**Title of study: Greater Manchester State of the VCSE Sector Evaluation 2020**

**Names of Lead Researcher(s):** Dr Michelle Howarth

Thank you for considering to be part of this evaluation. It is a partnership piece of research being commissioned and led by 10GM working alongside GMCVO, Bury VCFA, Stockport Council, Trafford Council and Wigan Council undertaken by researchers from the University of Salford. This sheet is intended to provide you with relevant and appropriate information to enable you to make an informed decision as to whether you wish to participate or not. It is intended to be read in conjunction with the information contained in the covering email. Please take time to read the following information carefully. If anything you read is not clear or you would like more information please contact one of the project team (details below) and ask as many questions as you want.

10GM is a joint venture to support the voluntary, community and social enterprise (VCSE) sector in the 10 boroughs of Greater Manchester. The current 10GM partners are Action Together, Bolton CVS, Salford CVS and Macc with associates in other boroughs. We are local infrastructure organisations operating strategically and collaboratively across the geographic footprint of Greater Manchester. Our shared purpose is to champion local voluntary and community action and social enterprise in all boroughs across the city-region in order to improve the economic, social and environmental wellbeing of Greater Manchester’s people and communities.

**What is the purpose of the study?**

Salford University has been commissioned as a research partner to undertake the analysis and reporting of the State of the Sector Survey. The research will not just enable the partnership to gain a picture into every local area but also Greater Manchester as a whole in the light of our unique status as a devolved city region. You may be asked to participate in a number of activities, the main ones being an online survey and a focus group. This information sheet refers to the **online survey**. The survey is important as it will enable us to generate a robust evidence base that can be used to support the future of the voluntary sector.

**Why have I been invited to take part?**

You are being contacted because you work for an organisation which works in one or more of the ten local authorities in Greater Manchester (GM).

**Do I have to take part?**

No. Participation is entirely voluntary. It does not affect your statutory rights and /or any service or support you receive.

**What will happen to if I agree take part?**

We would like to invite you to participate in an **online survey.** The questions will focus on issues such as: the number of volunteers and employees in your organisation, income and sources of funding and partnerships. The central objective is to enable a quantitative analysis of the sector. Once you have made the decision to participate and begin the survey, please answer the first question to give your consent to take part. You are free to withdraw at any time, without giving a reason, but once the survey is completed and submitted, data cannot be withdrawn. After completing the survey, the data will be analysed and reported anonymously, in aggregate form. The survey should take approximately 30 to complete.

**What are the possible disadvantages and risks of taking part?**

There are minimal disadvantages in taking part. We simply ask you to provide some information about your services.

**What are the possible benefits of taking part?**

The information from these surveys will be used not only to map the work of the VCSE sector within GM, but also to help guide the strategic direction and priorities.

**What if there is a problem?**

If you need to communicate with us about any issues connected with this study, please use the contact details below.

**Will the information I provide (and my details) be kept confidential?**

Specific responses will not be seen by anyone outside the research team. If you give permission when completing the survey, we may contact you to seek clarification on your answers. All the responses to the survey and the focus groups will be treated confidentially and excerpts from them will be reported anonymously. The data will be kept securely by Salford CVS and the University of Salford. An open data release will be produced but you will not be identifiable within that.

We will keep the data for four years and then destroy the original data, keeping only anonymised data, from which you will not be identifiable. You can ask to see the data associated with your part of the study at any time.

**What will happen if I don’t carry on with the study?**

You are free to stop your participation at any time without giving us a reason, but once the online survey is completed and submitted, it cannot be withdrawn. if you have participated in a focus group, you can withdraw at any time up to 14 days afterwards by contacting the lead researcher. After that point, your data may have been included in reports and briefings.

**What will happen to the results of the research study?**

The **anonymised** results from the online survey and the full evaluation will be shared with stakeholders from the project steering group and key commissioners and policy makers across GM and will be included in reports and briefings. It is also planned to use the data from the online survey to generate an open data release from the research. Where individuals opt in to be contacted they will be contacted about VCSE support services in their area. Anonymised data may also be used for academic purposes including peer reviewed journal articles, conferences and teaching.

**Who is organising or sponsoring the research?**

The research is being delivered by University of Salford and has been commissioned by Salford CVS, which is the lead organisation for the State of the VCSE Sector Evaluation 2020.

**Further information and contact details**

If you would like more information or have a concern about any aspect of this study, in the first instance you should refer to the State of the Sector privacy notice or contact – marie.wilson@salfordcvs.co.uk or  Michelle Howarth, email: M.L.Howarth2@salford.ac.uk, phone 0161 295 2873

If you wish to raise issues with the project or make a complaint, please contact **Professor Andrew Clark,** Chair of the Health Research Ethics Panel. He can be contacted at:

Frederick Road Campus,

University of Salford,

Salford, M6 6PU.

Tel: 0161 295 2778 Email: A.Clark@salford.ac.uk