

# Census of Nonprofit Institutions

## Questionnaire

*(draft version)*

### SECTION 1 – BASIC INFORMATION

- A. Fiscal code
- B. Name
- C. Acronym
- D. Address
- E. City,
- F. Zip code
- G. Phone, Fax, E-mail, HTTP

**1. At the date of compilation, the Institution was:**

- 1. Active
- 2. Inactive
- 3. Ceased

**2. The Institution worked in the course of 2011:**

- 1. Yes, continuously and regularly in the course of the year
- 2. Yes, continuously and regularly in the course of some months (indicate the number of months)
- 3. Yes, periodically or occasionally
- 4. Activity cessation, since the beginning of the year
- 5. No, temporary suspension, or no start of any activity, since the beginning of the year

**3. At 31/12/2011, the Institution was:**

- 4. Active
- 5. Inactive
- 6. Ceased

Ceased since |\_|\_|/|\_|\_|/|\_|\_|

## **SECTION 2 - FRAMEWORK**

### **4. Legal form of constitution (reported in the Statute)**

1. Association with legal status
2. Association without legal status
3. Committee
4. Social Cooperative
5. Religious institution
6. Foundation
7. Mutual
8. Other

**4.2 Indicate the year in which the institutional unit acquired the legal form** \_\_\_\_\_

### **5. Does the Statute establish non-distribution constraint?**

1. Yes
2. No

### **6. Did the Institution share profits in the last three years?**

1. Yes
2. No

### **7. Has the Institution associates/members (individuals or organization) with voting right?**

1. Yes
2. No

**7.1 If yes, specify number of males and females and type of organization (public sector, private sector, nonprofit institution)**

**7.2 Number of assemblies held on 2011** \_\_\_\_\_

**7.3 Percentage of participants (except proxies) of the total of those entitled, in the last assembly for the approval of the budget or financial statement:** \_\_\_\_\_ %

**7.4 The beneficiaries of the Institution are:**

1. Only members
2. Public benefit
3. Both of them

### **8. Numbers of components of the administrative body elected by:**

1. Public Institutions
2. For Profit Institutions
3. Nonprofit institutions
4. Individuals
5. Amministrative body
6. Assembly

### **9. Territory within the Institution works:**

1. Municipality
2. Province
3. Region
4. Country
5. Europe
6. Extra Europe

**10. The institution is member of:**

1. National umbrella associations (federations, unions)
2. International umbrella associations (networks at European or International level)
3. Consortium
4. Forum or committee on specific issues
5. Other

**11. In the last year, the institution has cooperated with:**

1. Public Institutions
2. Nonprofit Institutions
3. Enterprises

**12. In 2011 the Institution had contracts or partnership agreements with public institutions?**

1. Yes
2. No

### SECTION 3 – HUMAN RESOURCES

	Males	Females	Total
<b>13. Number of volunteers in the Institution</b>	_ _ _	_ _ _	_ _ _
<b>13.1 Number of volunteers by age</b>			
Under 18	_ _ _	_ _ _	
19-29 years	_ _ _	_ _ _	
30-54	_ _ _	_ _ _	
55-64	_ _ _	_ _ _	
Over 64	_ _ _	_ _ _	
<b>Number of volunteers by education</b>			
University degree	_ _ _	_ _ _	
High school qualification	_ _ _	_ _ _	
No over secondary school	_ _ _	_ _ _	
<b>Number of volunteers by professional status</b>			
Employed	_ _ _	_ _ _	
Retired	_ _ _	_ _ _	
Other condition	_ _ _	_ _ _	
	Males	Females	Total
<b>14. Number of foreign citizens as volunteers</b>	_ _ _	_ _ _	_ _ _

**15. Number of young people from the volunteer community service (L. 64/2001)**   |\_|\_|\_|   |\_|\_|\_|   |\_|\_|\_|

**16.1 Number of volunteers based on the hours amount offered during June 2012:**

Until 5 hours	_ _ _	_ _ _
6-10 hours	_ _ _	_ _ _
11 -15 hours	_ _ _	_ _ _
16 - 24 hours	_ _ _	_ _ _
more than 24 hours	_ _ _	_ _ _

**17. Number of paid workers by type of contract**

	Males	Females	Total
Permanent employees	_ _ _	_ _ _	_ _ _
full time	_ _ _	_ _ _	_ _ _
part-time	_ _ _	_ _ _	_ _ _
Fixed term employees	_ _ _	_ _ _	_ _ _
full time	_ _ _	_ _ _	_ _ _
part-time	_ _ _	_ _ _	_ _ _
Consultants	_ _ _	_ _ _	_ _ _

**18. Number of other paid workers**

	Males	Females	Total
Seconded workers	_ _ _	_ _ _	_ _ _
Temporary workers	_ _ _	_ _ _	_ _ _
Religious people	_ _ _	_ _ _	_ _ _

**19. Number of workers, by professional categories (ISCO Classification) and sex:**

**SECTION 4 FINANCIAL RESOURCES**

**20. Budget / financial statement in 2011:**

- 1 cash-basis (revenue and expenditure)
- 2 accrual-basis (proceeds and burdens)
- 3 hybrid form (cash accounting for the institutional activity and accrual accounting for business activity)

**21. Amount of revenues, in 2011, recorded in the balance sheet or in the financial statement:**  
 \_\_\_\_\_,00 euro

**21.1 Indicate the percentage of revenues that comes from each of the following institutions:**

<u>Revenues from public institutions</u>	%
1. Subsidies and contributions from public institutions in 2011	_ _ _
2. Subsidies and contributions from public institutions in previous years	_ _ _

3. Revenues from contracts with public institutions in 2011	_ _ _
4. Revenues from contracts with public institutions in previous years	_ _ _

<u>Revenues from private institutions</u>	%
5. Membership fees	_ _ _
6. Sales of goods and services	_ _ _
7. Donations and gifts in 2011	_ _ _
8. Donations and gifts in previous years	_ _ _
9. Earnings from estate or financial holdings	_ _ _
10. Sale of estate or financial holdings	_ _ _
11. Loans	_ _ _
12. Other revenues	_ _ _

**22. Percentage of revenue from project funding: \_\_\_\_\_%**

**22.1 Amount of expenses recorded in the balance sheet or in any other form of payment accounts in 2011: \_\_\_\_\_,00 euro**

	%
1. Wages and salaries	_ _ _
2. Compensation to consultants and advisors	_ _ _
3. Reimbursements to volunteers	_ _ _
4. Purchasing of goods and services	_ _ _
5. Subsidies, grants and income support given to third parties in capital account	_ _ _
6. Subsidies, grants and income support given to third parties in current account	_ _ _
7. Financial burden	_ _ _
8. Purchasing of capital items	_ _ _
9. Financial Investments	_ _ _
10. Reimbursement of loan	_ _ _
11. Fees and taxes	_ _ _
12. Other expenses	_ _ _

**24. Total of proceeds recorded in the balance sheet or in any other form of payment accounts in 2011: \_\_\_\_\_,00 euro**

**24.1 Total of burdens recorded in the balance sheet or in any other form of payment accounts in 2011: \_\_\_\_\_,00 euro**

	%
1. Wages and salaries	_ _ _
2. Compensation to consultants and advisors	_ _ _
3. Reimbursements to volunteers	_ _ _

4. Purchasing of goods and services	_ _ _
5. Subsidies, grants and income support given to third parties in capital account	_ _ _
6. Subsidies, grants and income support given to third parties in current account	_ _ _
7. Financial burden	_ _ _
8. Purchasing of capital items	_ _ _
9. Amortizations	_ _ _
10. Allowances	_ _ _
12. Other burdens	_ _ _

25. Percentage of burdens for contributions destined for abroad \_\_\_\_\_ %

### SECTION 5 – ACTIVITIES

#### 26. Activities carried out by the organisation during 2011

***Culture, sports and recreation***

- Cultural and artistic activities
- Sports activities
- Recreation and social recreation and social activities

***Education and Research***

- Primary and Secondary education
- Higher education
- Professional and other education
- Research

***Health Care***

- Hospitals and rehabilitation services
- Nursing homes
- Hospitals and non-hospitals mental health
- Other health services

***Social services and Civil protection***

- Social services (provided services of helping individuals, groups, or communities)
- Emergency and relief activities (*civil protection and assistance to migrants and refugees*)

