



## CREATIVE COMMUNITIES PROGRAMME PROJECT UPDATE REPORT

### GENERAL INFORMATION

<b>PROJECT NAME:</b>	Hull Transforming Lives In Freetown
<b>PROJECT LEAD:</b>	Lansford Penn-Timity
<b>REPORT DATE:</b>	14/02/2017

### 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](mailto:creativecommunities@hull2017.co.uk)

## **A. 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**

Event planning is smoothly progressing except for the fact that we are waiting for a written confirmation that all age groups attending the event will be able to access the event for 5-10pm at the Light Stream Stadium. We have got a verb confirmation. However I have requested a written confirmation we are still waiting for that to come through.

We are also waiting to hear from the box office so we could complete our poster design.

### **MARKETING AND COMMUNICATIONS, PARTICIPATION AND LEARNING**

This is being very interactive, also everyone concern has chipped in their idea. The marketing is going well for the total amount of audience we are targeting.

We have learnt that in every stage of the information sharing we have got to seek clearance and permission before we broadcast anything live.

### **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.**

### **BUDGET UPDATE**

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

Please complete 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)

### **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.**

**B. MONITORING & EVALUATION REPORT**

**i. Event delivery**

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

<b>PROJECT VENUE/LOCATION</b>	<b>ORIGINAL TARGET*</b>	<b>REVISED TARGET*</b>	<b>ACTUAL TO DATE*</b>
HU1 - HU9	x		
Not HU1 - HU9			
<b>ACTIVITY</b>			
Number of performances	1		
Number of exhibition days	1		
Number of commissions*	5		
Number of sessions for education, training or taking part*	1		
Number of accessible activities	2		

\*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.

ii. 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:

We have gelled together well as a team. Two of our volunteers have got their visa's to fly out to Freetown to collect material for the project. Our communication and delegation progress report has been very effective and successful.

We are excited that we have come up with the agreed list of charities and community groups that will be involved; Freetown Society, Send A Child to School, Sierra Leone Association etc.

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

The main challenge is securing the venue on the terms that this is a family event running from 5pm to 10pm. Now we understand that most public places will not allow children to be on their premises after 9:30pm. However we have had conversations with the manger of the venue and he is saying that between 5-10pm shouldn't be a problem.

iii. 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*		
<b>TOTAL BENEFICIARIES</b>		

\*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
<b>AGE GROUPS</b>	
0-2 years	
3-5 years	
6-10 years	
11-15 years	
16-17 years	
18-19 years	
20-24 years	
25-29 years	
30-34 years	
35-39 years	
40-44 years	
45-49 years	
50-54 years	
55-59 years	
60-64 years	
65-69 years	
70-74 years	
75+ years	
Prefer not to say	
<b>GENDER</b>	
Male	
Female	
Transgender	
Other	
Prefer not to say	
<b>DISABILITY/LONG TERM ILLNESS</b>	
Yes	
No	

	ACTUAL TO DATE
<b>CONDITIONS</b>	
Learning disability	
Long-term illness/condition	
Sensory impairment	
Mental Health condition	
Physical impairment	
Cognitive impairment	
Other	
<b>ETHNICITY</b>	
Welsh / English / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background	
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	

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:

#### iv. 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	Not available yet	Not available yet

	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	Not available yet			
Twitter	Not available yet			
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:

v. 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
<b>PARTNER TYPE</b>		
Artistic partner (e.g. theatre, art gallery, music venue)	4	
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)	4	
Education (e.g. school, college, university)		
Other		
<b>PARTNERSHIP STAGE</b>		
Number of new partnerships established via this project	2	
Number of existing partners involved in this this project	2	



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:

16/2/17 Communication and cooperation between the partners is going well.

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

16/2/17 making time for the project development in a busy world is quite challenging but we are getting there.



**HULL UK CITY OF CULTURE 2017**  
**CREATIVE COMMUNITIES PROGRAMME | PROJECT TIMELINE**

<b>Name of Individual / Organisation</b>	Lansford Penn-Timothy/Freetown Mix/Jive Express
<b>Name of Project</b>	Hull Transforming Lives in Freetown (H-T-LIF) Project

Please provide a breakdown of key activities /tasks for your project from start to finish. Please include your preparation and planning activity as well as start / end dates of your public activity (eg. public performance, exhibitions, festival).

<b>START DATE</b>	<b>END DATE</b>	<b>ACTIVITY / TASK</b>	<b>STATUS</b>	<b>NOTES</b>
April 2016	1 <sup>st</sup> August 2017	Joint Planning/organizing meeting: Freetown Mix and Jive Express	COMPLETE / ON-TIME / BEHIND	Completed
April 2016	1 <sup>st</sup> August 2017	Practice sessions for Music, dance	On time/ongoing	
March 4 <sup>th</sup> 2017	June 2017	Freetown Mix Costume design session and production	On time	
March 4 <sup>th</sup> 2017	April 2017	Music Video and documentary DVD (demo/sample creation)	On time	
March 4 <sup>th</sup> 2017	April 2017	Music recording 6 original tracts on the theme Hull City of Culture	On time	
March 4 <sup>th</sup> 2017	April 2017	Music Video clip and Documentary DVD recording	On time	
<del>5<sup>th</sup> August 2017</del> 12 <sup>th</sup> 2017	<del>5<sup>th</sup> August 2017</del> 12 <sup>th</sup> 2017	H-T-LIF Musical concert performance at Craven Park Large function Hall.	On time	





