

**Directory of
Services to
Voluntary and
Community
Groups,
Organisations
and Networks**

2007 Edition



Bradford & District

ISO GROUP

Infrastructure Support Organisations

Supporting local voluntary & community groups

Directory of Services to Voluntary and Community Groups, Organisations and Networks

2007 Edition



Published by Bradford and District ISO Group

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Bradford and District ISO Group
and Action for Black Community Development Ltd.

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This Directory has been the result of work undertaken by the Bradford and District Infrastructure Support Organisations Group (ISO Group) to improve the marketing of member services and provide comprehensive information for local voluntary and community groups, organisations and networks, agencies and partnerships.

The directory is based on a survey of current members of the ISO Group undertaken by Action for Black Community Development Ltd.

The ISO Group was formed to ensure effective and co-operative working between infrastructure organisations (ISOs) in the Bradford district and to contribute to the strategic development of the voluntary and community sector.

It's aims are to:

1. Facilitate and develop effective communication between ISOs **and increase their individual and collective profile in the district.**
2. Liaise with and facilitate dialogue between the ISOs and strategic and public sector bodies in Bradford and the region.
3. Develop, adopt and promote common policies and operational strategies that reflect the needs, interests and diversity of communities in Bradford and the community and voluntary sector.
4. Facilitate the representation of ISO groups on WYLDA (West Yorkshire Local Development Agencies), Bradford Vision, CNet, and any other strategic bodies and partnerships as agreed.

ISO Group Membership

Membership of the ISO Group is open to any community and voluntary infrastructure organisations **working or operating** in Bradford district whose **principal purpose** is to support other voluntary and community organisations **and/or committed to active involvement in strategic partnership working for the wider** voluntary and community sector.

The directory is divided into two sections, **Section One - Services**, and **Section Two - Organisations**.

If you are looking for a particular service - transport hire for example - use **Section One** as your starting point - this will list the organisations providing this service.

Services are divided into five groupings as follows:-

- ★ **Volunteering and good practice for volunteers**
- ★ **Practical resources and spaces (such as equipment for hire and meeting rooms)**
- ★ **Technical support and advice (e.g. training, research or policies)**
- ★ **Support for getting your voice heard (such as advocacy services and representation)**
- ★ **Funding information and support**

Then look up those organisations who can best provide what you require under their pages in **Section Two**, which will give you contact details and further information.

Alternatively you or your group may not be sure what services are available to you from a particular organisation, so you may wish to discover the range of services on offer by different organisations. In which case consult the organisation's pages in **Section Two**. If a particular organisation cannot meet your needs, you may want to find an alternative one that does - **Section One** should help you to find it.

Part One: Volunteering and Good Practice for Volunteers

There are two specialist voluntary and community infrastructure organisations in Bradford District that provide comprehensive services on all aspects of volunteering:

Volunteering Bradford (Section Two, page 36)

Keighley Volunteer Centre (Section Two, page 35)

A number of other organisations offer volunteering opportunities, some support for volunteers and groups wishing to find volunteers, or training opportunities for volunteers on specific topics such as funding:

Action For Black Community Development Ltd

Bingley Voluntary Action

Bradford Alliance On Community Care

Bradford Community and Voluntary Services

Charities Information Bureau

Equity Partnership

Ilkley and District Council for Voluntary Service

Yorkshire Rural Community Council

Part Two: Practical Resources and Spaces

1. Language Support

A small number of organisations have staff available who are able to speak languages other than English, but this is not usually a regular service, and if you need this service it is as well to check on the availability of such staff before you go.

Other organisations may be able to call on the services of interpreters:

Action for Black Community Development Ltd – French and several African languages

Active Faith Communities Project – Urdu

Bradford Alliance On Community Care – Urdu, Punjabi and British Sign Language (limited)

Charities Information Bureau – French

Consortium Of Ethnic Minority Organisations – South Asian languages and can support other languages with notice given

Equity Partnership – some volunteers have languages other than English

Ilkley and District Council for Voluntary Service – limited availability, some volunteers have languages other than English

Keighley Voluntary Services – Bengali, Urdu, French, German – usually needs to be pre-arranged

Volunteering Bradford – Urdu, Punjabi

West Yorkshire Community Accounting Service – can arrange interpreters

2. Meeting and Training Spaces

Usually involving a small cost.

Action for Black Community Development Ltd – meeting space available

Bingley Voluntary Action – Cardigan House and Little House community centres.

Bradford Alliance on Community Care - through Carlisle Business Centre

Bradford Community and Voluntary Services - Mabel Booth Room – 60 people, basement room – 15 people

Bradford Resource Centre – several meeting spaces, largest room holds up to 100 people

Charities Information Bureau (Wakefield) – larger training room

CNet – one room for 50 people, one room for 10 people

Consortium Of Ethnic Minority Organisations – meeting rooms and public buildings for events

Equity Centre – two meeting rooms for up to 35 people

Ilkley and District Council for Voluntary Service – small meeting room for up to 10 people

Keighley Voluntary Services – one meeting room for up to 12 people (ground floor)

Keighley & District Volunteer Centre – one meeting room for up to 24 people

Shipley Council For Voluntary Service – access to room and hall hire

Yorkshire Rural Community Council – one meeting room (York)

3. Temporary Office Space

Subject to availability and negotiated costs.

Bingley Voluntary Action

Ilkley and District Council for Voluntary Service

Keighley and District Volunteer Centre

4. Access to Computers and the Internet

Action for Black Community Development Ltd

Bingley Voluntary Action

Bradford Alliance On Community Care

Bradford Community and Voluntary Services

Bradford Resource Centre and Community Statistics Project

Consortium Of Ethnic Minority Organisations

Ilkley and District Council for Voluntary Service

Keighley Voluntary Services

Yorkshire Rural Community Council - laptop computer hire, N. Yorkshire only

5. Photocopying, Printing and other Reprographic Services

The costs vary and some organisations provide this service only to members.

Action for Black Community Development Ltd

Bingley Voluntary Action

Bradford Alliance On Community Care

Bradford Community and Voluntary Services

Bradford Resource Centre and Community Statistics Project

CNet (Bradford and District Community Empowerment Network)

- only if associated with room hire

Equity Partnership

Ilkley and District Council for Voluntary Service

Keighley Voluntary Services

Shipley Council For Voluntary Service

6. Equipment for Hire

Hire charges usually made.

Bingley Voluntary Action - digital projector, laptops, display boards

Bradford Alliance On Community Care - display boards

Bradford Community and Voluntary Services - slide projector, portable loop system, collecting boxes, display boards

Ilkley and District Council for Voluntary Service - flipchart and display board

Keighley Voluntary Services – overhead projector, flipchart, display boards

Keighley and District Volunteer Centre – powerpoint projector, flipchart, overhead projector

7. Library Resources

Bingley Voluntary Action – information on funding, local issues, young people, community care, etc

Bradford Alliance On Community Care – social care and health issues

Bradford Community and Voluntary Services – a wide range of Voluntary and Community sector topics

Bradford Resource Centre and Community Statistics Project – Communities and campaigns library from local to international issues

CNet – small regeneration library – neighbourhood renewal, local and regional policies and strategies

Equity Partnership – lesbian, gay and bisexual issues

Ilkley and District Council for Voluntary Service – information on funding and running community groups

Keighley Voluntary Services – a range of books, leaflets and newsletters about the voluntary and community sector

8. Transport

Bingley Voluntary Action – community transport minibuses

Ilkley and District Council for Voluntary Service – subsidised minibus hire

Shipley Council For Voluntary Service – minibus hire and a car lift scheme for older people and disabled residents to health clinic and hospital appointments

9. Other Practical Resources

Bradford Resource Centre and Community Statistics Project – mail hosting

Consortium Of Ethnic Minority Organisations – mailing lists, media lists

Equity Partnership – arts resources

Ilkley and District Council for Voluntary Service – storage space

Combination IT Solutions - recycled free computers and printers sometimes available

Part Three: Technical Support and Advice

1. Training

There is a great deal of training on offer from these organisations, varying from one-to-one sessions, tailor made training for a particular group or accredited courses open to all. Training courses are not usually available all year round.

