****

# SMALL & LARGE ARTS CULTURE AND HERITAGE PROJECT GRANTS

## Monitoring and Evaluation

Name of applicant

|  |
| --- |
|  |

Name of your project

|  |
| --- |
|  |

1. **Short description of your project (600 characters / 100 words – from original application)**

|  |  |
| --- | --- |
| What was the main form of cultural activity in your project? |  |

Start date activity

|  |
| --- |
|  |

End date activity

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Which ward(s) did your activity take place in? Mark those that apply with an x | | | | | |
|  | Baildon |  | Great Horton |  | Royds |
|  | Bingley |  | Heaton |  | Shipley |
|  | Bingley Rural |  | Idle and Thackley |  | Thornton & Allerton |
|  | Bolton and Undercliffe |  | Ilkley |  | Toller |
|  | Bowling and Barkerend |  | Keighley Central |  | Tong |
|  | Bradford Moor |  | Keighley East |  | Wharfedale |
|  | City |  | Keighley West |  | Wibsey |
|  | Clayton & Fairweather Green |  | Little Horton |  | Windhill & Wrose |
|  | Craven |  | Manningham |  | Worth Valley |
|  | Eccleshill |  | Queensbury |  | Wyke |

**2.How many people benefitted from your activity compared to the target you set in your application?**

|  |  |  |
| --- | --- | --- |
|  | Target (from original application) | Actual |
| Artists / Creatives |  |  |
| Participants |  |  |
| Live audiences |  |  |
| Broadcast or online audiences |  |  |
| Volunteers |  |  |

**3.How many of your other targets did you meet?**

|  |  |  |
| --- | --- | --- |
|  | Target number (from original application) | Actual |
| New cultural activities, products or commissions? |  |  |
| Days employment for artists and creatives? |  |  |
| Performances or exhibition days? |  |  |
| Education, training or participation sessions? |  |  |

Please answer each question. Please use up to a maximum of 500 words for each answer. If you would prefer you can answer these questions via a video or an audio recording. Any recording should run no longer than 15 minutes.

**4.Tell us about your project**

|  |
| --- |
| What happened? Did you realise your main creative idea? Did your project meet your aims? |
|  |

**5.How did your project target and benefit the people of Bradford District?**

|  |
| --- |
| Who took part?  What did they get out of the project? Do you have any evidence of this that you can share?  How you reach the people you wanted to and how did you do this?  How your project reflected the diversity of the district? |
|  |

**6.Which of the Council’s Cultural Strategy 10 Cultural Ambitions does your project represent and why?** See the Cultural Strategy for more information. [www.cultureisourplan.co.uk](http://www.cultureisourplan.co.uk)

We expect at least one but you don’t have to identify with all of them.

|  |
| --- |
|  |

**7.If your project included Heritage what was the impact?**

|  |
| --- |
|  |

**8. if your project was heritage themed, which areas of heritage did the project Focus on? (Please tick any that apply)**

|  |  |
| --- | --- |
| Buildings e.g Museums and Galleries/ Halls |  |
| Public spaces |  |
| Natural History |  |
| Community Stories |  |
| Other |  |

**9.How did the delivery of your project go?**

|  |
| --- |
| How your project run to time and to budget? If not what was different and why and how did you cope with these changes? If you were working with partners did the relationship go as you hoped? How did you encounter any issues with health and safety or safeguarding? |
|  |

**10.How was your project delivered in an environmentally friendly a way?**

|  |
| --- |
| **e.g recycled materials, upcycling, re-purposed, energy efficient materials, fuel, vehicles, modes transport.** |
|  |

**11. Please complete your budget/ you may also attach a separate budget sheet.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Budget at time of application | Actual | Variance (see note 1) |
| **Income** |  |  |  |
| CBMDC grant income |  |  |  |
| Other grant income |  |  |  |
| Earned Income |  |  |  |
| Any other cash income |  |  |  |
| In kind contributions |  |  |  |
| Total Income |  |  |  |
| **Expenditure** |  |  |  |
| Activity cost |  |  |  |
| People costs |  |  |  |
| Marketing costs |  |  |  |
| Any other costs |  |  |  |
| Total expenditure |  |  |  |
| Surplus / deficit (see note 2) |  |  |  |

**12.What did you learn from your project?**

|  |
| --- |
| Was your project a success? With benefit of experience are there things you would do differently next time? What are they and why? What will you do with the learning from the project? What are your plans for the future after this project? What is the overall legacy of the project? |
|  |

