Social Care  
Volunteer Recruitment and Management

## Profiling Questions

Your answers to these questions will help us to produce accurate data about third sector activity in Fife that we can use to help champion the sector. We might share the data with partners in an aggregated or anonymised form, but will never share confidential or identifiable information.

Please answer the following questions using information from your last financial year.

25. On what date did your last financial year end?

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26. What was your organisation's approximate income/expenditure?

Income

Expenditure

27. How much of your income came from the following?

External funding

Trading income

28. Did you receive any funding last year from the following?

European funding

Scottish Government

Fife Council

NHS Fife

Donations/Fundraising

Charitable Trusts

29. How many committee/board members did you have?

30. Aside from committee/board members, did you involve volunteers in your work?

Yes

No

31. How many volunteers were involved in service delivery?

32. In a typical month, how many hours would a volunteer in each of these roles contribute?

*The number of hours here should be an average, taking into account all work done including preparation and travelling.*

Committee/board volunteer

Service delivery volunteer

33. FVA can advertise your volunteering roles on our website - would you like to be contacted with further information about this?

Yes

No

## Confirmation

*Please ensure that the information provided is as accurate and complete as possible.*

34. Your Name:

35. Position in the Organisation:

36. Date:

/ /

## Privacy Statement

We may occasionally add to, remove or make some changes to the information supplied if we know it to be incorrect or incomplete. Some of your answers to the questions asked in this form may contain personal data. We take your privacy very seriously and will work hard to protect the information you supply to us. We will only use it for providing organisations with support, and for advertising your organisation on our directory of third sector organisations and on similar directories operated by our partners. We only work with partners in the third and public sectors – we will never sell or share your data with any businesses, and will only share data that you have given us permission to share.

For more information on privacy, what we do with your data and what your rights are please visit

[www.fva.org/downloads/orfprivacynotice.pdf](http://www.fva.org/downloads/orfprivacynotice.pdf) or contact us.

## Submitting your form



by e-mail  
[register@fva.org](mailto:register@fva.org)



by post

Fife Voluntary Action, Caledonia House, Pentland Park,  
Saltire Centre, Glenrothes, KY6 2AL

Thank you

Organisation Registration Form

# Continuation Sheet



## Activities

20. Please provide a short description of what your organisation does, continued.