Active Faith Communities Project – Intercultural Communication and Leadership School (4 day residential for groups of young people).

Bingley Voluntary Action – course on management committee roles and responsibilities and good governance.

Bradford Alliance On Community Care – “Taking Action” programme – assertiveness skills, advocacy, planning structures, networks and partnerships, models of disability and equality issues. Training on disability awareness.

Bradford Community and Voluntary Services – offer range of organisational development courses including roles of management committees, finance (in partnership with WYCAS), funding (in conjunction with CIB).

Bradford Resource Centre and Community Statistics Project – welfare rights, research skills, community statistics, funding (with CIB), training for trainers, tribunals, How Your Council Works, Community Enterprise, campaign skills.

Charities Information Bureau – writing funding applications, developing a funding strategy, good practice in giving funding advice, and in grant giving, accessing and managing European funding, monitoring and evaluation.

CNet – one-to-one support, group and public training programmes on representation and regeneration issues.

Equity Partnership – LGB awareness training.

Ilkley and District Council for Voluntary Service – facilitating training in the community for training providers or voluntary groups.

Keighley Voluntary Services – access to training for VCS organisations – promoting and signposting to specific training providers.

Keighley and District Volunteer Centre – volunteer induction, manual handling, health and safety, personal safety awareness, introduction to CRB disclosures.

Shipley Council for Voluntary Service – committee training.

Volunteering Bradford – all aspects of managing volunteers, training for volunteers in volunteering and citizenship skills.

West Yorkshire Community Accounting Service – financial management training on a one-to-one basis.

Yorkshire Rural Community Council – conferences and training seminars on rural issues (also training for groups).

2. Research

Bradford Resource Centre and Community Statistics Project is the specialist organisation for advising, supporting and training groups in their own research – please see their pages in the Section Two for more details. A number of other infrastructure organisations undertake research as part of their wider and strategic service to the Voluntary and Community Sector – sometimes on behalf of particular communities or particular issues, or in their own field of expertise. Many can also offer advice and support to groups wishing to undertake their own research (often some research and evidence is required when applying for funding for example).

Action For Black Community Development Ltd

Bingley Voluntary Action

Bradford Alliance On Community Care

Charities Information Bureau

CNet

Consortium Of Ethnic Minority Organisations

Keighley Voluntary Services

3. Constitutions, legal issues for voluntary and community organisations, policy development and good practice (including good employment practice)

Action For Black Community Development Ltd

Active Faith Communities Project

Bingley Voluntary Action

Bradford Alliance On Community Care

Bradford Community and Voluntary Services

Bradford Resource Centre and Community Statistics Project

Charities Information Bureau

CNet – good practice and policy development on regeneration, engagement and involvement

Consortium Of Ethnic Minority Organisations

Equity Partnership - good practice and policy development around LGB issues

Ilkley and District Council for Voluntary Service

Keighley Voluntary Services

Keighley and District Volunteer Centre - volunteering good practice and policy development

Shipley Council For Voluntary Service

Volunteering Bradford - volunteering good practice and policy development

West Yorkshire Community Accounting Service - good practice guides in relation to financial management and accounting

Yorkshire Rural Community Council

4. Design, Publicity and Marketing

– the following all offer some support and advice:

Action For Black Community Development Ltd

Bingley Voluntary Action

Bradford Alliance On Community Care

Charities Information Bureau

Consortium Of Ethnic Minority Organisations

Equity Partnership

Ilkley and District Council for Voluntary Service

Keighley and District Volunteer Centre

Yorkshire Rural Community Council

5. Financial Management and Accounting

West Yorkshire Community Accounting Service (WYCAS) is the specialist organisation for advice, training and practical help on all aspects of financial management for voluntary and community groups – see their pages in Section Two for further details.

Other organisations provide some support, mostly at a basic level.

Bradford Community Payroll and Accounts is the specialist organisation for payroll services – payslips, tax, pay scales, etc.

Bradford Community and Voluntary Services - financial management and accounting (basic, signposting to WYCAS).

Charities Information Bureau – advice and support on financial management and accounting.

Consortium Of Ethnic Minority Organisations – some admin support – e.g: bookkeeper services.

Ilkley and District Council for Voluntary Service - guidance on accounting procedures.

Keighley Voluntary Services - basic financial management and accounting.

Shipley Council For Voluntary Service - advice and support on fundraising and applications.

Yorkshire Rural Community Council - financial management and accounting advice.

6. Consultancy

More intensive support for some services is available from a small number of infrastructure groups.

Charities Information Bureau - some intensive one-to-one support on funding and funding clinics.

Consortium Of Ethnic Minority Organisations- trouble shooting (crisis management).

Volunteering Bradford- one-to one advice/consultancy (volunteering).

7. Campaigning

Action For Black Community Development Ltd - African and African-Caribbean communities.

Bradford Resource Centre and Community Statistics Project is the specialist in advice, support and practical help for campaigning, including training. Refer to their pages in Section Two.

Bradford Alliance On Community Care – campaigns specifically on health and social care issues.

8. Organisational Development

All infrastructure organisations offer some support to help develop voluntary and community groups. It is also one of the main services of the CVS's in the district.

However, some offer specific forms of support or offer it to specific type of groups.

Action For Black Community Development Ltd - African and African-Caribbean communities.

Bradford Alliance On Community Care – Health and Social care groups.

Consortium Of Ethnic Minority Organisations– BME groups.

Equity Partnership – LGB groups and networks.

CNet – network development.

Keighley and District Volunteer Centre - volunteers and organisations offering volunteering opportunities.

Volunteering Bradford - volunteers and organisations offering volunteering opportunities.

Yorkshire Rural Community Council – rural groups and communities.

9. Newsletters, Bulletins and Media

Bradford Alliance On Community Care - quarterly newsletter on health and social care issues in a variety of formats.

Bradford Community and Voluntary Services - “Briefing Bradford” newsletter.

CNet – quarterly newsletter and weekly e-mail digest.

Consortium Of Ethnic Minority Organisations – regular e-mail information bulletins for members.

Equity Partnership – LGB radio show and bi-monthly newsletter.

Ilkley and District Council for Voluntary Service – quarterly newsletter “Grapevine.”

Keighley Voluntary Services – KVS News.

10. Other Technical Support and Advice Services

Bradford Alliance On Community Care - quarterly Open Meetings on Health and Social Care Issues.

CNet – strategic planning, change management, communications and network development.

Combination IT Solutions - Specialist IT support service, repairs, software installation, networking of equipment, systems back up, etc.

Consortium Of Ethnic Minority Organisations – quality assurance, strategic and business planning, monitoring and evaluation.

