

# Power of Food Festival

## Event hosting form

- If you are submitting an event to be part of the Power of Food Festival, please complete Sections 1,2 and 4.
- If you are also applying for an events grant, please complete Section 3.
- Please return this document to [justfact@wen.org.uk](mailto:justfact@wen.org.uk) along with **one photo by midnight (00:00) on 9<sup>th</sup> June.**

### Section 1: Your organisation

Name of organisation or group	
Legal status of organisation	
Company number (where applicable)	
Charity number (where applicable)	
Organisation address	
Is your organisation/ group based in Tower Hamlets?	
Social media handles (if relevant)	
<u>Primary contact</u> ( <i>Ideally this would be the person delivering the event, it could be someone outside of the organisation</i> )	
Name	
Email	

Contact number	
Role	
<u>Secondary contact</u> ( <i>within organisation</i> )	
Name	
Email	
Contact number	
Role	

## Section 2: Your event

Name of event	
Type of Event ( <i>eg. Workshop, talk, screening, supper club, exhibition, etc</i> )	
Event details <i>Please give a short description of your event</i>	
Date and time <i>Please give any preferred dates/times for your event</i>	

<p>Venue of event</p> <p><i>Please state if you would like to use a venue from one of <a href="#">our partner organisations listed here</a>)</i></p>	
<p>Number of Attendees expected</p>	
<p>Is your event ticketed?</p> <p><i>If so, please provide details i.e the platform you will use for people to book tickets</i></p>	
<p>How does your event link to the festival aims and the theme of food and power?</p>	
<p>What is your hoped-for impact of this event?</p>	
<p>What relevant insurance or policies does your organisation have in place?</p> <p><i>Eg. Public liability insurance, Health and safety policy, food hygiene, Safeguarding policy, Volunteers policy</i></p>	

### Section 3: If applying for a grant

Please make sure you read this [guidance document](#) carefully before applying for an event grant

Amount requested	
What costs would the grant cover? Please itemise these in as much detail as possible	
Bank details for transfer if successful: Bank / Building Society Name Bank / Building Society Address Account name Sort code Account number	

Please note: We can only transfer money into a regulated UK based bank or building society protected by the [Financial Services Compensation Scheme](#).

### Section 4: Declaration

I agree that the personal data provided in this application will be shared within the Women's Environmental Network	Yes/ No
---	---------

**For those applying for a grant:**

I have read and agree to the <a href="#">standard terms and conditions</a> of the Climate Action Fund	Yes/ No
---	---------

I agree that the personal data provided in this application may also be shared with The National Lottery Community Fund.	Yes/ No
--	---------

**Keeping in touch:**

Do you want to receive the monthly Wen's Tower Hamlets Local Food newsletter?	Yes/ No
Do you want to receive other updates from the Women's Environment Network?	Yes/ No

**All done! Thank you for taking the time to complete this form.**