

CREATIVE COMMUNITIES PROGRAMME PROJECT UPDATE REPORT

GENERAL INFORMATION

| | |
|----------------------|---------------------------|
| PROJECT NAME: | The Butterfly Effect |
| PROJECT LEAD: | June Cooke |
| REPORT DATE: | 28 th May 2017 |

INTRODUCTION

Everyone who receives a grant from the Creative Communities Programme must complete this Project Update Report by the dates on the accompanying reporting schedule. Please read it straight away - you will need to collect the information throughout the lifetime of your project.

Please refer to your Agreement, and any changes you agreed with us, when you complete this Project Update Report form.

This Project Update Report tells us:

- What has happened during your project to date;
- Your current income and expenditure figures;
- What you have learned so far, and how you have adapted to these learnings.

We will send you a separate online survey about your experience of the Creative Communities Programme. We will process the information you to understand:

- The effect of our grant and support to date;
- The current effectiveness of our services and grants administration; and
- Where and how we need to make changes. We also use this information to report to our funders.

Please email this activity report to: creativecommunities@hull2017.co.uk

A. PROJECT REPORT

Please provide a brief update (3 or 4) sentences on each of the following areas to let us know how your project is going and how we can support you.

EVENT PLANNING AND PROJECT MANAGEMENT

Made In Hull - **We Made it We Did** we completed the exhibition in February - this was self funded and a great success and start to the year long project.

Roots and Routes - **REFLECTIONS** we started this project in January with a taster day with the glass percussion practitioner. Further workshops were held throughout March and April to produce the art for Exhibition. In a week long series of workshops those participating produced several pieces of music to be performed on the 19th May. Two performances including people with dementia, their carers, school pupils and a youth group.

Freedom - **It's All a Balancing Act**. This took the form of an exhibition, two circus skills workshops and a circus performance

MARKETING AND COMMUNICATIONS, PARTICIPATION AND LEARNING

The wording on our page on your website is slightly misleading as far as opening hours section is concerned - the generic menu is not appropriate for our sessions. Is it possible to have a link to our own website please?

We have been disappointed that having spent a lot of time writing press releases that nothing seems to have come from them. Particularly the Glass Percussion performances which were not advertised . This was a spectacular event which proved to be both effective, cross-generational and quite frankly life changing for those taking part. This was not even mentioned on our Hull 2017 webpage.

We have found that we are better letting people know by word of mouth to let the public know about what we are doing at the proposed workshops. We get the best response from our social media to a more targeted audience.

RISK REGISTER

We have sent you a template of a Risk Register with example risks that projects may face. Please complete this return with the Project Update Report.

Please use the space below for any comments and supporting information.

This is very time consuming

BUDGET UPDATE

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

Please complete the Budget Template provided. The template includes instructions on how to complete it.

Please use the space below for any comments and supporting information.

Allowed 10,000.00

Spent £4547.60 - still waiting for some invoices to come from the first two projects

We have self funded for staff at events, catering and much of the materials for the arts.

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

TIMELINE UPDATE

We have sent you a copy of your original Project Timeline. Please complete the columns called Status and Notes to let us know if your project is on track.

Please use the space below for any comments and supporting information.

The Time line is much the same as original.

B. MONITORING & EVALUATION REPORT

i. Event delivery

To date, how are you currently doing on reaching the targets laid out for project activity?

We Made It We Did

| | ORIGINAL TARGET* | REVISED TARGET* | ACTUAL TO DATE* |
|--|------------------|-----------------|-----------------|
| PROJECT VENUE/LOCATION | | | |
| HU1 - HU9 | | | 62 |
| Not HU1 - HU9 | | | 34 |
| ACTIVITY | | | |
| Number of performances | 3 | | 3 |
| Number of exhibition days | 14 | | 42 |
| Number of commissions* | 5 | | 5 |
| Number of sessions for education, training or taking part* | | | 12 |
| Number of accessible activities | | | 36 |

