



Completion Report and Final Payment Request

Project Details

Project Title The Interactive Science Salon

Project reference number OH-17-03116

Organisation Fete Day Ltd

Please read the Receiving a Grant guidance before you fill in this form.

This form is to tell us how your project met the approved purposes, and to request the final 10% of your grant. Please fill in all sections of the form.

We will not make a grant payment until we are satisfied with the information within this form and your own evaluation report which you should attach to this form.

In this form we ask you to send copies of documents. There is a facility to attach files (of up to 20MB in total) at the end of the form.

Period covered

From

30/08/2018

To

03/01/2019

Date submitted

03/01/2019

Section one: Approved purposes

Listed below are your approved purposes. Please provide a final summary of your achievements and, if applicable, set out any issues that you faced and how you responded to these.

Approved Purposes	Final summary of achievements	
High visibility acknowledgement of the Heritage Lottery Fund on site, online and in all activities. As well as using your project to acknowledge and thank National Lottery players	<p>HLF logos used on</p> <p>Event programme and all publicity</p> <p>All associated advertising through Gravity Fields Festival</p> <p>Large banner for outside Museum during Gravity Fields Festival published and printed after the grant award</p> <p>Press releases with description of support in body of press release text</p>	Edit
Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project	<p>We had around 4,500 visitors to the Interactive Science Salon ranging from young children to older members of the public. These were people of all backgrounds, ages and social groups. Some came as individuals, some as families, some as historical enthusiasts, some as experts, some as school groups. Additionally we worked with around 50 volunteers - some specially recruited by our team to work with the historical research for the globe, others recruited by Grantham Museum, the Civic Society and through a local flower arranging club, to host activities and create exhibitions alongside the professional speakers and exhibits.</p>	Edit
Create a six week exhibition at Grantham Museum (GM), in the style of a living room of the AOD era, including a centrepiece digital interactive globe telling the story of the 1768 HMS Endeavour voyage	<p>We created a digital interactive globe, working with Edinburgh-based digital company, Pufferfish Displays, which was on show for 5 very busy days at the time of the Gravity Fields Festival where approximately 4,000 of the 4,500 visitors came to see the globe and other exhibitions and displays.</p> <p>Two of the exhibitions were on for a full six weeks - the William Stukeley drawings exhibition (organised by Grantham Civic Society with Spalding Gentlemen's Society), and a display of antiquarian travel books....for the travel books display there was one version of the exhibition during the festival itself and a second for the subsequent five weeks focussed more on travel writing from TE Lawrence, another Lincolnshire travel writer - the fact the exhibition changed partially for the longer run was because the books displayed during the festival period were of very high value and their security could not be maintained during a longer period.</p> <p>Also on display during the festival was an additional exhibition - local flower arrangers had been inspired by the voyages of discovery theme and volunteered to add to the Interactive Science Salon both atmospherically and in content - by creating a wonderful display of 7 floral displays featuring the plants of the various landing stages of the HMS Endeavour voyage with Sir Joseph Banks and Captain Cook. One of the highlights of the project for the team, was realising the impact of the visual narrative of voyages of discovery featuring so clearly and interlinked between the flowers, the talks, the interactive globe through the Science Salon and the wider festival.</p>	Edit
Curate an exhibition of William Stukeley drawings, in collaboration with Grantham Civic Society (GCS) and Spalding Gentleman's Society (SGS)	<p>An exhibition was organised by project volunteers working through Grantham Civic Society and Spalding Gentlemen's Society. The Museum curatorial volunteers enabled the hanging and signage for the exhibition and the grant funded the printing of the exhibition catalogue. The drawings added a new perspective on the history of Grantham as some featured the house and garden where Stukeley had resided on St Peter's Hill in central Grantham just a couple of hundred years from the Museum. The Civic Society organised an opening for the exhibition which was attended by around 50 people with special guest, Head of Science History at University of Oxford, Professor Rob Illiffe, who unveiled the plaque as part of the exhibition opening.</p>	Edit