Volunteering Bradford – advertising volunteer vacancies and adding them to national database of volunteering opportunities.

11. Support for New Groups

The majority of the organisations listed offer support for new groups and projects and the same services as they offer existing members. In most cases membership is free and member groups are offered reduced rates for accessing facilities such as room hire or photocopying.

Action For Black Community Development Ltd - African and African-Caribbean communities.

CNet generally works with networks of groups rather than individual groups but will offer advice about which networks exist and suit your needs.

Part Four: Support For Getting Your Voice Heard

Infrastructure support organisations are committed to ensuring that local groups get their voice heard in negotiations, discussions and consultations with local authorities, public services, regional bodies and government departments and agencies. They strive to represent their members and the voluntary and community sector as a whole, and encourage participation in forums, networks, partnerships and their management committees. There are many opportunities for local groups to get their views heard. Some organisations represent particular types of group or particular interests

Action for Black Community Development Ltd - representation and advocacy for African and African-Caribbean Groups in Bradford, facilitating consultation.

Bingley Voluntary Action - representation and advocacy for voluntary and community groups in Bingley, facilitating consultation.

Bradford Alliance on Community Care - representation and advocacy for Health and Social Care groups and their users in Bradford, facilitating consultation. Worked closely with the Bradford Speakout Group over a number of years seeking to ensure that people with experience of homelessness are involved in the development of services and strategies.

Bradford Community and Voluntary Services - representation and advocacy for voluntary and community in Bradford, facilitating consultation.

Bradford Resource Centre - advocacy, campaigning, support and advice, representing the interests of the sector to government and authorities.

CNet - representing the voluntary and community on Bradford Vision and supporting representation through networks and partnerships. Facilitating consultations.

Consortium Of Ethnic Minority Organisations - advocacy on behalf of the voluntary and community sectors and supporting self-advocacy by the voluntary and community sectors; Network development and support; engaging in and supporting Partnership Working within the voluntary and community sectors, and between these sectors and others.

Equity Partnership - for LGB groups and networks, facilitating consultations with LGB groups and organisations; LGB groups Forum to share practice and to support networking.

Ilkley and District Council for Voluntary Service - Representation and advocacy for voluntary and community groups with local government and health authorities. Facilitating consultations through Bradford and District ACVS and ISO GROUP links as well as the National Association of Voluntary and Community Action.

Keighley Voluntary Services - representing the interests of the sector to government and authorities. Supporting two Patient and Public Involvement forums, Older People's Advocacy Service.

Shipley Council For Voluntary Services - advocate or representative, locally or district-wide.

Volunteering Bradford - anything related to volunteering - promote volunteering generally in the Bradford Area and influence volunteering policy and strategy.

Yorkshire Rural Community Council - representing the interests of the sector to government/authorities, facilitating consultations.

Part Five: Funding

The Charities Information Bureau is the specialist organisation for funding advice, training and support, but most organisations offer some advice, support and information about funding opportunities, and have access to funding databases via the internet.

Both **Bradford Community and Voluntary Services** and **Keighley Voluntary Services** have funding support officers based at their offices to offer advice and in-depth support on funding in Bradford District PACT areas. The Keighley officer also covers Shipley PACT areas. This is part of the BFunded service – which is a searchable funding database available at: www.bfunded.org.uk

Action for Black Community Development Ltd.

Suite 5, 2nd Floor,
Godwin Chambers,
55 Godwin Street,
Bradford, BD1 2SH
Tel: 01274 775535
Fax: 01274 775505

E-mail: abcd@actionforblackcommunitydevelopment.co.uk
Website: www.actionforblackcommunitydevelopment.co.uk
Contact person: David Odunukwe



Opening Times:

Mon -Fri 9.00am - 5.00pm

Telephone enquiries:

Mon-Fri 9.00am - 5.00pm

Accessibility:

Wheelchair access by arrangement.

Language support: staff available that are able to speak French and Swahili.

Description:

ABCD are an infrastructure support organisation established to facilitate the involvement and to increase the influence of African and African-Caribbean organisations and community members in the life of the district.

Services offered:

Volunteers: volunteering and good practice in supporting volunteers.

Practical resources and spaces:

Computers with internet access, bookable meeting/training space.
Hot-desking on application.

Technical support and advice:

Research, constitutions, legal responsibilities for voluntary organisations, policy development, good employment practice, financial management and accounting, design/promotion/marketing strategies.

Support for new groups:

Fundraising and general organisational development support.

Support for getting your group heard:

Representation and advocacy for African and Caribbean Groups in Bradford, facilitating consultation.

Funding:

Advice and support.

Charging policy:

We are funded to provide our services to the community, but may have to charge for some facilities.

Active Faith Communities Programme

Chantry House,
Victoria Rd, Kirkstall,
Leeds LS5 3JB
Tel: 0113 388 5090
Fax: 0871 474 5671
E-mail: info@activefaiths.org.uk
Contact person: Ian Owers



Opening Times:

Mon - Fri 9.00am - 5.00pm

Telephone enquiries:

Mon - Fri 9.00am - 5.00pm

Accessibility:

Fully accessible office.

Language support:

Bilingual workers - Urdu.

Description:

AFCP works with faith communities and faith-based organisations across West Yorkshire to support existing projects and encourage new initiatives, to create networks of faith-based community related work, and to raise the profile of faith-based organisations. AFCP expects that organisations that it works with respect diversity and partnership across faith and cultural boundaries as ways of effecting community regeneration and renewal and social cohesion; and also that they intend to work for the benefit of the wider community rather than exclusively for their own adherents.

Technical support and advice:

Constitutions/charitable law/legal responsibilities of voluntary organisations, good practice/policy development, business planning, strategic planning, organisational development and managing change, Intercultural Communication and Leadership School (a 4 day residential seminar for groups of young people from diverse cultures and communities).

Support for new groups:

As above.

Support for getting your group heard:

Representing the interests of the sector to government/authorities.

Funding:

Advice and support.

Bingley Voluntary Action

Cardigan House,
Ferncliffe Road,
Bingley, BD16 2TA
Tel: 01274 781222
Fax: 01274 400050
E-mail: info@bingleyva.org.uk
Website: www.bingleyva.org
Contact person: Mick Binns



Opening Times:

Office: Mon - Thurs 9.00am - 4.00pm, Friday by appointment.

Telephone enquiries:

Mon -Thurs 9.00am - 4.00 pm

Accessibility:

All of our Community Centres are fully accessible. Our offices (on first floor) are not accessible – an enquiry bell is provided by entrance door. We do have an office in our community centre at Little House, we can use that and it is accessible for people with a disability.

Description:

Bingley Voluntary Action supports other community and voluntary sector groups. We cover Bingley and its surrounding local areas, i.e. Denholme, Cullingworth, Wilsden, Harden, Eldwick, Cottingley and Gilstead; and for infrastructure support we cover the whole Shipley constituency. We offer a range of practical resources such as meeting and office facilities, computer and projector hire, advice and information resources, as well as access to fax and the internet. We also develop projects that assist within the local communities.

BVA has done a great deal to highlight the needs of the area and has acted as an advocate to funders for the rural areas of Bingley and surrounding areas. We have carried out research to pinpoint the smaller areas of deprivation, which has helped to bring funding into the area.

From its beginnings in 1978, Bingley Voluntary Action has grown from a small welfare action group to a registered charity and company limited by guarantee. We are able to help local people set up groups and offer spaces for them to meet.

