

EVENTS PROGRAMME TERMS AND CONDITIONS

Space at each event will be limited. We will only be able to provide places for between 20 to 30 people per event, depending on the venue. Reservations for places will be on a first come first served basis.

Although we hope you will attend the event nearest to you to maximise networking opportunities, you are not restricted to your region. If you wish to go to an earlier event in another region then you can do so. However, please be aware that we will not be able to refund your travel expenses.

Due to possible over-subscription, if you are sending two people, you may be asked to only send one.

All the events are free to attend with lunch being provided. However, we are unable to pay for any travel or subsistence costs you incur on the day.

To reserve your place on an event, you will need to enclose a deposit of £50. This will be refunded on the day. Please do not make any travel arrangements until your place has been confirmed.

Cheques need to be made payable to 'RSWT'.

We reserve the right to refuse admission to those who have not booked.

LOCAL FOOD

Local Food has been developed by a consortium of 15 national environmental organisations, and is managed on their behalf by the Royal Society of Wildlife Trusts (RSWT). Supported by the Big Lottery Fund's Changing Spaces programme, Local Food will distribute grants to a variety of food related projects to make locally grown food more accessible.

If you want to join the Local Food community please see the website:

www.localfoodgrants.org



LOCAL FOOD EVENTS PROGRAMME

Planning and Preparing Your Local Food Project

May 2010 — October 2010



Please ensure you read the terms and conditions for attending an event on the back page before completing your booking form.

If you wish to book a place on any of the events, please detach and return this form to:

Local Food Events Programme
Kerri Saxby
Adviser Team Administrator
RSWT
The Kiln
Waterside, Mather Road
Newark, NG24 1WT

Name.....

Organisation.....

URN.....

Tel.....Email.....

Please indicate which regional event you would like to attend (tick one only):

- Eastern region: 19th May 2010
- North East region: 22nd June 2010
- West Midlands region: 1st July 2010
- South East region: 24th August 2010
- East Midlands region: 1st September 2010
- Yorkshire & Humberside: 22nd September 2010
- South West region: 28th September 2010
- North West region: 26th October 2010
- London region: 28th October 2010

NOTE: TWO PEOPLE CAN ATTEND, HOWEVER IF THE EVENT IS OVERSUBSCRIBED, YOU MAY BE ASKED TO ONLY SEND ONE PERSON

Specific locations and venues will be confirmed nearer to each event date.

Signature.....Date.....

£50 deposit cheque included

PREPARING AND PLANNING YOUR LOCAL FOOD PROJECT

The overall aim of the day is to help you plan your proposed Local Food project and provide you with some useful Do's and Don'ts when submitting your bid and the reasons why some projects are not being awarded a Local Food grant.

These general sessions are aimed at those groups that are in the process of Small or Main Full Stage Applications to Local Food, in particular small groups or those that have not had a lot of experience developing a project or submitting a funding bid.

If you are a large, experienced organisation, this may not be the event for you! If you are unsure as to whether to attend, please contact us before completing this form.

The day will be split into two halves. The morning will consist of two sessions looking at business / work plans, as well as a session on project planning with regards to your application.

The afternoon will look more at the Do's and Don'ts of applying to Local Food, as well as some common pitfalls that have already occurred with other groups applying to Local Food.

There will also be a surgery session to give you the chance to have a 1:1 with a member of the Local Food Team, plus the opportunity to speak to other projects similar to yourselves and share best practice or discuss partnerships

It is hoped that each event will be held at a Local Food funded project so there may also be an optional tour of the site.

Lunch and refreshments will be provided.