Reflections

| | ORIGINAL TARGET* | REVISED TARGET* | ACTUAL TO DATE* |
|--|------------------|-----------------|-----------------|
| PROJECT VENUE/LOCATION | | | |
| HU1 - HU9 | | | 80 |
| Not HU1 - HU9 | | | 20 |
| ACTIVITY | | | |
| Number of performances | 2 | | 2 |
| Number of exhibition days | 14 | | 21 |
| Number of commissions* | 2 | | 4 |
| Number of sessions for education, training or taking part* | 5 | | 5 |
| Number of accessible activities | 28 | | 28 |

It's All A Balancing Act

| | ORIGINAL TARGET* | REVISED TARGET* | ACTUAL TO DATE* |
|--|-------------------------|------------------------|------------------------|
| PROJECT VENUE/LOCATION | | | |
| HU1 - HU9 | | | 42 |
| Not HU1 - HU9 | | | 8 |
| ACTIVITY | | | |
| Number of performances | 3 | | 3 |
| Number of exhibition days | 1 | | 7 |
| Number of commissions* | 2 | | 2 |
| Number of sessions for education, training or taking part* | 6 | | 6 |
| Number of accessible activities | 16 | | 16 |

*Original target: target(s) listed within your contract

*Revised target: new suggested targets now that your project planning and delivery is underway

*Actual to date: only complete this column if you have delivered some activity with the public

*Commissions: a commission is defined as the hiring or payment to an artist / artistic company to create an art work or performance. A commission can be wholly or partly funded by you / your organisation.

*Sessions for education, training or taking part: includes guided sessions, learning sessions, skills development workshops, formal training of volunteers, practical workshops, all other community/public facing workshops.

If your project will incorporate heritage, please briefly say how you are developing, presenting and/or telling people about heritage or historical content, e.g. using heritage buildings or sites, collecting oral history (stories and memories), displaying historical artworks or collections, working with museums or archives, sharing or presenting historical stories or events.

ii. Project Delivery Team

This can include formal and informal feedback given to you by staff, freelancers and / or your own observations. You can use notes or minutes from project team meetings; informal conversations; emails; etc. to inform this.

Thinking about your project to date, what would you say have been the main successes for the project delivery team:

All three events and exhibitions have been inclusive and successful in raising awareness and improving understanding.

- Cross generational element
- Engaging for all
- New skills introduced
- Encouraged family participation
- Use of City of Culture volunteers
- Social media reach
- Use of our blog

Thinking about your project to date, what would you say have been the main challenges for the project delivery team:

- Flyers did not reach a targeted difficult to find audience
- Getting things included on our City of Culture webpage
- Having enough qualified support to address the needs of participants
- Funding the shortfalls
- The forms I am required to fill in are not in a format which I can open so I am having to borrow a computer to complete them. This is a real problem.

iii. Audiences & Participants

To date (up to and including now), how many people have engaged with the project? **If you are yet to do any public facing work, please leave this section blank.**

| TYPE OF ENGAGEMENT | ACTUAL TO DATE | % FROM HU1-HU9* |
|-----------------------------|----------------|-----------------|
| Number of audience members* | | 160 |
| Number of participants* | | 80 |
| TOTAL BENEFICIARIES | | |

*The % can be taken from the results of your audience and participant surveys or box office reports

**'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.

Please complete the Total column within the tables below. You should collect this information using the Audience and Participant Surveys (which will be designed with support from the Hull 2017 team) and / or via the Participant Equal Opportunities Form provided in the Toolkit.

| ACTUAL TO DATE | |
|-------------------------------------|----|
| AGE GROUPS | |
| 0-2 years | |
| 3-5 years | |
| 6-10 years | X |
| 11-15 years | X |
| 16-17 years | X |
| 18-19 years | X |
| 20-24 years | |
| 25-29 years | |
| 30-34 years | |
| 35-39 years | |
| 40-44 years | |
| 45-49 years | X |
| 50-54 years | X |
| 55-59 years | X |
| 60-64 years | X |
| 65-69 years | X |
| 70-74 years | X |
| 75+ years | X |
| Prefer not to say | |
| GENDER | |
| Male | |
| Female | |
| Transgender | |
| Other | |
| Prefer not to say | |
| DISABILITY/LONG TERM ILLNESS | |
| Yes | 40 |

