



**Easy  
Read**



**Birmingham  
City Council**

# Why we are asking people to fill in a questionnaire



**A questionnaire is a set  
of questions for people  
to answer.**

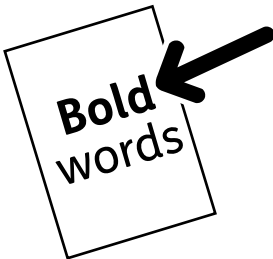
# Easy Read



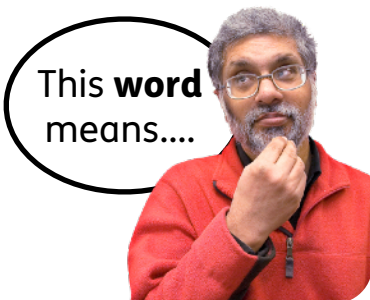
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

# What is in this booklet

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You can fill in a quick survey to say what you think about this Easy Read booklet: [info.easy-read-online.co.uk/easy-read-feedback-survey](http://info.easy-read-online.co.uk/easy-read-feedback-survey)

# About this booklet



This booklet is from the Birmingham City Council's **Prevention and Communities Commissioning Team**.



We are in charge of organising local activities that help you stay well and have a happy life.

We want to stop problems getting worse for you.



We are part of Birmingham City Council.



As part of our work, we are in charge of Birmingham's 10 **Neighbourhood Networks**.

**Neighbourhood Networks** support activities and groups in local areas.



Neighbourhood Networks also give money to some organisations to help them run activities in local areas.



This booklet is for organisations that have received money from a Neighbourhood Network.

# About the questionnaire



A **questionnaire** is a set of questions for people to answer.

We want to prove that the money your organisation got from your local Neighbourhood Network is:



- Helping your organisation run activities.



- Helping to improve the lives of people who take part in the activities.



To help us prove this, we would like your organisation to share a questionnaire with the people who take part in activities that you run.



The questionnaire will ask people about their health, their wellbeing and the activities they take part in.

## What happens if someone does not want to fill in the questionnaire?



People do not have to fill in the questionnaire if they do not want to.



They also do not need to explain to you the reasons why they do not want to fill in the questionnaire.



If someone chooses not to fill in the questionnaire, they will still be able to take part in your organisation's activities.

## Can we help people fill in the questionnaire?



Yes, your organisation can help people to fill in their questionnaire if they need support.



If they need extra help, you should contact your local Neighbourhood Network.

## How will Birmingham City Council look after people's information?



We will not ask your organisation to give us anybody's personal information.



We will only ask for people's answers to the questionnaire.

# Thank you



Thank you for helping us by sharing the questionnaire.



If you have any worries or questions about the questionnaire, you can email us:

[PreventionandCommunities@birmingham.gov.uk](mailto:PreventionandCommunities@birmingham.gov.uk)



To find out more about our work, you can look at our website:

[www.birmingham.connecttosupport.org/prevention-and-communities/neighbourhood-network-schemes-nns/#/content/content/edit/1517](http://www.birmingham.connecttosupport.org/prevention-and-communities/neighbourhood-network-schemes-nns/#/content/content/edit/1517)

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