Approved Purposes	Final summary of achievements	
Present a display of books about alchemy and travel of the era, in collaboration with local antiquarian book specialists	Dr Anke Timmerman and Mark James are both antiquarian book experts who have worked for leading London book sellers, and Anke also has a PhD from Cambridge in alchemical writings. Both moved back from London to Grantham during the period of project planning and volunteered to host an exhibition as part of the Interactive Science Salon.. As a result of their introduction to the Museum they have taken offices at Grantham Museum for their new antiquarian book business venture during the planning period, so were very much on hand during the festival itself and during the weeks after the festival to provide the travel and alchemical books display. They also both spoke at the Science Salon talks programme. Catalogues for both elements of the display are attached. The HLF grant support helped print the catalogues and also to stage the display.	Edit
Commission a local writer to collate research relating to the exhibition	Writer Louise Page attended the whole week of the festival and hosted all the talks in the Science Salon, and hosted the globe for drop in visitors. Inspired by her research and the focus on Banks during the Science Salon festival week, Louise wrote scenes of script based on the voyage of HMS Endeavour featuring Sir Joseph Banks.	Edit
Deliver a programme of talks and discussions, and facilitate knowledge sharing opportunities for local and national experts	A programme of talks and events were held both in Grantham Musuem as part of the physical Science Salon events...see attached programme for details...and also as part of the wider Gravity Fields Festival talks were hosted which focussed on the Voyages of Discovery theme with speakers from the Natural History Museum, and various academic speakers. Most of the talks were at capacity and all were very well attended.	Edit
Train volunteers to help design the content for the interactive globe, act as museum curators and support events	Working with seven volunteers of ages ranging from 16 to 70s and with the support of professional advisors, we ran a week long workshop at end of July 2018 to research the history of Sir Joseph Banks' three voyages..and to gather images, dates and maps and to clear copyright content. The volunteers visited Spalding Gentlemen's Society, Sir Joseph Banks Society and Revesby Abbey, Banks' home, to research the topics. They were also supported to research on the internet for images and maps and provided an outline database of preferred imagery. Professional support was then needed to clear copyright and to access best available quality of images.	Edit
Produce learning hand-outs for visitors	The hand out emerged from the globe research and further work could be done on this if a future occassion arises as it is a paper based guide to the electronic images. While it was useful to have it to hand for globe visitors, it could have been better produced had time and resource allowed.	Edit
Create online content	Online content is on the Fete Day website as this is under the control of the project team https://www.feteday.co.uk/projects/interactive-science-salon/	Edit

Section two: Changes

You must have our approval before making any changes to the approved purposes. If applicable, give details of any changes you have made to the approved purposes, which have been approved by us since your last report.

Previous changes

Description of change	Date of your request to us	Date of our reply	Effect of this change on your project, its approved purposes, timetable or costs		
Contingency	29/08/2018	03/09/2018	£250 of contingency for tech support for globe	Edit	Delete

Section three: Statutory permissions

Have you received any new permissions during the period covered by this report?

No

Section four: Volunteers and non-cash contributions

Have you had volunteer involvement or secured non-cash contributions since the last report?

Yes

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

Date	Task carried out	Task category	Number of volunteers involved	Number of Days	Total value of volunteer or non-cash contribution (£)
01/09/2018	Clearing copyright on images for globe	350	1	4	1,400
01/09/2018	Preparation of all Science Salon catalogues	350	4	8	11,200
20/09/2018	Installation of exhibitions	150	8	16	19,200
23/09/2018	Preparation and installation of flower exhibition	150	8	20	24,000
26/09/2018	Stewarding and hosting exhibitions	50	30	60	90,000
25/09/2018	Hosting and planning receptions	150	3	3	1,350
26/09/2018	Participation in live science salon discussions	150	15	1	2,250
04/10/2018	Stewarding of Grantham Museum 6 week long exhibitions	50	6	5	1,500
23/09/2018	Provision of venue for exhibitions for 6 weeks				6,000

Section five: Consultants, contractors and suppliers

Have you purchased goods, works or services worth £10,000 or more in the period covered by the report?

No

Section six: Recruitment of staff

Have you recruited in the period covered by this report?

No

Section seven: Changes to agreed costs

Are there any changes to the agreed costs which have been agreed in consultation with your case officer?

