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**Membership 2019-2020**

Voluntary Norfolk supports the development and voice of local community groups, charities and social enterprises and aims to inspire and enable people to volunteer, take social action and make a difference.

We applaud the vital and valuable work carried out by community groups, charities and social enterprises in Norfolk and we recognise the ongoing challenges they face including funding, governance, communication, data protection, health & safety, safeguarding and volunteer recruitment and retention.

Membership of Voluntary Norfolk will enable us to help you with your operational needs and to promote the work you do. If your work focusses on children and young people, up to age 25, then your membership will be administered by Momentum, our service for youth organisations, with additional benefits for those working with the 11-25 age group.

Join us and let’s celebrate the difference you make.

**Benefits of Membership include:**

* Support and advice from our experienced and knowledgeable team
* Resources to support you in your work
* Discounts on training
* Discounts on CBR Business Solutions’ DBS services
* Discounts on advertising on the CBR Business Solutions Jobs Board
* Discounted tickets for our annual VCSE Conference in the autumn
* Locality based ‘good practice’ meetings
* Advertising for your jobs, volunteering opportunities and events through our e-newsletters and social media channels
* Offers and discounts from partner organisations

**Groups working with children and young people (up to age 25) can also access the following member benefits provided by Momentum:**

* Discounts on Momentum paper based DBS checks
* Support and guidance to achieve "Ambition Quality" (a nationally recognised quality mark)
* Free or reduced membership of Safer (for groups with an income under £100k)

**In addition, groups focusing on the 11-25 age group have these benefits:**

* Access to our Small Grants programme, offering grants of up to £500 to support your group (for groups with an income under £250k only)
* The Momentum Norfolk Youth Award for Volunteering (a programme to celebrate young people’s activities and achievements)
* Access to the Youth Work Network and other development opportunities

**Cost of Membership**

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| Annual income | Under £10,000 | £10,000 - £25,000 | £25,000-£100,000 | £100,000 –  £250,000 | £250,000 - £500,000 | £500,000 - £1million | Over £1m |
| Membership fee | Free | £25  plus VAT | £50  plus VAT | £75  plus VAT | £100  plus VAT | £150  plus VAT | £200  plus VAT |

**Please note, the membership period runs from 1 April 2019 to 31 March 2020. Unfortunately we cannot pro-rata payment if you join mid-year.**

**Eligibility**

Membership of Voluntary Norfolk is open to any VCSE group or organisation working in Norfolk who has appropriate policies and procedures in place for the safe and effective running of their organisation. If your organisation does not meet our quality standards, we can support you to get the necessary policies and procedures in place. In these circumstances you will become a Provisional Member while you are working towards Full Membership. (NB you can only be a Provisional Member for a maximum of 2 years.)

**Associate Members**

Organisations (such as funders, commissioners and public sector bodies) that are closely connected to the work of our members and support the voice and sustainability of our sector but who do not meet the VCSE requirement are eligible to become **Associate Members** of Voluntary Norfolk. Please contact our Membership team [membership@voluntarynorfolk.org.uk](mailto:membership@voluntarynorfolk.org.uk) for more information, membership rates and the relevant application form.

If you have any questions while completing this form, please contact [membership@voluntarynorfolk.org.uk](mailto:membership@voluntarynorfolk.org.uk)

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**Membership Application Form 2019-2020**

Voluntary Norfolk will collect, process and store the information you provide on this form on our membership database for the purposes of administering your membership and providing you with information to support your organisation. We will not share your contact details with any third party without your consent. For more information see our Privacy Notice for members at [**www.voluntarynorfolk.org.uk**](http://www.voluntarynorfolk.org.uk)

Occasionally we may share information about your organisation and the services you deliver with partner organisations in order to identify and map provision in a certain area. e.g. Early Help Hubs who want to understand what support services are available. We do not include personal contact details with this information.

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| **Section 1 – Contact details** | |
| Name of group / organisation |  |
| Correspondence address |  |
| Main contact name |  |
| Role in group/organisation |  |
| Email address |  |
| Telephone number |  |
| Treasurer / Finance Officer  Name and email or postal address |  |
| Designated Safeguarding Officer  Name and email or postal address |  |
| Group/organisation website / social media page |  |
| **Section 2 – Your organisation’s activities** | |
| Please provide a brief description of your group (approx. 30 words max) |  |

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| Who are the primary beneficiaries?  eg young people, older people, families, BAME, wider community |  |
| Do you work mainly with/for children and young people, up to the age of 25? If YES your membership will be administered through Momentum | Yes  Which age group do you mostly work with  0-10  11-25  No |
| Which geographical area do you work in?  Please indicate all that apply. | Breckland  Broadland  Great Yarmouth  King's Lynn & West Norfolk  North Norfolk  South Norfolk  Norwich  Countywide  Nationally |
| Is there a particular town, village or area in which you work? If so, which one(s)? |  |
| **Section 3 - Quality and Governance** | |
| What year was your group established? |  |
| What is the structure of organisation/group?  Please indicate all that apply. | Voluntary / Community Group (unregistered)  Registered Charity – please provide Registered Charity Number)  Company limited by guarantee (please provide Company number)  Charitable Incorporated Organisation  Community Interest Company  Parish Council  Other (please specify): |
| How many people form your governing body? (management committee, Board of Trustees/Directors) |  |
| What is your annual income, based on your previous year’s accounts? | Under £10,000  £10,000 - £25,000  £25,000 - £100,000  £100,000 - £250,000  £250,000 - £500,000  £500,000 -£1m  £1m + |
| Are you part of a larger organisation? If yes, which organisation? |  |
| Which of these do you have in place? Please indicate all that apply.  You do not have to provide these documents at this stage, but we may require you to show evidence of them at any time during your membership. We may also recommend that certain policies and procedures are made publicly available through your website or at the place where you carry out your activities. | Constitution / Governance Document  Health and Safety Policy  Equality and Diversity Policy  Child Protection / Safeguarding Policy  Adult Safeguarding Policy  Designated First Aider (with relevant training)  DBS checks for all relevant staff / volunteers  Public Liability Insurance  Employer’s Liability Insurance  Staff/Volunteer Code of Conduct  Parent/guardian Consent Form (for groups working with children / young people under age 18) |
| Do you have, or are you working towards, a relevant Quality Mark? If so, please state which Quality Mark. If you have already achieved it, please say when. If you are working towards it, please state what stage you are at in the process. |  |
| **Section 4 - Communications** | |
| **E-Newsletters**  Voluntary Norfolk and Momentum, in partnership with Community Action Norfolk, send out regular e-newsletters to inform and support voluntary and community groups, charities and the wider VCSE sector. **Please tick the boxes below if you would like to receive these newsletters.** We will use the main contact email on this application unless you indicate otherwise. You can unsubscribe at any time.  Jobs  Funding  Training  Sector News  Events  Volunteering  Opportunities for Young People | |
| **Annual Census**  Voluntary Norfolk and Momentum plan to carry out an annual Census to build a picture of VCSE activity across Norfolk and highlight the valuable work that voluntary and community sector groups are delivering. We also use the Census to identify common issues affecting organisations which will shape the services and support we offer our members. This is your opportunity to tell us what great work you are doing, the challenges you are facing and the support you need.  This Census will be sent by email (to your organisation’s main email contact) in July/August and we will report the outcomes of the census at our VCSE Conference in November.  If you would prefer to receive the Census by post, please indicate here. | |

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| **Section 5 – Quality improvement** | |
| We pride ourselves on developing services and support that meet the needs of our members and the wider VCSE sector. To do this, it is helpful for us to know why you have chosen to become a member of Voluntary Norfolk. | |
| What are the reasons for joining Voluntary Norfolk? Indicate all that apply | For discounted training opportunities  To benefit from discounted job adverts  For discounted DBS applications  For help with volunteer recruitment and retention  To access our Small Grants stream of funding  For support and resources about running your organisation  For support and resources about achieving a Quality Mark |
| How did you hear about us? |  |
| **Section 6 – Financial information** | |
| Please indicate your preferred payment option for your membership fee (if applicable). | By invoice. **Please do not make any BACS payment until you have received our invoice. You will need our Invoice Number as the payment reference to help us match your payment to the invoice.**  Cheque enclosed - please write your group / organisation name on the back |

I confirm that, to the best of my knowledge and belief, all particulars provided on this form are correct and that I am authorised to compete this form on behalf of my organisation.

I confirm I will notify Voluntary Norfolk at the earliest opportunity should this information change.

I consent to Voluntary Norfolk storing my personal data in order to administer our membership and providing with information to support our organisation.

**Signed**

**Print name**

**Role in organisation**

**Date**

**Please return this form to membership@voluntarynorfolk.org.uk by 30 April 2019**

[**www.momentum.org.uk**](http://www.momentum.org.uk)[**www.voluntarynorfolk.org.uk**](http://www.voluntarynorfolk.org.uk)

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