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

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **PROJECT NAME:** | PRIDE IN HULL |
| **PROJECT LEAD:** | COLIN WILSON |
| **REPORT DATE:** | 12.05.17 |

**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**

Pride in Hull parade and festival Hull City Centre and Queens Gardens is 85% complete in the planning and implementation of infrastructure, safety, artist booking and vendors.

Three of the week of five evening events are almost fully planned and organised. Two of these events are still in the planning stage.

We need help with securing a venue for one event and would like advice on the best way to arrange ticketing.

**MARKETING AND COMMUNCIATIONS, PARTICIPATION AND LEARNING**

We have a M&C plan in place and this has been agreed with Hull 2017. We have volunteer professional assistance with our communications and social media interventions. We are working closely with Hull 2017’s communications as part of the LGBT50 festival.

We are collaborating with Duckie Collective with the parade. We have attended all (except one) training sessions given by Hull 2017 and are upskilling many individuals within our organization for legacy work going forward.

We have engaged with the local community with our photo exhibition and music recommendations.

**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.**

Three of our group attended Counter Terrorism training which is presented risks we were previously not aware of.

**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.**

We anticipate our budget to be three times that of previous years which is impacting on operations, together with a lack of contingency this presents a small risk of not fulfilling every aspect of our delivery.

**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.**

Most items of consideration on our project timeline are on-track. As a recommendation from the local ESAG group we have procured the services of professional event management which has taken some additional time and resource in the recruitment of an appropriate company.

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 | 4 | 7 | 0 |
| Not HU1 – HU9 | 0 | 0 | 0 |
| **ACTIVITY** |  |
| Number of performances | 6 | 7 | 0 |
| Number of exhibition days | 6 | 6 | 0 |
| Number of commissions\* | TBC | TBC | TBC |
| Number of sessions for education, training or taking part\* | 1 | 3 | 0 |
| Number of accessible activities | 6 | 7 | 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.

We are asking the local (and beyond) community to engage with us and send in images of LGBT+ life from previous decades. As part of the photo exhibition which will be on show at Pride and then travel around the venues of our week of events. This archive may be later shown on our website and retained as a record of LGBT+ history.

We have collaborated with Duckie Collective’s researcher who has taken time to construct some LGBT+ history from the last few decades. Information and characters from this research will be used in the construction of artwork and icons to be used at our parade. This research may be posited at Hull’s History Centre at a future date but this is not confirmed.

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:**

Our organisation is made up of people across the LGBT+ community and we have been successful at retaining enthusiastic trustees and volunteers from a broad spectrum of the local community. We believe we are a truly a “community voice” for LGBT+ people.

Sponsors have recently become much more generous and coupled with an excellently effective volunteer sponsorship team we have gained new sponsorship and existing sponsors of our event are giving more than previously.

We have been awarded UK Pride status.

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

Being awarded UK Pride status has given us unexpected challenges and pressure.

While sponsorship is successful, we are still in search of funds to cover an ever-expanding budget and contingency which is proving challenging.

The scale of the event is much bigger than previous years. Internal communications and keeping track of necessary actions is a big challenge.

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\* |  |  |
| **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 |  |
| 3-5 years |  |  | Long-term illness/condition |  |
| 6-10 years |  |  | Sensory impairment |  |
| 11-15 years |  |  | Mental Health condition |  |
| 16-17 years |  |  | Physical impairment |  |
| 18-19 years |  |  | Cognitive impairment |  |
| 20-24 years |  |  | Other |  |
| 25-29 years |  |  | **ETHNICITY**  |  |
| 30-34 years |  |  | Welsh / English / Scottish / Northern Irish / British |  |
| 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  |  |
| 75+ years |  |  | Indian |  |
| Prefer not to say |  |  | Pakistani |  |
| **GENDER** |  |  | Bangladeshi |  |
| Male |  |  | Chinese |  |
| Female |  |  | Any other Asian background |  |
| Transgender |  |  | African |  |
| Other |  |  | Caribbean |  |
| Prefer not to say |  |  | Any other Black/African/Caribbean background  |  |
| **DISABILITY/LONG TERM ILLNESS** |  | Arab |  |
| Yes |  |  | 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:**

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

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 | **29,508** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 | **5,700** | **100** | **158,000** | **5,046** |
| Twitter | **4,500** | **279** | **140,000** |  |
| Instagram | **101** | **101** | **101** |  |
| 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:**

Whoever is appearing this year ,it will be a great day ,or should I say week ! xxx

Just wanted to say thanks for having us, we'll definitely be back next year. The cubs equally loved meeting their first ever drag queen who one of my Cubs asked "are you a man?" in which she replied "do I look like a man?" 😀

* Whoever is appearing this year ,it will be a great day ,or should I say week ! xxx

Me and rest of family will be coming again, Pride's always a good day. X

* Just wanted to say thanks for having us, we'll definitely be back next year. The cubs equally loved meeting their first ever drag queen who one of my Cubs asked "are you a man?" in which she replied "do I look like a man?" 😀
* Whoever is appearing this year ,it will be a great day ,or should I say week ! xxx

It was the best day I've had in absolutely ages- can't wait for next years now! Can't believe how many friends I've made from pride it's amazing!!!

* Me and rest of family will be coming again, Pride's always a good day. X
* Just wanted to say thanks for having us, we'll definitely be back next year. The cubs equally loved meeting their first ever drag queen who one of my Cubs asked "are you a man?" in which she replied "do I look like a man?" 😀
* Whoever is appearing this year ,it will be a great day ,or should I say week ! xxx
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) | 3 | 0 |
| Heritage partner (e.g. museum, archive) | 0 | 0 |
| Funder (e.g. Arts Council England, business, private trust) | 10 | 5 |
| Public Sector partner (e.g. libraries, GPs) | 1 | 0 |
| Voluntary sector partner (e.g. community group, charity) | 20 | 0 |
| Education (e.g. school, college, university) | 2 | 0 |
| Other | 0 | 0 |
| **PARTNERSHIP STAGE** |
| Number of new partnerships established via this project | 2 | 4 |
| Number of existing partners involved in this this project | 2 | 0 |

**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:**

Collaborations with new artistic partners Polari and Hull Independent Cinema and partnering with University of Hull.

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

The main challenges for our partners is that we are not quick at making decisions which we are sure has caused frustrations.