Yes

Total VAT allocation
£3330

Total contingency allocation
£420

Cost Heading	Agreed Costs (£)	Revised costs (£)	Agreed VAT (£)	Revised VAT (£)	Proposed Costs (£)	Proposed use of Contingency	Reason for Change	
Professional Fees	3,500	3,293			3,293	-207	Rosemary Richards was named as the main producer but worked only 2 paid days on the project and additionally volunteered her time to supervise the project while employing other team members to fulfil some of the aspects of this role.	Edit
Digital outputs	2,100	2,100			2,100		N/A	Edit
Equipment and materials	15,525	15,525	3,105	3,105	18,630		Not applicable	Edit
Equipment and materials	1,700	1,494			1,494	-206	Set costs were slightly lower than anticipated and also totals included some VAT spend	Edit
Equipment and materials	1,500	2,239			2,239	739	Approval given to change the use of this line from support for exhibition hanging and insurance which was given by Museum and Council in kind, to the purchase of rights to use images which became necessary for the creation of the globe while working with the volunteers on the planning.	Edit
Equipment and materials	500		100		600	-600	This line contributed back into the contingency as the Museum/Council picked up the technical costs associated with a HD screen and no PA system was required	Edit
Travel for volunteers	250	382			382	132	Additional costs to support volunteer costs and travel for a technical volunteer to come from Nottingham to Grantham daily to support the technical requirements of the volunteer workshop	Edit
Expenses for volunteers	750	750			750		N/A	Edit
Cost of producing learning materials	300	100			100	-200	Some of this underspend on learning materials is because receipts for photocopying are part of staff expenses, and some because of contribution back to the costs of brochure which was over budget...but still part of explanatory materials for public	Edit
Publicity and promotion	875	823	125	25	848	-103	Slight underspend on marketing materials fed back into contingency	Edit

Cost Heading	Agreed Costs (£)	Revised costs (£)	Agreed VAT (£)	Revised VAT (£)	Proposed Costs (£)	Proposed use of Contingency	Reason for Change	
Publicity and promotion	750	1,641		183	1,824	1,099	For publicity and promotion we prioritised a really good quality programme explaining history of Sir Joseph Banks and all details of talks, exhibitions etc....and which was then distributed by volunteers through the local area as well as direct to the audience coming to the wider festival.	Edit
Contingency	420	186			186	-234	Small items chargeable to contingency see attached detailed budget and invoices	Edit

Remaining Contingency

VAT excess/Savings

£17

Reminder: you are not permitted to transfer any VAT savings into other cost headings.

Section eight: Spending on agreed costs

Our VAT status remains unchanged

Yes

Spending Summary

Using the table below, please list all of the invoices you have received during the period covered by this form. This should provide a record of the invoices that you have not already submitted with your previous "Advance payment request" form, and should account for the remainder of your total project costs.

Cost Heading	Invoice Reference	Invoice Date	Name of Supplier	Description of services/goods	Total of invoice	Value of agreed costs (if different from total) excluding VAT £	VAT for Agreed Costs £	Total cost claiming £	We are attaching proof of expenditure		
Equipment and materials	FD Pufferfish final SI 2355	04/10/2018	Pufferfish	Final payment of 3 for design and tech support for globe	3,881		776	4,657	Yes	EcDel	ite
Digital outputs	Digital scribe/host	12/12/2018	Louise Page	Research, volunteer support, digital host and scribe at Science Salon	2,100			2,100	Yes	EcDel	ite
Professional Fees	AKGF041018-0001	04/10/2018	Ashley Kirk	Rosemary Richards assistant - Exhibitions assistant and associated expenses - Ashley Kirk - to attend all days of exhibition at Interactive Science Salon during Gravity Fields Festival to support the exhibitions	576			576	No	EcDel	ite
Equipment and materials	Age Fotostock 128011	01/09/2018	Age Fotostock	Library images for use on digital globe	18			18	Yes	EcDel	ite
Equipment and materials	Alamy IY01012568	31/08/2018	Alamy	Library images for use on electronic globe as outlined on invoice	60			60	Yes	EcDel	ite
Equipment and materials	British Library 40297	31/08/2018	British Library	Library images for digital globe as detailed on invoice	238			238	Yes	EcDel	ite
Equipment and materials	National Portrait Gallery 24735	31/08/2018	National Portrait Gallery	Library Images for digital globe as detailed on invoice	105			105	Yes	EcDel	ite
Equipment and materials	Alamy IY01012505	31/08/2018	Alamy	Library images for digital globe as detailed on invoice	12			12	Yes	EcDel	ite
Equipment and materials	National Portrait Gallery 24734	31/08/2018	National Portrait Gallery	Library images for digital globe as detailed on invoice	105			105	Yes	EcDel	ite
Equipment and materials	Alamy IY0102223	31/08/2018	Alamy	Library images for digital globe - as detailed on invoice	24			24	Yes	EcDel	ite
Equipment and materials	British Library 40311	31/08/2018	British Library	Library images for use on digital globe - as detailed on invoice	238			238	Yes	EcDel	ite