Funding ( <i>Income and/or maintenance support</i> )	<input type="checkbox"/>
<b>Environment</b>	
Animal protection	<input type="checkbox"/>
Environmental protection	<input type="checkbox"/>
<b>Economic development and Social cohesion</b>	
Promotion of community's economic development and social cohesion	<input type="checkbox"/>
Protection and development of housing heritage	<input type="checkbox"/>
Training, job placement and sheltered workshops	<input type="checkbox"/>
<b>Right advocacy and politics activities</b>	
Activities of right advocacy and protection	<input type="checkbox"/>
Legal services	<input type="checkbox"/>
Organisation of political parties	<input type="checkbox"/>
<b>Philanthropic intermediaries and voluntarism promotion</b>	
Philanthropic support and voluntarism promotion	<input type="checkbox"/>
<b>International Co-operation</b>	
Activities of supporting social and economic development abroad	<input type="checkbox"/>
<b>Religion</b>	
Activities of religious education and promotion	<input type="checkbox"/>
<b>Business and professional associations, Labor unions:</b>	
Protection and promotion workers' and entrepreneurs' interests	<input type="checkbox"/>
<b>Other activities</b>	
Agriculture, forestry and fishing	<input type="checkbox"/>
Mining and quarrying	<input type="checkbox"/>
Manufacture activities	<input type="checkbox"/>
Electricity, gas steam and air-conditional supply	<input type="checkbox"/>
water supply sewerage, waste management and remediation	<input type="checkbox"/>
Construction	<input type="checkbox"/>
Wholesale and retail trade	<input type="checkbox"/>
repair of moto vehicles and motorcycle	<input type="checkbox"/>
transportation and storage	<input type="checkbox"/>
Housing and food service activities	<input type="checkbox"/>
Telecommunication	<input type="checkbox"/>
Financial and insurance activities	<input type="checkbox"/>
Real estate activities	<input type="checkbox"/>
Professional, scientific and technical activities	<input type="checkbox"/>
Renting and Travel agencies	<input type="checkbox"/>
firm support activities	<input type="checkbox"/>
Activities of household as employers of producing undifferentiated goods and services by households for own use	<input type="checkbox"/>
Extra-territorial organisation and bodies	<input type="checkbox"/>

**26.1 Indicate the proper code related to the prevalent activities\* \_\_\_\_\_**

\*NOTE: the prevalence depends on the funding spent to take up the activity or, in absence of this information, on the human resource employed on it.

**27. Participation to initiatives for:**

1. Promotion and protection of Human Rights
2. Help and support of vulnerable and/or disadvantage people
3. Protection of Public goods (as water supply, parks, public building and monuments)

## **28. Services provided by the organisation and number of performed interventions in the course of 2011:**

### **Cross-cutting services**

- 01  Coordination of other organisations' activities (national nets)
- 02  Operational support of other organisations' activities
- 03  Social secretariat
- 04  Public or social communication
- 05  Advocacy and information campaigns
- 06  Event promotion and proposal for new public policies
- 07  Organisation of seminars, workshops, conferences
- 08  Organisation of public and political demonstrations
- 09  Signature collection
- 10  Training in the field of civilisation, health, environment, food, development
- 11  Training for volunteers
- 12  Press production
- 13  Time Banks

### **Cultural and artistic activities**

- 14  Management of libraries, documentation centres and archives
- 15  Management/surveillance of museums, monuments, archaeological sites and landscapes

### **Sports activities**

- 16  Organisation of sports courses
- 17  Organisation sports events

### **Recreational activities**

- 18  Organisation of shows
- 19  Organisation of travels and holidays
- 20  Organisation of events, parties, celebrations and other events
- 21  Organisation of leisure courses

### **Primary and secondary education**

- 22  Education in maternal school
- 23  Education in primary schools or secondary schools
- 24  Education in high schools
- 25  Other courses completing academic curricula

### **University education**

- 26  Degrees

### **Other education**

- 27  Course for adults (including permanent training)

### **Research**

- 28  Research project

### **Hospitals and rehabilitation**



- 29  Surgery
- 30  Rehabilitation projects
- 31  Outpatient services
- 32  Day hospital
- 33  Day-care

