



# Membership Application Form Guidance Notes

**Please Read before completing application.**

The Association of Guernsey Charities is a membership organisation for charities in the Bailiwick of Guernsey. The Association promotes the benefits of the charitable sector, and is a forum for local organisations to meet and discuss matters of mutual interest or concern.

This form is for your organisation to apply for membership of the Association of Guernsey Charities. It should be noted that membership is not automatically conferred, but instead, your application (together with supporting paperwork) will be considered by the Council of the Association.

You will be notified by the Membership Secretary if your application has been accepted and your details will be included on the Associations' web-site. These details are taken from this form, so it is vital that all questions are answered fully. Please also remember to notify the Membership Secretary of any changes to your organisation, or to the contact details, so that our records will be accurate.

## Contacts

The Membership Application Form requires two sets of contact details. The first contact will be sent all official correspondence from the Association (e.g. Notice and Agenda for meetings, Lottery Grant Applications, etc.) and should be a senior person within your organisation.

The second contact is the person whom the public may contact your organisation. These details will be included on our website.

## Charity Registration

The Association of Guernsey Charities is neither a regulator nor an official register of charities. The Charities and Non Profit Organisation (Registration) (Guernsey) Law, 2008 requires all Non Profit organisations based in the Islands of Guernsey, Alderney, Herm and Jethou to register with the Office of the Registrar. A failure to do so is an offence. However there is an exemption from this requirement which applies to organisations with gross assets and funds of less than £10,000, or gross annual income of less than £5,000.

Registration is administered by the Guernsey Registry Application forms together with further information for charities can be found on their website: [www.guernseyregistry.com/charities](http://www.guernseyregistry.com/charities)

## Supporting documents

Please enclose the following with your applications:

- A copy of your constitution / trust document / governing document
- A copy of the letter from Guernsey Registry confirming Registered Charity  
OR Confirmation from States Income Tax that exempt from Guernsey tax
- A copy of your latest accounts from the last financial year (preferably audited)  
(Income and Expenditure Accounts and Balance Sheet)  
If your organisation is within the first year of operation, then you should send proof that you have a bank account for your organisation.
- Association of Guernsey Charities joining fee - **£10** (cheque only - NOT cash)

Your completed application, together with all supporting paperwork, should be sent to the Membership Secretary at the address shown on the form.



<b>OFFICE USE ONLY</b>	
RECEIVED:	.....
ACCEPTED:	.....
NUMBER:	.....

# Membership Application Form

**PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS.**

## Section 1. Your Organisation

Official Name of Charity .....

Has your organisation been approved as a Guernsey Registered Charity? YES  NO

Charity Registration Number: ..... (Please attach a copy of the letter confirming registration)

Website address: ..... Email: .....

Description of Organisation .....

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Aims and Objectives .....

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Organisation and Management .....

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Activities .....

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## Section 2. Contact Details

### Senior contact for your charity (i.e. for official charity correspondence):

Contact Name: ..... Position .....

Address .....

..... Telephone .....

Email: .....

### Public contact for your charity (i.e. for use on our website, etc.)

Contact Name: ..... Position .....

Address .....

..... Telephone .....

Email: .....

*(continued)*

**Section 3. Financial Details**

How is the organisation financed? .....

Do you seek funds from the public? YES  NO

Are funds actively raised from outside of the Channel Islands? YES  NO

Are the funds wholly spent in the Bailiwick? YES  NO

Give details of any current major projects, and cash required .....

**Section 4. Project Details**

Details of annual or recurring activities with approximate dates .....

Detail any help that you can offer to other Charities and Members .....

Detail any help that you would like from other Charities or Members .....

Detail any help your organisation can give with equipment (e.g. collecting boxes, tents, side-shows, etc) ....

Please give any further information concerning your organisation, that could assist your application .....

**Section 5. Declaration**

Please tick to indicate that you have enclosed the following with your application:

- A copy of your constitution / trust document / governing document
- A copy of the letter from Guernsey Registry confirming Registered Charity   
OR Confirmation from States Income Tax that exempt from Guernsey tax
- A copy of your latest accounts from the last financial year (preferably audited)   
(Income and Expenditure Accounts and Balance Sheet)
- Association of Guernsey Charities joining fee (£10 - cheque only - NOT cash)

This application has been authorised by the committee of the charity named overleaf. All information is current and correct to the best of our knowledge and belief. All questions on this application have been fully answered. We are aware that certain details will be made public including the Association of Guernsey Charities website.

Signed ..... Signed .....

Name (please print) ..... Name (please print) .....

Position ..... Position .....

Date ..... Date .....

Please return to: The Membership Secretary, The Association of Guernsey Charities, C/o Cavatina, Rue des Marais, Vale, GY6 8AX.