



## End of grant report

### Project details

**Reference number**

FW-17-06188

**Project title**

Sampford Peverell - The Great War Remembered

**Name of your organisation**

Sampford Peverell Society

**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:** 01/05/2018**End Date:** 13/07/2019**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 |
|--|-------------------------|
| Produce a website for the project.   | Completed               |
| Deliver an exhibition of the project research within the village hall.   | Completed               |
| Create a village trail to show where those who took part in the war lived, with each house being marked with a large hand made poppy. Alongside a treasure hunt children's version of the trail. | Completed               |
| The war memorial to receive an additional plaque to record the names of those who were omitted from the original.  | Completed               |
| Deliver a local schools programme of engagement.   | Completed               |
| Hold visits to The Keep Military Museum and Tiverton Museum.   | Completed               |
| Produce a book documenting 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  |
|--|----------------------------|---------------|---|
| Extra event: Review meeting for volunteers | 27/01/2019                 | 12/02/2019    | Approved cost allocation from contingency budget of £300. Providing an opportunity to bring volunteers together to celebrate the success of the project |

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

It was the inventive and wide-ranging ways in which the WW1 project was communicated that made it such a success. In particular, the Poppy Trail (where large poppies were displayed outside the houses of those who took part in WW1, together with a short biography) had an enormous impact, and encouraged local people to find out more by visiting the exhibition, the website and reading the book.

The involvement of the Primary School from an early stage was very worthwhile, because the teachers embarked on a variety of initiatives to inform the children about the importance of Remembrance. All 125 children took part.

Measurement of the success was both numerical (e.g. attendees at the exhibition were c 250, at the beacon lighting c 220, sales of the book c 280 copies and visitors to the Poppy Trail an estimated 500) and by feedback (see evaluation), which was all very positive. Altogether, a significant proportion of the population of the Parish (c 1200) was reached through the programme.

## 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 (£) |
|--------|---|---------------|----------------------|----------------|---------------------------------|
| Oct-18 | Provision of 120 large poppies by Royal British Legion    | Non-cash      |                      |                | 240                             |
| Oct-18 | Research and compilation of WW1 book                      | Skilled       | 4                    | 5              | 3000                            |
| Nov-18 | Proof-reading and typesetting book                        | Skilled       | 4                    | 3              | 1800                            |
| Dec-18 | Designing and populating the website                      | Skilled       | 1                    | 3              | 450                             |
| Sep-18 | Project management  | Skilled       | 12                   | 2              | 2700                            |
| Sep-18 | Designing, creating and installing exhibition             | Skilled       | 3                    | 5              | 2250                            |
| Nov-18 | Creation of poppy trail, booklet and installation thereof | Skilled       | 4                    | 4              | 2400                            |
| Nov-18 | Stewards, marshals etc                                    | Unskilled     | 12                   | 1              | 300                             |
| Nov-18 | Design and making children's craft materials              | Skilled       | 2                    | 4              | 1200                            |
| Nov-18 | Making craft materials (mainly supervised children)       | Unskilled     | 30                   | 1              | 750                             |
| Nov-18 | Aerial drone photo of schoolchildren as Human Poppy       | Non-cash      |                      |                | 150                             |
| Jul-19 | Designing and making items for the Sports Day event       | Skilled       | 1                    | 4              | 600                             |
| Jul-19 | Management and supervision of sports event                | Skilled       | 8                    | 1              | 1200                            |

## 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 |
|---|-------------------|--------------|-----------------------------------|--|------------------|---------------------|
| Digital outputs                         | WW1/09            | 29/10/2018   | Weebly                            | Website licence fee and hosting                  | £125             | £125                |
| Equipment And materials                 | WW1 /16           | 07/11/2018   | Easiform Products                 | Soldier silhouettes for exhibition               | £244             | £244                |
| Equipment And materials                 | WW1/2, 8.14,19,23 | 18/08/2018   | Various                           | Sundries for exhibition                          | £324             | £324                |
| Equipment And materials                 | WW1/20            | 15/11/2018   | Various                           | Materials for making poppies                     | £248             | £248                |
| Equipment And materials                 | WW1/14,18,29,30   | 12/11/2018   | Various                           | Equipment for stretcher races                    | £283             | £283                |
| Equipment And materials                 | WW1/21            | 18/11/2018   | Sonic                             | Materials for beacon display                     | £147             | £147                |
| Expenses For volunteers                 | WW1/22            | 22/11/2018   | Various                           | Travel expenses for volunteers                   | £57              | £57                 |
| Cost of producing learning materials    | WW1/13,28         | 23/11/2018   | Hedgerow Print                    | Printing of books                                | £1,930           | £1,930              |
| Cost of producing learning materials    | WW1/13,14,25,28   | 18/11/2018   | Various                           | Sundries related to printing of books            | £54              | £54                 |
| Cost of producing learning materials    | WW1/03            | 01/09/2018   | Stephens Scown LLP                | Registration fee for Faculty                     | £253             | £253                |
| Cost of producing learning materials    | WW1/17,27         | 16/11/2018   | Williams & Triggs                 | Supplying and installing new WW1 Memorial plaque | £3,506           | £3,506              |
| Cost of producing learning materials    | WW1/08            | 27/10/2018   | Carly Press                       | Text layout for memorial plaque                  | £10              | £10                 |
| Other                                   | WW1/26            | 23/08/2018   | Upton Coaches                     | Coach for visit to The Keep Museum               | £420             | £420                |
| Other                                   | WW1/6             | 06/09/2018   | The Keep Museum                   | Admittance charges                               | £100             | £100                |
| Other                                   | WW1/26            | 04/06/2018   | Zurich Insurance                  | Public Liability Insurance                       | £199             | £199                |
| Other                                   | WW1/7,15          | 07/10/2018   | Sampford Peverell Village Hall    | Hire of hall for exhibition                      | £196             | £196                |
| Publicity And promotion                 | WW1/5,9,11        | 06/10/2018   | Various                           | Sundry printing of leaflets, posters             | £167             | £167                |
| Celebrating your project's achievements | WW1/25            | 16/02/2019   | Various                           | Review meeting for volunteers                    | £247             | £247                |
| Cost of producing learning materials    | WW1/12            | 02/11/2018   | Sampford Peverell Parish Magazine | Printing of poppy trail guides                   | £145             | £145                |
| Cost of producing learning materials    | WW1/10            | 29/10/2018   | Various                           | Sundries relating to Poppy Trail                 | £71              | £71                 |
| Totals                                  |                   |              |                                   |  | £8,726           | £8,726              |

**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 only change was the addition of one event: a review meeting for the volunteers. This was agreed with HLF (Victoria Allott) and was an excellent way to bring over 50 volunteers together to celebrate the achievements we made with the showing of a specially-made film of those events, over light refreshments.

## 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

### Website address:

<https://spsocresearch.weebly.com>

### 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.**

All posters, leaflets, booklets, the printed book and website acknowledge the Heritage Lottery Funding.

Press releases were limited to the Tiverton Gazette and the local monthly 'Sampford Peverell News' magazine, which reproduced the Logo in the required format.

There is no permanent physical branding or signage.

### 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?**

N/A