**13.Can you tell us about the communities who benefitted from your project?**

|  |
| --- |
|  |

**14.Story of Change, please answer the below question.**

|  |
| --- |
| Please tell us about the story of anyone where your activity has made a significant impact on them or difference to them. A good story of change would include: A bit of demographic background without identifying the person (unless the person wants to be named – in which case please ensure you have their permission to name them; what the person did in the project; how things were different for the person as a result (positive, negative or unexpected outcomes). If possible, add a quote from the person too. How the project stimulated them and the impact of this on themselves and their community. |
|  |

|  |  |
| --- | --- |
| I confirm the information supplied is true and correct |  |
| Signature |  |
| Name |  |
| Date |  |

**Please send your completed monitoring report to** [**Culturegrants@bradford.gov.uk**](mailto:Culturegrants@bradford.gov.uk)

# Audience Data

*Please use the below survey to capture details relating to your event.*

|  |  |
| --- | --- |
| How many people completed your survey? |  |

How did people rate their experience of your project? Please put total of responses received in relevant boxes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Very poor | Poor | Ok | Good | Very good | Don’t know / not applicable |
| Quality of the event |  |  |  |  |  |  |
| Value for money (if applicable) |  |  |  |  |  |  |
| The whole experience |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| What were peoples motivations for attending or taking part? | Motivation totals | Main Motivation totals |
| To spend time with friends/ family |  |  |
| For a special occasion |  |  |
| For peace and quiet |  |  |
| To be intellectually stimulated |  |  |
| To be entertained |  |  |
| To learn about community heritage |  |  |
| To be inspired |  |  |
| To do something new/out of the ordinary |  |  |
| To learn something |  |  |
| To enjoy the atmosphere |  |  |
| For reflection |  |  |
| To escape from everyday life |  |  |
| For academic reasons |  |  |
| For professional reasons |  |  |
| To entertain my children |  |  |
| To educate/ stimulate my children |  |  |
| Other |  |  |

|  |  |
| --- | --- |
|  | Please put average rating (total score divided by number of forms completed) below |
| On a scale of 0-10, how likely is it that your audiences or participants said that they would recommend you/ your work to their friends, family member or colleague, with 10 being extremely likely and 0 being not at all likely? |  |

|  |  |
| --- | --- |
|  | Most common method |
| How did people hear about your event? |  |

|  |  |
| --- | --- |
| **Age: how many people were aged:** | **Number** |
| 18 - 24 |  |
| 25 - 34 |  |
| 35 - 44 |  |
| 45 - 54 |  |
| 55 - 64 |  |
| 65 - 74 |  |
| 75 - 84 |  |
| 85+ |  |
| Prefer not to say |  |
| Not known |  |
|  |  |

|  |  |
| --- | --- |
| **Disability \***  How many people had health or disability issues which prevent them from doing things they want to, need to or have to? | **Number** |
| Yes, limited a lot |  |
| Yes, limited a little |  |
| No |  |
| Prefer not to say |  |
| Not known |  |

\*Disability or health issues are those which have lasted, or are expected to last, at least 12 months, and include problems relating to old age.

|  |  |
| --- | --- |
| **Gender identity. How many people were?** | **Totals** |
| Male |  |
| Female |  |
| Other |  |
| Prefer not to say |  |
| Not known |  |

|  |  |  |
| --- | --- | --- |
| **Race, ethnic or cultural origin. How many people were:** | | **Totals** |
|  | White English/Welsh/Scottish/Northern Irish/British |  |
| White Irish |  |
| White Gypsy or Irish Traveller |  |
| Other white background |  |
|  | White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed/multiple ethnic background |  |
|  | Asian/Asian British Indian |  |
| Asian/Asian British Pakistani |  |
| Asian/Asian British Bangladeshi |  |
| Asian/Asian British Chinese |  |
| Any other Asian/ Asian British background |  |
|  | Black African |  |
| Black Caribbean |  |
| Any other Black/African/Caribbean background |  |
|  | Prefer not to say |  |
| Not known |  |

|  |  |
| --- | --- |
| **Sexual orientation. How many people were:** | **Totals** |
| Bi-sexual |  |
| Gay man |  |
| Gay woman or lesbian |  |
| Heterosexual or Straight |  |
| Other |  |
| Prefer not to say |  |
| Not known |  |

Did you manage to collect the postcodes of your attenders / participants? If so please summarise them below:

|  |  |
| --- | --- |
| **Postcode of attenders / participants** | **Total** |
| **B**D1 |  |
| **B**D2 |  |
| **B**D3 |  |
| **B**D4 |  |
| **B**D5 |  |
| **B**D6 |  |
| **B**D7 |  |
| **B**D8 |  |
| **B**D9 |  |
| **B**D10 |  |
| **B**D11 |  |
| **B**D12 |  |
| **B**D13 |  |
| **B**D14 |  |
| **B**D15 |  |
| **B**D16 |  |
| **B**D17 |  |
| **B**D18 |  |
| **BD19** |  |
| **BD20** |  |
| **BD21** |  |
| **BD22** |  |
| **LS29** |  |

**DECLARATION**