**Festival of Communities Activity Call Questions – Queen Mary**

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

*If you are completing this form, you are the lead for this activity and will be our contact point for all Festival information moving forwards. An activity lead will manage the planning and delivery of the activity at the Festival including acting as the key coordination point within your department, cascading information to people supporting the activity, responsibility for health and safety and completing any necessary risk assessments.*

*Please read the Guide to Taking Part and Festival Funding Guidance before applying.*

*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 2024.***

**Section 1 – About You**

1. Name:
2. Queen Mary email address:
3. Contact number:
4. Queen Mary faculty:
	1. Humanities and Social Sciences
	2. Science and Engineering
	3. Medicine and Dentistry
	4. Professional Services
	5. Students’ Union (QMSU)
5. School/Department/Centre/Institute:
6. Are you a Queen Mary:
	1. Academic
	2. Faculty-based support staff
	3. Technical staff
	4. Professional Services staff
	5. Undergraduate student
	6. Masters student
	7. PhD student
	8. Student society/group
7. Job/Role title:

*If you are a student don't worry about filling in this question.*

1. How did you hear about the Festival opportunity?
	1. Participated in previous Festival of Communities
	2. Queen Mary E-Bulletin
	3. Centre for Public Engagement team or newsletter
	4. Departmental Email
	5. Colleagues/Friends
	6. Social Media
	7. Posters
	8. Other
2. Have you taken part in a previous Festival of Communities?
If yes, tell us which year and how you took part e.g. you led on or supported an activity, you were a part of Festival PhD Crew, you attended as a visitor etc.
3. If you attended as an exhibitor, has previous involvement in the Festival led to ongoing activities and projects? If so, tell us more (for our evaluation purposes only):

**Section 2 – Festival Pitch**

The information you provide in this section will help the panel decide whether to include your activity in the Festival. If successful it may also be used on 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.*
2. 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*
3. Is your activity a:

*Tick all that apply.*

* 1. Demonstration
	2. Game
	3. Making something
	4. Interactive/hands-on
	5. Gathering views/opinions
	6. Tour
	7. 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. Would you consider your activity to be linked to your research, teaching, professional services activity and/or QM values and strategies? If so, briefly tell us how:
2. 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 the Saturday?

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

1. Are you a PhD student leading this activity and/or hoping to recruit QM PhD students to support the running of your activity?
*Please refer to the Festival Funding Guidance document for more details.*

No – proceed to question 9.

Yes – see below.

We recommend that all PhD students taking part in the Festival of Communities are paid for their time. The Festival has a small budget to enable this, but we aren’t going to be able to fund everyone. Please explore if you have budgets within your School/Institute and/or research grants which can help to support the payment of PhD students supporting your activity.

*Please refer to the Festival Funding Guidance document for more details.*

Please select one of the options:

* 1. I am a PhD student leading on this activity and I am requesting Festival support for payment.

Sub question:

1. I am a PhD student leading on this activity and I am requesting Festival support for:
	1. My time only – I am not planning to recruit any other PhD students
	2. My time and ONE day of additional PhD student time to deliver on the Saturday
	3. I am a PhD student leading on this activity and I have secured funding from elsewhere to cover my time.
	Proceed to question 9.
	4. I am an activity lead planning to recruit QM PhD students and I am requesting Festival support for payment.

Sub question:

1. I am an activity lead requesting Festival support for:
	1. ONE day of PhD student time
	2. TWO days of PhD student time

* 1. I am an activity lead planning to recruit PhD students and I have secured funding from elsewhere.
	Proceed to question 9.
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 has a limited pot of funding to support activities at the Festival. Funding of up to £400 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.
Is Festival funding essential for your activity to feature at the Festival?
	1. Yes – take to Section 3 onwards
	2. No – take to Section 4 onwards

**Section 3 – Funding**

1. Please tell us what you hope to achieve from participating in the Festival. This could be for you, your team, your research/teaching/work and for our local communities.
2. Beyond the number of engagements, how will you know if your activity is a success?
Tell us here what evaluation methods and ideas you have.
3. Amount requested:

*You can apply for a maximum of £400.*

1. Breakdown of the costing:

*Please refer to guidance on what we are able to fund. This funding should* ***not*** *be used to fund PhD student time.*

**Section 4 – Logistics**

1. Will you be needing space within marquees/tents 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 for people to experience VR or you have equipment that needs more space, you need space for safe storing of animals/chemicals etc.*
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 to Taking Part for practical details.

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