

Setting Up a New Organisation – Pre Start-Up Questionnaire

This assessment aims to give us a clear idea of who you are; what type of organisation you wish to set up and why and help us to create a useful action plan for moving forward.
Please write full answers and expand the boxes as required.

Your name

The name of your organisation, if you have one

Your address

Your email address

Your phone number(s)

Where did you hear about Community Southwark?.....

If you cannot answer any of the questions don't worry. Say why, and then move on to the next. When complete please return this form to development@communitysouthwark.org

Firstly, what support would you like from Community Southwark?

1. What is the motivation behind starting the organisation? i.e. explain how you got to the point where you wanted to start up.

2. a. What is the need/problem that your organisation aims to address? i.e. what is it you are trying to change and how do you think this is an issue?

b. Do you have the skills/expertise/capacity to address these needs? Please explain. i.e. why are you/your organisation best placed to help?

3. a. Have you checked whether there are any other organisations already providing the services you aim to deliver? i.e. tell us what you know about similar organisations in the area, how you know about them, what they do, whether you have contacted them etc.

b. If yes, have you considered collaborative working arrangements or volunteering for them etc.? Please explain.

4. Who will be the main beneficiaries of your organisation? i.e. who / what will be the focus of your organisation, and where? Please note that the beneficiaries are the people / organisations / community that you will deliver your services / activities to

5. Will the organisation be employing staff, taking on contracts or leases or owning property? i.e. will the organisation be doing anything now or in the future that could be a high financial risk to those involved and what are your plans for the future of the organisation?

6. a. Are you a group of *at least* three unrelated people that will form the governing body (company directors / management committee members / trustees)?

b. Do you intend for any of the governing body (i.e. the company directors or management committee members or trustees) be paid for work they do for the organisation? Please explain fully.

- 7. How will service users (beneficiaries) be involved in the management and governance of the organisation? What will be the level of user / beneficiary involvement?** i.e. how will you ensure that users / beneficiaries are involved in some way in the design / delivering/management etc. of the organisation? (e.g. consultations and surveys on new projects, co-production, volunteering opportunities, advisory boards, a number of users on the directors'/trustee board etc.)
- 8. How do you intend to fund or finance your organisation?** For example, will you be relying on grants, public donations or do you intend to trade? Please be specific (for example if you intend to apply for grants please say which bodies you plan to apply to).
- 9. How do you intend to monitor, evaluate and measure the impact your work has on your beneficiaries and the wider public?** i.e. how will you know if what you are doing is working/successful? What changes do you want to see in your beneficiaries and how will you measure whether or not these are taking place?

10. Are you currently receiving, or have you received, development support from any other advisors? Please say who they are and what support you received or are currently receiving.

Please send us any additional information if it will help us understand your organisation and its plans. This might include;

- **any current governing document – constitution, rules;**
- **business plans;**
- **development plans;**
- **funding strategies;**
- **annual reports;**
- **budgets;**
- **board / management committee minutes;**
- **copies of funding applications;**
- **and website and social media contact details.**

Please note, our development services are confidential

Support

If you would like any support with setting up an organisation and picking a legal structure or any other issues facing your organisation, please contact the Development Team at Community Southwark: development@communitysouthwark.org or 020 7358 7020

Once completed please return to development@communitysouthwark.org and remember to bring it with you to your first 1:1 Support Surgery

For further information, visit: <http://communitysouthwark.org/resources/starting-0>