**CREATIVE COMMUNITIES PROGRAMME
MID-PROJECT 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 mid-project 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.

This activity 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
* What you think about us.

We will process the information you give us to understand the effect of our grant and support to date; the current effectiveness of our services and grants administration; and understand where and how we need to make changes.

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]

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**

**Is your activity currently running to schedule?**

[ ]  Yes [ ]  No

Pleasecomplete the Project Timeline – To Date (Appendix 1).

1. **LOCATION**

**Touring activity**

If your activity is a touring project please fill in the Tour Schedule Form (Appendix 2).

**Non-touring activity**

Is the venue/site for your activity secured?

[ ]  Yes (Please continue to Part 1)

[ ]  No (Please go to Part 2)

**Part 1**

**Where will 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 will happen 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** |  |  |

If your activity is not specific to a place.

If your activity is 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’.)

|  |
| --- |
|  |

**Part 2**

If you are still to secure a site or venue, please provide an update below. Please include details of any sites or venues identified and at what stage of negotiations you are currently at:

|  |
| --- |
|  |

1. **DELIVERY TEAM**

**How many people are currently involved in delivering the project?**

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

**OPTIONAL FOR GRANTS BELOW £XXX. REQUIRED FOR GRANTS OF £XXX OR ABOVE**

Pleasecomplete the Equal Opps Monitoring Spreadsheet – Delivery Team tab (Appendix 3).

**How many days of paid employment have there been to date 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 have engaged with the project to date?**

|  |  |  |
| --- | --- | --- |
| **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 have benefited from your activity to date?**
**(*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

**Has your activity to date been 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)

OPTIONAL FOR GRANTS BELOW £XXX. REQUIRED FOR GRANTS OF £XXX OR ABOVE**

Pleasecomplete the Equal Opps Monitoring Spreadsheet – Beneficiaries tab (Appendix 3).

1. **HERITAGE**

**To date, has your project incorporated/explored 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 | [ ]   | [ ]   |

1. **PROJECT UPDATE**

Please provide updates on the following aspects of your project:

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

|  |
| --- |
| **Collaboration between artists and community groups** |
|  |

|  |
| --- |
| **Making your project accessible and inclusive** |
|  |

|  |
| --- |
| **Audience Development and community engagement** |
|  |

|  |
| --- |
| **Connecting communities** |
|  |

**OPTIONAL FOR GRANTS BELOW £XXX. REQUIRED FOR GRANTS OF £XXX OR ABOVE**

**Secondary Criteria**

|  |
| --- |
| **Partnership development (new and exisiting)** |
|  |

|  |
| --- |
| **Digital** |
|  |

1. **INCOME & EXPENDITURE**

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

Pleasecomplete the Final Budget Actual (Appendix 4).

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, and final income and expenditure (in the column titled ‘ACTUAL’).

You should explain any significant differences between the actual figures and the budget figures by using the notes column.

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. **MID-POINT PROJECT QUESTIONNAIRE**

We would like to take this opportunity to thank you for being a part of the Creative Communities Programme. An email link to an online survey will be sent to you during the projects (as outlined in the project).

The questions will provide an opportunity for you to have your say on what we are doing well and no so well, in order that we can make necessary improvements.

Should you have any questions about the survey please contact:

[Insert Contact Details]

**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** |
| Explain about eligibility to apply for funding? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Explain the application process?  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Explain roles and responsibilities within the contracting process? | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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

[ ]  Very Supported

[ ]  Supported

[ ]  Unsupported - Routing question to ask how we could help them feel more supported

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

[ ]  Finance

[ ]  Production

[ ]  Digital

[ ]  Evaluation

[ ]  Marketing & Communications

[ ]  Audience Development

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **As a direct result of your Creative Communities Project so far 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 more confident in developing and delivering high quality projects/events than we were  | [ ]  | [ ]  | [ ]  | [ ]  |
| I am/we are more confident about my/our future than we were | [ ]  | [ ]  | [ ]  | [ ]  |
| I/we are ambitious than we were  | [ ]  | [ ]  | [ ]  | [ ]  |

**PARTNERSHIP OPPORTUNITIES & DEVELOPMENT**

**COMMUNITY INDIVIDUALS/GROUPS ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is participating in this project helping 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is participating in this project helping 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is participating in this project helping 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is participating in this project helping 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 | [ ]  | [ ]  | [ ]  | [ ]  |