#### **Long stay patient services**

- 34  Rehabilitation projects
- 35  Residential services for people

#### **Mental health services**

- 36  Rehabilitation interventions
- 37  Residential services for people

#### **Other health care services**

- 38  Aid and health transport
- 39  Donation of blood, organ, tissue and marrow

#### **Social services**

- 40  Kindergarten
- 41  Psychological care centres
- 42  Social first aid
- 43  Interventions o for inclusion of vulnerable and disadvantage people
- 44  Day care (even in Hospitals or clinics)
- 45  Educational support
- 46  Intercultural mediation
- 47  Day centres and residential centres
- 48  Residential centres (no for long stay patients and mental patients)
- 49  Social canteen, even at home
- 50  Social transport

#### **Emergency and disaster response services**

- 51.  Relief intervention and first assistance
- 52  Road surveillance and public demonstrations
- 53  Exercises

#### **Disbursement of grants or other contributions**

- 54  Income support
- 55  Collection and distribution of clothes, food, medicines and equipment

#### **Environment and/or animal protection**

- 56  Management of parks and/or reserves
- 57  Sustainable production and alternative energy
- 58  Interventions of waste collection
- 59  Relief and animal guest

#### **Promotion of economic development and social cohesion for the community**

- 60  Fair Trade

- 61  Critical consumption and consumer groups
- 62  Conflict resolution between groups and/or people
- 63  Microcredit e ethical banking
- 64  IT and internet development

**Protection and development of housing heritage**

- 65  Protection and development of housing heritage

**Training and job placement**

- 66  Professional training
- 67  Job placement

**Right advocacy and protection**

- 68  Presentations of claims and/or notification for consumers' and users' protection
- 69  Interventions versed to right protection

**Legal services**

- 70  Promotion of lawsuits (civil, criminal, administrative)
- 71  Information and consulting
- 72  Assistance and patronage

**Organisation of political parties**

- 73  Membership

**Philanthropic support**

- 74  Disbursement of awards and scholarships
- 75  Project funding

**Activities of supporting social and economic development abroad**

- 76  International Co-operation projects
- 77  Management of institutions abroad (hospitals, schools)
- 78  Initiatives for peace building and conflict resolution
- 79  Child support and sponsorship
- 80  International volunteering (short-term)

**Activities of religious education and training**

- 81  Religious training
- 82  Missionary activities
- 83  Religious education

**Protection and promotion workers' and entrepreneurs' interests**

- 84  Protection of professional categories' interests
- 85  Social security and fiscal assistant
- 86  Compulsory social security
- 87  Additional social security

**Other** *(please specify)*

- 88  |\_|\_|
- 89  |\_|\_|
- 90  |\_|\_|

**29. Number of service beneficiaries in 2011: (specify if people and/or institutions) \_\_\_\_\_**

**29.1 Number users considering activities and ages:**

<b>General activities</b>	<b>Until 17 years</b>	<b>18-29 years</b>	<b>30-64 years</b>	<b>65 years and more</b>	<b>Grouped users</b>	<b>Total*</b>
1. Culture, sports and recreation						
2. Education						
3. Health						
4. Deviation(including bullying and vandalism)						
5. Addiction (including alcoholism and e drug addiction)						
6. Disability and non self-sufficiency (even partial)						
7. Immigration and nomadism						
8. Poverty and social exclusion						
9. Professional Training and job placement						
10. Right protection						
11. International co-operation						
12. Religion						
13. Workers and entrepreneurs associations						
14. Other activity.....						
15. Total						

**NOTE: Each person must be counted in one activity.**

**30. Which communication tools did the Institution use in 2011?**

1. Regulations and standards
2. Weekly or monthly newsletters
3. Websites
4. Press releases and brochures
5. Advertising
6. Mission balance/ social balance
7. Other

**31. Did the Institution carry out fundraising activities in 2011?**

1. Yes
2. No

**31.1 If yes, how?**

1. Direct mailing
2. Mass media
3. Internet
4. Organisation of events and/or public demonstrations
5. Selling of goods and products
6. Others

**31.2 For the fundraising, the Institution has targeted:**

1. Individuals
2. Public institutions
3. Nonprofit institutions
4. Enterprises