



**For a large print version of this form or for help and advice on completing it,
please ring us on 01274 433659**

Get Listed – Funded Services

On this form you will find space to tell us about the Funded Service(s) your Organisation provides provide. Page 2 of this form is for you to give details of the location where your services are based, and then on pages 3-5 there is space to expand on the service in depth. If you provide more than one service, please continue on a separate sheet.

The general information that we hold on DIVA about your group is not included on this form. If you wish to change other details for your group on the DIVA database, please do so on the form titled DIVA FORM - YOUR GROUP'S DETAILS which can be supplied upon request. Alternatively, you can tell us the changes via our online feedback form at www.divabradford.org.uk

If you need to make any changes in the future or if you require any further information, please contact us again.

DIVA is a partnership between local voluntary and community sector organisations and Bradford Council, and works closely with the Building Communities Executive of the Safer and Stronger Communities Partnership.

When you have completed the form

After completing this form, please save it and then either email it to DIVA Admin as an attachment or sent it to us in the post. You will find the email And postal addresses at the end of this form.

For more information on DIVA please visit www.divabradford.org.uk

Yours sincerely

Albert Freeman

Albert Freeman
DIVA Database Officer
On behalf of the DIVA partners

DIVA Partners

Several local organisations are working together in partnership to develop the DIVA database. These are currently: Bradford Association of Councils for Voluntary Service, BRC (Bradford Resource Centre and Community Statistics Project), CNet, plus the following departments of City of Bradford Metropolitan District Council: Adult and Community Services, and Regeneration and Culture.

DIVA partners operate to strict rules in dealing with public information provided by local groups and organisations.

Database administration is undertaken by a small team working within Bradford Central Library.

DIVA FORM - FUNDED SERVICES

Name of Group / Organisation

This is the name of the organisation that runs the service(s).

Services Postal Address	<input type="text"/>
Town/City	<input type="text"/>
Postcode	<input type="text"/>

Note: This is the address of the building, or the building name, where your services are provided. This may be different to the main address for your group shown at the top of page 1 of this form. If we already have details about multiple locations for your services, these will be listed on subsequent pages in this form. If you need to advise us of a new location, please do so on a separate sheet of paper and include it when you send this form back to us.

Access to the building

Is there flat / ramped access to the venue?	<input type="checkbox"/>
If the venue space is not at ground level, is it accessible by lift?	<input type="checkbox"/>
Are there toilets accessible to wheelchair users?	<input type="checkbox"/>
Can disabled users park directly beside the venue?	<input type="checkbox"/>
Does the venue have an induction loop for hearing aid users?	<input type="checkbox"/>

Notes about location

If there is anything else we need to know about your venue please tell us above.

Pages 3 to 5 of this form are for details of the individual service(s) you provide. Please only describe **one service at a time**. If you need to tell us about multiple services, there are several ways you could do this:

- You could use the **Save As** function to save the information you have entered above and created a new form for you to add information about other services on.
- You could **copy** and **paste** the blank pages 3-5 in this document as many times as you need.
- You could use **extra blank pages**, giving the same information we ask for on pages 3-5 for other services.

If you need any guidance on how best to copy sections of this form for multiple services, please contact us at DIVA Admin.

DIVA FORM - FUNDED SERVICES

SERVICE INFORMATION

**Commissioned project /
Service Name**

Please give the public name for the service.

Description of support offered

Please give a brief description of the service you have been funded to deliver.

SERVICE CONTACT DETAILS

Below, give the main contact details for agencies and potential service users to make referrals (may not be the same as the organisation's head office)

Contact Name for service

Contact Phone

Contact Fax

Contact Email

Your email address will not be displayed. Messages can only be sent to you via a secure web form.

Service Website

How To Contact

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

Target Group

This is the main client group served, e.g. older people with support needs, single homeless people, women at risk of domestic violence. Add additional information about the target client group e.g. women only, men only, BME women only, couples or single people with children, BCHT clients only etc.

Referral Information

State the times and days that referrals are accepted, e.g. Monday – Friday 9am – 5pm, 9am – 10 pm daily, 24 hrs daily.

State additional requirements for applicants e.g. "must provide proof of income and identity"; "required to have a medical assessment"; "required to have community care risk assessment".

If the service does not operate a waiting list, please state whether access can be gained immediately 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".

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Age Range Min **Age Range Max**

Please tell us if there is an upper and/or lower age limit

Will Not Accept

This question does not refer simply to people who do not fit the target group on the previous page. Please list only the AUTOMATIC EXCLUSIONS operated by the service, 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")

Support Duration

Please write either SHORT TERM or LONG TERM. Short term means up to 2 years, long term means over 2

Charges

Facilities

For accommodation-based services 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"; "shared bathrooms/toilets"; "residents' social room" etc

For floating support state that the service is delivered to people in their own homes

Access

Please give details of fair access arrangements, including and cooking facilities for service users with specific dietary requirements. Please also indicate whether the service is accessible to wheelchair users and/or has aids and adaptations for use by people with physical or sensory disabilities (for floating support services the question applies to the head office)

Languages

Please detail access to interpreters. If interpreting services are provided, state which languages are offered (including British Sign Language).

DIVA FORM - FUNDED SERVICES

Opening Hours

State the times and days that referrals are accepted, e.g. Monday - Friday 9am - 5pm; 9am - 10 pm daily; 24 hrs daily

Travel Info

For emergency accommodation-based services: 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)

For non-emergency services: Give the location of accommodation and catchment areas covered by floating support services. Does the service cover the whole district or specific locations? For accommodation-based services give locations of properties e.g. "schemes are located in Holmewood, Manningham, Burley-in-Wharfedale" etc. If services are grouped, please give general location. If appropriate please indicate head office or public contact point if different from the details listed.

Primary Geographical Area

Funder

Additional Info

DIVA FORM - FUNDED SERVICES

DIVA Terms

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

By completing this form, you are giving DIVA permission to display non-confidential information you have supplied about your organisation and its services. This may be used by health professionals referring patients on to you. It may also be used for dealing with enquiries about local groups on the DIVA database, which is available as a searchable website, aiming to publicise groups to the widest possible audience.

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

If you require additional information on how we process and use the details you give us, please refer to our statement on data protection at www.divabradford.org.uk/dataprotection

Please return your completed form to us at admin@divabradford.org.uk or if you prefer, you can print it out and send it to the address below.

Return address:
DIVA Database Administration
Bradford Libraries
4th Floor
Central Library
Princes Way
BRADFORD
BD1 1NN

Telephone: (01274) 433657

Email: admin@divabradford.org.uk