W3RT Community Directory FAQs for Organisations

This FAQ document has been designed to support local organisations understand the purpose of W3RT's Community Directory, eligibility criteria for being listed within it and how they can add, amend or remove their organisation's information from it. A separate document has been created to support individuals using the Directory to find information about local organisations.

1) What is W3RT's Community Directory?

W3RT's Community Directory provides details of local groups/organisations who are mainly voluntary that are either based in the Watford and Three Rivers area or are active within the area.

For each organisation, we have assigned them a theme, representative of the work they do in the community or the communities they support. These themes will make it easier for you to find organisations withing in certain fields, for example, Wellbeing and Ageing.

2) What can W3RT's Community Directory be used for?

W3RT's Community Directory can be used to find out about local organisations who provide support within the local community. Additionally, you can also use the directory to find local organisations who you may wish to donate to or volunteer for.

3) What organisations can be listed on W3RT's Community Directory?

As the directory has been designed to support individuals within our community, any organisation based in and/or active within the Watford or Three Rivers area can be listed. Below are a list of types of organisations that can be included within the directory:

- *Registered Charities and Charitable Incorporated Organisations (CIOs)*
- *Community Interest Companies (CICs) and Social Enterprises*
- *Unincorporated Associations*
- *National Charities with a local branch (eg Amnesty International)*
- *Faith Organisations*
- *Sports Clubs*

Additionally, there are organisations which will not be included within the directory. Examples of these include:

- Limited companies
- National charities without a local branch (eg WWF)
- Local authorities (eg Watford Council, Hertfordshire County Council)

4) My organisation is not listed on the directory, how can I add my details onto there?

If you would like to add your organisation onto the directory, please complete this form, with all the details of your organisation so that W3RT staff can update your profile. Once you have completed the form, please allow five working days for W3RT staff to add your profile to the directory

5) I need to update my organisation's details on the directory, how can I do so?

If you would like to amend/update your organisation's details on the directory, please complete this form, with all the details of your organisation so that W3RT staff can update your profile. Once

you have completed the form, please allow five working days for W3RT staff to amend your profile to the directory

6) I no longer want/need my organisation's details listed on the directory, how can they be removed

If you would like your organisation's details removed from the directory, please email cvs@w3rt.org and once your email have been received, please allow five working days for W3RT staff to amend your profile to the directory