



## End of grant report

### Project details

**Reference number**

FW-17-07527

**Project title**

Wheathampstead during the Great War 1914-1920

**Name of your organisation**

Wheathampstead History 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:** 23/04/2018**End Date:** 31/08/2019**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
Recruit a team of 25 to 30 volunteers and offer research training for 10 new volunteers.	There was a lot of initial interest in our project and we received many offers of help from individuals and groups. We were able to recruit a total of 23 volunteer researchers: 13 had previously been involved in our High Street project and 10 were new to this type of research. The more experienced volunteer researchers acted as unofficial mentors of the new would-be researchers. We met monthly to plan our areas/themes of research and share with everyone what we had discovered. We had two training & support sessions with the University of Hertfordshire (UofH) 'Everyday Lives at War' team. The first session took place a few months into our project. The second one was nearer the end of our project, to assist us in looking at what we had achieved, what else we needed to do, plus evaluate our work and the process we undertook.
Visit local sites such as the Railway Station, large houses on the edge of the village, the County Archives and Library Services (HALS) and potentially regional museums and the National Archives.	We looked closely at several of the large houses on the edge of the village that had been quite prominent and/or played a major role during the years of the Great War. Lamer House still stands and continues as a private residence. During the years of the war it was used for a while as a Hospital for Officers. Blackmore End no longer exists but it was bought by the Federated Malaya Estates in 1915 and used as a hospital throughout the war, providing 200 beds for commonwealth soldiers. We discovered various photos and literature covering this period of its life. Crucially we were able to get in touch with descendants of the last owners of Blackmore End, who provided information and a photographic album that contained a large number of previously unseen pictures of patients & staff at Blackmore End during the Great War years. We approached HALS who photographed the contents of the album and have now placed it in their permanent collection. Wheathampstead House was the private residence of the Earl of Cavan - a very prominent soldier during the war and, following the war, was appointed Chief of the Imperial Staff. One of our researchers obtained the 'visitors book' pertaining to the war years and amongst several distinguished visitors was the name of Dame Nelly Melba. It had a reputation in those days of being 'one of the best places to play croquet'. Today this house is a girl's preparatory school. The Railway station was on a busy line from London to Luton during the years of the Great War. George Bernard Shaw (who lived in nearby Ayot St Lawrence) frequently used it to travel into London. Disappointingly we found little or no real evidence of its function during the Great War years. We did however, during the course of our research, dispel a long held belief that the railway bridge had been raised to allow anti-aircraft guns to pass under it in order to access the Gun Battery at Gustard Wood. Visits to HALS were made on several occasions, both as a group and then individually as and when needed. We obtained a variety of pieces of information from HALS and in the course of our project we have been able to deposit with them various valuable pieces of information for their archives. Individual researchers have accessed both the National Archive and regional Museums (especially in Cambridge & St Albans). Our planned group visit to the British Library had to be postponed, but we are still hoping to make this visit in a few months time.

