### **Sheffield Business Together Application Form**

Sheffield Businesses Together (SBT) is a business led forum with a vision to strategically connect all sectors (public, private, voluntary) to harness their combined resources to be a powerful force for good in the city.

**Join us to network, share good practice, meet other like-minded businesses and make a difference**

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| --- | --- |
| **Your Details** | |
| Name of Business |  |
| Nature of Business |  |
| Address  Postcode |  |
| Your Name and Position |  |
| Contact Number |  |
| Email Address |  |
| Website |  |
| Head Office Address  (if different)  Postcode |  |
| Approx number of employees in the Sheffield region |  |

|  |  |
| --- | --- |
| **Employee Volunteering Details** | |
| Main Contact for Employee Volunteering  (if different) |  |
| Any other relevant contact details for specific areas of volunteering  E.g. Environment / Education |  |
| How many hours / days per year does your business allocate for employee volunteering / corporate social responsibility activities |  |

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| **What are the Corporate Social Responsibility objectives you would like to achieve? How can SBT support you to achieve them?** |
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|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the Corporate Social Responsibility objectives you would like to achieve? How can SBT support you to achieve them?** | | | | | | | | | |
| Professional support/training |  | Mentoring |  | Small Team Project |  | Fundraising/ Sponsorship |  | Resources e.g. office equipment |  |

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| Please provide further details: |

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| **Do you have bookable meeting room facilities that you are able to offer to charities or community organisations free of charge?**  **If so, please describe your booking process** |
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| **We would like to keep you informed of opportunities within the community. Please select the topics you are interested in.** | **Please tick** |
| Third Sector Sustainability e.g. Mentoring / Skills exchange |  |
| Education & Employment e.g. Workplace visits |  |
| Environment e.g. Outdoor projects |  |
| Social Action e.g. providing resources such as time or equipment |  |
| All of the Above |  |

**Sheffield Business Together membership and financial sustainability**

SBT brokerage, events and engagement are delivered by an executive team hosted by VAS and funded through donations from SBT members. Staff are needed to deliver the strategic and co-ordinated approach set out in the vision and we need like-minded businesses to support this vision and donate to ensure SBT is financially sustainable.

You can join as a ‘Contributor of SBT’ without making a financial donation. Please see table below for details on membership benefits.

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| --- | --- | --- | --- | --- | --- | --- |
| **Membership benefits** | | | | | | |
|  | Use of SBT logo | Named on website | Named on annual report | Access to brokerage service | Priority on volunteering Opportunities | Receive SBT updates |
| Contributor |  |  |  | Yes |  | Yes |
| Member | Yes | Yes | Yes | Yes | Yes | Yes |

|  |  |  |  |
| --- | --- | --- | --- |
| **2019 - 2020 Suggested Member Donation** | | | **Please tick** |
| **Number of Employees** | **=** | **Suggested Donation (approx £10 per employee)** |  |
| Less than 10 | **=** | £0 |  |
| 10 - 49 | **=** | £500 |  |
| 50 - 99 | **=** | £1,000 |  |
| 100 - 200 | **=** | £1,500 |  |
| 200 - 300 | **=** | £2,000 |  |
| More than 300 | **=** | A member of the SBT team will discuss a donation level with you |  |
| Join as a Contributor of SBT without making a donation | | |  |

**How donations are managed**

VAS is the legal accountable body for Sheffield Businesses Together (SBT).  As such it will hold all funds including donations and provide the governance and executive function for the project.

All donations go to VAS as a registered charity (223007) and a company limited by guarantee (215695) with a board of Trustees that has overall strategic and legal responsibility for the governance and financial management of VAS, including SBT.

SBT income and expenses will be allocated to a restricted fund and identified in the annual accounts which are published on the Charity Commission website. VAS finances are governed by UK Charity law (SORP) which ensures SBT funds can only be spent on SBT activity. Ultimate accountability for financial management for SBT remains with VAS as the legally accountable body.

**GDPR**

Sheffield Business Together (“SBT”) is an initiative hosted in the registered charity Voluntary Action Sheffield and has been set up to bring charities, voluntary and community groups, and the business sector together.

We would like to contact you by email to give you an overview of the current opportunities to help these groups. For example, a charity may sometimes need services such as accountancy help, mentoring, help with a project or resources e.g. a table. Our email will only be an overview and full details of the charity or group concerned and what they need will be available upon request or via a web link. You can then contact us if you can help and we can give you the contact details of the relevant person at the charity or group.

We would like to reassure you that we will not share your details with any third party for marketing purposes.

**Declaration**

* I consent to the details of our organisation including logos appearing in Sheffield Business Together publications/website/social media/marketing materials.
* I consent to being added to the Sheffield Business Together mailing list
* I understand that the details provided on the application form may be forwarded to members of Sheffield Business Together steering group.
* I understand that the details provided on the application form will be used to create a bank of resources that we can then link to opportunities that arise from charities and community organisations
* I understand that this application does not form part of any contract to provide services. In the event a successful brokerage opportunity is found, any contract is solely between my organisation and the charity, community group or school.
* I confirm that the details given are accurate and reflect our current position.
* I understand that if I wish to withdraw my membership or contributor status at anytime that I will email [sbt@vas.org.uk](mailto:sbt@vas.org.uk) to do so.

**By ticking, I am happy for Voluntary Action Sheffield, as the legal entity for Sheffield Business Together to contact me by email, as set out above.**

**Tick / type yes**

For full details about how we use your personal data for marketing, please see our Data Privacy Notice at [www.sheffieldbusinesstogether.org.uk/sign-up-to-our-mailing-list](http://www.sheffieldbusinesstogether.org.uk/sign-up-to-our-mailing-list/)

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

The information provided on the application form will only be used for the purposes set out in this document.