



Completion Report and Final Payment Request

Project Details

Project Title	Sandwich Bay Bird Observatory Trust Restharrow Scrape development project
Project reference number	OH-18-01307
Organisation	Sandwich Bay Bird Observatory Trust

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. This form will also allow you to request the final 10% of your grant.

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

12/07/2019

To

27/04/2022

Date submitted

27/04/2022

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	
Acknowledge Heritage Lottery funding on site, online and in all activities.	<p>Press release on purchase of the land. Press coverage of holiday clubs etc.</p> <p>Large construction board at excavation site. Lottery participation acknowledged through the inclusion of the logo on all leaflets, letterheads, emails, posters etc. Logo and written acknowledgement included on permanent information boards at Scrape and at Field Centre. Perspex lottery signs attached to new hide and Field Centre.</p> <p>Throughout the project we have kept our website and social media updated with progress including pictures and acknowledged the support of the National Lottery as a matter of course. This includes personal communication and in talks members give to various community groups.</p>	Edit
Purchase the 12.5 acre wildlife site which is currently held on lease.	Purchased	Edit
Recruit an assistant warden to engage new visitors over two years.	<p>Assistant Warden selected on 21st October 2019</p> <p>Employed from 1st January 2020 to 31 December 2021</p> <p>The Trustees decided that the financial situation of SBBOT was such that they could employ another assistant warden to lead on the outreach work from January 2022 for a fixed one year term in the first instance and also employ a part-time seasonal education officer for 2022 to expand the outreach work that we can offer both on site and at school premises etc.</p>	Edit
Recruit new volunteers to manage the hide and engage visitors.	<p>This approved purpose was at a relatively early stage when the coronavirus stopped all activity. However, during the lock down we got 4 volunteers and one staff member through the DBS checks. We examined documents at a social distance once people from different households could meet outdoors.</p> <p>Unfortunately due to the uncertainty around coronavirus we have not yet been able to continue our programme of hide volunteers but we have been able to recruit a good number of volunteers to support our outreach programme.</p> <p>This area has a renewed focus for 2022 and beyond.</p>	Edit
Install a second wildlife hide and carry out repair and conservation work to the site.	<p>Remodelling of Scrape completed on 16 October 2019. One change to plans included adding shingle to part of the new island.</p> <p>As will be seen from our follow up questionnaire from Spring 2022 (see appendix VI to our evaluation report) the works have been positively received.</p> <p>Coronavirus again had a major effect but between lockdowns we managed to complete all the work scheduled plus some extra fencing work.</p> <p>The second hide was designed to be fully accessible and has been praised by two groups with accessibility issues.</p> <p>Since re-opening post Covid, the hide has been widely used and enjoyed by all ages and provides a useful learning space for our children's education sessions.</p>	Edit
Redesign procedures for monitoring, recording, and analysing wildlife. Records will be included on national databases and be readily available in-house.	<p>Our warden has redesigned some of our data entry sheets. He has produced a new protocol for recording nests on the Scrape area. He has become licenced to monitor the Barn Owl box, which has seen activity since Spring 2020.</p> <p>Our general bird data recording system has been fully overhauled and altered with advice and participation of the British Trust for Ornithology to become totally compatible with the national BirdTrack system.</p>	Edit

Approved Purposes	Final summary of achievements	
Conduct audit of staff skills and training needs, and produce a training plan.	Again due to the pandemic this area of work had to be altered and the formal plan did not happen. Informal discussions were held and in house support and training and online training was undertaken. The warden has learnt a great deal to support his line management role which has been highlighted by one of our university placement students. (see appendix XVIII to our evaluation report).	Edit
Commence outreach work with local schools, youth and other community groups.	<p>During the coronavirus crisis our Assistant Warden delivered a lot of content on social media to support our members and attract new interest. She devised educational videos on environmental topics and virtual jigsaws created from members photos of wildlife. The response as seen in "likes" was very positive. Before the lockdown our assistant warden had attended a seminar at our local secondary school and made tentative plans for their pupils to conduct some fieldwork on our reserves. This was put on hold during the coronavirus crisis. She organised a holiday club during August 2020 for vulnerable children who had been impacted particularly through being unable to attend school.</p> <p>Since then, when possible, she has led school visits and holiday clubs. (See appendix I to the evaluation report for more detail).</p> <p>Despite coronavirus a great deal of outreach work was conducted at our site and at school and other premises. Currently our new assistant warden and our university placement student are delivering a weekly after school club to 15 pupils at our local primary school. 47 applications were received for these 15 places.</p> <p>Since the removal of all regulations in relation to coronavirus we have been able to host three sessions of university students carrying out fieldwork at our site which were favourably received and are leading to further such activity.</p>	Edit
Engage with Mencap and other user groups to identify needs that can be met through the project.	<p>Meetings were held on 24th and 30th May 2019 with representatives from Mencap and Birding for All (an organisation looking to improve access for people with impaired mobility) to discuss the principles to be applied to creating a fully accessible hide.</p> <p>We now have a Trustee who acts as an inhouse adviser on accessibility and have purchased an all terrain mobility vehicle for loan to visitors.</p> <p>The Mencap groups have produced art work to decorate the hides.</p>	Edit
Install interpretation boards; audio posts, and publicise reopening of the site.	<p>The boards were installed just prior to lockdown and the audio post arrived during lockdown and arrangements were made to be able to configure it under the situation current at the time. It is now fully installed.</p> <p>The formal opening was planned and organised to take place on 2nd April 2020 but had to be cancelled due to the lockdown. Celebration of the success of the Restharrow Scrape Development Project will now be taking place as part of our 60th anniversary event at the end of August 2022 - covid dependent</p>	Edit

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

Please see our evaluation report attached for details of this. Generally, despite covid, we have managed to achieve all of our identified outcomes although not necessarily in the way originally envisaged. One area we have not fully achieved is any increase in visitors except for younger people. The first lockdown occurred just as we were about to open up and launch the publicity. Since then we have not, until very recently, felt able to open the hides or indeed our field centre to the public or even our members. This aspect of the project has been severely impacted by the pandemic. Only since late 2021 have we been able to attract any new visitors and many of our members (many elderly or vulnerable) are still not participating fully in any social or group activity.

Our volunteer recruitment activity was also badly affected by coronavirus.

The other, more successful, endeavours are fully covered in our evaluation report.

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		
Changes to agreed costs to allow for improvement to accessibility plans	07/04/2022	12/04/2022	Approved Purposes and timetable unchanged. £28,784 of underspend will be put into New Build Work, Repair and Conservation Work and Publicity and Promotion headings	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	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)		
18/06/2019	AP5 Hide development meeting	Skilled	4	0	240	Edit	Delete
19/06/2019	Evaluation meeting	Skilled	2	0	30	Edit	Delete
21/06/2019	AP5 development meeting	Skilled	7	0	315	Edit	Delete
25/06/2019	AP5 brief writing meeting	Skilled	3	0	180	Edit	Delete
25/06/2019	AP3 Assistant Warden meeting	Skilled	2	0	30	Edit	Delete
26/06/2019	Management group meeting	Skilled	5	0	225	Edit	Delete
02/07/2019	AP5 meeting	Skilled	8	0	240	Edit	Delete
09/07/2019	AP5 contractor approval meeting	Skilled	3	0	135	Edit	Delete
12/07/2019	full project meeting	Skilled	9	0	405	Edit	Delete
23/07/2019	AP5 meeting	Skilled	6	0	180	Edit	Delete
24/07/2019	Management group meeting	Skilled	4	0	120	Edit	Delete
01/08/2019	meeting re archaeology	Skilled	3	0	90	Edit	Delete
05/08/2019	AP5 meeting	Skilled	8	0	240	Edit	Delete
21/08/2019	AP7 meeting	Skilled	4	0	120	Edit	Delete
27/08/2019	AP5 meeting	Skilled	8	0	240	Edit	Delete
17/09/2019	AP5 meeting	Skilled	5	0	75	Edit	Delete
25/09/2019	AP7 meeting	Skilled	4	0	60	Edit	Delete
09/10/2019	AP5 meeting	Skilled	7	0	105	Edit	Delete
28/08/2019	Management group meeting	Skilled	6	0	180	Edit	Delete
17/09/2019	AP5 meeting	Skilled	5	0	75	Edit	Delete
24/09/2019	management meeting	Skilled	4	0	120	Edit	Delete
25/09/2019	AP7 meeting	Skilled	4	0	60	Edit	Delete
09/10/2019	AP5 meeting	Skilled	7	0	105	Edit	Delete
01/10/2019	meeting to select candidates for interview for AW post	Skilled	3	1	225	Edit	Delete
08/10/2019	meeting to prepare for AW interviews	Skilled	3	0	135	Edit	Delete
15/10/2019	Assistant Warden interviews	Skilled	2	1	300	Edit	Delete
09/10/2019	AP7 meeting	Skilled	7	0	105	Edit	Delete
18/10/2019	Volunteers evaluation meeting	Skilled	6	1	450	Edit	Delete
19/10/2019	Guided walks to the partly redeveloped scrape	Skilled	3	1	225	Edit	Delete
20/10/2019	guided walks to the partly redeveloped scrape	Skilled	3	1	225	Edit	Delete
25/10/2019	management meeting	Skilled	4	0	120	Edit	Delete
05/11/2019	AP5 meeting	Skilled	7	0	210	Edit	Delete
13/11/2019	AP7 meeting	Skilled	4	0	60	Edit	Delete
16/11/2019	AP7 meeting	Skilled	3	0	90	Edit	Delete
22/11/2019	evaluation meeting	Skilled	6	1	450	Edit	Delete
26/11/2019	AP5 meeting	Skilled	9	0	270	Edit	Delete
04/12/2019	management meeting	Skilled	6	0	180	Edit	Delete
15/01/2020	management meeting	Skilled	4	0	120	Edit	Delete
30/01/2020	AP5 meeting	Skilled	8	0	240	Edit	Delete
12/02/2020	management meeting	Skilled	5	0	150	Edit	Delete
19/02/2020	Training for volunteers	Skilled	6	1	450	Edit	Delete
13/02/2020	AP5 meeting	Skilled	7	0	210	Edit	Delete
27/02/2020	AP5 meeting	Skilled	6	0	270	Edit	Delete
04/03/2020	management meeting	Skilled	4	0	120	Edit	Delete
12/03/2020	AP5 meeting	Skilled	6	0	180	Edit	Delete
16/09/2020	management meeting	Skilled	5	0	150	Edit	Delete
23/09/2020	meeting to finalise conservation plan	Skilled	5	0	150	Edit	Delete