Approved purpose	Summary of achievements
<p>Use a wide variety of archives, artefacts and the memories of descendants of families living in the village to research what life was like for local residents during and immediately after the First World War.</p>	<p>We encouraged local residents to contact us if they had any stories, memorabilia and photos relating to members of their family/their descendants who had lived in the village during the Great War and/or fought in the war. Our researchers met and talked to anyone with information, noting down their valuable insight into what life was like in the village during the war years. We incorporated unique facts into our exhibition posters and plan to attach the fuller pieces of research as appendices to the posters. We accumulated a wealth of original photographs, many of which were used on our posters and all of which will be archived on our website in due course. We also gained access to a variety of documents, publications and newspaper articles relating to happenings in the village during this time. Of particular use was the Herts. Advertiser online, the Conscription Appeals panel record, the National Role of the Great War [those from the village who served and those who perished], Absent Voters List, Parish Council minutes covering the years of the war, ditto the school Log Books, ledgers from a local farm and also from some of the village shops. Researchers at the University of Hertfordshire (UofH) were particularly impressed that we had discovered farm ledgers relating to Cross Farm, which, they consider, to be of national significance, as few farm books identifying details about labor and the economics of farming during the Great War still exist. In addition we also found several items of information relevant to our project in the County Archives office (HALS) and in our local library.</p>
<p>Upload memories, scanned documents and photographs onto the Wheathampstead's Heritage website and provide information for the University of Hertfordshire's 'Everyday Lives in War' website.</p>	<p>As an integral part of the project we have created 'Great War' pages in the History Society's section of the Wheathampstead Heritage website. <a href="http://wheathampsteadheritage.org.uk/history-society-gwp.asp">http://wheathampsteadheritage.org.uk/history-society-gwp.asp</a> This website is several years old now but we have had adaptations made to the pages so that they are more compliant with 'W3C accessibility standards'. We have uploaded onto these Great War project pages the pdf of the special edition of the Village Pump that we produced for the centenary commemoration of the end of the Great War. The posters developed for our public exhibition 'Wheathampstead During the Great War 1914-1918(20)' - which we staged over the armistice weekend of 10th &amp; 11th November 2018 - have also been uploaded onto our website. We plan to append to each poster additional information from the detailed research that supports the posters, plus copies of the numerous relevant photos and materials amassed in the course of this research project. The continuous loop of 'the Village Trail' of the buildings that existed during the Great War years and are still in situ today, is available to view on the website. In addition the 'Researcher Profiles' of some of the research team will be added in due course. Bulletins on our project have also been posted on the 'Everyday Lives in War' pages of the University of Hertfordshire's website</p>
<p>Publish a commemorative edition of the 'Village Pump' magazine.</p>	<p>We produced a special commemorative edition of the Village Pump magazine for the centenary of the end of the Great War. 3,500 copies were printed and a copy was distributed to every house in the Parish of Wheathampstead. This commemorative 26-page booklet was put together by our researchers. It gives a flavour of what our research project was all about and acted as a great pre-cursor to our public exhibition 'Wheathampstead During the Great War 1914-1918(20)' that we staged over the armistice weekend of 10th &amp; 11th November 2018. Further copies of this publication were made available at the exhibition for those visitors who were not residents of Wheathampstead. A hard copy was sent to our Grant's Officer at the HLF office, Cambridge and the PDF of this publication has been uploaded onto the Great War project pages on our website. In addition copies have also been lodged at HALS, and were made available both in our local library and in the Museum &amp; Gallery, St Albans. The few remaining copies were made available at our display on Village Day, in July this year.</p>

Approved purpose	Summary of achievements
Stage a public exhibition during the weekend 10/11 November 2018.	<p>We staged a public exhibition, open daily from 10am - 6pm, during the Armistice weekend of Saturday 10th and Sunday 11th November 2018. This exhibition attracted in excess of 1200 visitors over the two days, ranging from small children to very senior citizens. We even had 4 generations of one family in attendance i.e. a poster of a soldier, plus his son, one of his grandsons and some of the great grandchildren. The Mayor of St Albans, our local county councillor, the Chair of Wheathampstead Parish Council and a number of parish councillors, people from neighbouring villages &amp; towns all visited our exhibition during the course of the weekend. Visitors also came from as far away as Cambridge, Chelmsford, Cornwall, Leeds, Norwich, Oxford, Stevenage and Wales. A member of our research group created over 35 professional standard A2 sized posters, which formed the centre of the exhibition. The contents of these posters summarised some the information gathered by our team of researchers from printed materials, publications, newspaper articles, official registers and conversations with descendants of families living in the village during the years of the Great War. They gave a great insight into what life was like in the village of Wheathampstead during the years of the Great War, 1914 -1920. Alongside these posters we displayed a range of memorabilia items loaned by families &amp; friends of the community. These ranged from service medals, postcards from the front, letters, a camera and a wallet, a collection of china and a biscuit barrel made out of a shell case by a soldier serving at the 'front'. A uniform worn by a soldier during the Great War was of great interest to the young people who visited the exhibition. In addition we used a mix of ring binders, portfolio books and desktop stands to display a lot of the relevant information we had gathered. We projected a continuous loop of 'recruitment posters', 'Art works from the Great War' and 'village buildings then &amp; now' onto the large screen at one end of the Hall. The project researchers stewarded the exhibition on both days and answered a myriad of questions, plus benefited from conversations with visitors who, in some instances, were able to add valuable information to our research. We encouraged local groups to also get involved in our exhibition. A local poetry society wrote poems especially for our project, the Flower club decorated the hall with a number of floral arrangements, a local choir entertained us with well known songs from that period and the WI provided refreshments for all, with cakes based on war time recipes. We had many positive and complimentary comments written in the 'comments books' provided as part of the public exhibition.</p>
Deliver a village schools art project.	<p>We wanted to involve local schools in our project but recognised from previous experience with other projects that this is quite often difficult due mainly to the constraints of the national curriculum. We therefore decided to deliver a school art-based project, which schools could more easily engage with. We worked with volunteers from the Parochial Church Council to involve village children from our three primary schools in our Great War project. During their art classes they made approx 240 poppies and learnt about the many soldiers from the village who fought during the Great War. The names of each soldier who died were written on individual labels, and each fastened to a poppy. The poppies were then planted in the Garden of Remembrance, by the village War Memorial, in readiness for the Armistice wreath laying service on Sunday 11th November. These poppies attracted a lot of interest and were much admired. We even know of one woman – a past Wheathampstead resident, who now lives in Norfolk - who brought her grandchildren to the village to show them the poppies: one of which was dedicated to their great grandfather! The poppies have been made out of an acrylic material so that they can continue to be used for future armistice services.</p>

Approved purpose	Summary of achievements
Create information poster boards for buildings in the village and a village trail.	We produced a series of posters in the months leading up to our November 2018 Exhibition, advertising our project. We placed these on the 11 notice boards, spread throughout the village. We also produced an advertising flyer, which was placed on these boards as well as sent to organisations and prominent individuals. Copies were also placed in the shop windows along the High Street. In the lead up to armistice weekend we created and displayed a trail of laminated posters, along the street in the centre of the village. These illustrated what the current buildings looked like during the Great War years and what they were then being used for. We shared the stills of these posters during our Great War Exhibition, by projecting them in a continuous loop onto the screen in the Exhibition Hall. They were well received and proved of great interest to the many visitors at our exhibition. These stills have now been uploaded onto our Great War project pages, on the Wheathampstead Heritage website, alongside the other illustrations and posters from our Exhibition. In addition to posters and flyers we produced a number of articles publicising our project and our planned Exhibition. These articles were reproduced in the 'Herts. Advertiser' newspaper, the 'Churches Together' magazine, the local 'Mini-Magazine', and the village 'Pump' magazine.
Deliver talks to community groups.	We were asked to attend a meeting of the Community Involvement Committee of the Parish Council to outline our plans for our project. Subsequently we were then invited to attend their Annual Parish meeting - asked to display the posters used in our exhibition and give them a short summary of what we had achieved with our project. We also gave regular updates to Wheathampstead History Society's monthly meetings on the progress of our project and uploaded the posters from our exhibition onto our Heritage website within weeks of us staging it. We worked in partnership with Churches Together over the Armistice weekend to enable people, wherever they went in the village, to learn more about their predecessors during the Great War years. There was a lot of activity locally to commemorate the armistice centenary and this – plus the nature of our project – has resulted in little call for us to deliver talks to the community but has resulted in several requests to display our posters and research findings. People continue to admire and enjoy viewing the Exhibition posters and our project culminated in another showing at Village Day in July this year. The requests to talk to community groups have therefore been more in the nature of displaying our posters that formed the centre of our Exhibition. One of our researchers however has delivered talks to a variety of local history and community groups (including the Hertfordshire Agriculture Society, at their AGM on 'Farming in Hertfordshire', using the research information and farm ledgers we have been loaned).
Create displays during the project and on Village Day 2019 in the new Community Library and entrance to the Memorial Hall.	Immediately following our two-day exhibition over the armistice centenary weekend (10th & 11th November 2018) a selection of the posters from our exhibition were displayed in the village Library. We were also asked to display our posters at the annual meeting of the Parish Council (March 2019) and give them a summary of our project. The University of Hertfordshire invited us to exhibit our research findings in the main concourse at the University. For a month from mid-February to mid-March 2019 we displayed our 35 posters, along the wall of their main concourse and provided copies of our commemorative booklet. Feedback from the University was that it was very well received. We recreated our Exhibition display in the Memorial Hall for Village Day (July 2019). Again we were inundated with visitors and estimate that during the 4 hours of Village Day well in excess of 300 people visited the display. There was repeated interest and delight at what we had discovered through our research and how we had shared it with everyone.

