



**Community
Southwark**

Newly established - Organisational Overview Questionnaire

The following questions will give us a good overview of the organisation: this will help us to choose the most appropriate workshop to attend, health check to use and support to offer. Please answer as many questions as possible and send back to development@communitysouthwark.org

If you cannot answer any of the questions don't worry. Say why, and then move on to the next.

Organisation Name:

Your Name:

Your Role in the Organisation:

Contact email:

Contact Phone:

Address:

How did you hear about Community Southwark?

What support would you like from Community Southwark?

1. Legal Status (please provide your registration number if you have one):

Informal group
Unincorporated Association
Trust
Registered Charity
Partnership
Company Limited by Guarantee (CLG)
Company Limited by Shares (CLS)
Limited Liability Partnership (LLP)
Community Interest Company Limited by Guarantee (CICLG)
Community Interest Company Limited by Shares (CICLS)
Charitable Incorporated Organisation (CIO)
Registered Society (Industrial and provident Society)

2. What type of organisation?

Charitable
Club (Members' Club)
Community Amateur Sports Clubs (CASCs)
Community Enterprise (or Business)
Community Group
Co-Operative
Partnership
Social Enterprise
Tenants and Residents Association (TRA)
Residential management organisation (RMO)

3. Do you have a governing document?

Written rules
Constitution
Memorandum and Articles of Association
Trust Deed

4. Is there a governing body? (you may call this group different things; please write on the name you use)

Steering Group
Management Committee
Board of Trustees
Board of Directors

5. How many people sit on your governing body?

6. Does your governing body have a Chair, Treasurer and Secretary?

7. Have they had an induction/training? Please let us know what training and who provided it.

8. Where is the organisation based?

9. Where does the organisation operate?

10. What is the main focus of the organisation? i.e. what does it do?

11. What are the aims and objectives of the organisation?

12. Who are the main beneficiaries? i.e. the people it is set up to help

Adult Learners
Animals
Art and Culture
Bereaved People
Black, Asian, Minority Ethnic (BAME) & Refugee
Carers
Children, Young People & Families
Education and Training
Environment
Faith Community
Forces & Ex-Forces
General Public
Homeless People
LGBT
Masons
Men
Offenders, Prisoners & Ex-offenders
Older People
Organisations
People Abroad
People Living in Poverty
People with Learning Disabilities
People with Mental Health Needs
People with Sensory and Physical Disabilities
Professionals & Tradespeople
Residents & tenants
Sex Workers & Prostituted People
Students
Substance Misuse
Unemployed People
Victims of Abuse or Crime
Women
Other (please write in who):

13. Do you have a strategic/business/operational plan? (if so please attach it to the email to us along with this assessment)

14. Which policies and procedures do you have in place already?

15. Do you have a bank or building society account, in the organisations name, with at least 3 signatories? Who are institutions? Who are the signatories and what positions do they hold?

16. Which communications channels do you currently use?

Website	Instagram
E-bulletin	Snapchat
Hard copy newsletter	Pinterest
Leaflets	Linkedin
Posters	1:1 visits
Facebook	Group meetings
Twitter	Phone calls
Door-to-door	Whats App
Other:	

17. What type of income do you have?

- Donations
- Grant funding
- Legacies
- Fundraising events
- Contracts
- Loans
- Social Investment
- Corporate Social Responsibility
- Trading
- Other:

18. What is your annual turnover?

- <£25k
- £25k-£100k
- £100-£500k
- £500-£1m
- £1m plus

19. How many staff members do you have?

- Full Time:
- Part Time:

Zero Hours Contract:
Sessional:

20. How many volunteers do you have?

21. Do you have appropriate insurance? If yes, what?

22. What financial systems do you have in place?

23. Do you have any Quality Standards/Marks/Awards? If so which ones?