

# Application Form

1. Name of Organisation & Contact Details (include Address, Tel, Fax and E-mail):

Contact Name:

Position:

2. Is your organisation a member of any of the following networks (please tick):  
Age Concern  DIAL UK (the disability advice network)  FIAC (Federation of Information & Advice Centres)  Law Centres Federation   
NACAB (National Association of Citizens Advice Bureaux)  Refugee Council   
Youth Access

If you are not a member is your organisation prepared to become a member of the relevant network with support from QDI?

Yes  No

3. Does your organisation have a governing document which sets out its objects and powers? (if Yes, please attach a copy of your governing document to this application form)

Yes  No

4. Does your organisation have a bank account? Please give details:

Account Name:

Bank/Branch:

5. Our organisation agrees to the following (Please Tick):

We provide a free, independent & confidential advice service

- We are willing to carry out an assessment to identify our development needs and to set aside sufficient time and allocate the relevant personnel for this assessment to be properly conducted
- OR to carry out a review of implementation progress and identify updated development needs where we have had an assessment in the past 2 years.
  
- To provide true and accurate information about our organisation in the assessment process which will be treated confidentially by QDI.
  
- We are willing to take a self-critical analysis of our service and how our organisation operates.
  
- Make a commitment to agree and to implement a development plan as a result of the assessment with our development worker (not all of which would necessarily be resourced via the QDI)
  
- We are willing to incorporate the Quality Assurance measures of the network of which we are a member or aim to become a member of.
  
- We are willing to participate in the evaluation of the project at an agreed time

**6a) What works well & less well with your service/organisational arrangements currently?**

**b) What do you want to develop & improve?**

**c) How can QDI help with this?**

**d) What benefits to your clients are expected?**

**e) How will this contribute to meeting advice needs in your area?**

**7 a)** Please list the hours that your advice service is open and how it is delivered (e.g. drop in, appointment, telephone, outreach, home visits):

**b)** How long has your advice service been established?

**c)** What proportion of staff/volunteer time is spent on advice?

- Very little (half day per week)
- A fair amount (1-2 days per week)
- A lot (3days+ per week)

**d)** Please list any other services your organisation provides apart from the advice service (e.g. counselling, interpreting, social activities, education etc.):

*If you have a service leaflet please attach a copy of this to your application form.*

**8a)** Who is your Client Group?

**b)** What Geographical Areas do you cover?

**9.** Please tick the activities you undertake when providing advice:

- Diagnosing clients' problems
- Giving information & explaining options
- Identifying further action the client can take
- Giving basic assistance (filling in forms, contacting third parties to seek information)
- Putting the client's case to third parties
- Taking action and carrying out follow up work to move the case on
- Representing clients at tribunals or court

**10.** Which subject areas do you provide advice in?

- Welfare benefits
- Housing
- Debt
- Consumer
- Employment\* *please see guidance notes for further clarification*
- Education\* *please see guidance notes for further clarification*
- Immigration, Asylum & Nationality
- Health
- Community Care
- Race Equality
- Sex discrimination
- Disability Rights

**11.** Please list the number of staff and volunteers in your organisation for the ***advice service only***:

Advisers:

Number of Hours (paid or unpaid):

Managers/Coordinators:

Number of Hours (paid or unpaid):

Administrative Staff:

Number of Hours (paid or unpaid):

**12.** Has your organisation had a review of its development needs or received development support in the past 2 years?

If so, please state what the support was for, who it was provided by and how long it was available for:

*Please attach any relevant documents e.g. development/assessment plan to this application form*

**13a)** Do you have any links/partnerships or referral arrangements with other local advice agencies? Please say what these links are & with which organisations.

**b)** Do you have any involvement with the local Community Legal Service Partnership and/or local advice agencies forum? Please give details:

**14.** Please use this space to provide any other relevant information related to your application to QDI:

**Signed:**

**Date:**

***This form must also be signed by a member of your Management Committee below:***

**Signed:**

**Date:**

***Please ensure that you have included the following with your application:***

- List of Management Committee members***
- Copy of governing document***
- Copy of service leaflet***
- Copy of any development plans (where applicable)***
- Application form signed by staff & Management Committee member***

Please return the completed application to: QDI Project, Lasa, Universal House, 88-94 Wentworth Street, London, E1 7SA. ***By Friday July 25<sup>th</sup> 2003***