



End of grant report

Project details

Reference number

FW-17-01805

Project title

First World War : Newport and the Sea

Name of your organisation

Newport Mission to Seafarers

Please complete and return this form as soon as your project has finished.

Please read the *Receiving a Grant* guidance first and ensure that you fill in all sections. This is your opportunity to tell us about your achievements and successes, as well as the things that didn't go as expected.

In this form we ask you to send copies of documents. There is a facility to attach files (of less than 5MB in total) at the end of the form.

Following receipt of your form, we may ask you to submit receipts or invoices relating to how your grant was spent.

Period covered by the form**Start Date:** 01/07/2018**End Date:** 30/04/2019**Submission Date:**

Completion summary

Using the table below, please provide a summary of your achievements and, if applicable, set out any issues that you faced and how you responded to these.

Approved purpose	Summary of achievements
x2 10 minute films animated produced (one in English and one in Welsh) to tell the story of the War at sea and the social history of Newport;	Produced by professional film maker
x2 Newport Primary Schools to be involved in working on the films, Pillgwenlly Primary and Ysgol Gymraeg Casnewydd;	fully actioned
Provide workshops and sessions at the 2 day commemorative event at St.Woods Cathedral on the 9th - 10th November 2018;	Workshops and sessions provided
Hold oral history interviews with descendants of residents of Pillgwenlly and veterans of the Merchant and Royal Navies;	Limited activity
The films to be produced by Tom Maloney, an experience film maker;	Accomplished
Research visits to Gwent Archives to be carried out for Schools and community groups;	Carried out
Partnerships with / receive support from: Gwent Archives, Western Front Association Gwent, RCAHMW, Irish Sea Submarines, The Polar Museum - Cambridge, Newport and Porthcawl Museum, Historypoints.org, Imperial War Museum and Cymru Sofia and the Linc 'Steel Remembered' project;	Invaluable support from partners listed
A small scale exhibition to be held to showcase the films and work produced;	No activity
Resource packs to be produced for Schools and community group;	Produced at Gwent Archives
Using the Mission to Seafarers Newport as a base, they will offer talks, film shows and workshops to the local community of Pillgwenlly;	Limited activity
Objects and documents will be photographed and scanned for inclusion on the People's Collection Wales;	Actioned
All material/ resources produced will be deposited at the Gwent Archives at the end of the project.	Completed

If applicable, please tell us about any changes you have made to the approved purposes of your project. As set out in the *Receiving a Grant* guidance, you must have received our approval before making any changes. Please use the table below to provide as much information as possible.

Description of change	Date of your request to us	Date of reply	Effect of this change on your project, its approved purposes, timetable or costs

Please tell us how your project achieved the outcomes that you selected in your application form and how you measured this.

We delivered two animated films , one in Welsh and one in English , duly involving the 2 Primary Schools in Newport .We held two viewings open to the public at St Woolos Cathedral on 10th November 2018 and the Riverside Theatre , Newport on 19th February 2019 .

My reports include information about numbers attending ,qualitative feedback from the sessions held and publicity achieved.

The films have been lodged with Gwent Archives and People's Collection Wales and shared with all supporters of the Project plus Living Levels Partnership, the Newport Harbour Commissioners, Newport Medieval Ship and the Chartered Institute of Logistics and Transport UK

Use of volunteers and non-cash contributions

Did your project include any volunteer involvement or did you secure any non-cash contributions?

Yes

Please tell us about all volunteer labour to the project and any non-cash contributions.

Date	Description of task	Task category	Number of volunteers	Number of days	Total value of contribution (£)
Nov-18	Introducing the films by Edward Watts MBE Chair Mission to Seafarers Newport	Professional	1	8	2800
Oct-18	Photograph , print and copy ' Honour Roll' David Swidenbank	Professional	1	10	3500
Oct-18	Research databases for Seafarers on 'Honour Roll' ; prepare live records Sarah Harwood	Professional	1	10	3500
Jul-18	Co-ordinate project ; supplementary research , liaise with partners , draft reports	Skilled	1	40	6000

Recruitment of staff

Did you recruit any staff during the life of the project?

No

How the grant has been spent

Give a breakdown of the items or activities funded by the grant using the same budget headings you provided within your application.

You do not need to submit any invoices with your report. However please be aware that we may ask you to provide these once you have submitted the form. It is therefore important that you keep accurate records of your spending relating to the project.

Cost heading	Invoice reference	Invoice date	Name of supplier	Description of services or goods	Total of invoice	Total cost claiming
Cost of producing learning materials	135	26/06/2018	Tom Maloney	Pre-project research & Project costs	£1,000	£1,000
Digital outputs	140	16/10/2018	Tom Maloney	Project costs	£2,000	£2,000
Visit 1	141 /85793	12/10/2018	Edwards Coaches via Tom Maloney	Coaches to take children to Gwent Archives	£280	£280
Digital outputs	142	04/12/2018	Tom Maloney	Project costs	£2,000	£2,000
Totals					£5,280	£5,280

If you have spent your grant on different things from what was agreed at the start of your project, you must explain why and how this has allowed you to achieve your aims. Please also provide details of any contact you had with us to agree any changes.

The grant was spent on producing 2 films , learning materials and visits to the Gwent Archives .

We are sorry that other activities were not completed as planned with the subsequent underspend as shown below

You will need to return any grant that you have not spent to us. Based on the table above, we calculate that there appears to be an under spend on your project. You may therefore need to repay the following:

£3,220

Please get in touch with your National Lottery Heritage Fund contact for more information.

Evaluation and records

Photographs

Please send us photographs recording your project. In attaching any files or images you are agreeing that they are free of copyright constraints. Files can be attached at the end of the form.

- ✓ a) We have included photographs of the progress of our project
- ✓ b) We have included a record of activities or events that we arranged
- c) Material from our project is available on the internet

Funding Acknowledgement and Public Relations

Describe how you are acknowledging National Lottery players, including all marketing, press releases and other public relations activities. Please provide information, including location, about any National Lottery Heritage Fund branding or signage and tell us if this is temporary or permanent.

The main places of acknowledgement are the films themselves with the opening introduction by Edward Watts MBE , Chair Mission to Seafarers , Newport and in the closing credits .

We produced a press release which was supported by publicity material from the Western Front Association Gwent and by coverage in the South Wales Argus.

We informed local Assembly Members (AM's) and MP's , as well as using Facebook accounts to show case events

National Heritage Lottery Fund branding was on display temporarily at the public showing of the films with permanent signage handed to the Mission to Seafarers ,Alexandra Docks , Newport NP20 2ND

Evaluation

If you submitted your application after January 2019, we asked you to tell us about how you would evaluate your project and advised you to create an evaluation plan at the start of your project. Based on the data you have collected throughout your project we expect you to provide a short report (maximum of 10 pages) which tells the story of what you have achieved. For more information please refer to the *Evaluation: Good-practice guidance*.

Have you completed your evaluation report?

Yes