Approved purpose	Summary of achievements
Evaluate the project and provide HLF with an end of grant report.	<p>By all accounts our project was very successful and it really became a major village event. The project developed much better than I could have ever imagined. There were a number of elements in our exhibition over Armistice weekend that were not planned at the outset but gave it 'added value':</p> <ul style="list-style-type: none"> <li>• The local choir singing songs associated with the First World War</li> <li>• Floral arrangements decorating the Hall, made by the village Flower Club</li> <li>• A local Poetry Club's poems specially written for our project</li> <li>• The loan of a World War 1 soldier's uniform</li> <li>• The promotion of Hertfordshire's "Herts at War" DVD</li> <li>• Tea and cakes, and based on World War 1 recipes and made by the village Women's Institute</li> <li>• In excess of 1200 visitors from many parts of the country (Cambridge, Chelmsford, Leeds, Norfolk, Oxford, Stevenage, Wales) as well as neighboring Hertfordshire villages &amp; towns</li> <li>• Numerous anecdotes, but one that deserves special mention, is that at one time during the two-day exhibition there were four generations of one family all in the room at the same time: the son, grandson and great grandchildren of one of the soldiers featured on a poster in our exhibition. We capitalized on photo opportunity presented to capture such a historic moment</li> <li>• The numerous complementary comments left by visitors to the exhibition</li> </ul> <p>We had two very useful support sessions with our project mentors at the University of Hertfordshire (UofH) 'Everyday Lives at War' team. The first session took place a few months into our project to look at our plans and consider how they were developing. The second session was towards the end of our project, to help us assess what we had achieved and what else we needed to do, plus evaluate our work and the process we undertook. The UofH team were most supportive throughout our project and their comments are very much appreciated: - "I really enjoyed Saturday, seeing what everybody had, and hearing the various stories. Hope it worked from your point of view and if you want something similar later in the year then do let us know." [Julie Moore, Deputy Director, Heritage Hub, UofH, following their support session at UofH 21st July 2018] "I thoroughly enjoyed Saturday, and, as usual, came away with some absolute gems of new knowledge plus a mind fizzing with ideas" [Sarah Lloyd, Professor of History &amp; Chair of the Heritage Hub &amp; Director of their 'Everyday Lives in War, First World War Engagement Centre, UofH, following their support session at UofH 9th March 2019]</p> <p>Despite a bit of inertia at the start of the project we did get partners (i.e. Churches Together, the Parish Council and the Women's Institute) onboard and they effectively contributed to what we did. We had many volunteers offering up information, photos, documents and leads for people we needed to talk to. I had thought we would have been able to recruit more volunteers than we did, to undertake the detailed research, but those who came on board did an excellent job. We started the project by recruiting 23 researchers: this became reduced with natural wastage over the course of the project. At the conclusion of the project we have a confident and successful core team of 12-15 researchers. The smaller team probably proved more successful and the majority of those who started the project finished the project and are interested in undertaking further research into the Second World War years. Recognising that each of the researchers had different levels of ability and skills/ interests to offer it became apparent therefore that they would each need a different level of support. Pairing the newer in-experienced researchers with the more experienced ones established a successful model of mentoring. Monthly meetings, with both a daytime and evening option, ensured all researchers had support and were kept involved. The areas of research were matched to individual researcher's interests and skills. Good team work developed: researchers were able to contribute at their own level of ability and interest. It was rewarding watching how animated and involved the team of researchers were with the visitors on the two days of the exhibition. It certainly boosted their confidence in their own ability to be part of a project such as this. The limited participation from schools was disappointing but in the current climate and the pressure on</p>

Approved purpose	Summary of achievements
	<p>curriculum hours it is understandable. The involvement of the school pupils in an arts project that incorporated their researching into the soldiers from the village who died during the war and making the windmill poppies in their memory ensured school pupils central involvement in the project. Whilst we recognise that the nature of the topic of our project has a sell-by date, we are still enjoying positive feedback and interest in our research. The commemorative booklet and our Exhibition posters can now be found on our Heritage website. Following the very successful exhibition we were invited to display our posters and research findings on a number of occasions: i.e. the Parish Annual meeting, in the village Library, at the University of Hertfordshire and on Village day in July this year. We received several requests to turn the information in the exhibition into a book that could be seen by those residents who could not get along to the exhibition due to mobility restrictions/infirmity and those senior citizens who don't use IT and therefore do not have access to our website. We have consequently produced several sets of laminated posters in book form, which we will offer to local groups such as the Dementia Group, residential Care Home, the village Library, HALS and St Albans Museum &amp; Gallery. Our project won the Wheathampstead and District Preservation Society (WDPS) Preservation Award for 'helping to conserve what is best about the village'. Our project was also the winner of the 'UofH Heritage Hub match funding 2018 competition' and we were awarded further funding towards the development of our project. In Summary: April 2018 – commenced our research into 'Wheathampstead During The Great War 1914-1920. September &amp; October 2018 - compiled a commemorative edition of the Village Pump publication, which was distributed to all households in the parish. October &amp; November 2018 - worked with school pupils to research the soldiers from the village who did not return from the war and supported their making of memorial poppies for the annual Armistice Service. November 2018 - established a trail along the village high street, which identified the buildings that had been there during the Great War years and their function then. We staged a two-day exhibition, open to the public, in the Memorial Hall, which was visited by over 1200 people. January 2019 - as project lead, I was interviewed by Catriona Pennell, from the University of Exeter. This was in connection with the national project 'Reflections on the First World War: Learning and Legacies for our future'. February &amp; March 2019 - we staged a month long display of our Exhibition posters &amp; booklets in the main concourse of the University of Hertfordshire. April 2019 - displayed the posters and gave a short presentation on our project at the Parish Council's Annual meeting. July 2019 - we repeated our display of posters and research findings for Village Day. Our project 'Wheathampstead During the Great War: 1914-1920' - and in particular the public Exhibition we staged - was far more successful than we ever dreamed it could be and only made possible by the generous grant from HLF.</p>

**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.**

The outcomes we identified for this project in our original application are as follows: -

1. We aimed to involve as many residents as possible by recruiting volunteer researchers from amongst them. Our project initiated a lot of interest and we recruited 23 volunteer researchers: 13 had previously been involved in our High Street project and 10 were new to this type of research. The more experienced volunteer researchers acted as mentors to the newer ones. We met monthly to plan our areas/themes of research and share with everyone what we had discovered.

2. Working with other community groups and village organisations to gather together any existing information / knowledge and then to identify any gaps which needed further research provided us with some very useful information. The school logbooks were a rich source, as were the minutes of the Parish Council covering those years. The Village library was able to help us locate a number of items of information and HALS (Hertfordshire's Archives and Library Service) provided us with access to journals and trade directories of the time. We were also able to log with them further information that we uncovered during our research, from other sources, that they did not have.

3. Seeking out any remaining physical features was a useful start to our knowledge of the village during 1914-1920. We identified those buildings in the village that existed during the years of the Great War and researched their function at that time. We then produced a series of laminated posters telling people about each building. These posters were each fastened to their respective building, forming a trail in the village that raised people's awareness of our project and what the village was like during the Great War. We also researched the larger houses on the edge of the village, came across a visitor's book which recorded the stay of Dame Nelly Melba but found that at least two of the other houses were turned into Hospitals for wounded soldiers. Whilst the now disused Railway Station was still in use during the Great War years, our research finally dispelled the village myth that the bridge had been raised to allow guns to pass underneath on their way to the anti-aircraft battery at Gustard Wood.