Services offered:

Volunteers: volunteers and good practice in supporting volunteers.

Practical resources and spaces:

Computers with internet access; temporary office space (if available at time); library (information held on funding, local issues, young people, community care) etc; bookable meeting/training space; reprographics - A4 and A3 photocopying and laminating; digital projector and screen; laptops; display boards; community transport minibuses.

Section 2: Organisations

Technical support and advice:

Training (a course for Management Committees roles and responsibilities and good governance); research, constitutions, legal responsibilities for voluntary organisations; policy development; good employment practice, design/promotion/marketing strategies.

Support for new groups:

All the above and general organisational development support.

Support for getting your group heard:

Representation and advocacy for voluntary and community groups in Bingley, facilitating consultation.

Funding:

Advice and support using the latest software advice available.

Charging policy:

We make no charge for community support and development/funding advice given or use of our office facilities other than photocopying. We do charge for hire of the community centres and transport, but this is at a subsidised rate, we charge fees for other project services we manage, and also for the hire of the following equipment: digital projector; laptops; digital camera; projector screen; display boards.

Bradford Alliance On Community Care Ltd

Unit 37, Carlisle Business Centre,
60 Carlisle Road,
Bradford BD8 8BD
Tel: 01274 481590
Fax: 01274 487595
E-mail: admin@bacc.uk.com
Website: www.bacc.uk.com
Contact person: Phil Cutler



Opening times:

By arrangement with groups.

Telephone enquiries:

Mon - Fri 9.00am - 5.00pm

Accessibility:

Building has quite good accessibility.

Language support:

By arrangement staff available that are able to speak Urdu, Punjabi and limited BSL.

Description:

Bradford Alliance on Community Care was set up in 1989 to strengthen the voices of community care service users and carers in the planning of health and social care services across the Bradford Metropolitan District. BACC works to a social model of disability. BACC promotes active community involvement in health and social care seeking to develop/support partnerships between voluntary and community groups and statutory services.

BACC works with groups in the following areas: - **physical disabilities, sensory needs, older people and the Black Health Forum** and currently works with over 120 groups who mostly receive little or no funding. We employ development workers and an admin worker for local Patient and Public Involvement Forums in Bradford. We also operate the Engage in Advocacy Project that seeks to develop advocacy skills on health issues with the following groups: **parents and carers, the deaf community, refugees and asylum seekers and adults with a learning disability.**

Services offered:

Volunteers: Volunteers and good practice in supporting volunteers.

Practical resources and spaces:

Computers with internet access, bookable meeting/training space (via Carlisle Business Centre), reprographics for groups we work closely with, some equipment such as display boards available, library resources on social care and health issues available to members.

Technical support and advice:

Training ("Taking Action" programme - assertiveness skills, advocacy, planning structures, networks and partnerships, model of disability and equality issues), also training for groups on disability awareness, research, constitutions, legal responsibilities for voluntary organisations, policy development, campaigning, design/promotion/marketing strategies for member groups.

Support for new groups:

All the above and general organisational development support.

Support for getting your group heard:

Representation and advocacy for Health and Social Care groups and their users in Bradford, facilitating consultation. Has worked closely with the Bradford Speakout Group over a number of years seeking to ensure that people with experience of homelessness are involved in the development of services and strategies.

Funding:

Advice and support

Charging policy:

Free to groups and individuals who are 'hard to reach' or discriminated against.

Bradford Community Payroll and Accounts Ltd

19-25 Sunbridge Road,
Bradford, BD1 2AY
Telephone: 01274 787800
Fax: 01274 229304
Contact person: Jane Durrans



Description:

Provides a comprehensive payroll service to the voluntary sector – weekly/monthly pay, pay slips, tax payments, direct payments to employees, advice on payscales, etc.

Bradford CPA Ltd is the trading arm of Bradford Community and Voluntary Services.

Services offered:

Technical support and advice: PAYE, Inland Revenue payments, P14s, P60s, direct employee payments through BACS (see below).

Charging policy (Bradford):

Current charges are £2.25 per weekly pay slip per person, or £4.50 per monthly pay slip per person. Set up fee – £15 per group, and year end charge of £10 for up to 5 employees. Electronic Filing of Year End data to HMRC £30.

The Bank Automated Clearing System service (BACS) costs £108.00 per employee per annum.

Bradford Community and Voluntary Services

19-25 Sunbridge Road,
Bradford, BD1 2AY
Tel: 01274 722772
Fax: 01274 393938
E-mail: cvs@bradfordcvs.org.uk
Website: www.bradfordcvs.org.uk
Contact person: Anthony Clipsom



Opening Times:

Mon, Tue, Thurs & Fri 9.00am – 4.00pm, Wed 10.30am – 4.00pm. Meeting Rooms available Mon-Thurs evening, Saturday by arrangement.

Telephone enquiries:

Mon, Tue, Thurs & Fri 9.00am – 4.00pm, Wed 10.30am – 4.00pm

Accessibility:

Flat access at rear of building, lift access to all floors, disabled toilets, portable loop system available in meeting rooms.

Language support:

While some staff speak languages other than English, we have no staff employed to use second language skills.

Description:

Bradford CVS exists to promote, develop and support community and voluntary action. It provides a point of contact between the voluntary and community sector and other agencies in the local, district, regional and national contexts. Bradford CVS strongly believes in partnership working within the VCS and between sectors.

BCVS is a generalist infrastructure support provider and endeavours to make its services available to all VCS organisations in Bradford. For subjects where we have no specialist staff, we operate closely with specialist infrastructure organisations, such as WYCAS and Fit4Funding. Bradford CVS is a membership organisation and is run by trustees elected from local groups.

Services offered:

Volunteers: volunteers and good practice in supporting volunteers (signposting to Volunteering Bradford).

Practical resources and spaces:

A public access computer with internet access; bookable meeting/training space (two rooms - Mabel Booth Room 50-60 people, and basement 15 people); Library (a wide range of VCS topics); high speed and high volume photocopier; paper guillotine; slide projector; portable loop system; collecting boxes; display screens, laptop and digital projector.

Technical support and advice:

CVS Training works across the Bradford District to provide training for voluntary and community groups on management, governance and organisational development issues.

There is rolling programme of training courses on management skills, governance, health and safety, fundraising in partnership with CIB, financial management in partnership with WYCAS.

In addition we offer in-house training for management committees, tailored to their needs.

Briefing Bradford Newsletter published 8-10 times per year, containing information on a wide range of topics including health, governance and funding.

Children and Young People's Team provide up to date information on the re-shaping of children and young people's services within Bradford district and support on a wide range of issues resulting from the changes to service delivery – including training for members.

VYON Newsletter published 6 times a year, containing information relevant to VCS Youth Organisations.

Health Team provide information on public health developments and offers group support and training to VCS health groups.

Support for new groups – all the above and general organisational development support.

Support for getting your group heard:

Representation and advocacy for voluntary and community in Bradford, facilitating consultation. In particular,

Children and Young people's Network:

A network of groups and organisations in Bradford district that work with, or deliver services to children, young people and families. It provides a voice for the voluntary and community sector at all levels of Bradford's children's trust body – The Children and Young People's Strategic Partnership.

HealthNet:

The aim of the VCS Health Network is to provide the effective involvement of the voluntary and community sector (VCS) in the planning, development and delivery of health and social care, and health-related services in the Bradford District.

