

## 1. Introduction



Hertfordshire  
Infrastructure Consortium

HIC is inviting applications from VCS organisations in Hertfordshire who want FREE help in how to make best use of information and communications technology (ICT) to help them do what they do. HIC can also help find possible funders.

### HERTFORDSHIRE INFRASTRUCTURE CONSORTIUM (HIC)

HIC is made up of representatives from a wide range of VCS groups and partners, working together to ensure the necessary support and services are available to all.

### ICT DEVELOPMENT PROJECT

This project is to help a wide range of VCS organisations become more effective in doing whatever they do. It is a FREE service, funded by Capacitybuilders, managed by Richard Ross-Langley and based in North Herts CVS.

### EXPRESSION OF INTEREST

If you would like more information, please phone or email Richard Ross-Langley, details below.

### APPLICATION

HIC will shortlist a number of organisations to work with over the next two years of this three-year project. The results of the project will be available for others to share.

If your organisation would like to APPLY for free help through this Project, please fill in the form on the next few pages.

The online version of this form can be found on the HIC website at [www.herts-ic.org.uk](http://www.herts-ic.org.uk)

You can submit the form online (click 'Next' for the first page) or print it and send a completed copy through the post.

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Data collected in this form is used solely for the purposes of the HIC ICT Development Project funded by Capacitybuilders under the auspices of the North Herts CVS, Registered Charity No 1097796, a company limited by guarantee and Registered in England No 04693569.

## 2. Voluntary and Community Sector in Hertfordshire

To see all the questions online before you start, fill in the first answer with the name of your organisation and then you can skip forwards and backwards in the form by clicking Next and Previous. Please answer every question if you can, and press the Tab key to move to the next box. At the end of the page, click Next to move to the next page.

\* 1. Name of your Voluntary or Community Sector organisation

2. Main public phone number

3. Established in (year)

4. Registered charity number (if any)

5. Registered company number (if any)

6. In which Hertfordshire district is your organisation located?

Don't know

Hertsmere

North Herts

Broxbourne

St Albans

Watford

Dacorum

Stevenage

Welwyn Hatfield

East Herts

Three Rivers

7. Please tick the box that best represents the geographical area covered:

Town or city

County (Herts)

National (UK)

District or borough

Region

International

8. If your organisation is a subsidiary, branch, service or project of another organisation, please enter the name of that organisation

9. Office address of your organisation

Address Line 1

Address Line 2

address line 3

Town

County

Postcode

Next page: Contact details

## 3. Contact details

Details of the person to contact regarding this project.

10. Contact name

11. What is your role in the organisation?

12. Contact phone number(s)

Landline

Mobile

Other

13. Email address, if any (contains '@' sign)

14. Contact address (if different from office address)

Address line 1

Address line 2

Address Line 3

Town

County

Postcode

Next page: Resources (people and money)

## 4. Resources (people and money)

15. Please estimate the number of people involved with the organisation: tick one box on each line

	Don't know	None	1-5	6-15	16-49	50+
Paid staff (full time) ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid staff (part time) ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers (people who do unpaid work) ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members (people or organisations on your membership list) ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clients (who receive goods & services from your organisation) ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Approximate total annual income (in £)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Nil           | <input type="checkbox"/> up to £ 10,000 | <input type="checkbox"/> up to £ 100,000 |
| <input type="checkbox"/> up to £ 1,000 | <input type="checkbox"/> up to £ 30,000 | <input type="checkbox"/> over £ 100,000  |

17. Principal sources of income - please tick each one that makes a significant contribution

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Grants                       | <input type="checkbox"/> Fundraising activities | <input type="checkbox"/> Sponsorship                          |
| <input type="checkbox"/> Donations                    | <input type="checkbox"/> Investments            | <input type="checkbox"/> Contracts from competitive tendering |
| <input type="checkbox"/> Loans                        | <input type="checkbox"/> Sales of goods         |   |
| <input type="checkbox"/> Membership fees              | <input type="checkbox"/> Sales of services      |   |
| <input type="checkbox"/> Other (please specify below) |   |   |

Next page: Resources (ICT)

## 5. Resources (ICT)

A brief description of the technology your organisation is using or has available to it.

18. Web address, if any (usually starts with www.)

19. Main public email address, if any (contains '@' sign)

20. What type of Internet connection does the organisation use at present?

Don't know

Slow dial-up through a telephone as needed

Not connected at all

Broadband ADSL (BT and others)

We use a computer in another organisation (eg friend or library)

Broadband cable (Virgin Media)

Other (please specify below)

21. A brief description of the ICT equipment in use by (or available to) the organisation

Next page: Now and the future

## 6. Now and the future

Describe the aims of your organisation, where you are now, where you hope to be in the future, your main beneficiaries and how this project could help them.

22. What does your organisation do?

23. Who are the main beneficiaries?

24. What plans does the organisation have for the future?

25. Why should your organisation be chosen for this project?

Thank you! Please review your answers then to submit online click 'Finished' below.

To see previous pages, click 'Previous'. To return here, click 'Next'.