4. Our search for relevant information from newspapers, publications and military records threw some light onto what the village was like during this era. Accessing memorabilia and photos currently in the possession of descendants of people who lived in the village during the war years gave us a rich source of information. During the course of our research we came across many photographs and printed materials, which had not been seen before. A recurring research activity was when local people brought us photos of their relatives who served in the Great War: they often had limited or no information about where their relatives had served and or what regiments they were in. We were able to identify regiments through regimental badges and by cross-referencing with the National Roll of the Great War and the Absent Voters list. As a result of this research more than a dozen families in the village know a great deal more about their ancestor and what he did in the Great War. We have also started compiling Family Trees of families who have lived in the village for generations.

In the course of our research we came across many surprises. One of our team discovered a wallet that had belonged to her grandfather who had fought in the war in Egypt & Palestine. Inside it was a letter from one of his friend's, also serving in the war, but stationed in France. We had great fun and satisfaction in deciphering what it said. Sadly alongside this letter there was a newspaper cutting reporting on his friend's death, only a few days after he had written the letter. Another man, who had lived in the village as a boy, discovered that his elderly father (now deceased) had fought in the Great War. His father had never talked about this or that fact that he had been married before. As a result of our research he discovered he had older half-brothers & sisters currently living in the village.

5. We created a series of 35x A2 sized posters summarising some of the information gathered by our team of researchers. The contents of these posters include cameos of local personalities, family stories and reminiscences of those who were living in the village and/or played a key role in village life during the war years. The posters formed the main part of the public exhibition we staged over Armistice weekend, in November 2018. They gave a great insight into what life was like in the village of Wheathampstead during the years of the Great War.

6. Our initial research formed a series of articles that we included in a commemorative edition of the Village

Pump (Village Newsletter). This was a special publication dedicated to sharing information and stories gathered through our initial research. A hard copy of this celebratory publication was delivered to every one of the 2,500+ households in the village. It was very well received and additional copies were made available at our public exhibition, for those who came along to it but did not live in the village.

7. We brought together and shared a vast amount of our research findings with residents (past & present) at a public exhibition we staged during the armistice weekend of 10th & 11th November 2018. In excess of 1200 people attended this exhibition during the two days: they were highly engaged with it and spent several hours reading the panels, studying the memorabilia (medals, original photos, soldier's uniform, books) and watching the continuous loop presentations in the large screen in the hall. A local man even lent us a collection of ceramic tanks (probably the largest in the country), a local Poetry Society wrote a portfolio of Poems especially for our exhibition, the village Flower Club made floral decorations for the Exhibition, the WI provided refreshments which included cakes made to WW1 recipes and a local choir entertained visitors with the performance of a number of well known songs attributed to the Great War.

Visitors came from as far away as Cambridge, Chelmsford, Cornwall, Leeds, Norwich, Oxford, Stevenage, and Wales, as well as neighbouring villages and towns in Hertfordshire. They spent several hours or more reading the posters, viewing the memorabilia and information on display and talking to our team of researchers. These visitors were of mixed gender, heritage and age: ranging from pre-school children with parents, primary and secondary school aged young people, students, parents, grandparents and senior citizens. Several of the visitors had direct links to some of the village men who went to war.

We made books available, during the two days of the Exhibition, for visitors to record their comments. In every instance we received positive feedback: congratulations on such an informative exhibition, well presented, and appreciation of all our hard work in enabling them to better understand what part their ancestors had played in the Great War and what it had done for them. Through the staging of this exhibition we accessed further unknown stories and information to add to our findings.

8. Encouraging the participation of the village schools by means of an arts project (creative writing, painting, poetry) and accessing them to our November exhibition proved a challenge. We worked with Churches together to involve the pupils in an art project. They made large (windmill) poppies, one for each soldier from the village that was killed during the Great War. Each poppy carried a label of the name and brief details of the soldier & the pupil who made the poppy received a copy of the details of that soldier. The poppies were all placed around the War Memorial, in the churchyard in the village, and took centre stage at the Armistice Memorial Service.