Cost Heading	Invoice Reference	Invoice Date	Name of Supplier	Description of services/goods	Total of invoice	Value of agreed costs (if different from total) excluding VAT £	VAT for Agreed Costs £	Total cost claiming £	We are attaching proof of expenditure		
Equipment and materials	Royal Museums Greenwich 26452	30/08/2018	Royal Museums Greenwich	Library Images for use on digital globe - as detailed on invoice	240			240	Yes	EcDel	ite
Equipment and materials	Alamy IY01010967	31/08/2018	Alamy	Library images for digital globe - as detailed on invoice	288			288	Yes	EcDel	ite
Equipment and materials	British Library 40281	31/08/2018	British Library	Library images for digital globe - as detailed on invoice	158			158	Yes	EcDel	ite
Equipment and materials	British Library 40280	31/08/2018	British Library	Library images for use on digital globe - as detailed on invoice	317			317	Yes	EcDel	ite
Equipment and materials	Royal Society 1480	31/08/2018	Royal Society	Library images for use on digital globe - as detailed on invoice	120			120	Yes	EcDel	ite
Equipment and materials	British Library 40275	31/08/2018	British Library	Library Images for use on digital globe - as detailed on invoice	158			158	Yes	EcDel	ite
Equipment and materials	British Library 40262	31/08/2018	British Library	Library images for use on digital globe - as detailed on invoice	158			158	Yes	EcDel	ite
Equipment and materials	138643471-2018-25066	19/09/2018	Oaklands Technology Ltd	4 white chairs	100			100	Yes	EcDel	ite
Equipment and materials	138643471-2018-25063	19/09/2018	Oakland Technology Ltd	Further 4 white chairs	100			100	Yes	EcDel	ite
Equipment and materials	138643471-2018-25064	19/09/2018	Oakland Technology Ltd	Further 4 chairs (to total of 12)	100			100	Yes	EcDel	ite
Equipment and materials	0328 Imogen Wall	19/09/2018	Imogen Wall, Antiques Dealer, Vine St Grantham	An armillary sphere and mirrored table	545			545	Yes	EcDel	ite
Equipment and materials	Order 100101900	19/09/2018	Aosom	3 Science Salon speaker chairs	479			479	Yes	EcDel	ite

Cost Heading	Invoice Reference	Invoice Date	Name of Supplier	Description of services/goods	Total of invoice	Value of agreed costs (if different from total) excluding VAT £	VAT for Agreed Costs £	Total cost claiming £	We are attaching proof of expenditure		
Expenses for volunteers	Inv No 253 Type and . Forme	12/09/2018	Type and Forme	Costs for Antiquarian Books exhibition	750			750	Yes	EcDel	ite
Publicity and promotion	Welland Print 21959	03/10/2018	Welland Print (for Spalding Gentleman's Society)	Print of Stukeley exhibition brochure	750			750	Yes	EcDel	ite
Publicity and promotion	Vistaprint 9329274004	17/09/2018	Vistaprint	Printing of Science Salon banner for outside Grantham Museum	123		25	148	Yes	EcDel	ite
Contingency	Transcript S2T49999012	23/10/2018	Transcript, Dafisa Limited	Transcript of conversation with Louise Page for reference	54			54	Yes	EcDel	ite
Cost of producing learning materials	Grantham Civic Society 4-18	12/09/2018	Grantham Civic Society	Contribution to Newton publication reprint for Science Salon	100			100	Yes	EcDel	ite
Contingency	SD 200001977	01/08/2018	Science Direct, Elsevier Amsterdam	Research book purchase - of Joseph Banks northern voyage	38			38	Yes	EcDel	ite
Contingency	Grantham Civic Society	13/11/2018	Grantham Civic Society	Contribution to refreshments for exhibition opening	30			30	Yes	EcDel	ite
Publicity and promotion	13059 Visual Philosophy	26/09/2018	Visual Philosophy	Science Salon brochure design and print	1,641		208	1,849	Yes	EcDel	ite
Professional Fees	Rosemary Richards Interactive Science Salon 1	30/12/2018	Rosemary Richards	Contribution to professional paid time creating and producing and evaluating project	450			450	Yes	EcDel	ite
Contingency	Rosemary Richards Expenses Interactive Science Salon 2	30/12/2018	Rosemary Richards	Contribution to printer ink and office costs	47			47	Yes	EcDel	ite
Expenses for volunteers	Ashley Kirk	04/08/2018	Ashley Kirk	Travel and expenses Costs for tech volunteer Ashley Kirk to attend research workshop	382			382	Yes	EcDel	ite

Cost Heading	Invoice Reference	Invoice Date	Name of Supplier	Description of services/goods	Total of invoice	Value of agreed costs (if different from total) excluding VAT £	VAT for Agreed Costs £	Total cost claiming £	We are attaching proof of expenditure		
Total					14,485		1,009	15,494			

Section nine: Final Payment request

Have your bank details changed since our previous payment to you?

