**CREATIVE COMMUNITIES PROGRAMME
FINAL ACTIVITY REPORT**

 **GENERAL INFORMATION**

|  |  |
| --- | --- |
| **Name of Individual/Organisation:** |  |
| **Name of Project:** |  |
| **Unique Reference Number:** |  |

**INTRODUCTION**

Everyone who receives a grant from the Creative Communities Programme must complete this activity report. Please read it straight away – you will need to collect the information (or ‘evidence’) throughout your project. Examples of this information include xxxx.

Please refer to your original application, and any changes you agreed with us, when you complete this activity report form.

Your activity report tells us:

* What happened both during and as after your project
* Your final income and expenditure figures
* What you learned by doing this activity
* What you thought about us.

We will process the information you give us to understand the overall effect of our grants; and the effectiveness of our services and grants administration.

We want to build up our knowledge of your work, as it is not always possible to see or experience it firsthand. As a result you may want to send us supporting evidence relating to your activity with your completed activity report. Please do not send originals, as we will not return them to you.

Please send this activity report form to:

Hull UK City of Culture 2017 Ltd
Pacific Exchange
40 High Street
Hull City Council
HU1 1PS

Or email it to: [insert email]

Anything you send should be clearly labelled. Some examples include:

* Images of the activity
* Promotional materials for your project (printed, digital)
* Any media coverage secured (press, TV, radio, social media)
* Samples of the activity undertaken (work made,
* Links to sources of information about your work
* Monitoring & Evaluation tools

The activity report is based on your evaluation of your activity. There is an information sheet on self-evaluation provided as an appendix.

Please complete all questions in sections A, B and C. These questions are marked with a tick symbol ✓. If you do not fill in these questions, we will return the activity report form to you, and this will delay the final payment of your grant.

Other specifics

1. **YOUR ACTIVITY**

This section gives us statistical information about your activity. Please give us as accurate figures as you can.

*Your answers to this question provide us with important information. We use it to report to our funders about where activities we have supported take place.*

1. **WHEN**

**Which of the four seasons did your project connect to (*please tick all that apply*):**

[ ]  Made in Hull (January – March) [ ]  Roots and Routes (April – June)

[ ]  Freedom (July – September) [ ]  Tell the World (October – December 2017)

Pleasecomplete the Project Timeline - Actual (Appendix 1).

1. **LOCATION**

**Touring activity**

If your activity was a touring project please fill in the tour schedule form (Appendix 2).

**Non-touring activity**

Did your activity happen in a specific place (or places)?

[ ]  Yes (Please continue to Part 1)

[ ]  No (Please go to Part 2)

**Part 1**

**Where did your activity take place? (*please tick all that apply*)**

**Hull: Yorkshire & Humber (Y&H) Elsewhere**

[ ]  Hull City Centre [ ]  East Riding [ ]  Rest of UK
[ ]  North Hull [ ]  Elsewhere in Y&H [ ]  Elsewhere
[ ]  West Hull
[ ]  East Hull

If your activity happened in a particular place(s), please give us the address and postcode of where (if available).

|  |  |  |
| --- | --- | --- |
| **LOCATION NO.** | **ADDRESS** | **POST CODE** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**Part 2**

Your activity was not specific to a place.

If your activity was not specific to a place, please give details. (For example, ‘This activity happened across a wide area or across a region’, ‘This activity took place on the internet’ or ‘We produced a publication’.)

|  |
| --- |
|  |

1. **CREATIVE OUTPUTS**

**How many creative outputs were there in the delivery of your project? How many of these were accessible to those with disabilities or lifelong limiting illness?**

|  |  |  |
| --- | --- | --- |
| **OUTPUT TYPE** | **TOTAL NUMBER** | **TOTAL ACCESS** |
| **Number of Performances**  |  |  |
| **Number of Exhibition Days** |  |  |
| **Number of Commissions/New products created** |  |  |
| **Number of training sessions for education, training, or taking part\*** |  |  |

**\*Number of sessions for education, training or taking part. ‘Taking part’ means doing the activity (Divide the day into three sessions – morning, afternoon and evening)**

1. **DELIVERY TEAM**

**How many people were involved in delivering the project?**

|  |  |  |
| --- | --- | --- |
| **CATEGORY/ROLE** | **TOTAL NUMBER** | **NUMBER FROM HU1-HU9** |
| **Project Manager(s)** |  |  |
| **Artists** |  |  |
| **Production/exhibition staff** |  |  |
| **Other staff** |  |  |
| **Volunteers** |  |  |

For grants above £xxxx pleasecomplete the M&E Spreadsheet – Delivery Team (Appendix 3).

**How days of paid employment for delivery team members?**

|  |  |  |
| --- | --- | --- |
| **CATEGORY/ROLE** | **TOTAL DAYS** | **NUMBER FOR HU1-HU9** |
| **Project Manager(s)** |  |  |
| **Artists** |  |  |
| **Production/exhibition staff** |  |  |
| **Other staff** |  |  |
| **Volunteers** |  |  |

1. **PUBLIC ENGAGEMENT**

**How many people engaged with the project?**

|  |  |  |
| --- | --- | --- |
| **TYPE OF ENGAGEMENT** | **TOTAL NUMBER** | **NUMBER FROM HU1-HU9** |
| **Number of audience members\*** |  |  |
| **Number of participants\*** |  |  |
| **TOTAL BENEFICIARIES** |  |  |

**\*‘Audience members’ includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or on the internet.
\*‘Participants’ means doing the activity.**

**What age ranges benefited from your activity?**
**(*please tick all that apply*)**

[ ]  All age ranges [ ]  Young people: 20-24 years

[ ]  Children: under 5 years [ ]  Young people: 25-29 years

[ ]  Children: 5-11 years [ ]  Adults: 30-59 years

[ ]  Young people: 12-15 years [ ]  Adults: 60-64 years

[ ]  Young people: 16-17 years [ ]  Adults: 65-69 years

[ ]  Young people: 18 years [ ]  Adults: 70+ years

[ ]  Young people: 19 years

**Was your activity directed at, or particularly relevant to, any of the following groups of people? (*please tick all that apply*)**

|  |  |  |
| --- | --- | --- |
| **GROUP** | **YES** | **NO** |
| **DISABILITY**  |
| Disabled people | [ ]   | [ ]   |
| **BAME** |
| Asian or Asian British | [ ]   | [ ]   |
| Black or Black British | [ ]   | [ ]   |
| Chinese  | [ ]   | [ ]   |
| Any other ethnic group | [ ]   | [ ]   |
| **SOCIAL EXCLUSION** |
| People at risk of ‘social exclusion’\* | [ ]   | [ ]   |

**\*(not being able to take part fully in society because of, for example, poverty, prejudice or isolation)**

For grants above £xxxx pleasecomplete the M&E Spreadsheet – Project Beneficiaries (Appendix 3).

1. **HERITAGE**

**Did your project incorporate/explore the heritage of Hull?**

|  |  |  |
| --- | --- | --- |
| **HERITAGE TYPE** | **YES** | **NO** |
| **PHYSICAL HERITAGE** |
| Heritage buildings | [ ]  | [ ]  |
| Heritage monuments | [ ]  | [ ]  |
| Heritage collections (e.g. archives, artworks, crafts) | [ ]  | [ ]  |
| Heritage sites: industrial | [ ]  | [ ]  |
| Heritage sites: maritime | [ ]  | [ ]  |
| Natural heritage sites | [ ]  | [ ]  |
| **INTANGIBLE HERITAGE** |
| People’s Memories | [ ]   | [ ]   |
| People’s Experiences | [ ]   | [ ]   |
| Language and/or dialect | [ ]   | [ ]   |

**If you answered yes to any of the heritage types listed above, please provide further details below? You should identify the heritage incorporated/explored (e.g. building name, site name, archive materials used, subject of any memories/experiences); how these were incorporated and/or explored by the project; and whether you produced any interpretation materials or activities.**

|  |
| --- |
|  |

1. **EVALUATION**

Please summarise how you think your project went. We have provided a number of questions to help with this process. You may find it useful to refer back to your original application and discuss how your project went compared with your expectations.

If you have produced a self-evaluation report which you wish to share with us, please send it with this form. However, please give us your main points below.

1. **Essential Criteria (to be completed by all projects)**

|  |
| --- |
| **How successfully did artists and community groups collaborate on your project?*Please include key achievements and lessons learned in this summary*** |
|  |

|  |
| --- |
| **How inclusive\* was your project? / What type of people did your project engage and in what way?*Please include key achievements and lessons learned in this summary*** |
|  |

|  |
| --- |
| **How did your project engage people and communities in Hull?*****Please include key achievements and lessons learned in this summary*** |
|  |

|  |
| --- |
| **How did your project connect communities in Hull?*****Please include key achievements and lessons learned in this summary*** |
|  |

|  |
| --- |
| **How was your project ‘more than every day’?*****Please include key achievements and lessons learned in this summary*** |
|  |

|  |
| --- |
| **How did you project make a difference to the people that were involved in it?*****Please include key achievements and lessons learned in this summary*** |
|  |

|  |
| --- |
| **What were the wider benefits of your project to the community?*****Please include key achievements and lessons learned in this summary*** |
|  |

1. **Secondary Criteria (to be completed by projects supported with £xxx +)**

|  |
| --- |
| **How did your project develop existing and/or build new partnerships?*Please include key achievements and lessons learned in this summary*** |
|  |

|  |
| --- |
| **How did your project use digital technology? *Please include key achievements and lessons learned in this summary*** |
|  |

 **How did your audiences/participants use digital technology to engage with your project?**

[ ]  Accessing information

[ ]  Learning something

[ ]  Experiencing creative work and/or heritage items

[ ]  Sharing their own items, information, experiences and/or opinions

[ ]  Creating work

|  |
| --- |
| **How will your project have an impact beyond 2017?*Please include key achievements and lessons learned in this summary*** |
|  |

1. **INCOME & EXPENDITURE**

In this section we ask for a summary of the income and expenditure of your activity.

This should be for the total cost of the activity we agreed to support. Please show the budget from your application form (in the column titled ‘PREDICTED’), along with any agreed revised budget (in the column titled ‘REVISED’) after the grant was offered to you.

You should explain any significant differences between the actual figures and the budget figures by using the notes column. Assign a letter to the note in the column, then type the same letter and your explanation in the notes box underneath the totals.

The budget categories should be the same as those used in the application form.

**SPECIFIC REQUIREMENTS**

**VAT**

If you are registered for VAT, your expenditure figures should not include VAT that you can claim back. If you are not registered for VAT, your figures should include VAT. You may need to get advice from your own accountant or the relevant tax office. For information about VAT and other taxes, contact HM Revenue and Customs (HMRC) through their website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

1. **OUR SUPPORT**

We would like to take this opportunity to thank you for being a part of the Creative Communities Programme.

The following questions will provide an opportunity for you to have your say on what we did well or not so well to support your part in Hull 2017. This will help us to share what we learn with other grant-giving organisations in the sector, as well as future UK Cities of Culture that may choose to offer a similar programme in future years.

**SUPPORT & SKILLS DEVELOPMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Thinking about the grant you have received from us, how well did we:** | **Very well** | **Well** | **Neither well nor badly** | **Badly** | **Very badly** |
| Managing you grant? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Responding when you contacted us for advice or information? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Explain roles and responsibilities within the contracting process? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

 **How supported did you/your organisation feel by Hull 2017 in relation to your Creative Communities project?**

[ ]  Very Supported

[ ]  Supported

[ ]  Unsupported

 **Which of the following Hull 2017 surgeries did you access:
(*please tick all that apply*):**

[ ]  Finance

[ ]  Production

[ ]  Digital

[ ]  Evaluation

[ ]  Marketing & Communications

[ ]  Audience Development

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To what extent do you agree/disagree you have gained skills as a result of the support or surgeries offered by Hull 2017 that you can use strategically in future?** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** | **Not applicable** |
| Finance | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Production | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Digital | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Evaluation | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Marketing & Communications | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |
| Audience Development | [ ]   | [ ]   | [ ]   | [ ]   | [ ]   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As a direct result of your Creative Communities Project and the support offered by Hull 2017, please rate how much you agree/disagree with the following statements:** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| I am/we are confident in developing and delivering high quality projects/events  | [ ]  | [ ]  | [ ]  | [ ]  |
| I am/we are confident about my/our future | [ ]  | [ ]  | [ ]  | [ ]  |
| I/we are ambitious  | [ ]  | [ ]  | [ ]  | [ ]  |

**PARTNERSHIP OPPORTUNITIES & DEVELOPMENT**

**COMMUNITY INDIVIDUALS/GROUPS ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has participating in this project helped you/your organisation make new connections with artists and cultural organisations in the following ways?** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| Community Collaborations  | [ ]   | [ ]   | [ ]   | [ ]   |
| Partnerships  | [ ]   | [ ]   | [ ]   | [ ]   |
| Mentoring | [ ]   | [ ]   | [ ]   | [ ]   |
| Shadowing/seconding of staff | [ ]   | [ ]   | [ ]   | [ ]   |
| Exhibit exchanges | [ ]   | [ ]   | [ ]   | [ ]   |
| Information Networks | [ ]   | [ ]   | [ ]   | [ ]   |

**COMMUNITY INDIVIDUALS/GROUPS ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has participating in this project helped you/your organisation deepen existing connections with artists and cultural organisations in the following ways?** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| Community Collaborations  | [ ]   | [ ]   | [ ]   | [ ]   |
| Partnerships  | [ ]   | [ ]   | [ ]   | [ ]   |
| Mentoring | [ ]   | [ ]   | [ ]   | [ ]   |
| Shadowing/seconding of staff | [ ]   | [ ]   | [ ]   | [ ]   |
| Exhibit exchanges | [ ]   | [ ]   | [ ]   | [ ]   |
| Information Networks | [ ]   | [ ]   | [ ]   | [ ]   |

**ARTISTS/ARTS ORGANISATIONS ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has participating in this project helped you/your organisation make new connections with community groups in the following ways?** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| Artistic Collaborations  | [ ]   | [ ]   | [ ]   | [ ]   |
| Partnerships  | [ ]   | [ ]   | [ ]   | [ ]   |
| Mentoring | [ ]   | [ ]   | [ ]   | [ ]   |
| Shadowing/seconding of staff | [ ]   | [ ]   | [ ]   | [ ]   |
| Exhibit exchanges | [ ]   | [ ]   | [ ]   | [ ]   |
| Information Networks | [ ]   | [ ]   | [ ]   | [ ]   |

**ARTISTS/ARTS ORGANISATIONS ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has participating in this project helped you/your organisation deepen existing connections with community groups in the following ways?** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| Artistic Collaborations  | [ ]   | [ ]   | [ ]   | [ ]   |
| Partnerships  | [ ]   | [ ]   | [ ]   | [ ]   |
| Mentoring | [ ]   | [ ]   | [ ]   | [ ]   |
| Shadowing/seconding of staff | [ ]   | [ ]   | [ ]   | [ ]   |
| Exhibit exchanges | [ ]   | [ ]   | [ ]   | [ ]   |
| Information Networks | [ ]   | [ ]   | [ ]   | [ ]   |

**DIGITAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The Hull 2017 Creative Communities Programme has inspired me/my organisation to…** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** | **Not Applicable** |
| Develop and deliver an arts/culture project for the first time | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Develop a new arts/culture project | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Utilize digital technology for the first time | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Utilize digital technology in an arts/culture project for the first time | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**ACESS TO NEW AUDIENCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please rate how much you agree/ disagree with the statement…** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| My/my organisation’s profile is improving as a result of delivering a Hull 2017 Creative Communities Project | [ ]  | [ ]  | [ ]  | [ ]  |
| I/we are successfully identifying new audiences in response to Hull 2017 | [ ]  | [ ]  | [ ]  | [ ]  |
| I/we are successfully attracting more diverse audiences as a result of Hull 2017 | [ ]  | [ ]  | [ ]  | [ ]  |

**THE FUTURE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please rate how much you agree/ disagree that in 2018 and/or beyond you or your organisation will…** | **Strongly agree** | **Agree** | **Disagree** | **Strongly disagree** |
| Recreate your CPP project  | [ ]  | [ ]  | [ ]  | [ ]  |
| Develop your CPP project further | [ ]  | [ ]  | [ ]  | [ ]  |
| Tour your CPP project | [ ]  | [ ]  | [ ]  | [ ]  |
| Develop a new creative project | [ ]  | [ ]  | [ ]  | [ ]  |