9. We are gradually uploading our research findings onto the history pages of Wheathampstead's Heritage website

<http://wheathampsteadheritage.org.uk/history-society-gwp.asp>

The pdf of the commemorative edition of The Pump, the posters of the Village Buildings Trail and the A2 posters from the Exhibition have all been uploaded onto the website. Within days of our doing this we enjoyed three hundred or more 'hits' on our website to view the posters. In due course we plan to append further details of our research to these posters on the website, along with 'profiles' of some of the researchers involved in the project. These provide a thumbnail outline of who the researchers were and the most favourite part/discovery of their research.

During the course of this project we have amassed a large quantity of information, documents and photographs. We plan to upload all these onto our website – space and time permitting

10. There have been several opportunities to share our research findings and story through talks and presentations to other interested groups. We were invited to display the posters from our Exhibition at the Annual Parish Meeting and tell them about our project. Some of our posters were also displayed in the Village Library, in the weeks following our public exhibition. We were invited to stage the display at Village day, in July 2019 this year and again attracted a lot of interest (over 500 visitors in four hours). Our posters were also exhibited in the main concourse of the University of Hertfordshire and we are told attracted a lot of interest and positive comments from the staff and students.

## 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-17	commenced use of meeting room (at the back of the Swan Pub, Wheathampstead) for meeting with the project researchers. We met on a monthly basis, 2 sessions in the same week, from November 2017 through to August 2019: a total of 39 room hires for which we were not charged	Non-cash			780
Aug-18	typesetting and production of copy of Commemorative Pump booklet ready for printers: a number of hours over August & September equates to approx 5 days work	Non-cash			750
Sep-18	graphic design and production of 36x A2 size posters for Exhibition display in November 2018: numerous hours calculated to be equivalent of 20 days work	Non-cash			3000
Nov-18	stewarding at November Public Exhibition: 2 days, 15 stewards per day + 10 stewards at July 2019 Public Display, for half a day	Non-cash			1750
Apr-18	Volunteer researchers time spent on research, team meetings, visits, exhibitions and presentation to other groups	Unskilled	15	2159	1619250

## 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
Professional Fees	A	29/03/2019	BAOBAB IT Services	WEBSITE TECHNICIAN - modifications to website	£390	£390
Equipment And materials	B	12/08/2019	Amazon	MEMORY STICKS	£220	£220
Equipment And materials	C	30/10/2018	Amazon	COPY PAPER	£21	£21
Equipment And materials	D	09/09/2018	Amazon / Sainsburys / Tescos / Wilko	POCKET FOLDERS - assortment of cardboard, polythene & polypropylene wallets	£96	£96
Equipment And materials	E	05/06/2019	go displays	PORTABLE DISPLAY SCREEN	£465	£465
Equipment And materials	F	30/10/2018	Amazon	PERSPEX DESKTOP DISPLAY STANDS	£44	£44
Equipment And materials	G	30/10/2018	Amazon	PHOTOCOPYING - ink cartridges for	£33	£33
Equipment And materials	H	30/10/2018	Amazon	CLIPBOARDS	£10	£10
Equipment And materials	I	30/10/2018	Amazon	NAME BADGES	£17	£17
Equipment And materials	J	30/10/2018	Amazon & Tescos & Robert Dyas	sundry items to stage exhibition	£71	£71
Cost of producing learning materials	K	30/10/2018	Amazon	RING BINDERS - plus boxes for displaying & storing materials [ inserts for Ring Binders given to us therefore no need to purchase]	£166	£166
Publicity And promotion	L	21/09/2018	Parochial Church Council	ART PROJECT WITH SCHOOLS - materials for poppies	£75	£75
Publicity And promotion	M	05/10/2018	mixam (printers) & Dor-2-Dor (delivery)	COMMEMORATIVE BOOKLET - 3,500 copies printed and delivered to every household in the parish	£980	£980
Publicity And promotion	N	05/10/2018	go displays	DISPLAY PANELS purchased with underspend from Commemorative Booklets [ref. email from Karen Chancellor, dated 1st October 2018, giving me permission to use the underspend in this way]	£772	£772
Publicity And promotion	O	06/07/2018	Kall Kwik	A2 POSTERS - printing and mounting of	£325	£325
Publicity And promotion	P	24/10/2018	Wheathampstead Parish Council	A3 DISPLAY POSTERS - for displays use	£53	£53
Publicity And promotion	Q	31/05/2019	Kall Kwik	FLYERS - to advertise & promote repeat showing of project posters on Village Day	£90	£90
Publicity And promotion	R	30/10/2018	Wheathampstead Parish Council & Loxley printers	A4 LAMINATED POSTERS - for Exhibition village trail & for use by local groups	£314	£314
Publicity And promotion	S	30/10/2018	Wheathampstead Parish Council	HALL HIRE - for public Exhibition over weekend of 10th & 11th November	£764	£764
Equipment And materials	T	08/11/2018	Herts County Council	LOCKABLE DISPLAY CASE - hire of display cases for November 2018 Exhibition [ref. explanation in text box at foot of form as to why we are underspent on this item]	£20	£20
<b>Totals</b>					<b>£4,926</b>	<b>£4,926</b>

