**CREATIVE COMMUNITIES PROGRAMME**  
**PROJECT UPDATE REPORT**

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **PROJECT NAME:** | Community Art Jam |
| **PROJECT LEAD:** | Paul Clark |
| **REPORT DATE:** | 5/06/2017 |

**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

1. **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**

I have been part of a core team within the organisation that have been planning the event, and booking in artists, resources and infrastructure, also working towards the original project timeline. We have been holding regular meetings and working on, and sharing tasks. We have confirmed and booked artists. Started to develop roles for Child Dynamix staff members and make a list of staff that will be present on the day. Also risk assessments for site and venue. Began to communicate with partner organisations that will be involved with the project. Requested volunteers from Hull2017

**MARKETING AND COMMUNCIATIONS, PARTICIPATION AND LEARNING**

The poster has been created for the event which has been verified by Hull2017, and is ready to be printed and to be promoted via our website and social media.

We have agreed the capacity for attendance or the event which is 350 people, but we will potentially be allowing for more tickets, as it is a possibility that not everybody may turn up.

Staff have been involved with Hull2017 workshops and training such as Event Lead and Accessibility/Disability.

We have started talking to the young people and families that we work with about the event to generate interest.

I have been involved with a couple of creative workshops, such as song writing and drumming which will link into our event. We have also had some dance sessions

**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.**

Still in progress

**BUDGET UPDATE**

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

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

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

So far we have only spent £500 from our grant, which was on dance sessions. The dance sessions enabled us to take part in Rock Challenge, and the routine will also be performed at our event by the young people.

We will be spending £100 on Marketing and posters for the event in the next week or two.

Some in-kind hours have been committed to the project in terms of project planning

**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)

**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.**

Please see attached original project timeline

We are meeting most of our key dates and times on the timeline

March – June

We have been holding planning meetings, and have a core group of staffed involved with the planning.

We have booked and confirmed artists, started some workshops such as music and dance, and we have now started to make some pieces of art in the youth centre. I will be delivering some workshops with St Michaels youth center in the next couple of weeks which will engage other young people from across the city – and this will involve creating music.

We are in the process of promoting the event to other youth groups and community organisations.

June – July

We are preparing to start promoting the event, releasing tickets and using social media. A poster has been created and is ready to be printed.

There is more work to be done around creating a steering group with young people or residents. We are planning a structural piece of art which can be worked on at the event with participants.

1. **MONITORING & EVALUATION REPORT**
2. **Event delivery**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ORIGINAL TARGET\*** | **REVISED TARGET\*** | **ACTUAL TO DATE\*** |
| **PROJECT VENUE/LOCATION** | | |  |
| HU1 – HU9 |  |  | 20 |
| Not HU1 – HU9 |  |  | 0 |
| **ACTIVITY** | | |  |
| Number of performances | 20 |  | 0 |
| Number of exhibition days |  |  | 0 |
| Number of commissions\* |  |  | 0 |
| Number of sessions for education, training or taking part\* | 20 | 20 | 10 |
| Number of accessible activities |  |  | 0 |

**\*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.

1. **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:**

A lyric writing and recording activity, being able to work with other partners and groups in the city. Being able to start talking about our event and some of our families are very excited.

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

It has been challenging to generate enthusiasm and interest with quite a lot our young people as they do not seem very interested by city of culture at the moment. We also work with young people that are already challenging and difficult to engage with.

Communication and time management has posed a challenge at times, as other members of the team are extremely busy leading on other separate projects and management roles within the organisation

It has also been a learning experience for myself

1. **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\* |  |  |
| Number of participants\* | 25 |  |
| **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** | |  |  | **ACTUAL TO DATE** |
| **AGE GROUPS** | | |  | **CONDITIONS** |  |
| 0-2 years |  | |  | Learning disability | 1 |
| 3-5 years |  | |  | Long-term illness/condition |  |
| 6-10 years | 3 | |  | Sensory impairment |  |
| 11-15 years | 18 | |  | Mental Health condition |  |
| 16-17 years |  | |  | Physical impairment |  |
| 18-19 years | 4 | |  | Cognitive impairment |  |
| 20-24 years |  | |  | Other |  |
| 25-29 years |  | |  | **ETHNICITY** |  |
| 30-34 years |  | |  | Welsh / English / Scottish / Northern Irish / British | 24 |
| 35-39 years |  | |  |
| 40-44 years |  | |  | Irish |  |
| 45-49 years |  | |  | Gypsy or Irish Traveller |  |
| 50-54 years |  | |  | Any other White background |  |
| 55-59 years |  | |  | White and Black Caribbean |  |
| 60-64 years |  | |  | White and Black African |  |
| 65-69 years |  | |  | White and Asian |  |
| 70-74 years |  | |  | Any other Mixed/multiple ethnic background | 1 |
| 75+ years |  | |  | Indian |  |
| Prefer not to say |  | |  | Pakistani |  |
| **GENDER** |  | |  | Bangladeshi |  |
| Male 8 | **8** | **8** |  | Chinese |  |
| Female | 17 | |  | Any other Asian background |  |
| Transgender |  | |  | African |  |
| Other |  | |  | Caribbean |  |
| Prefer not to say |  | |  | Any other Black/African/Caribbean background |  |
| **DISABILITY/LONG TERM ILLNESS** | | |  | Arab |  |
| Yes | 1 | |  | 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:**

Young people were able to participate in rock challenge and learn new skills and gain confidence as well as work with new young people and perform at a big event.

A small group of young people were involved with lyric writing and recording for the first time

A group experienced drumming for the first time

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

Confidence to participate in activities such as dance and music. A lot of young people won’t join in if their mates aren’t joining in

1. **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 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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:**

1. **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) |  |  |
| Heritage partner (e.g. museum, archive) |  |  |
| Funder (e.g. Arts Council England, business, private trust) |  |  |
| Public Sector partner (e.g. libraries, GPs) |  |  |
| Voluntary sector partner (e.g. community group, charity) | 3 | 3 |
| Education (e.g. school, college, university) |  |  |
| Other |  |  |
| **PARTNERSHIP STAGE** | | |
| Number of new partnerships established via this project |  |  |
| Number of existing partners involved in this this project |  |  |

**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:**

Affinity Sutton Housing are very pleased to be involved with our project and to have their building used as the venue. They are also very pleased that their residents are going to have this event in their community

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

Time and being able to meet, especially as our Affinity Sutton partners have to travel from outside of Hull