| ACTUAL TO DATE | |
|---|---|
| CONDITIONS | |
| Learning disability | |
| Long-term illness/condition | X |
| Sensory impairment | X |
| Mental Health condition | X |
| Physical impairment | X |
| Cognitive impairment | X |
| Other | |
| ETHNICITY | |
| Welsh / English / Scottish / Northern Irish / British | |
| Irish | |
| Gypsy or Irish Traveller | |
| Any other White background | |
| White and Black Caribbean | |
| White and Black African | |
| White and Asian | |
| Any other Mixed/multiple ethnic background | |
| Indian | |
| Pakistani | |
| Bangladeshi | |
| Chinese | |
| Any other Asian background | |
| African | |
| Caribbean | |
| Any other Black/African/Caribbean background | |
| Arab | |
| Any other ethnic group | |

| | | | |
|----|--|-------------------|--|
| No | | Prefer not to say | |
|----|--|-------------------|--|

This can include formal and informal feedback given to you by staff and / or your own observations. You can use comments books; informal conversations; emails; etc. to inform this.

Thinking about your project to date, what would you say have been the main successes for your audience members / participants:

- Learning new skills
- Meeting people making friends
- Improved well being
- Improved mental health

Thinking about your project to date, what would you say have been the main challenges for you / your audience members / participants:

Gathering the feedback information
Time consuming collating information

iv. Online Engagement

To date, how has your project impacted upon your online presence?

| | TOTAL PAGE VIEWS TO DATE SINCE PROJECT BEGAN | UNIQUE PAGE VEIWS TO DATE SINCE PROJECT BEGAN |
|-----------------------------------|---|--|
| Website views relating to project | | No idea |

| | LIKES/FOLLOWERS AT START OF THE PROJECT | LIKES/FOLLOWERS SINCE PROJECT BEGAN | IMPRESSIONS ON POSTS RELATING TO THE PROJECT TO DATE | ENGAGEMENTS WITH POSTS RELATING TO THE PROJECT TO DATE |
|-----------|---|---|---|---|
| Facebook | | | | |
| Twitter | | | | |
| Instagram | | | | |
| Other | | | | |

DEFINITIONS

- **Followers include:** Facebook Page Likes / Profile Friends; Twitter Followers; YouTube Subscribers; etc.

- **Impressions:** impressions (“views”) of Facebook posts linked to CCP project; impressions (“views”) of Twitter tweets linked to CCP project; views of YouTube videos linked to CCP project; etc.
- **Engagements:** Facebook posts, likes, shares, comments; Twitter tweets, retweets, likes; YouTube shares, comments; etc.

In the boxes below, please share a selection of audience comments or quotes from social media made about your project:

“Thoughtful and inspiring, made me think again about dementia and what it means to people”.

“Wonderful to see the chrysalis lit up and see there is something inside. The stories of working life are fabulous slices of Hulls working folk, social history really.”

“Spent a good hour reading the stories which are inspiring and linked wonderfully with Hull and all that represents it, sport, industry, volunteering, art and holidays to Tunstall.

“Really enjoyed the exhibition. Lovely to hear the stories of people from and living in Hull. Proud of Hull!”

“Well done to everyone who did the display, brilliant! Thank you for all your hard work. Really appreciate everything you do.”

v. Partners

To date, how many partners are involved with the project?

| | ACTUAL TO DATE BASED IN HU1 - HU9 | ACTUAL TO DATE BASED OUTSIDE HU1 - HU9 |
|---|---|---|
| PARTNER TYPE | | |
| Artistic partner (e.g. theatre, art gallery, music venue) | 3 | 2 |
| Heritage partner (e.g. museum, archive) | | |
| Funder (e.g. Arts Council England, business, private trust) | 2 | 1 |
| Public Sector partner (e.g. libraries, GPs) | 2 | |
| Voluntary sector partner (e.g. community group, charity) | 6 | |
| Education (e.g. school, college, university) | 1 | |
| Other | | |
| PARTNERSHIP STAGE | | |
| Number of new partnerships established via this project | 1 | |
| Number of existing partners involved in this this project | 3 | |



This can include formal and informal feedback given to you by staff and/ or your own observations. You can use comments books; informal conversations; emails; etc. to inform this.

Thinking about your project to date, what would you say have been the main successes for your partners:

Thinking about your project to date, what would you say have been the main challenges for your partners: