# Communication template

Hackney Museum has created a template for collecting information about their work with communities. This not only lends itself to easily turning the information into case studies for dissemination but it is comparable information about activities collected in a uniform way. The last section serves as a reminder to reflect on practice and learning and share that more widely.

**HACKNEY MUSEUM:  PILOT TEMPLATE FOR GATHERING INFORMATION FOR CASE STUDIES**

**Hackney Heritage's Vision: That Hackney's rich heritage, culture and diversity; past and present, is open for all local people to learn about, share and celebrate.**

- Please fill in the **first and second** sections (the purple and blue sections) below **at the beginning** of each project/programme. These may need to be reviewed and updated or amended from time to time.
- You might also want to glance at the third and fourth sections (red and green) to make sure you will have the information you need to fill these in, after the project/programme is finished.
- Section four (green) needs **the input of your partners**. It can be filled in at the end of the project/programme, but you might want to send it to them and talk to them about it at the beginning, so they know what to expect.

## Section 1 Basic details (to be completed by Museum staff at the beginning of each project/programme)

**Name of project/programme**

(please give E document or similar reference explaining where more information can be found if it is needed)

**Contact Details**

    a)  **Museum staff contact details**

| Name | Job Title | Email | Tel |
|---|---|---|---|
|  |  |  |  |

    b)  **External Partner contacts and/or contacts for partners in other Council departments**

| Name | Org | Email | Tel |
|---|---|---|---|
|  |  |  |  |

**Time-scale of the project/programme** (for example, start and end dates, period expected to last)

**Budget for the project**

**Photograph and caption**

Remember to take photographs during your project or programme. Is there one which captures the link between your project and an outcome or which illustrates the project well? [Please give E document or similar reference at end of project].

## Section 2 Key priorities and themes (to be completed by Museum staff at the beginning of each project/ programme)

**Hackney Heritage's Mission Statement:** To help local people explore and share Hackney's rich and diverse histories through unique collections, engaging exhibitions and learning opportunities

Which of the three Mayor's **priorities** does this project/programme **most clearly illustrate?** (please **click** the box provided to choose **one** priority. If you want to remove a check, just click again)

| | |
|---|---|
| Making Hackney a place where everyone can succeed, through a first-class education, investment and jobs and providing support to those who need it most | ☐ |
| Making Hackney a place that everyone can enjoy, with clean, safe streets, excellent parks and public services, and a great quality of life for all who live here | ☐ |
| Making Hackney a place where everyone can contribute, through listening to residents, and involving them in the decisions we make and the things we do. | ☐ |

Which of **Hackney's Corporate Plan outcomes** does this project/programme **most clearly** illustrate? (please **click** the box provided to choose **one** priority. If you want to remove a check, just click again)

| | |
|---|---|
| **A great place to live?**  This mentions listening to residents and involving them in shaping services. It talks about promoting equality, civic pride and quality of life, as well as clean streets, high-quality built environment, places for children to play and diverse sustainable high streets | ☐ |
| **A great place to grow up?**  This mentions driving up education standards and fostering a shared set of values, mutual support and sense of place across Hackney schools. It talks about children's social care for the most vulnerable, support for families who need it and high-quality youth services. Ensuring children living in Hackney reach their full potential | ☐ |
| **A great place to succeed?**  This mentions nurturing economic growth, supporting creative businesses, promoting the visitor economy, sharing growing prosperity. It talks about Council-led jobs, apprenticeships, training and support | ☐ |
| **A great place to call home?**  This mentions affordable housing, estate regeneration, new rented and shared homes, quality of life on estates, mixed and integrated communities | ☐ |
| **A great place to enjoy?**  This mentions maintaining parks and leisure facilities, reducing crime, community safety, tackling health inequalities | ☐ |

**Paul Hamlyn Foundation 'Our Museum ': Case Studies**

Which of the 4 proposed Paul Hamlyn Foundation 'Our Museum ' case study themes[1] does this project/programme **most clearly** illustrate? (please **click** the box provided to choose **one** priority. If you want to remove a check, just click again)

| | |
|---|---|
| **Creating Space for Sharing**  Hackney Museum is a community museum which can bring together many diverse voices, geographical, ethnic, cultural etc. by providing an open and equal space through sharing e.g. in exhibitions and enabling continuing conversations to support a stronger and cohesive community. | ☐ |
| **Open Innovation**  Hackney Museum builds new and stronger relationships with organisations and individuals through targeted engagement | ☐ |
| **Community Classroom** Hackney Museum engages formal learning providers to shape programme and resources as well as providing platforms for wider reach to be relevant to changing need. | ☐ |
| **Rooted in Local Need**  Hackney Museum is flexible enough to be responsive to local need and provide a platform to amplify voices. Within the resources and capacity available, the museum supports building new relationships and risk-taking with new partners | ☐ |

What are the **aims** of this project/ programme?

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[1] This question will relate to funders' priorities, so it might for example, reflect HLF priorities, or the priorities of another Trust or Foundation

## Section 3 Project/programme Review (to be completed by Museum staff at the end of each project/programme. For longer programmes, staff may wish to select interim points as well as an end point.)

**Who took part** in the project/programme? Please give numbers and a brief description of how they took part e.g.

| | |
|---|---|
| Visitors to exhibition (self-facilitated) | |
| Visitors to exhibition (facilitated) | |
| Participants in workshops, events etc. | |
| Visits to website | |
| Participation through social media | |
| Users of resources (e.g. teachers' packs, web-based resources) | |
| Others (please describe) | |
| **TOTAL** | |

**Please give a brief outline of key partners** who collaborated with you on this project/programme. Please give a brief outline of who they were and what they did

(*Make sure the contact details of new partners who came on board during the project/programme are added to the first section of the template*)

What kinds of **methods** were used to interest or engage people in the project/programme?

What **resources**/**skills** were required to make this project/programme a success?

After reviewing the red and green sections of this document, in a sentence or two, how would you **sum up the benefits** of this project/programme?

Please describe anything **additional** which should be mentioned in the case study, or could be drawn on in writing the case study?

# Section 4 What happened because of the project/programme

## (to be completed by partners and Museum staff at the end of each project/programme)

What were the **outputs** from the project/programme - what happened during it.  (The outputs suggested below are just examples and should be changed or deleted as required)

| Output | Number |
|---|---|
| Exhibition | |
| Book/pamphlet/film created | |
| Workshops in the museum | |
| Workshops in partners' spaces/outside the museum | |
| Objects accessed for the collection | |
| Display cases developed for partners'  spaces | |
| Special webpages created | |
| Others (please describe) | |

What were the key **outcomes** of the project/programme- what's happened as a result of the project/programme?

Have there been **any unexpected outcomes**?

How have you **assessed** or **measured** these outcomes?

**Please describe the changes** have happened because of the project/programme (the impact)

**Please describe anything that you think or know will happen in the longer term** because of the project/programme (its legacy). Please add what you would like to see happen, if resources could be identified

Are there **good stories or specific examples of outcomes which** might **be included in the case study?**

**Can you quote directly** from someone who was involved in the project/programme that really helps explain what was important about it for them, for their family, for their community, or organisation? What did they say?

Please feel free to suggest **several good quotes**

**Were there important lessons from this project?** (These could be lessons that you want to share with external agencies and partners, or lessons that you want to share internally

**Lessons to share internally**

**Lessons to share externally**

**Is there an audience** who you think might be really interested in hearing about this case study (for example, a potential future partner or a funder)