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)		
22/06/2021	management meeting	Skilled	5	0	150	Edit	Delete
15/11/2021	management meeting	Skilled	5	0	150	Edit	Delete
31/07/2019	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/08/2019	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/09/2019	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/10/2019	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/11/2019	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/12/2019	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/01/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
28/02/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/03/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/05/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/06/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/07/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/08/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/09/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/10/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/11/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/12/2020	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/03/2021	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/04/2021	Treasurer managing finances	Skilled	1	1	75	Edit	Delete
31/05/2021	Treasurer managing finances	Skilled	1	1	75	Edit	Delete
31/08/2021	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/09/2021	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/10/2021	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
30/11/2021	Treasurer managing finances	Skilled	1	1	75	Edit	Delete
31/12/2021	Treasurer managing finances	Skilled	1	1	150	Edit	Delete
31/01/2022	Treasurer managing finances	Skilled	1	1	75	Edit	Delete
28/02/2022	Treasurer managing finances	Skilled	1	1	75	Edit	Delete
31/03/2022	Treasurer managing finances	Skilled	1	2	300	Edit	Delete
09/11/2021	school visit	Skilled	2	2	600	Edit	Delete
25/05/2021	school visit	Skilled	2	1	150	Edit	Delete
27/05/2021	school visit	Skilled	2	1	150	Edit	Delete
16/06/2021	school visit	Skilled	2	1	150	Edit	Delete
17/06/2021	school visit	Skilled	1	1	75	Edit	Delete
30/11/2020	training teachers	Skilled	1	2	300	Edit	Delete
23/06/2021	school visit	Skilled	2	1	150	Edit	Delete
24/06/2021	school visit	Skilled	2	1	150	Edit	Delete
24/06/2021	school visit	Skilled	1	2	300	Edit	Delete
01/02/2020	visit to cubs	Skilled	1	0	45	Edit	Delete
23/06/2020	moth evening with cubs	Skilled	2	0	60	Edit	Delete
18/10/2021	cubs visit to Observatory	Skilled	2	1	300	Edit	Delete
31/08/2020	Holiday Club at Observatory	Skilled	1	6	900	Edit	Delete
04/06/2021	Holiday Club at Observatory	Skilled	2	2	600	Edit	Delete
25/08/2021	Holiday Club at Observatory	Skilled	2	6	1,800	Edit	Delete
27/08/2021	Holiday Club at Observatory	Skilled	2	2	600	Edit	Delete
27/10/2021	Holiday Club at Observatory	Skilled	4	1	300	Edit	Delete
29/10/2021	Holiday Club at Observatory	Skilled	2	1	150	Edit	Delete
30/09/2021	Work experience student	Skilled	1	2	300	Edit	Delete
28/10/2021	University work party	Skilled	1	3	450	Edit	Delete
17/04/2021	Nature treasure trail	Skilled	1	2	300	Edit	Delete
23/10/2021	Nature treasure trail	Skilled	7	1	1,050	Edit	Delete
24/10/2021	Nature treasure trail	Skilled	4	1	600	Edit	Delete
11/09/2021	Moth night at the Observatory	Skilled	2	0	60	Edit	Delete
11/09/2021	Bat walk at Observatory	Skilled	2	0	60	Edit	Delete

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)	Edit	Delete
29/08/2021	Wildlife in Close-up day at Observatory	Skilled	20	1	3,000	Edit	Delete
10/06/2019	managing conservation team	Skilled	1	0	15	Edit	Delete
04/07/2019	managing conservation team	Skilled	1	0	15	Edit	Delete
02/08/2019	managing conservation team	Skilled	1	0	15	Edit	Delete
02/09/2019	managing conservation team	Skilled	1	0	15	Edit	Delete
04/10/2019	managing conservation team	Skilled	1	0	15	Edit	Delete
20/01/2020	managing conservation team	Skilled	1	0	15	Edit	Delete
01/02/2020	managing conservation team	Skilled	1	0	15	Edit	Delete
01/03/2020	managing conservation team	Skilled	1	0	15	Edit	Delete
27/08/2020	managing conservation team	Skilled	1	0	15	Edit	Delete
21/09/2020	managing conservation team	Skilled	1	0	15	Edit	Delete
07/06/2021	managing conservation team	Skilled	1	0	15	Edit	Delete
02/09/2021	managing conservation team	Skilled	1	0	15	Edit	Delete
04/10/2021	managing conservation team	Skilled	1	0	15	Edit	Delete
10/06/2019	Preparing Scrape field for groundworks and improvements	Unskilled	2	0	20	Edit	Delete
20/06/2019	Preparing Scrape field for groundworks and improvements	Unskilled	1	0	10	Edit	Delete
27/06/2019	Preparing Scrape field for groundworks and improvements	Unskilled	2	0	20	Edit	Delete
04/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	1	0	5	Edit	Delete
08/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	3	1	150	Edit	Delete
11/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	2	1	100	Edit	Delete
15/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	2	1	50	Edit	Delete
18/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	3	1	150	Edit	Delete
22/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
25/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
29/07/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
02/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
05/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	4	1	100	Edit	Delete
08/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	3	1	150	Edit	Delete

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)		
12/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	7	1	175	Edit	Delete
13/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
15/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
19/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	2	1	100	Edit	Delete
29/08/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
02/09/2019	Preparing Scrape field for groundworks and improvements	Unskilled	7	1	175	Edit	Delete
05/09/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
09/09/2019	Preparing Scrape field for groundworks and improvements	Unskilled	5	1	175	Edit	Delete
12/09/2019	Preparing Scrape field for groundworks and improvements	Unskilled	6	1	150	Edit	Delete
24/10/2019	finishing work to resculpting and improvements	Unskilled	4	1	100	Edit	Delete
27/10/2019	finishing work to resculpting and improvements	Unskilled	8	1	200	Edit	Delete
28/10/2019	finishing work to resculpting and improvements	Unskilled	3	0	60	Edit	Delete
16/12/2019	finishing work to resculpting and improvements	Unskilled	1	1	25	Edit	Delete
19/12/2019	finishing work to resculpting and improvements	Unskilled	1	0	20	Edit	Delete
20/01/2020	preparation for fencing and path	Unskilled	12	1	300	Edit	Delete
21/01/2020	preparing for fencing and path	Unskilled	3	0	30	Edit	Delete
22/01/2019	renovating old hide	Unskilled	2	1	100	Edit	Delete
23/01/2020	renovating old hide	Unskilled	12	1	300	Edit	Delete
24/01/2020	renovating old hide	Unskilled	1	1	50	Edit	Delete
25/01/2020	renovating old hide	Unskilled	4	1	100	Edit	Delete
27/01/2020	helping with path laying	Unskilled	7	1	350	Edit	Delete
28/01/2020	helping with path laying	Unskilled	8	1	200	Edit	Delete
29/01/2020	helping with path laying	Unskilled	5	1	125	Edit	Delete
30/01/2020	renovating old hide	Unskilled	6	1	300	Edit	Delete
31/01/2020	fencing	Unskilled	3	0	60	Edit	Delete
01/02/2020	fencing	Unskilled	4	1	100	Edit	Delete
02/02/2020	fencing	Unskilled	3	0	30	Edit	Delete
03/02/2020	fencing	Unskilled	9	1	450	Edit	Delete
04/02/2020	fencing	Unskilled	4	1	100	Edit	Delete
05/02/2020	fencing	Unskilled	7	1	175	Edit	Delete
06/02/2020	fencing	Unskilled	9	1	225	Edit	Delete