**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.**

In the course of our project we were given a variety of materials (photos/papers/booklets) to use for our research. The ring binders were not suitable for all the material and we therefore needed to purchase a number of storage boxes to keep these items safe & together. We also had to purchase - in addition to what we sourced free of charge - some sundry materials (eg blu tac, exercise books for comments, etc) to help us stage the Exhibition.

We obtained permission from HLF to use the underspend from the printing and delivery of our commemorative booklet for the purchase of additional display boards (email ref. FW-17-07527 - authorised expenditure, from our then Grant Officer, Karen Chancellor - dated 1st October 2018)

We have only spent £20 for our budgeted £531 on a lockable display case. Initially we had intended to purchase a lockable display cabinet to use to display any valuable memorabilia loaned to us for our exhibition and afterwards place the cabinet into our Heritage Centre in the village. We were lent far more items to exhibit than the one display cabinet would hold so we borrowed what we could and hired others from HALS (our county Heritage Archive & Local Studies centre). We are unable therefore to purchase the budgeted display cabinet because we are still waiting completion on the arrangements for the proposed village Heritage Centre, which we would look after. We therefore have an underspend of £511 on this item.

We had two possible suggestions to utilise the underspend on our project, which I emailed to our Grants Officer (Olivia Hewkin) on Monday 2nd September 2019. I have subsequently heard aback from her to say that " it was felt that it would be preferable for you to submit your Completion Report and return the underspend to us rather than extend the project " (email from Olivia Hewkin dated 4/9/2019)

We were paid a total of £5,500 by HLF and having spent only £4,926, understand we are therefore required to return the remaining balance of £574 and that our Grant Officer will be in touch in due course with instructions as to how we should do this.

QUERY: At the start of our project, HLF gave us a grant of £5,500. The above summary of our Project spend records a total of £4,926 which equates to an underspend of £574. However the box below suggests we would have to repay £624 to HLF - ie £50 more than we were given to spend.

**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:**

£624

**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

### Website address:

<http://wheathampsteadheritage.org.uk/history-society-gwp.asp>

### 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.**

We have acknowledged whenever we can the fact that our project was made possible with a grant from the National Heritage Lottery Fund. In any presentations and talks we have credited the project to HLF funding. We have used the HLF logo on all materials related to the project - on both printed hard copy as well as digital items. Printed booklets and posters all contain the HLF logo. In addition to posters and flyers all carrying the HLF logo, we produced a series of articles publicising our project & exhibition. These were reproduced in the 'Herts Advertiser' newspaper, the 'Churches Together' magazine, the local 'Mini-Magazine', and the village 'Pump' magazine and all accredited our project being funded by an HLF grant. Self Adhesive stickers have been placed on all materials purchased with the grant and will remain on these items whenever they are used in the future.

### 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