

## Activity report form

### Introduction

#### Details summary

Applicant:	Hull City Council
Activity name:	Hull Dance 2014 - 2016
Unique reference number (URN):	28171034

### Evaluation

Evaluation is a structured way of thinking about and learning from your activity. It involves gathering evidence before, during and after the project to come to judgements about what happened. Evaluation can help you to:

1. show what happened as a result of your activity
2. shape future activities
3. improve your work

Where appropriate, you should tell us about how you have shared (or plan to share) your findings with the sector.

#### How we use the evaluation information you give us

Evaluation helps us understand your work and the difference our grant made. We are interested in what went well and what didn't, and understand that activities can change throughout the lifetime of a grant. You do not need to prove that you were successful. As long as your activity has met the conditions of our grant, this evaluation will not affect your final payment.

We might refer to the information you provide when we appraise any applications you may make to us in the future.

You can find a basic introduction to evaluating arts activities in the information sheet Self evaluation.

**Please summarise how you think your project went. We are particularly interested in any lessons learned and key achievements. You may find it useful to refer back to your original application and discuss how your project went compared with your expectations.**

If you have produced a self-evaluation report which you wish to share with us, please attach it with this form using the button below. However, please give us your main points below.

Word limit 2000

## Activity location

### Your activity

This section gives us statistical information about your activity: where it happened, who was involved and the outcomes.

You should only edit information which is different from that given in your original application. Please supply as accurate figures as you can.

#### Where did this activity take place?

Select '**touring**' if your activity mainly involved presenting the same artistic programme in a number of different locations. Touring activity might involve performances or exhibitions, artistic residencies, artistic work involving people from particular communities, or possibly all of these things.

Select '**non-touring**' if your activity did not involve showing the same artistic programme in a number of different locations. (This can include activities which happen in a number of different places, but are not touring.)

Select '**both touring and non-touring**' if your activity involved showing the same work in a number of locations and some non-touring work (eg a tour and some organisational development work).

Non-touring activity

### Location details

Non-touring activity is activity that is happening in just one place, in a series of different places (but is not touring) or activity that is not taking place in any specific place, such as online work or a publishing project.

#### Did your non-touring activity happen in one or more specific places or venues?

Yes

### Non-Touring activity

Please enter the location(s) where your non-touring activity happened. You can add more than one location if needed. Click 'add row' to begin

### Location details

Name	Postcode	Local authority
Fruit	HU1 1TU	Kingston upon Hull, City of
Hull Truck Theatre	HU2 8LB	Kingston upon Hull, City of
Freedom Festival	HU1 1TU	Kingston upon Hull, City of
Kingston Social Club	HU3 1TS	Kingston upon Hull, City of
Hull and East Riding Sports Club	HU5 4ED	Kingston upon Hull, City of
Hull College	HU1 3DG	Kingston upon Hull, City of
Kardomah94	HU1 2AN	Kingston upon Hull, City of
Buckingham Street Day Care Centre	HU8 8UG	Kingston upon Hull, City of
Alexandra Court Care Centre and Home	HU5 1NL	Kingston upon Hull, City of
Dales Youth Centre	HU7 4HQ	Kingston upon Hull, City of
Ainthorpe Youth Centre	HU5 5EB	Kingston upon Hull, City of
Ganton School	HU4 7JB	Kingston upon Hull, City of
The Arts Garage 2	HU17 0TB	East Riding of Yorkshire

## People who benefitted from your activity

### Who was involved?

#### How many people do you estimate benefited from the activity?

'Participants' means people doing the activity, including education workshops. 'Audience' includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or available online.

The boxes below are pre-populated with what you estimated in your original application. Please edit the figures to reflect the actual numbers as accurately as you can.

#### Numbers benefitting from this activity:

Artists	155
Participants	570
Audience (live)	6560
Audience (broadcast, online, in writing)	3170
Total	10455

### Results of your activity

Please give the results of your activity. Enter '0' (zero) in any field which is not relevant to your activity.

Number of new products or commissions	20
Period of employment for artists (in days)	770
Number of performance or exhibition days	30
Number of sessions for education, training or participation.	230

('Participation' means people doing the activity. Divide the day into three sessions - morning, afternoon and evening. A 'session' is any one of, or part of, one of these. For example, a half-day education workshop would be one session.)

### People benefiting from your activity

What are the age ranges of the people who have benefitted from your activity?

All age ranges

Was the activity directed at, or particularly relevant to, any of the following groups of people?

#### Ethnicity of beneficiaries

- Asian or British Asian
- Black or British Black
- Chinese
- Other
- Not culturally diverse

#### Disability status of beneficiaries

Not disability specific

**Social exclusion status of beneficiaries**

Not specific to social exclusion

**Beneficiaries notes**

Please explain any significant differences between the actual figures and those you entered on your application.

**Statement of income and expenditure****Statement of income and expenditure**

Please read this carefully before completing this section.

In this section we ask for a summary of the income and expenditure of your activity. This should be for the total final cost of the activity we agreed to support.

The budget from your original application is pre-populated in the column titled 'original'. You must enter all actual figures in the column titled 'actual' and add any new budget lines if necessary. Please explain any significant differences between the actual figures and the original figures by using the notes box under the table. Clearly indicate what section you are referring to by using the relevant budget heading against each note entered. You may wish to refer to the budget section of the 'How to apply' guidance.

If you cannot provide enough detail in the box below the table, please use it as a summary and attach the details in the supporting evidence section, making sure it is clearly labelled. This may be necessary for:

- activities lasting a number of years
- some touring activities
- building projects
- grants for buying several items of equipment

For further guidance relating to invoices, tax status, VAT and Grants over £50,000 click [here](#).

**Income for your activity**

Arts Council grant applied for	£99,180
Actual Arts Council grant	£99,180

Select 'Edit' at the end of each row to provide us with the actual amounts for each budget line. Click 'Add Income line' to add any additional sources of income.

**Income from other sources**

Income heading	Description	Income original £	Income actual £
Earned income	Box Office	£11,000	£5,770
Earned income	Participants fees - masterclasses	£500	£590
Earned income	Emerging artists commissions	£6,000	£2,800
Local authority funding	Kingston upon Hull, City of	£26,000	£26,000
Other public funding	City of Culture contribution	£30,000	£30,000
Other public funding	Local trusts and foundations	£15,000	
Private income			
<b>Income total</b>		<b>£187,680</b>	<b>£164,340</b>

### Income notes

You should explain any differences between the actual figures and the original budget figures in this space using the relevant budget heading.

Earned Income Box Office - The shortfall in box office arose because less performances were delivered at HTT due to staff and policy changes at the venue. In the last 6 months of the programme a new strong relationship has begun to develop. Audiences for Hull Dance Prize have grown.

Earned Income Emerging artists commissions: the majority of this funding was secured at the beginning of this development with the focus about supporting the artists during delivery which took longer than envisaged. Work has been secured by them at the conclusion of this programme but funding has gone directly to them.

Public funding: Local trusts and foundations

An application to St Hugh's Foundation for £15,000 was unsuccessful in 2016 to support the Hull and East Riding Dance Hub emerging artist programme.

### Your award was for more than £50,000

If your payment schedule requested 'Certified income and expenditure', please upload a copy here.



### Expenditure for your activity

Select 'Edit' at the end of each row to provide us with the actual amounts for each budget line. Click 'Add spending line' to add any additional items of expenditure.

## Spending (expenditure) activity for your activity

Expenditure heading	Description	Expenditure original £	Expenditure actual £
Artistic spending	Dance Specialist Consultant fee £350 x 60 days	£21,000	£21,000
Artistic spending	Two year dance programme at Hull Truck Theatre	£20,000	£19,188
Artistic spending	Experimental dance programme £2950 per platform x 4	£11,800	£11,496
Artistic spending	Hull Dance Prize x 2 events	£21,000	£20,649
Artistic spending	Mentoring programme for Hull Dance Associate Companies	£6,000	£5,745
Artistic spending	Steering Group and Consultant Travel expenses	£3,000	£2,702
Artistic spending	Rehearsal space hire for mentoring and masterclasses	£3,000	£1,999
Artistic spending	Masterclasses - curated weekends	£2,000	£2,000
Artistic spending	Freedom Festival Commissions	£5,000	£4,500
Artistic spending	Professional workshops	£1,800	£1,349
Artistic spending	Creative Producer	£23,100	£23,018
Artistic spending	6 emerging artists/practitioners	£28,080	£25,410
Artistic spending	6 professional mentors for emerging artists	£7,500	£4,650
Artistic spending	Expenses for professional mentors	£5,000	£1,609
Artistic spending	Expenses for Hull Dance associate companies	£2,000	£1,818
Artistic spending	Go see budget for 6 emerging artists	£1,200	
Artistic spending	Resources	£4,000	£400
Artistic spending	Emerging artists travel	£4,320	
Artistic spending	Yorkshire Dance	£4,000	£2,000
Making your performance accessible			
Developing your organisation and people			
Marketing and developing audiences	Flyers and posters design and print	£3,600	£3,600
Marketing and developing audiences	Recruitment	£1,000	£1,700
Marketing and developing audiences	Filming, photography and capture	£5,600	£5,131
Overheads			
Assets - buildings, equipment, instruments and vehicles			
Other	Contingency 2%	£3,680	£3,680
If you are disabled or Deaf, additional access or support cost you need to manage the activity			
<b>Expenditure total</b>		<b>£187,680</b>	<b>£163,644</b>

### Expenditure notes

You should explain any differences between the actual figures and the original budget figures in this space using the relevant budget heading.

Artistic spending for the emerging artist budget was reduced (mainly in the resources, go and see and travel sections) as not all the external funding was secured.

## Support in kind for your activity

Select 'Edit' at the end of each row to provide us with the actual amounts for each budget line. Click 'Add support line' to add any additional sources of support.

Description	Income original £	Income actual £
Hull City Council - 24 months office space	£4,000	£4,000
Yorkshire Dance	£2,000	£2,000
Hull College	£1,000	£1,000
	£7,000	£7,000

## How did we do?

Your feedback is very important to us. The information you provide is reviewed as part of our internal quality assurance process. It helps inform us how we are managing the programme and the service we provide.

Thinking about the grant you have received from us, how did we:

**a) Explain about eligibility to apply for funding?**

Well

**b) Explain the application process?**

Well

**c) Manage your application for funding?**

Well

**d) Respond when you contacted us for advice or information?**

Well

**Are there any other comments you would like to make?**

## Attachments

Supporting documents

Attachments and links

Description	Link to open / download	File Size (MB)
Total		

## Declaration

### Data protection and freedom of information

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a data protection policy, which is available from our website at [www.artscouncil.org.uk](http://www.artscouncil.org.uk).

Under the Freedom of Information Act, we may have to provide information about your grant to a member of the public if they ask for them under the Act. However, we will not release those parts of your information covered by one or more of the exemptions under the Act. For information on the exemptions and freedom of information generally, please visit [www.ico.org.uk](http://www.ico.org.uk).

We consider that the information you give us in the 'Activity location' and 'How did we do?' sections will not be protected by any exemptions, and therefore we would release it if a member of the public asks for it.

However, the information you give us in the 'Evaluation', 'Activity income' and 'Activity expenditure' sections could possibly be covered by exemptions if it is sensitive or confidential. If you consider some or all of this information to be confidential, please mark the box below and specify what parts you think are confidential and why.

Mark this box if you want us to treat some or all of the information in the 'Evaluation', 'Activity income' and 'Activity expenditure' sections as confidential.

### Checklist for submitting your activity report form

Before you send in this activity report, please check the following:

- Have you met all payment conditions attached to your final payment?
- If your grant was for more than £50,000 and you are not a local authority, has the statement of income and expenditure been certified by an independent accountant? Please attach a letter in the Income section from an independent accountant who has certified that your income and expenditure is true and accurate.
- Have you checked your bank details have not changed in the duration of this grant without notifying us?

### Organisations

**I confirm that, as far as I know, the information in this activity report form is true and correct, and that we have complied with the standard conditions and all payment conditions attached to the grant.**

**I confirm that the organisation named on this activity report form has given me the authority to sign this document on their behalf.**

**I understand that Arts Council England conducts checks on a sample of applications every year to ensure that our funding is being used appropriately, and that it reserves the right to ask grantholders for access to all project management and financial documentation relating to their activity.**

Name

Position

Date

07/02/2017