No

Total grant

£29,500

Grant percentage

94

Previously approved expenditure

£16,271

Expenditure covered by this request

£15,494

Amount previously received (up to 90% of the grant award)

£26,550

This payment request

£2,950

Total amount including this instalment (maximum 100% of the total grant award)

£29,500

Section ten: Income summary

Summary of total partnership funding raised

Source of funding	Amount you expected	Amount you received	Comments	
Rosa Productions	2,000	2,000		Edit

The table below is auto populated based on the information submitted in previous progress reports and the information included in section 4 of this form. You can edit this information at this point but not add extra rows.

Summary of total volunteer and non-cash contributions received

Date	Task carried out	Task category	Number of volunteers involved	Number of Days	Total value of volunteer or non-cash contribution (£)	Comments	
30/07/2018	Researching Sir Joseph Banks voyages for globes - 7 volunteers x 5 days	50	7	35	12,250		Edit
06/08/2018	Additional volunteer research - 3 volunteers at 1 day each	50	3	3	450		Edit
30/07/2018	Grantham Museum manager support with planning of workshop and project	350	1	1	350		Edit
15/07/2018	Antiquarian book experts - planning exhibition	350	2	3	2,100		Edit
01/08/2018	Grantham Civic Society and Spalding Gentlemen's society	150	3	5	2,250		Edit
01/09/2018	Clearing copyright on images for globe	350	1	4	1,400		Edit
01/09/2018	Preparation of all Science Salon catalogues	350	4	8	11,200		Edit
20/09/2018	Installation of exhibitions	150	8	16	19,200		Edit
23/09/2018	Preparation and installation of flower exhibition	150	8	20	24,000		Edit
26/09/2018	Stewarding and hosting exhibitions	50	30	60	90,000		Edit
25/09/2018	Hosting and planning receptions	150	3	3	1,350		Edit
26/09/2018	Participation in live science salon discussions	150	15	1	2,250		Edit
04/10/2018	Stewarding of Grantham Museum 6 week long exhibitions	50	6	5	1,500		Edit
23/09/2018	Provision of venue for exhibitions for 6 weeks				6,000		Edit

Section eleven: Recruitment during the project

This table is auto populated based on the information submitted in previous progress reports and section 6 of this form. You can edit this information at this point but not add extra rows.

Post	FTE	Duration	Date appointed	Will this post continue beyond the project?	

Section twelve: Project records

Photographs

Please send us photographs recording the stages and events of the delivery of your project. In attaching any files or images you are agreeing that they are free of copyright constraints.

Please tick:

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://www.feteday.co.uk/projects/interactive-science-salon/>

If there is any information you wish to share with us on the progress of your project that is not covered elsewhere in the Progress Report then please include this information below.

Please note in the report there is a section on the future uses of the globe. There is an application currently in from UCL to AHRC to incorporate the globe as part of a public display relating to community outreach for a research project relating to Sir Joseph Banks.

There is also interest from the Linnean Society and the Sir Joseph Banks Centre about future use of the globe relating to 2020 anniversary of Sir Joseph Banks and Captain Cook arriving in Australia.

We would like to speak to HLF about possible future grants to support these activities and contribution to costs of publishing a book alongside this project as we have discovered that there is no publication which pulls together the information about Sir Joseph Banks and his 3 voyages and his contributions to research on the natural world and cultures around the globe.

Funding Acknowledgement and Public Relations

Please describe how you acknowledged your HLF funding during the course of the project, including all marketing, press releases and other public relations activities. Please provide information, including the permanent location of your National Lottery/HLF branding or signage

Once the grant was awarded all publicity and press materials used the HLF branding as did signage at the Grantham Museum where the Science Salon was held.

We submitted a press release which was printed to the local media which credited HLF with the grant.

HLF were also thanked at the various opening launches of the exhibitions.

Section thirteen: Evaluation

Have you completed your evaluation report?

Yes

We will not release our final payment until we have received and reviewed your evaluation report.

Please now attach any supporting documents.

When you have completed the form click the submit button below. You can view what you have entered by clicking the draft print button.