



Community information  
for the Bradford district

# Get listed

[www.divabradford.org.uk](http://www.divabradford.org.uk)

It's **free** for community groups  
in Bradford district

**For a large print version of this form or for help and advice on completing it, please email [admin@divabradford.org.uk](mailto:admin@divabradford.org.uk)**

DIVA brings information on voluntary and community groups together in a **single database**, from sports and leisure clubs, support and self-help groups, community centres and campaign groups, to local non-profit organisations and advice centres.

We aim to include community groups from all parts of Bradford district - including Bingley, Ilkley, Keighley and Shipley, as well as the city of Bradford - and to truly reflect the range and diversity of groups and activities in the area.

The DIVA partners encourage your group to join the database.

We have rules about the data we hold that ensure **you control what information is publicly available**.

If you sign up, you can keep your group's record up to date by becoming an admin contact and editing the group's record online. Alternatively, DIVA admin can edit the record for you – just email [admin@divabradford.org.uk](mailto:admin@divabradford.org.uk) and tell us what's changed.

An important benefit of DIVA membership is that your group will receive occasional notifications of events and consultations. If you want your group to be more “in the loop”, and better placed to inform decision makers about your needs and views, you should give serious consideration to joining DIVA. (Responding to these communications is optional.)

### When you have completed the form

Please save your form and then *either* email it to [admin@divabradford.org.uk](mailto:admin@divabradford.org.uk) as an attachment *or* post it to:

DIVA admin  
Shipley & Bingley Voluntary Services  
Cardigan House  
Ferncliffe Road  
Bingley  
BD16 2TA

For more information about DIVA  
please visit [www.divabradford.org.uk](http://www.divabradford.org.uk)

### DIVA partners

Local organisations are working together in partnership to maintain the DIVA database including *Bradford CVS, Bradford Resource Centre and Community Statistics Project, Keighley & Ilkley Voluntary and Community Action, Shipley & Bingley Voluntary Services, CNet and City of Bradford Metropolitan District Council.*

DIVA partners follow strict rules when dealing with public information provided by local groups.

**Group name**

Abbreviated name (if any)

If your group is part of another organisation, (e.g. a local branch), please write the parent organisation's name here...

## A. Public contact details for the DIVA database

Please give the details that the public can use to contact your group. Boxes may be left blank if they do not apply. You can have more than one public contact – just copy this page.

If you don't want members of the public to contact the group that's ok, your group can still join DIVA – just go straight to the administration information in section B.

**Public contact person**

Role/job title (e.g. Secretary)

Address

Postcode

Telephone number

Email address

To prevent spam, your email address will not be visible. DIVA users will be able to email using an online form, which keeps your email address private.

## B. Administration information (NOT for publication) - THIS MUST BE COMPLETED.

The DIVA admin team needs a **full set** of contact details for you as the person completing this form. You can have more than one admin contact – just copy this page.

This information will only be used if we have questions or need updated information about your group. Information in this section will be kept completely private.

**Admin contact for the group**

Role/job title (e.g. Secretary)

Address

Postcode

Telephone number

Email address

If we write to you at this address, should the group's name appear on the envelope? Yes

No

## C. About your group – details of activities and services

This is your chance to sell your group and tell people exactly what activities are available.

Please include all the **main topics (e.g. children) and locations (e.g. Shipley)** that people might search for to find your group. Please include your opening times or the best time to contact the group.

If the group runs activities in a **different location** to the public address in section A, please state where:

### Who is your group aimed at?

If your group focuses on part of the community please give details.

For example this might be people of a particular age group, gender or sexuality, specific ethnic or faith groups, parents and carers, students, disabled people, asylum seekers etc

Website address

Helpline number

Mobile number

Minicom number

Fax number

	Yes	No	N/A
Does the group have a <b>constitution</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the group a <b>registered charity</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the group a <b>limited company</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the group have <b>paid workers</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the group take <b>short-term volunteers</b> ? (e.g. work experience, student placements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the group take <b>long-term volunteers</b> ? (except management committee members)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your group has premises, can it offer <b>room hire</b> to other groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your group formed in the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Access to your services / activities

	Yes	No	N/A
Is there flat / ramped access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the space used is not at ground level, is it accessible by lift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there accessible toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can disabled users park directly outside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an induction loop for hearing aid users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## DIVA terms

Please read the terms of the DIVA agreement below, and then tick the box to indicate that you have read and accept them.

### Use of confidential information

The information you have provided in Section B (administration) will be treated as confidential and can only be accessed by the DIVA team. We will not make this information available to anybody else.

### Use of non-confidential information

By registering with DIVA, you are giving DIVA partners permission to make publicly available the non-confidential information you have supplied about your organisation. The main outlet for information on the DIVA database is a searchable website, which aims to publicise groups to the widest possible audience.

Your non-confidential information may **also** be included in local directories as appropriate. For example, if the group runs activities that are food-related (e.g. cook & eat, healthy eating advice or grow your own veg) then it will automatically be publicised on [www.bwhatyoueat.org.uk](http://www.bwhatyoueat.org.uk)

**I have read and accept the DIVA terms**  (please place an **X** in the box to accept terms)

For more information on how we process and use the details you give us, please read our statement on data protection at [www.divabradford.org.uk/dataprotection](http://www.divabradford.org.uk/dataprotection)

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**Want to complete this form online? Go to**  
[divabradford.org.uk/directory/get-listed/](http://divabradford.org.uk/directory/get-listed/)