



# Realise Mentoring Registration Form

Contact Details					
Applicant's Name	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">First Name</td> <td style="width: 40%;"></td> <td style="width: 15%;">Surname</td> <td style="width: 30%;"></td> </tr> </table>	First Name		Surname	
First Name		Surname			
Job Title					
Organisation					
Address					
Postcode					
Telephone					
Email					
Website					

Activities
<p><b>What are your organisation's main areas of activity?</b></p>

Eligibility Criteria	(please tick below)
<b>Is your organisation:</b>	
Non-profit distributing	
Governed by a voluntary management committee or board	
Driven by social objectives	
Wanting to become more enterprising or to develop more trading activity	



If you are unsure about your answer to any of the eligibility questions, please call 0131 221 3197 or email [info@realisementoring.org.uk](mailto:info@realisementoring.org.uk)

Financial Information		
What was your organisation's total income in the last financial year?		
What proportion of your organisation's income in the last financial year was:	Grant funding  Contract / trading income  Other income (please specify)	
What are your projections for the current financial year?	Grant funding  Contract / trading income  Other income (please specify)	

**(Please attach a copy of your financial accounts)**

Legal Status	Please tick
Company limited by guarantee	
Unincorporated association	
Community interest company	
Trust	
Industrial and provident society	
Other	

Charity Number (if applicable)	
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Human Resources	
No. of Full-time Staff	
No. of Part-time Staff	
No. of Volunteers on Board/ Committee	
No of Other Volunteers	

Overview of Your Organisation	
Please provide some details on the background, social aims and services of your organisation	

About You	
What is your role in the organisation?	
What are the main areas in which you would like support from a mentor?	
What are you looking for in a mentor in terms of experience, knowledge and skills?	
Is there anything else relating to your goals or requirements that might help us match you with the best mentor for you?	



Final Check	(Please tick below)
<b>Have you:</b>	
Attached or enclosed a copy of business plan or development plan?	
Attached or enclosed a copy of you financial accounts?	

In signing this documentation I agree to:

- Undertake a personal commitment to meet the Mentor (either face-to-face or by telephone) on a regular basis as agreed with the Mentor for a period of up to one year.
- Work with the Mentor to agree mentoring objectives and activities for the duration of the mentoring match and share these with Realise Mentoring partners.
- Provide feedback to Realise Mentoring partners for the purpose of assessing and evaluating the effectiveness of the Programme.
- Participate in case studies and marketing activity if asked to do so by Realise Mentoring partners.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Data Protection** – Realise Mentoring will use the information, which you provide on this form, to assess your requirements within the Realise Mentoring programme for third sector organisations. We would like to keep a record of your information in case other opportunities or information in relation to our services arise in the future which we think may interest you.

If you do not wish us to do this, or contact you about these then please tick this box.

We will use your information for personnel administration and management purposes, including carrying out appropriate checks, evaluation and marketing. We may need to share your information for these purposes with our partners, associates, mentors, agents and the Scottish Government.

We would also like to use your information to help us identify services, which associated companies, the Scottish Enterprise Network or Business Mentoring may offer and which may be of interest to you.

If you do not want to be contacted (either by mail, telephone or e-mail) with details of services please tick this box.

You have a  to ask for a copy of the information we hold on you and which is subject to the Data Protection Act 1998, (for which we may make a small charge) and to correct any inaccuracies in your information.

Once completed, please post to:

Realise Mentoring  
 Edinburgh Chamber of Commerce  
 Capital House  
 2 Festival Square  
 Edinburgh EH3 9SU

Or email to: [info@realisementoring.org.uk](mailto:info@realisementoring.org.uk)