

## How to apply

This page provides a step-by-step guide on how to apply for membership including information on membership fees.

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For those wishing to join the DTA in Scotland or Wales, please contact your national DTA office.

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There are two types of membership

- Full membership
- Associate membership

Please refer to the [membership criteria](#) when deciding which type of membership your organisation would like to apply for.

### Step 1

Decide if you are applying as a full or an associate member. If you are unsure you can contact your [Regional Development Manager](#) or the [Member Services team](#) in the National Office to discuss your application.

### Step 2

Complete either a full or associate membership application form. To download an application form please [click here](#). Alternatively you can request a membership information pack with forms by calling the Member Services team on 0845 458 8336 or email [r.hearn@dta.org.uk](mailto:r.hearn@dta.org.uk).

### Step 3

Once completed please sign and return the form to the DTA national office with any additional information requested on the form (such as audited accounts and constitution). You can return an electronic copy of your application form by email to [r.hearn@dta.org.uk](mailto:r.hearn@dta.org.uk), as well as returning a completed and signed copy by post to Development Trusts Association, 33 Corsham Street, London, N1 6DR.

### Step 4

All applications are received and logged at the National Office.

#### FULL MEMBERSHIP

If you have applied for full membership your application will be sent to the Regional Development Manager for your area, who will make contact with your organisation to arrange a Membership Assessment Meeting. Prior to the visit your Regional Development Manager will send you a copy of the DTA Membership HealthCheck\* in order for you to prepare for the meeting.

#### ASSOCIATE MEMBERSHIP

Applications for associate membership will be processed at the National Office and reported to your Regional Development Manager.

\*Membership HealthCheck

In order to ensure that your organisation meets the criteria for becoming a full member, your Regional Development

Manager will work through the Membership HealthCheck with you during the Membership Assessment Meeting.

The Membership HealthCheck consists of five sections which focus on the DTA's four core [membership criteria](#) and other areas of good practice. In order to maximise the learning potential and to ensure your organisation is committed to the development trust model, this membership assessment meeting should be attended by both the Chief Executive and the Chairperson (or equivalent) of your organisation. It would also be helpful if other Board members are involved to ensure that they are aware of any issues raised.

Upon Completion of the Membership HealthCheck, your regional Development Manager will recommend your for membership of the most suitable category. This recommendation is then authorised at the National Office.

Please note:

We will also offer emerging development trust membership to organisations that have a real potential to become a development trust within 12 months, but which may need support on one or more of the above criteria. In this case our regional staff will assist the organisation in drafting an action plan based on the results of the Membership HealthCheck. The organisation's membership status will be reviewed after 12 months. During that year, the organisation would have access to most full member benefits, including DTA products such as the Knowledge & Skills Exchange.

## Step 5

The DTA's National Office will send you an introductory pack welcoming you to the network. Shortly afterwards you will be sent an invoice

## Membership Fees

Full member fees are based on the income of the organisation. Associate member fees are based on the type of organisation:

Full Members:

Income Category	Membership fee
Under 100,000	58.75 ( 50 plus 8.75 VAT)
100,000 - 250,000	146.88 ( 125 plus 21.88 VAT)
250,000 - 500,000	293.75 ( 250 plus 43.75 VAT)
500,000 - 750,000	440.63 ( 375 plus 65.63 VAT)
750,000 - 1m	587.50 ( 500 plus 87.50 VAT)
Over 1m	881.25 ( 750 plus 131.25 VAT)

## Associate Members

Category	Membership Fee
Individuals	70.50 ( 60 plus 10.50 VAT)
Local not-for-profit	150.40 ( 128 plus 22.40 VAT)
National not-for-profit	319.60 ( 272 plus 47.50 VAT)
Corporate & statutory bodies	549.90 ( 468 plus 81.90 VAT)

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