**HULL 2017 AND WELLCOME DEVELOPMENT GRANTS PROGRAMME**
**END OF PROJECT REPORT**

**GENERAL INFORMATION**

|  |  |
| --- | --- |
| **PROJECT NAME:** | Making the Invisible Visible |
| **PROJECT LEAD:** | Trish Green |
| **REPORT DATE:** | 27 November 2017 |

**INTRODUCTION**

Everyone who receives a grant from the Hull 2017 and Wellcome Development Grants Programme must complete this End of Project Report. 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 Report.

This End of Project Report tells us:

* What has happened during your project as a whole;
* Your final income and expenditure figures;
* What you have learned from the project, how you have adapted to these learnings, and what you plan to do with this learning in future.

We will send you a separate online survey about you and your partners experience of the Hull 2017 and Wellcome Development Grants Programme as a grant recipient. We will process the information you give us to understand:

* The outcomes and impacts of our grant and support on your organisation;
* The effectiveness of our services and grants administration; and

We also use this information to report to our funders.

Please email this activity report to: wellcome@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 went, what you’ve learnt and how well we supported you.

**WORKSHOP PLANNING, DEVELOPMENT TIME WITH PARTNERS AND PROJECT MANAGEMENT**

Detailed meetings have been held with partners to identify how they can actively contribute to the final project. These discussions have laid the groundwork for all partners to be engaged fully in the project in a number of ways.

We devised and delivered a visit to Hull by the selected artists, Output Arts, to the seven locations that the project will focus on. Direct contact at this early stage has allowed us to meaningfully integrate community input into our project plan

We have developed a detailed project document, the content of which has been enhanced as result of the additional activity enabled through the Hull 2017/Wellcome .

**COMMUNITY ENGAGEMENT**

Based on meeting with HKR trust, we have done some initial visits to each of the community areas defined within the project in order to gain a clear picture of some of the geographical and community landscapes within each area. Meetings have been held with community groups or representatives in each area and feedback from these is being taken into account in the planning and delivery of the main project.

Great sensitivity continues to be employed to ensure that community expectations are not raised for a community project, which is still subject to successful raising of significant funds.

We have continued to keep community representatives informed of the project’s progress and will build on this base in coming months.

**ARTIST ENAGAGEMENT**

*Does the project allow for artists to engage with health research for the first time?*

Selected artists are Output Arts [www.outputarts.com](http://www.outputarts.com). The project has enabled them to engage with health research for the first time and they are keen to build on the contact already made to gain maximum impact from the access to specialist advice from and connections with scientists from the biomedical sciences faculty and social scientists from HYMS.

Conversations have begun with local artists to gain feedback on our proposed approach and a call out for artists will be part of the main project. However, we have held some informal discussions with these artists, who are supportive of the plan and keen to be involved. For many of these engagement with health research is a new area.

The locations visits also enabled introductions to organisations and individuals within local communities

**BUDGET**

In this section we ask for a final 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.**

**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)

**B. MONITORING & EVALUATION REPORT**

1. **PROJECT MILESTONES**

**Please tell us how you did in achieving the key milestones\* for your project. Please insert you’re your project specific activity milestones in the table below. These should reflect the original proposal and include any revisions to those milestones.**

**\* Examples of key milestones include, number of project team meetings, workshops/sessions held with the community and number of participants etc**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ORIGINAL TARGET\*** | **REVISED TARGET\*** | **TOTAL\*** |
| **PROJECT VENUE/LOCATION** |  |
| HU1 – HU9 | HU1; HU3; HU6; HU7; HU9 | HU1; HU3; HU6; HU7; HU9 | 5 |
| Not HU1 – HU9 |  |  |  |
| **Project Milestones/Activity** |  |
| *Insert additional rows if required* |  |  |  |
| Artist interviews (shortlisted 6 from 22 applications)  | 6 | 6 | 6 |
| Artist selection  | 1 | 1 | 1 |
| Artists’ visit to specified areas (NB postcodes cover more than one area) | 7 | 7 | 7 |
| Community contacts made | n/a | 7 | 7 |
| Local artists contacts made | n/a |  |  |
| Medical and scientific contacts made  | 2 | 3 | 3 |
| Planning and budgeting with selected artist | 1 | 2 | 2 |
| Project team meetings | n/a | 3 | 3 |
| Meetings with HYMS and UoH Research Office | n/a | 2 | 2 |

**\*Original target: target(s) listed within your contract
\*Revised target: new suggested targets now that your project planning and delivery is underway
\*Total: final figures for the project as a whole**

**Please attach any additional information you feel would support your End of Project Report, this could include evaluation from community participants, creative material , support for further development of the project etc.**

1. **Project Team**

**Who was involved in developing your project? Please include yourself and your partners including any freelancers that you contracted for this project.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TOTAL NO. INDIVIDUALS**  | **TOTAL NO. OF DAYS WORKED** | **TOTAL NO. OF HU1-HU9 RESIDENTS** | **TOTAL NO. OF DAYS WORKED BY HU1-HU9 RESIDENTS** |
| **CATEGORY OR ROLE** |
| Project Lead | 3 | 22 | 2 | 14 |
| Artists | 10 | 14 | 2 | 2 |
| Health Researchers | 3 | 3 | Unknown | Unknown |
| Community Partners/Groups | 9 | 9 | Unknown | Unknown |

**Thinking about your project as a whole, what would you say have been the main successes and challenges for you and your project delivery team (approximately 500 words):**

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

The development of the project has been largely successful with an extremely positive response from all areas to the proposed project and multi-disciplinary collaboration that this it will offer.

Discussions with community representatives have reinforced our confidence in the approach we are proposing and also raised issues and information on which we can build and inform the way we work. These community representatives will be the first members of a project steering group that will be formed to help guide the project and provide specialist advice and support.

Our visits to communities also highlighted to number of additional approaches that may be useful and this has encouraged us to devise a flexible and agile approach to community engagement to maximize the benefits.

Research scientists have shown great enthusiasm for involvement with the project and staff in the bio-medical teams are keen to encourage PhD and graduate students to take the opportunity to become involved.

We have spent some time internally working with other UoH teams to lay the groundwork for administering a project with multiple funding providers and familiarizing staff with the project.

The greatest challenge at this stage is the management of expectations for those who have been involved. The delivery of a project of this scale is dependent on accessing sufficient funding and we are working hard to maintain the excitement and enthusiasm of our collaborators whilst ensuring that everyone involved is clear about timescales and risks to the project.

.

1. **Community Engagement**

Where possible we would like to know more about the demographics about the communities that you were engaging with:

|  |  |  |
| --- | --- | --- |
| **TYPE OF ENGAGEMENT** | **TOTAL** | **% FROM HU1-HU9 (please include first 3 digits of postcode)** |
| Number of participants\* | 20 | HU1; HU3; HU6; HU7; HU920% in each area |
| Type of Engagement Activity (please list) | Artist visits Email communicationsFace to face meetings |  |
| **TOTAL BENEFICIARIES** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TOTAL** |  |  | **TOTAL** |
| **AGE GROUPS – Comm unity Engagement** |  | **DISABILITY/LONG TERM ILLNESS – Community Engagement** |
| 0-2 years |  |  | Yes |  |
| 3-5 years |  |  | No |  |
| 6-10 years |  |  | Prefer not to say |  |
| 11-15 years |  |  | **CONDITIONS – Community Engagement** |
| 16-17 years |  |  | Learning disability |  |
| 18-19 years |  |  | Long-term illness/condition |  |
| 20-24 years |  |  | Sensory impairment |  |
| 25-29 years |  |  | Mental Health condition |  |
| 30-34 years |  |  | Physical impairment |  |
| 35-39 years |  |  | Cognitive impairment |  |
| 40-44 years |  |  | Other |  |
| 45-49 years |  |  |  |  |
| 50-54 years |  |  |  |  |
| 55-59 years |  |  |  |  |
| 60-64 years |  |  |  |  |
| 65-69 years |  |  |  |  |
| 70-74 years |  |  |  |  |
| 75+ years |  |  |  |  |
| Prefer not to say |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TOTAL** |  |  | **TOTAL** |
| **GENDER – Community Engagement** |  | **ETHNICITY – Community Engagement** |
| Male |  |  | Welsh/English/Scottish/Northern Irish/British |  |
| Female |  |  | Irish |  |
| Transgender |  |  | Gypsy or Irish Traveller |  |
| Other |  |  | Any other White background  |  |
| Prefer not to say |  |  | 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  |  |
|  |  |  | Prefer not to say |  |

1. **Additional Information**

**In the box below, please share any additional information that enhances your reporting regarding community engagement activity that you have undertaken, this could include evaluation reports, quotes, feedback comments, photographs from workshops etc. This should be separate to any information provided in PROJECT MILESTONES**

We are currently in the process of planning and delivering a short session where all those with whom we have worked already are invited to come together for a project development update and an opportunity to feed into the delivery plans.

Our community engagement to date has been with representatives from organisations within the areas we plan to work. We have worked with these representatives to gain insight into how the communities function and identify ways in which to promote the widest possible involvement in the project.

1. **FUTURE DEVELOPMENT**

**Thinking about any future development of your project can you tell us of your plans? Do you intend to further develop the project? Do you have plans to secure future funding and will the partners continue to work together to secure any additional investment?**

We have continued to keep stakeholders informed of our progress and have developed a robust funding strategy to enable us to realize the full project. Some applications have been submitted and others are due to follow in the first week of December.

Our current estimated start date for the project is May 2018, subject to funding.