

Project Registration Form

Please complete this form at the start of the project **if you are a new participant and Manchester Histories does not already hold your registration details**. We ask for contact and emergency details for safeguarding and project administration, and for optional monitoring information to help us understand who is taking part and evaluate our work. If your details are already on file, we will only ask you to update any information that has changed or provide any additional project-specific consent needed.

Contact and safeguarding

Your Name	
Your Phone Number	
Your Email Address	
Emergency Contact Name	
Emergency Contact Phone Number	
Relationship To You	

Accessibility and Support Needs

Please tell us about anything we should know to help you take part safely and comfortably in this project.

<p>Do you have any access needs or support requirements we should be aware of? <i>For example: mobility, communication, sensory, wellbeing, or other practical support needs</i></p>

Do you have any medical information we should know about in case of an emergency?
Please only share what you are comfortable sharing.

--

Do you have any dietary requirements or allergies?
Only complete this if food or refreshments may be provided.

--

About you (optional monitoring questions)

How would you describe your gender?	Do you identify as a disabled person / person with a long-term condition?
<input type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Male	<input type="checkbox"/> No
<input type="checkbox"/> Non-Binary	<input type="checkbox"/> Unsure
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Prefer not to say

How would you describe your sexuality? <i>Please self-describe in the box on the right.</i>	
<input type="checkbox"/> Prefer not to say	

How would you describe your ethnic origin? <i>Please tick one.</i>
Asian / Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background
Black / Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background

<p>Mixed background</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other mixed background</p>
<p>White / White British</p> <p><input type="checkbox"/> White – British</p> <p><input type="checkbox"/> White – Irish</p> <p><input type="checkbox"/> White – Other</p>
<p>Any other Ethnic Group</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other Ethnic Group</p>
<p><input type="checkbox"/> Prefer not to say</p>

How old are you?	0-19	20-34	35-49	50-64	65+	Prefer not to say
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is your full postcode?	
If you live in Greater Manchester, which borough do you live in?	
If you live outside Greater Manchester, where do you live?	

Please tell us the principal mode of transport you'll use to take part in this project

Consent

I understand that Manchester Histories will keep personal details about me for reporting and marketing purposes, stored on paper and on local computer hard drives. I give my consent under the provisions of the General Data Protection Regulation for them to do so. I understand that I can withdraw consent. Information will not be shared with a third party without my consent. I have the right to access this information upon request. I understand I have the right to complain to the Information Commissioner if I am not happy with the way Manchester Histories is handling my personal data.

I agree to this information being used for the purposes of evaluation, to show how the project meets its aims and objectives. And to be contacted for follow-up interviews to see what impact the project has had on me as a participant.

Project participants/volunteers like you help Manchester Histories further our work with communities including learning, access programmes and creating new resources or digital content which we may share with our audiences and partners. For example, this may include using or adapting the work you create for use on Manchester Histories merchandising which we will sell to raise funds for the charity. In order for your work to be used for Manchester Histories' purposes and to support the charity, we ask you to agree to this by ticking the box below.

Yes, I agree with the above.

'Work' is defined as anything you create or invent during your time as a participant at Manchester Histories.

Your signature (or signature of parent/guardian if under 16)

--

If you have any questions, please get in touch with us:
info@manchesterhistories.co.uk 0161 306 1982