# NEATH PORT TALBOT COMMUNITY VOLUNTARY SERVICE

CASTELL-NEDD PORT TALBOT
CVS
NEATH PORT TALBOT

# MEMBERSHIP PACK

# BENEFITS OF BECOMING A MEMBER

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Whether you are a newly emerging voluntary group, an established charity or a social enterprise, membership at Neath Port Talbot CVS will help support, promote and develop your organisation. We can provide advice and information on volunteering, offer guidance on good governance, support you with sustainable funding and ensure that your organisation can effectively engage with and influence decision makers.

No matter how large or small your third sector organisation is, together we can make a real difference in Neath Port Talbot. Read on to find out just some of the benefits of becoming a member of Neath Port Talbot CVS.

# INFORMATION AND ADVICE

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**Developing and Running a Voluntary Organisation** - our Community Development Team is on hand to support you to:

- Set up your voluntary group, charity or social enterprise with the appropriate legal structure.
- Engage with the local community and key stakeholders to develop your project plans.
- Provide support to access Funding Cymru and other resource to identify potential funding opportunities.
- Measure the impact of your work and complete annual returns.



**Recruiting and Managing Volunteers** - our Volunteer Centre can help your organisation:

- Develop effective volunteering policies and procedures.
- Promote volunteering opportunities through the Volunteering Wales online platform as well as through other Neath Port Talbot CVS communication channels.
- Recruit volunteers and diversify your volunteer base.
- Strengthen development of good practice in volunteer management.
- Promote and celebrate volunteering in Neath Port Talbot.

# LEARNING AND DEVELOPMENT

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- Priority booking on Neath Port Talbot CVS core training programme.
- Delivery of bespoke in-house training sessions for your organisation.
- Support to access a wide selection of useful resources and toolkits including template policies and procedures via the Knowledge Hub.



# NETWORKING AND COMMUNICATION

- Access to Neath Port Talbot CVS networks and events to connect and collaborate with others across sectors.
- Opportunities for learning, sharing and partnership working.
- Monthly e-newsletter with news, funding updates, and upcoming training and events.

# SHAPING, INFLUENCING AND BUILDING THE SOCIAL CAPITAL AND RESILIENCE OF THE SECTOR

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- Invitation to local, regional and national meetings and events with key stakeholders across sectors, providing the opportunity to influence statutory bodies and co-produce public services.
- Invitation to Neath Port Talbot CVS Annual General Meeting.




# RAISING THE PROFILE OF THE SECTOR

- Free promotion of your organisation's projects, events and vacancies through Neath port Talbot CVS channels.
- Opportunities to share good news stories.
- Support to register with Infoengine, the online directory of services across Wales.



# OTHER PRACTICAL BENEFITS

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- Reduced rates for hiring our accessible meeting and conference rooms (up to 80 people), with video conferencing, projection, flip charts and hearing loop.
- Discounted administrative services, including photocopying, laminating, binding and scanning.
- Short-term loan of equipment such as flipchart stands, display boards, projector and screen, induction loop and PA system.





# MEMBERSHIP DETAILS

There are two types of membership:
**Full Membership or Supporter.**

## Full membership is for groups that are:

- Third Sector/Not-for-Profit Organisations
- Run by an unpaid management committee
- Based in Neath Port Talbot
- Branches of national/regional organisations that operate locally

## Annual Membership Fee - Full Members

| | |
|---|---|
| **Third Sector/Not-for-Profit Organisations** | **Free** |

Organisations applying for Full Membership must provide a copy of their governing document e.g. Constitution, Memorandum and Articles of Association, Declaration, or Deed of Trust. We can work with you to develop one if you haven't got one in place.

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## Supporter membership is for:

- National or Regional Organisations/Charities whose area of benefit includes Neath Port Talbot
- Individuals
- Private Sector Businesses
- Statutory Organisations
- Town or Community Councils

## Annual Membership Fee - Supporter Members

| | |
|---|---|
| **Individuals** | **£10** |
| **Statutary Organisations (including Town/Community Councils)** | |
| **Private Company or Business** | |

Once your Membership Application is approved, you will receive an invoice to pay your annual membership fee.

**Neath Port Talbot CVS**
Membership Application Form

## Organisation Details

Please tell us who is the main contact for the organisation

| | | |
|---|---|---|
| Name of Organisation | | |
| Contact Name | | |
| Role in Organisation | | |
| Address for Correspondence | | |
| | Postcode | |
| Telephone Number | | |
| Email | | |

Please tell us more about your organisation

| **Organisation Type** | **Please Tick** | **Registration Number** (if applicable) |
|---|---|---|
| Constituted Voluntary Group | | |
| Registered Charity / Charitable Incorporated Organisation | | |
| Company Limited by Guarantee | | |
| Community Interest Company | | |
| Co-operative Society / Community Benefit Society | | |
| Community Amateur Sports Club | | |
| Social Landlord | | |
| Town / Community Council | | |
| Statutory Organisation | | |
| Private Business | | |
| Individual | | |
| Other (please state) | | |

## General Information

Please tell us briefly what your organisation does and what is your charitable purpose?

| |
|---|
| |

Please select up to 5 categories which best describe your purpose

| | | | |
|---|---|---|---|
| Advice and advocacy | | Funding | |
| Animal welfare | | Gender | |
| Arts / Culture / Heritage | | Health and social care | |
| Benefits advice | | Housing | |
| Benevolent organisations | | Intermediaries | |
| Carers | | International aid and emergency relief | |
| Children and Families | | Mental health | |
| Community | | Neurological conditions | |
| Community justice | | Older people | |
| Dementia | | Religion | |
| Disability | | Sport and recreation | |
| Education and training | | Sexuality | |
| Employment | | Volunteering | |
| Environment | | Welsh Language | |
| Ethnic minorities | | Youth | |
| Financial advice | | Other (please specify | |

## Area of Operation

Please select which statement best describes your area of operation

| | |
|---|---|
| We are based in Neath Port Talbot | |
| We are a national or regional organisation that operates in Neath Port Talbot | |
| We are a national or regional organisation whose area of benefit includes Neath Port Talbot | |
| Other (please specify) | |

# Keeping in Touch

At Neath Port Talbot CVS, we are committed to reducing our carbon footprint by using electronic means of communication wherever possible.

## Standard Membership Information

As a member you will automatically receive the following from us:

- E-Bulletins with important updates on news and information relevant to the sector and the communities of Neath Port Talbot.
- Notification of and invitation to our Annual General Meeting.
- Details on events, celebrations and training courses organised by Neath Port Talbot CVS.

You can also choose to be contacted by email with details of other projects, opportunities, events or services that may be of interest to you. Please select all that apply from the following:

### Volunteering ☐

- Local volunteering opportunities
- Advice and information on good practice
- Changes to guidance and legislation

### Good Governance ☐

- Advice and information on good practice
- Changes to guidance and legislation

### Sustainable Funding ☐

- Information on local, regional and national funding opportunities
- Details on Meet the Funder events and workshops

### Engagement and Influencing ☐

- Have your say on local, regional and national plans and strategies.
- Invitation to engagement events and consultations

### Job Vacancies in the Sector ☐

- Circulation of local job vacancies

### Miscellaneous ☐

- Events, training and opportunities from other member organisations

## Membership Application

Please let us know what type of membership you are applying for

| **Full Membership*** | **Please Select** | **Cost** |
|---|---|---|
| Third Sector/Not-for-Profit Organisations | ☐ | Free |
| *Please provide a copy of your Governing Document if applying for Full Membership | | |
| **Supporter** | **Please Select** | **Cost** |
| Individual | ☐ | £10.00 |
| Statutory Organisation (including Community Councils) | ☐ | |
| Private Company or Business | ☐ | |

Please note - an invoice will be sent to your organisation for the annual membership fee.

## Terms of Membership

By applying for membership to Neath Port Talbot CVS, we agree to:

- Support the work and aims of Neath Port Talbot CVS
- Inform Neath Port Talbot CVS of any changes to the information provided

Please note that Neath Port Talbot CVS Board of Trustees reserves the right to refuse membership.

## Declaration

I confirm that I have read and understood the benefits, details and terms of membership at Neath Port Talbot CVS and that all information provided is correct. I also confirm that I am duly authorised to sign this application on behalf of the organisation.

| | |
|---|---|
| Name | |
| Signature | |
| Date | |

Please email your completed application form to info@nptcvs.org.uk or to
Tŷ Margaret Thorne, 17-19 Alfred Street, Neath, SA11 1EF

## Privacy Notice

Neath Port Talbot Community Voluntary Service takes your privacy seriously. The information you provide us with will be used to support you whilst accessing our services. It will also be used to produce monitoring data as requested by our funders, Wales Council for Voluntary Action (WCVA) and Welsh Government. Any personal information you have given us will be stored on the Customer Relations Management system, a Neath Port Talbot CVS computer and in paper forms in compliance with General Data Protection Regulations (GDPR) and in line with Neath Port Talbot CVS' data protection policy, data retention policy and privacy notice. For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact: Neath Port Talbot CVS on 01639 631246 or visit https://www.nptcvs.wales/privacy-policy-and-cookies/

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| Date Received | | | | | | | | Approved | | Rejected | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Membership No. | | | | | | | | Date Group Notified | | | |
| Renewal Month | J | F | M | A | M | J | J | A | S | O | N | D |
| | | | | | | | | | | | | |

Staff Initials: