



Community information
for the Bradford district

Get listed funded services

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

To provide details of more than one service, please save a copy of this form.

You can keep your service's information 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 and tell us what's changed.

When you have completed the form

Please save your form and then *either* email it to 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

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.

**Organisation that runs
the service**

Service address

Postcode

Please write the address of the building where the service is provided.
This may be different to the main address for your group.

A. Public contact details for this service

Please give the details that the public can use to contact your service. 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 service that's ok, your service can still join DIVA – just go straight to the administration information in section B.

Public contact person	
Role/ job title (e.g. Secretary)	
Address (if different to service 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B. Administration information (NOT for publication) - THIS MUST BE COMPLETED.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.

Admin contact for the service	
Role/ job title (e.g. Secretary)	
Address (if different to service 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

Where your service takes place

Yes

No

N/A

Is there flat / ramped access?

If the venue is not at ground level, is it accessible by lift?

Are there accessible toilets?

Can disabled users park directly outside?

Is there an induction loop for hearing aid users?

C. About your service**Service name****Service website****Description of service** - what's available?**How to contact**

e.g. 'please telephone for an appointment' or ' telephone or email'

Referral information

Please include requirements for service users e.g. "must provide proof of income and identity"; "required to have a medical assessment"; "must have community care risk assessment".

If the service does not operate a waiting list, please add details e.g. "the service does not operate a waiting list"; "access can be gained immediately if there is a vacancy". Add any other referral information e.g. "applications through Home-hunter".

Target group

Please describe the main target group e.g. "older people with support needs", "single homeless people", "women at risk of domestic violence".

Will not accept

E.g. "people who misuse drugs", "people with an arson conviction". State whether the service will accept people with pets (if only certain pets are allowed, please state, e.g. "no cats or dogs").

Age range

Minimum age

Maximum age

How long can people be supported by the service?

Up to two years
(short term)

Over two years
(long term)

Charges

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Facilities

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If your service provides accommodation, please state how service users' rooms/accommodation are furnished, and whether the rooms/properties are shared or self-contained. Give details of shared and communal facilities, e.g. "residents' laundry"; "shared kitchen and living rooms" etc.

For **floating support**, please state if the service is delivered to people in their own homes

Access for disabled people

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Languages

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Does your service offer access to **interpreters**? If interpreting services are provided, please state which languages are offered (including British Sign Language).

Opening hours

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Add the times and days that referrals are accepted, e.g. Monday to Friday 9am to 5pm.

Travel information

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For **emergency accommodation-based services**: Please give details of the nearest bus and rail stations and the most frequent bus/rail services. (Emergency accommodation services are those that will accept referrals outside normal office hours, i.e. during evenings and weekends)

Main geographical area (e.g. Bradford district, Keighley, BD3)

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Funder (e.g. Bradford Council, Big Lottery Fund)

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Additional information

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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

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

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