Funding:

Advice and support through Bfunded project.

Charging policy:

Room booking charges apply. Use of equipment (e.g. photocopier) charged for. Computer access free (but limited printing). Advice and support services free. There is a charge for some training services. Newsletter free to VCS members (also subscriptions).

Bradford Resource Centre and Community Statistics Project

17-21 Chapel Street,
Bradford, BD1 5DT
Tel: 01274 779003
Fax: 0870 7062768
E-mail: info@brc-net.org.uk
Website: www.brc-net.org.uk
Contact person: Mike Quiggin

BRC BRADFORD RESOURCE CENTRE
AND
COMMUNITY STATISTICS PROJECT

Opening Times:

Drop-in times for BRC's printing, internet, library, etc:
Mon 1.00pm – 4.00pm, Wed 1.00pm-7.00pm, Thu 10.00am – 4.00pm,
Fri 1.00pm – 4.00pm

Telephone enquiries:

As above.

Accessibility:

Fully wheelchair accessible.

Description:

BRC is one of the major not-for-profit organisations in the Bradford District, providing a range of training and resources for voluntary sector and community groups, trade unions, campaigning groups and individuals. People visit us to

use computers, do a training course, design leaflets, print a newsletter, attend a meeting, browse the library, find social statistics, check the notice boards for local events or simply to have a chat in our cafe area. We offer evening to make our services as accessible as possible. Workers at the Centre have a wide knowledge of local issues and agencies and will do their best to assist with any enquiries. BRC is also home to the innovative **Community Statistics Project** - helping open up statistical information and research skills to voluntary organisations, campaigning groups and community enterprises.

Practical resources and spaces:

Low-cost printing, computers with internet access. Communities and campaigns library – from local to international issues. mail hosting, meeting/training spaces (up to 100 people in largest room), laminating, badge-making, binding, stationery.

Technical support and advice:

Training – welfare rights, research skills, community statistics, funding courses (with CIB), training for trainers; Tribunals – Immigration and Nationality - How Your Council Works – Community Enterprise – Campaign Skills, tailored training.

Support for new groups:

As above.

Support for getting your group heard:

Advocacy, campaigning, support and advice, representing the interests of the sector to government and authorities.

Funding:

Funding Information – Funder Finder and Trust Funding databases.

Charging policy:

As a not-for-profit organisation, we offer services at no or minimum cost. Low cost room hire. Printing - 1000 A5 leaflets cost just £6.

Fit4Funding (The Charities Information Bureau)

93 Lawfield Lane,
Wakefield, WF2 8SU
Tel: 01924 239063
Fax: 01924 239431
E-mail: info@fit4funding.org.uk
Website: www.fit4funding.org.uk
Contact person: Chris Hollins



Opening Times:

Only for training.

Telephone enquiries:

Mon-Fri 9.00am – 4.30pm

Section 2: Organisations

Accessibility:

Very accessible.

Language support:

Limited availability - Staff able to speak French.

Description:

Fit4Funding (The Charities Information Bureau) has worked with voluntary and community groups to help strengthen their funding base since 1981. We are a registered charity with a role to support: Voluntary and community groups to receive funding for their work; disadvantaged groups to gain fair access to funding; funding advisors and agencies to give effective funding support and advice to groups; members of grants panels responsible for distributing funds.

We are based in West Yorkshire and work in other parts of the country in partnership with other agencies. We are committed to: providing high quality services; delivering and developing services that meet identified needs and allow individuals and organisations to develop; providing a service that ensures equality of opportunity and freedom from unfair discrimination for all; making all our facilities, publicity, and course materials accessible to all; providing relevant information, resources, practical advice and support.

Services offered:

Volunteers: access to training for volunteers involved in seeking funds.

Practical resources and spaces:

Bookable meeting/training space.

Technical support and advice:

Training (topics include: writing funding applications; developing a funding strategy; writing a business plan; good practice in giving funding advice; and in grant giving; accessing and managing European funding; monitoring and evaluation). Consultancy: in some cases, we offer more intensive one to one support, working through funding clinics and consultancies to help groups plan their fundraising more effectively; research, policy development, good practice, management and design/promotion/marketing issues where relating to funding.

Funding:

Funding Information, including: regular e-mail updates and newsletters to keep you informed of funding sources; our website www.fit4funding.org.uk is full of resources and information; "Funding Points" at venues throughout West Yorkshire with information about funding sources and how to access them. The Children's Fund Local Network Fund: We provide outreach and training support to groups interested in applying for this fund, through checking project eligibility, giving information, and providing support with completing the application advice and support.

Charging policy:

Our large training room can be hired out at an hourly rate, and refreshments are included.

CNet (Bradford and District Community Network)

385 Canal Rd,
Bradford BD2 1AW
Tel: 01274 714144
Fax: 01274 714140
E-mail: contact@cnet.org.uk
Website: www.cnet.org.uk
Contact person: John Corbishley



Opening Times:

Mon - Fri 9.00am - 4.00pm

Telephone enquiries:

Mon - Fri 9.00am - 4.00pm

Accessibility:

Very accessible.

Description:

CNet is the community empowerment network for the Bradford district, working with Bradford Vision to bring voluntary and community views to partnership and district plans. We are a partnership (network) of voluntary and community networks and umbrella groups and include voluntary and community groups members (from both neighbourhoods and communities of interest)- so that we have a combined voice to speak with Bradford Vision. Membership is open to all umbrella networks or groups, as well as other voluntary and community groups and is free. We aim to work in an inclusive and open manner. Representatives from members come together to steer and progress the work of CNet. We support capacity building for networks and umbrella groups by arrangement. We support groups through a small grants programme (through public rounds). We run training programmes on a publicly advertised basis. We support representatives from voluntary and community groups on an agreed basis.

Practical resources and spaces:

Bookable meeting/training space (one room 50 people, one room 10 people). Library - small regeneration library covering Neighbourhood Renewal issues, and local and regional policies and strategies. Reprographics -small amounts associated with room bookings; overhead projector. Hot desk on application.

Technical support and advice:

Training - we offer one-to-one support, group sessions and public training programmes on representation and regeneration issues. Research, strategic planning, change management, communications, network development; good practice and policy development on regeneration, engagement and involvement.

Support for getting your group heard:

Representing the voluntary & community on Bradford Vision and supporting representation through networks and partnerships. Facilitating consultations.

Funding:

Advice and support on our small grants programme.

Charging policy:

Room hire.

Combination IT Solutions CIC

Unit 4, Carlisle Business Centre,
60 Carlisle Road,
Bradford BD8 8BD
Tel: 01274 223311
Fax: 01274 223312
E-mail: admin@combination.org.uk
Contact person: Steve Matthews



Opening Times:

10.00am – 5.00pm Mon – Fri

Telephone enquiries:

10.00am – 2.00pm Mon - Fri

Accessibility:

Disabled access, toilets, ramps and lifts.

Description:

Combination IT Solutions is a specialist infrastructure organisation providing, help, support, sales and advice in the field of computing and I.T. equipment. Previously known as COMB it has been in existence for ten years and has been supported by Bradford Council and European Funding over that time to provide a subsidised service exclusively for the community and voluntary sector. Combination IT Solutions is striving to become 100% self sufficient, by generating income from subscriptions and sales of IT equipment and could be described as a social enterprise.

Services offered:

Practical resources and spaces: Recycled computers and printers are sometimes available, subject to donations. Limited IT recycling facilities.

Technical support and advice:

Computer repairs and advice, new computers built to customer requirements, printers and monitors supplied as required, Microsoft applications supplied and installed, internet connections, on site service or workshop repairs, networking of IT equipment, system back ups supplied, data recovery service, anti virus software supplied and viruses removed, port appliance testing. Free advice on purchase and maintenance of any type of electrical office equipment.

Support for new groups:

Services available to all groups.

Charging policy:

Various support packages are now on offer depending on the size of your organisation. please ring for further information.

Consortia of Ethnic Minority Organisations (COEMO)

Unit 85, Carlisle Business Centre,
60 Carlisle Road,
Bradford BD8 8BD
Tel: 01274 488872
Mob: 07968 490631
Fax: 01274 223204
E-mail: salam@coemo.co.uk
Website: www.coemo.co.uk
Contact person: Mohammed Salam



Opening Times:

Mon - Fri 9.00am - 5.00pm

Telephone enquiries:

Mon - Fri 9.00am - 5.00pm

Accessibility:

Building very accessible.

Language support:

South Asian languages and can support other languages with notice.

Description:

COEMO is an umbrella organisation for the black and minority ethnic (BME) voluntary sector. We raise the profile of BME organisations; provide infrastructure support to BME organisation; organise networking and consultation events; undertake research activities within BME sector; act as an advocate for BME Voluntary sector and the wider community with local government, central government and other relevant institutions and represent the ethnic minority voluntary sector on partnerships and decision-making bodies at local, regional and national level.

We are currently representing views and aspirations of over 200 organisations involving the following communities: South Asian communities, African Communities, African-Caribbean Communities and some East European communities. Any BME voluntary and community sector organisation can become a member of COEMO.

Services offered:

COEMO can help and support you:

- ★ In accessing funding sources.
- ★ In developing projects and new initiatives.
- ★ In Networking with other organisations
- ★ To build the capacity of your organisation.
- ★ To publicise your activities to a wider audience.
- ★ To share best practices.
- ★ To write a compelling funding application
- ★ To prepare business plans
- ★ To setting up a monitoring and evaluation process

- ★ To maintaining quality issues such as PQASSO
 - ★ To organise training for management committee and staff on various issues
 - ★ To find a suitable consultant
 - ★ To develop policies on Health and Safety, Equal Opportunities, Grievance and Disciplinary procedure, etc.
 - ★ To recruit your staff
 - ★ To organise your finances including payroll.
 - ★ To resolve disputes.
- And many more.

Support for getting your group heard:

Advocacy on behalf of the voluntary and community sectors and supporting self-advocacy by the voluntary and community sectors; Network development and support; engaging in and supporting Partnership Working within the voluntary and community sectors, and between these sectors and others.

Charging policy:

Free to all.

Equity Partnership (Bradford Lesbian, Gay and Bisexual Strategic Partnership)

Equity Centre, 1 Longlands Street,
Bradford BD1 2TP
Tel: (Centre) 01274 727759
Fax: 01274 727759
E-mail: admin@equitypartnership.org.uk
Website: www.equitypartnership.org.uk
Contact person: Rachel Nauwelaerts



Opening Times:

By arrangement, or drop-in 5.00pm – 7.00pm on Tuesdays

Telephone enquiries:

Mon - Fri 9.00am – 4.00pm

Accessibility:

Partly accessible including hearing loop. There is a disabled toilet within the building, but access round the side of the building or up a step (this will be resolved by summer 2007).

Language support:

Some volunteers have languages other than English.

Description:

Our vision is a community across the whole of the Bradford District in which all lesbians, gay men and bisexuals are empowered to achieve their full potential in their public and personal lives. Our aims are to play a key role in the development of our communities, to challenge homophobia and heterosexism, to ensure that the long term needs of our communities are provided for, and to act as a network for advancing lesbian, gay and bisexual issues. Our objectives include: supporting lesbian, gay and bisexual community groups to set up,

thrive and become sustainable; to link up and support lesbian, gay and bisexual individuals and community groups across the district to develop an effective voice for the lesbian, gay and bisexual communities; to support lesbian, gay and bisexual communities to influence the policies and practices of local organisations and to access services; and to manage and develop a lesbian, gay and bisexual network and community centre (the Equity Centre).

Membership of the Equity Partnership is free to LGB individuals and on a sliding scale for LGB groups and supporting organisations and businesses.

Services offered:

Volunteers: volunteering and volunteering good practice.

LGB Health Outreach:

Part time worker in post working on the health needs of LGB communities, and providing training to people working in the health and social care fields in relation to challenging homophobia, and awareness of LGB needs.

Community Development Work:

The purpose of the full time post is to provide community development and outreach support to LGB individuals and communities in the Bradford and district area, including Keighley.

- ★ To support the setting up of LGB groups and networks.
- ★ To link up and support LGB individuals and groups to develop a voice for the LGB communities.
- ★ To support LGB individuals to access services.
- ★ To support mainstream agencies to explore how they can make their agencies more accessible to the LGB communities.
- ★ The Equity Partnership produces a bi-monthly newsletter for the LGB communities.

Practical resources and spaces:

Library - LGB issues; computers; photocopier; bookable meeting/training space (one meeting rooms for up to 35 people); arts resources; hearing loop; bi-monthly news bulletin.

LGB Groups Forum:

A networking and social event for all LGB groups in Bradford. Meets bi-monthly. Ring or email Rachel for next date.

Technical support and advice:

LGB awareness training; good employment practice around LGB issues; good practice/policy development around LGB issues; design/promotion/marketing.

Support for new groups:

Group development and support.

Support for getting your group heard:

For LGB groups and networks, facilitating consultations with LGB groups and organisations; LGB groups Forum to share practice and to support networking.

Funding:

Support and advice.

Charging policy:

Room hire free to LGB groups, chargeable to others.

Ilkley and District Council for Voluntary Service

Riddings Hall,
Riddings Road,
Ilkley, LS29 9LU
Tel: 01943 603348
Fax: 01943 609906
E-mail: info@cvs.ilkley.org
Website: www.cvs.ilkley.org
Contact person: Mary Hamilton



Opening Times:

Mon – Fri 10.00am – 12.00 noon and 2.00pm – 4.00pm.
Other times by appointment.

Telephone enquiries:

Mon – Fri 9.30am – 4.30pm

Accessibility:

Good accessibility. Disabled toilet facilities.

Language support:

Limited availability, some volunteers have languages other than English.

Description:

Ilkley CVS brings together local voluntary and community groups to develop the effectiveness of local voluntary action. ICVS operates at the heart of our local community and brings together over 163 local groups and provides a wide range of services, information and advice.

ICVS assists in the development of new groups, identifies new needs and develops initiatives for meeting them.

ICVS acts as a channel for local groups to voice their opinions on local issues. As well as providing an infrastructure to community and voluntary groups in the district, we also operate a practical, volunteer led service.

Services offered:

Volunteers: We provide a brokering service between potential volunteers and organisations.

Practical resources and spaces:

Library - limited references on funding and running community groups available. Computers with internet access. Photocopying. Design and production of newsletters, posters, flyers. Laminating and bulk shredding. Desk/computer, small meeting room (8-10 max) available for hire. Flip chart and display boards. Subsidised minibus hire.

Technical support and advice:

Training - ICVS facilitates training in the local community on behalf of training providers or voluntary groups.

