**Festival of Communities Activity Call – Community Organisations Submission**

*This document is designed for you to plan your activity pitch before submitting online.*

*Please read the separate guidance documents Guide to Taking Part and Funding Guidance while completing this.*

*Please submit your pitch using the form at* [*https://www.qmul.ac.uk/festival/get-involved/*](https://www.qmul.ac.uk/festival/get-involved/) *by the end of* ***Wednesday 27th March****.*

**Section 1 – About You**

1. Community Organisation/Group/Project Name:
2. Lead Contact Name:
3. Email address:
4. Contact number:
5. Which areas do your Organisation/Group/Project work within:

(Please select all that apply)

* 1. Homes and Housing (including homelessness)
	2. Financial (including living wage, employment, unemployment)
	3. Environment and Conservation
	4. Sustainability, Carbon footprint, Climate, Air Quality
	5. Heritage and Local History
	6. Arts and Culture
	7. Health and Wellbeing
	8. Education
	9. Other – please tell us
1. Has your Organisation/Group/Project taken part in the Festival in previous years?
	1. Yes
	2. No

If yes, tell us which year:

Did you make any connections at a previous Festival which have led to ongoing projects? If so, tell us more:

1. How did you hear about the Festival opportunity?
	1. Participated in previous Festival of Communities
	2. Centre for Public Engagement team at Queen Mary
	3. Local E-Newsletter/email
	4. Colleagues/Friends
	5. Social Media
	6. Posters
	7. Other

**Section 2 – Festival Pitch**

This information will be used for the website and social media to grab people's attention, so make sure the details you provide reflect what will be happening as well as getting people interested.

1. Activity name:

*This should be short and memorable, but please make sure it reflects your activity.*

1. Activity pitch:

*Use this space to convince the panel that your activity is a great fit for the Festival.*
*Tell us what you would like to do and how you are going to do this.*
*How will you know that local residents are going to enjoy taking part?*
*Maximum word count – 400 words*

1. Is your activity a:
*Tick all that apply.*
	1. Demonstration
	2. Game
	3. Making something
	4. Interactive/hands-on
	5. Gathering views/opinions
	6. Other

If ‘other’, please tell us more details

1. Please select which category best suits your activity pitch:
*Select one.*
	1. Creative Crafts
	2. Green Living
	3. Hands-On Science
	4. Health and Wellbeing
	5. Heritage and Culture
	6. Other

If ‘other’, please suggest an alternative

1. Does your activity involve:
*Tick all that apply.*
	* Animals
	* Biological samples
	* Chemicals
	* Open flame
	* Tasting of food and/or drink
	* Valuable equipment (anything more expensive than a laptop)
	* Other potentially hazardous or high-risk activities
	* None

If you have selected yes to any of the above, please tell us more details:

We’ll be in touch about specific risk assessments we will need.

1. How many people in total (including yourself) will be supporting your activity on Saturday 8th June?

*Please refer to the Festival Guide for more details.*

1. Please tell us any social media and website links that you’d like us to include on social media for your activity:
2. The Centre for Public Engagement team at Queen Mary has a limited pot of funding to support community organisations to take part in the Festival.
Funding of up to £200 is available for activities which need resources in order to take part. This is a competitive process and not everyone who requests funding will be successful.

Would Festival funding help your organisation to take part in the Festival?

* 1. Yes – take to Section 3 onwards
	2. No – take to Section 4 onwards

**Section 3 – Funding**

1. Please tell us why you/your organisation want to take part in the Festival of Communities, and what you are hoping to achieve for you/your team/your organisation and our local communities.
2. Amount requested:

*You can apply for a maximum of £200.*

1. Breakdown of the costing:

*Please explain what you are requesting funding for.*

**Section 4 – Logistics**

1. Will you be needing space within marquees/tents on Saturday 8th June that the Festival will be providing or do you have your own structure (gazebo or activity adapted vehicle) that you’d like to use? (Tick all that apply)
	1. Saturday - Yes – Please allocate me space
	2. Saturday – No – I will be bringing my own structure

Tell us more about the size of the gazebo or vehicle you are hoping to bring (you will need to have Public Liability Insurance and a risk assessment for your own structure).

1. Which of these layouts best reflects what space you will need for your table-top activity:

(Please select one)

* 1. One table
	2. Two tables
	3. Group of tables (so people can sit around with you)
	4. Table with Empty space - *for example you’d like to take over an area to create a reading corner or you have large equipment that needs more space.*
1. Do you need access to electricity?
	1. If yes, how many power/plug points will you need?
	2. What will you be bringing with you that needs power?
2. Is access to water or Wi-Fi essential for your activity to work well?

Tell us more about this and please refer to the Festival Guide for practical details.

1. Please share with us anything else you can tell us or you think we should know about your activity: