



End of grant report

Project details

Reference number

FW-13-04266

Project title

Holyhead during the First World War

Name of your organisation

Holyhead Maritime Museum Ltd

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:** 17/07/2014**End Date:** 30/04/2017**Submission Date:** 30/04/2017

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
Adding to the existing collection by working with local private owners of photographs, memorabilia etc.	We appealed through posters, local radio and social media for the loan or donation of local information relating to WW1. We received a number of photographs, documents, memorabilia and other items which we displayed at the museum. Items that were loaned were photographed for our archives.
New bilingual interpretation boards and education packs will be created.	Working as a small team (5) of museum volunteers we undertook research into how WW1 affected the town and especially significant events which had a personal impact on the population - such as shipping losses, local soldiers killed/wounded, involvement in battles, home front activities, hospitals etc. We transferred this research onto interpretive boards for display at the museum. Each year we prepared and displayed boards covering events that impacted on the town 100 years previously.
Collecting oral histories from local people who remember stories about WW1 in Holyhead.	Collecting oral histories proved more difficult because of the passing of the years. However, we did interview some family members of those who participated. We incorporated this information, whenever relevant, on the interpretive boards and exhibition material.
Engaging with local community groups, schools and libraries to share the project more widely.	At the close of each museum season we moved the interpretive boards to the local library where the community had free access. In addition we hosted a number of local primary school visits including a special visit by the history class of the local secondary school. We also participated in two open evening exhibitions at the secondary school for the history department. In addition we participated in the Anglesey Archives WW1 community exhibition at Holyhead Town Hall using some of the results of our research.

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
Change from 'Packs for Schools' to 'Historical Performances'.	27/11/2016	28/11/2016	Agreed extension to 30 April 2017 with no change to the budget of £500 for this item. Activity now recorded under cost heading of 'Performances'.

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

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 (£)
Apr-17	Research and design of display boards and exhibitions	Skilled	6	40	36000

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
Talking to people	183110	27/10/2014	Holyhead Sea Cadets	Hire of rooms for meetings	£55	£55
Celebrating your project's achievements	183108	27/10/2014	Holyhead Sea Cadets	Hire of Main Deck with refreshments for project launch	£253	£253
Performances	ASG2016/11	17/03/2017	Gillian Brownson	2 Performances for Primary Schools on loss of RMS Leinster	£125	£125
Performances	ASG2016/11	07/04/2017	Gillian Brownson	Preparation, performance and activity workshop for Primary Schools	£350	£350
Display boards	14052	31/08/2014	Snowdonia Design and Print	Print 14 off A1 Display Panels	£456	£456
Display boards	14547	17/03/2015	Snowdonia Design and Print	Print 10 off A1 Display Panels	£343	£343
Display boards	4071	15/04/2016	Red Rock Grafix	Print 10 off A1 Display Panels	£270	£270
Display boards	4246	14/04/2017	Red Rock Grafix	Print 17 off A1 Display Panels	£510	£510
Display boards	none	05/08/2014	Helen Thomas	Welsh Translation - 5633 words	£366	£366
Display boards	none	24/03/2015	Helen Thomas	Welsh Translation 3942 words	£256	£256
Display boards	none	12/04/2016	Helen Thomas	Welsh Translation - 3475 words	£225	£225
Display boards	none	07/03/2017	Helen Thomas	Welsh Translation - 2489 words	£162	£162
Display boards	none	10/04/2017	Helen Thomas	Welsh Translation	£40	£40
Exhibitions	175236	12/08/2014	Athena Crafts	Supply Velcro Tape	£12	£12
Exhibitions	AC002920	15/03/2017	Athena Crafts	Supply FASTNA Tape	£19	£19
Exhibitions	Shop receipt	11/09/2014	County Stationers	Mounting Board	£5	£5
Exhibitions	Shop receipt	29/08/2014	County Stationers	Mounting Board	£5	£5
Exhibitions	Shop receipt	28/08/2014	Wilkinson	Laminator, pouches, photo paper, copier paper.	£17	£17
Exhibitions	Shop receipt	11/09/2014	Tesco	Refuse sacks	£2	£2
Exhibitions	Shop receipt	11/09/2014	Stermat - Valley	Display stands	£23	£23
Exhibitions	Shop receipt	24/08/2014	Tesco	Printer ink	£46	£46
Exhibitions	HALD020400	18/03/2016	Athena Crafts	33mm Vecro hook coins	£11	£11
Performances	183203	26/04/2017	Holyhead Sea Cadets	Hire of main deck for performances	£15	£15
Talking to people	183202	26/04/2017	Holyhead Sea Cadets	Hire of room for meeting	£15	£15
Totals					£3,581	£3,581

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.

We changed our approach to how we interacted with local primary schools in the delivery of information to tell the story of the town's involvement in WW1. This was after discussion with the schools who preferred our suggestion to utilise an actor to prepare and perform short plays covering particular events. We had previously intended to provide information packs for the schools. This was discussed with the HLF and agreed by an exchange of emails on 27-28 November 2016. The cost of this part of the project remained the same. An extension of the project date to 30 April 2017 was agreed. This change is also mentioned in the 'Completion Summary' part of this report.

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:

£119

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://www.holyheadmaritimemuseum.co.uk/> AND

https://www.facebook.com/HolyheadMaritimeMuseum/?ref=tn_tnmn AND <https://twitter.com/HHMaritime>

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 included the Heritage Lottery Funded logo on all display boards (51) and exhibition cabinets. We also mentioned HLF support when promoting the project on local radio, on our website and also on a number of social media posts and contributions. In addition we have permanently displayed the HLF acknowledgement plaque and banner at the entrance to the museum.

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?

The main expected outcome was to create more awareness among the community and those visiting the area of the impact that WW1 had on the town. We believe that this was largely achieved through the detailed research and presentation of material at the museum and also when transferred elsewhere in the community. Allied to the project, but financially supported by other means, was the republication of the definitive 1920 book 'Holyhead and the Great War'. The HLF project served to promote this and many copies were sold and distributed into the homes of Holyhead and further abroad.

Publicity attached to the project and its connection to the commemoration of significant events of 100 years previously raised the profile of the museum and in particular interest among relatives and descendants of those involved or lost during the conflict. Many visited the museum to relate stories that added to the knowledge and understanding of these events.

Since commencement over 8,500 visitors to the museum have had an opportunity to view the results of the project. Many more would have viewed the display panels at the town library. This and the involvement of local schools, where almost 300 pupils have seen the performances in the 'Theatre in Education Programme', has most certainly raised awareness among the community and hopefully a better understanding of the events, tragedies and sacrifices of a century ago.

The research has left an ongoing legacy of information in the form of the interpretive boards that can be called upon in later years to continue to inform and educate both the community and visitors of the events that impacted on the town a century ago. It is intended to transfer this information into digital format for display on the museum's website and also to aid future research by others.