We provide: Advice on setting up an organisation, drafting constitutions, management issues. Information on job descriptions, recruitment and selection, terms and conditions of service, etc. Guidance on annual accounting procedures. Advice on good practice, drafting policies, working with volunteers as well as design/promotion/marketing.

Support for new groups:

Support for setting up new groups and projects, plus organisational development as above.

Support for getting your group heard:

Representation and advocacy for voluntary and community groups with local government and health authorities. Facilitating consultations through Bradford and District ACVS and ISO GROUP links as well as the National Association of Voluntary and Community Action.

Funding:

Advice on funding applications and funding sources, access to references and internet for funding searches. 'Funderfinder' search programme available.

Charging policy:

Membership is free, which includes advice services mentioned above. Photocopying, literature design and production, room and desk hire at subsidised rates to member organisations.

Keighley Voluntary Services

135 Skipton Road,
Keighley, BD21 3AU
Tel: 01535 665258
Fax: 01535 691436
E-mail: info@keighleyvs.org
Website: www.keighleyvs.org
Contact person: Caroline Schwaller



Opening Times:

Mon - Fri 9.00am - 4.00pm

Telephone enquiries:

Mon - Fri 9.00am - 4.00pm

Accessibility:

Fully accessible to ground floor only. Disabled toilet.

Language support:

Bengali, Urdu, French, German – usually needs to be pre-arranged.

Description:

KVS is based near the centre of Keighley and primarily serves voluntary and community organisations and communities in Keighley and surrounding villages. We provide the full range of infrastructure services, either directly or in partnership with other providers, and also work at neighbourhood level, particularly around community centres and community development.

Section 2: Organisations

KVS produces a quarterly newsletter; co-ordinates a number of regular forums in relation to funding, youth and community practitioners, and VCS groups; and builds links between local groups and district wide networks. Amongst other things we signpost people to specialist organisations; provide financial management support and training; and help to develop new initiatives.

KVS works closely with the Area Co-ordinators Office, Vision, and other partners to ensure the most effective cross-agency work for local communities. We also work with YRCC on a West Yorkshire rural development project; are a member of the Bfunded Partnership (funding advice and information) to ensure that services cover the entire district; are heavily involved in the developments around health and social care. KVS staff and trustees are actively involved in a wide range of strategic partnership work, locally, district-wide and beyond.

KVS hosts the Advocacy Service for Older People, a drop-in for the over 50's, and is the responsible body for CNet which involves employing staff and managing the finances. KVS also manages the contract for the VCS Policy/Compact Officer on behalf of Building Communities Partnership.

Services offered:

Practical resources and spaces: a small library with specialist information for charities, voluntary and community groups, including books, leaflets, training information and newsletters. Computers with internet access, photocopier, fully serviced office space available and hot-desking, 1 meeting room (maximum 12 people), laminator, overhead projector, flipchart paper and stand, display boards – available for use/hire.

Technical support and advice:

KVS provides training for voluntary and community organisations, either directly or by promoting and signposting to specific training providers. Direct support with research; creating constitutions; legal responsibilities for voluntary and community groups; good employment/volunteer practice; basic financial management/accounting/monitoring; good practice, quality assurance and policy development; general organisational development; crisis management; strategic planning; fundraising and business planning.

Support for new groups:

Support for setting up new groups and projects, plus organisational development as above.

Support for getting your group heard:

Representing the interests of the sector to government and authorities (see description section above). Supporting two Patient and Public Involvement forums, Older People's Advocacy Service and infrastructure support to older people's groups connecting them with the wider district.

Funding:

Advice and support.

Charging policy:

Many services free or reduced price to members. Room hire - Members £2.50 per hour, non-members £5.00 per hour.

Keighley and District Volunteer Centre

8-10 North Street,
Keighley BD213SE
Tel: 01535 609506
Fax: 01535 609695
E-mail: admin@keighleyvb.co.uk
Website: www.keighleyvb.co.uk
Contact person: Gary Pedley



Opening Times:

Mon - Fri 9.00am - 4.00pm

Telephone enquiries:

Mon - Fri 9.00am - 4.00pm

Accessibility:

Disabled lift/ Toilets.

Description:

Keighley Volunteer Centre is a local Volunteer Development Agency and has a strategy for the development of volunteering in its area. Through active promotion KVC aims to stimulate interest in voluntary and community activity through a policy of diversity and inclusion for all. Keighley Volunteer Centre offers training and support to individuals, organisations and groups on relevant issues and policies. Keighley Volunteer Centre actively seeks to identify appropriate volunteering opportunities and to establish new activities for hard to place volunteers. Keighley Volunteer Centre is a local resource for groups and individuals in need of information on good practice and relevant legislation, e.g. Data Protection Act, the Disability Discrimination Act and the Human Rights Act. Keighley Volunteer Centre ensures that its services are accessible to all and that communication to individuals, organisations and groups is clear and precise at all levels.

Services offered:

Volunteers : Volunteer Brokerage, Volunteering Advice and Support, Volunteer/ Organisation Training, Criminal Records Bureau Disclosure Service, Supported Volunteering (Adults with learning disabilities), Elderly Handyman Service, Elderly Befriending Service, Accredited Tradesmen register.

Practical resources and spaces:

Computers with internet access, temporary office space, bookable meeting/training space (for up to 24 people), interactive whiteboard, powerpoint projector, flipchart, overhead projector.

Technical support and advice:

Training - volunteer induction, manual handling, health and safety, personal safety awareness, introduction to CRB disclosures; volunteering good practice and policy development; design/promotion/marketing strategy.

Volunteering Bradford

14 Commercial Street,
ShIPLEY, BD18 3SP
and 4th Floor, 19/25 Sunbridge Road,
Bradford BD1 2AY

Tel: 01274 588233 (ShIPLEY)

Tel: 01274 722772 (Bradford)

Fax: 01274 588292

E-mail: info@volunteeringbradford.org

Website: volunteeringbradford.org

Contact person: Lynne Kent

Volunteering
Bradford

Opening Times:

We have two Volunteer Centres – one in Bradford and one in ShIPLEY. Open 9.30am – 4.30pm Mon – Fri. Volunteer Drop In Bradford 9.30am – 12.30pm and 1.30pm – 4.30 pm on Thursdays, otherwise appointment advisable.

Telephone enquiries:

Mon - Fri 9.30am – 5.00pm

Accessibility:

Bradford is accessible. ShIPLEY is accessible on ground floor level only.

Language support:

Urdu, Punjabi.

Description:

Volunteering Bradford is the Local Volunteering Development Agency for the Bradford District (excluding the Keighley Constituency) and provides a service to organisations on all aspects of volunteering and volunteer management. Although we work primarily with the voluntary sector, we also work with some statutory agencies that involve volunteers, and with the private sector in relation to employee volunteering. This is distinct from support for the voluntary sector in general which is the role of the CVSS. We are accredited by Volunteering England as the Local Volunteer Development Agency with a brief to support organisations in all aspects of volunteer management. We are responsible for facilitating the Bradford Volunteering Strategic Partnership, and act as the managing partner of the Bradford Youth Volunteering Development Project, including the Bradford Millennium Volunteers Project.

Services offered:

Volunteers: volunteer brokerage, good practice development, volunteering opportunities, marketing and promoting volunteering, policy response, campaigning and strategic development. See above description.

