



In which geographical area does your organisation operate:					
<input type="checkbox"/>	North East Fife	<input type="checkbox"/>	Kirkcaldy	<input type="checkbox"/>	Levenmouth
<input type="checkbox"/>	Glenrothes	<input type="checkbox"/>	Dunfermline	<input type="checkbox"/>	West Fife Villages
<input type="checkbox"/>	Fife-wide	<input type="checkbox"/>	Other (please specify)		
Are there any service restrictions, e.g. members only, serving a particular area etc.			<input type="checkbox"/> YES <input type="checkbox"/> NO		
Please describe:					
In what year was your organisation established:					

<b>Staff / Volunteers - please insert the number of staff/volunteers within your organisation in the relevant boxes</b>					
<input type="checkbox"/>	Full-time Staff	<input type="checkbox"/>	Part-time Staff	<input type="checkbox"/>	Sessional Staff
<input type="checkbox"/>	Seasonal Staff	<input type="checkbox"/>	Volunteers (excluding committee)	<input type="checkbox"/>	Committee / Board Members
Number of committee/board meetings per year			Date of AGM		

<b>Membership Status</b>					
Do you have Formal Membership: <input type="checkbox"/> YES <input type="checkbox"/> NO			Approx. Number of members:		
Membership criteria (if any):					
Charges for membership:					
Eligibility: <input type="checkbox"/> Groups <input type="checkbox"/> Individuals <input type="checkbox"/> Groups and Individuals					

<b>Governance / Organisational - please indicate your legal / charitable status</b>					
<input type="checkbox"/>	Constituted Organisation	<input type="checkbox"/>	Registered Charity	<input type="checkbox"/>	Company Limited by Guarantee
<input type="checkbox"/>	Other (please describe):				
National Affiliations:					
Quality Standards (e.g. IIP, Charter Mark):					
Do you have a Training Budget : <input type="checkbox"/> YES <input type="checkbox"/> NO					

<b>Finance - Please give an indication of your organisation's annual income level</b>					

Are you a Social Enterprise: <input type="checkbox"/> YES <input type="checkbox"/> NO						If Yes, please select your Trading Activity					
<input type="checkbox"/>	Recycling	<input type="checkbox"/>	Craft	<input type="checkbox"/>	Furniture	<input type="checkbox"/>	Tourism	<input type="checkbox"/>	Music		
<input type="checkbox"/>	Gardening	<input type="checkbox"/>	ICT	<input type="checkbox"/>	Art & Design	<input type="checkbox"/>	Food & Drink	<input type="checkbox"/>	Domestic Services		
What % of your income is from trading (approx):											

Does your work contribute to any of the following Community Planning Themes?					
<input type="checkbox"/>	Health & Well-being	<input type="checkbox"/>	Well-Educated and Skilled	<input type="checkbox"/>	Environment
<input type="checkbox"/>	Leisure	<input type="checkbox"/>	Stronger Economy	<input type="checkbox"/>	

Would you like to be on the CVS Fife Training Programme mailing list?  YES  NO

## Data Protection

We respect your privacy. CVS Fife is registered under the Data Protection Act 1998 for the collection, storage and processing of limited personal information for disclosed purposes. All of our data is stored securely as required by the Act.

The following information will **NOT** be shared with anyone: Staff/Volunteer details, Financial details, Income

If you have any questions on the Data Protection Act and its implications for this form, please contact CVS Fife on 01592 567001.

By signing this form I agree that I am authorised to provide this information on behalf of the organisation identified on this form.

Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Job Title / Designation: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to:**

**CVS Fife  
23-27 Randolph Street  
Buckhaven  
Fife  
KY8 1AT**