Technical support and advice:

We train organisations and volunteer managers in all aspects of managing volunteers including good practice and volunteer policy development, train volunteers in volunteering and citizenship skills through one-to-one advice or consultancy, and through general training courses. We broker volunteers into

voluntary placements, including advertising organisations' volunteer vacancies, and uploading them to 'V-Base', the national data base of volunteer opportunities; help groups with volunteer placement development; facilitate a quarterly Volunteer Organiser's Forum.

Support for getting your group heard:

Anything related to volunteering - promote volunteering generally in the Bradford Area and influence volunteering policy and strategy.

Charging policy:

We provide most services free of charge, although we sometimes need to charge for training, depending on the course, the nature of the organisation requesting the training, and the funding available at the time.

West Yorkshire Community Accounting Service (WYCAS)

34 Lupton St, Hunslet,
Leeds LS10 2QW
Tel: Office 0113 270 6291
Advice Line: 0113 270 6269
Fax: 0113 270 6291
E-mail: info@wycas.org.uk
Website: www.wycas.org.uk
Contact person: Penny Carter

WYCAS
Delivering quality accounting services
and training to the voluntary sector

Opening Times:

We do not have a building, we visit groups at their premises.

Language support:

We could arrange interpreters.

Description:

The overall purpose of WYCAS is as follows: to develop the ability of voluntary and community sector organisations with charitable aims to manage their money more efficiently and effectively, enabling those organisations to better attain the objectives that they were set up to achieve. The core values underpinning the organisation are as follows: the promotion of equal opportunities – to enable disadvantaged and socially excluded communities and their members to access high quality, affordable accounting and financial management support, educational and enabling – to demystify accounting language and financial procedures, creating empowerment not dependency – to provide organisations with the skills to manage their finances effectively, locally managed and locally based – to reflect the diversity of local communities and to enable increased take up of services by smaller, emerging and grassroots organisations. We are a not for profit organisation – offering services which are normally prohibitively expensive either free or at an affordable rate. No other infrastructure organisation provides these services in West Yorkshire.

Technical support and advice:

We provide financial management training on a one to one basis, training courses on various aspects of financial management, telephone advice, newsletter, financial systems health checks, remedial work, preparation of annual accounts from organisations' records and independent examination of accounts according to charity commission guidelines.

Support for new groups:

As above.

Charging policy:

One-to-one training and advice is free to groups with turnover less than £100,000; remedial work and accounts service is charged for at affordable rates.

WYLDA (West Yorkshire Local Development Agencies Partnership)

WYLDA @ The Regional Forum,
Suite D10 Joseph's Well,
Hanover Walk,
Leeds, LS3 1AB
Tel: 0113 394 2300
Fax: 0113 394 2301
E-mail: rachael.loftus@regionalforum.org.uk
Website: www.WYLDA.org.uk



Contact persons:

Development Worker: Rachael Loftus (The Regional Forum)
Chair: Chris Hollins (Fit-4-Funding)
Vice-Chair: Fawzia Mir (Pay and Employment Rights Service)

Opening Times:

WYLDA is a partnership and does not have formal opening times.

Telephone enquiries:

Enquiries can be made Monday to Friday 9.00am – 5.00pm

Accessibility:

Meetings take place in fully accessible venues and communications are produced to the highest standards of accessibility.

Language support:

None

Description:

The West Yorkshire Local Development Agencies partnership, known collectively as WYLDA is the Voluntary and Community Sector (VCS)

infrastructure forum for West Yorkshire. It aims to bring together VCS infrastructure organisations to promote the development of sustainable, high-quality infrastructure support for front-line VCS organisations both at sub-regional and district level.

Services offered:

WYLDA provides support and information for the VCS infrastructure sector in West Yorkshire.

Yorkshire Rural Community Council

William House, Shipton Road,
Skelton,
York, YO30 1XF
Tel: 01904 645271
Fax: 01904 610985
E-mail: yrcc@williamhouse.co.uk
Website: www.yorkshirercc.org.uk
Contact person: Amy Robinson



Telephone enquiries:

Mon - Thu 9.00am - 5.00pm, Fri 9.00am - 4.30pm.

Accessibility:

Stairlift is installed, staff trained to use.

Description:

YRCC works with rural communities. We work at a range of levels (national, regional, sub regional, district and local) and seek to influence government agencies and organisations, local authorities and other key decision makers as well as local communities. Because of the nature of rural work we concentrate on one to one work with local groups through a team of development officers, although we do also offer some collective training opportunities such as training seminars and conferences. We provide services to rural groups and organisations working with or wishing to work with rural groups.

Services offered:

Volunteers: volunteering and good practice support.

Practical resources and spaces:

Meeting room available (in York), laptop computer hire.

Technical support and advice:

Training - conferences and a number of training seminars. We also provide training to individual groups. Constitutions, legal responsibilities, good employment practice, financial management and accountancy advice, good practice and policy development, some support for design/promotion and marketing strategy.

Support for new groups:

As above.

Section 2: Organisations

Support for getting your group heard:

Representing the interests of the sector to government/authorities, facilitating consultations.

Funding:

Support and advice.

Charging policy:

Most of our services are free to users, except for conferences and training seminars, for which a small fee is charged.

These are organisations that are part of the local area group of Voluntary, Community and Help Networks.

ANet: Africa Network

c/o Bradford CVS
19-25 Sunbridge Road,
Bradford BD1 2AY
Contact: Kabeya Boniface: Chair
Tel: 01274 737510
E-mail: africanetwork04@hotmail.com

**ACNAP: African-Caribbean
Neighbourhood Action Planning group**

c/o FACE – Federation Of African-
Caribbean Elders
Mary Seacole Court, Park Lane,
Bradford BD5 0JL
Contact: Claudia McFarlane
Tel: 01274 391166
E-mail: info@face50.freemove.co.uk

**BOPA: Bradford & District Older
Peoples Alliance**

c/o Age Concern, Bradford & District
19-25 Sunbridge Road,
Bradford BD1 2AY
Contact: Julie Lintern: Coordinator
Tel: 01274 728216
E-mail: julie.lintern
@ageconcernbradford.org.uk

**BKYP: Bradford & Keighley
Youth Parliament**

c/o Bradford Youth Service
1 City Road,
Bradford BD8 8ER
Contact: Norrina Rashid
Tel: 01274 432135
E-mail:
norrina.rashid@bradford.gov.uk

**COI: Communities Of Interest
Working Group**

c/o Bradford Vision
City Exchange, Floor 3, 61 Hall Ings
Bradford BD1 5SG
Contact: Steven Kingston -
Partnership Manager
Tel: 01274 435480
E-mail:
steven.kingston@bradfordvision.com

**DIVA: District Index of Voluntary
Associations**

www.divabradsford.org.uk

Healthnet

c/o Bradford CVS
19-25 Sunbridge Road,
Bradford BD1 2AY
Contact: Razwanah Alam -
Coordinator
Tel: 01274 722772
E-mail: health@bradfordcvs.org.uk

**VYON - Voluntary Youth
Organisations Network**

c/o Bradford CVS
19-25 Sunbridge Road,
Bradford BD1 2AY
Contact: Kerr Kennedy -
Youth Organisations Strategy
Development Officer
E-mail: kerr@bradfordcvs.org.uk
Tel: 01274 722772

Section 2: Network Groups



Bradford & District
ISO GROUP

Infrastructure Support Organisations
Supporting local voluntary & community groups