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)		
07/02/2020	fencing	Unskilled	4	1	120	Edit	Delete
10/02/2020	fencing	Unskilled	7	1	350	Edit	Delete
11/02/2020	fencing	Unskilled	4	1	100	Edit	Delete
12/02/2020	fencing	Unskilled	4	1	100	Edit	Delete
13/02/2020	fencing and hide renovating	Unskilled	8	1	240	Edit	Delete
14/02/2020	fencing and hide renovating	Unskilled	5	1	125	Edit	Delete
17/02/2020	fencing and hide renovating	Unskilled	10	1	250	Edit	Delete
18/02/2020	fencing and hide renovating	Unskilled	3	0	15	Edit	Delete
19/02/2020	fencing and hide renovating	Unskilled	2	0	10	Edit	Delete
20/02/2020	fencing and hide renovating	Unskilled	9	1	225	Edit	Delete
27/02/2020	hide renovating	Unskilled	2	0	30	Edit	Delete
01/03/2020	hide renovating and fencing	Unskilled	2	1	50	Edit	Delete
02/03/2020	hide renovating and fencing	Unskilled	12	1	300	Edit	Delete
05/03/2020	hide renovating and fencing	Unskilled	11	1	275	Edit	Delete
06/03/2020	hide renovating and fencing	Unskilled	6	1	150	Edit	Delete
09/03/2020	hide renovating and fencing	Unskilled	10	1	250	Edit	Delete
12/03/2020	hide renovating and fencing	Unskilled	10	1	250	Edit	Delete
27/08/2020	clearing hide path	Unskilled	5	0	50	Edit	Delete
21/09/2021	general habitat work	Unskilled	3	1	105	Edit	Delete
28/09/2020	general habitat work	Unskilled	4	1	100	Edit	Delete
01/10/2020	general habitat work	Unskilled	4	1	100	Edit	Delete
07/06/2021	erecting benches	Unskilled	7	1	175	Edit	Delete
14/06/2021	erecting benches	Unskilled	4	1	120	Edit	Delete
02/09/2021	fencing to meadow area and gates	Unskilled	2	1	50	Edit	Delete
09/09/2021	fencing to meadow area and gates	Unskilled	8	1	200	Edit	Delete
13/09/2021	fencing to meadow area and gates	Unskilled	9	1	225	Edit	Delete
16/09/2021	fencing to meadow area and gates	Unskilled	7	1	175	Edit	Delete
20/09/2021	fencing to meadow area and gates	Unskilled	8	1	240	Edit	Delete
23/09/2021	fencing to meadow area and gates	Unskilled	5	1	125	Edit	Delete
27/09/2021	fencing to meadow area and gates	Unskilled	7	1	175	Edit	Delete
30/09/2021	fencing to meadow area and gates	Unskilled	6	1	150	Edit	Delete
04/10/2021	fencing to meadow area and gates	Unskilled	7	1	175	Edit	Delete
07/10/2021	fencing to meadow area and gates	Unskilled	6	1	150	Edit	Delete
11/10/2021	fencing to meadow area and gates	Unskilled	10	1	250	Edit	Delete
18/10/2021	fencing to meadow area and gates	Unskilled	9	1	225	Edit	Delete
21/10/2021	fencing to meadow area and gates	Unskilled	7	1	175	Edit	Delete
22/03/2022	University of Kent Applied Ecology Field Course	Skilled	4	2	1,200	Edit	Delete
23/03/2022	University of Kent Applied Ecology Field Course	Skilled	4	2	1,200	Edit	Delete
24/03/2022	University of Kent Applied Ecology Field Course	Skilled	4	2	1,200	Edit	Delete

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)		
25/03/2022	University of Kent Applied Ecology Field Course	Skilled	4	2	1,200	Edit	Delete
12/12/2020	Christmas Craft Day	Skilled	3	2	900	Edit	Delete
12/03/2022	1st Aid Training	Skilled	1	1	75	Edit	Delete

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?

Yes

Give details of any goods, work or services you have purchased so far, worth £10,000 or more in total including VAT if relevant.

Brief description of services	Value (£)	Date you awarded the contract	Name of contractor/supplier/consultant appointed	Was this the lowest tender?		
deepening, extending and varying existing Scrape	45,079	09/07/2019	Ovenden Allworks	Yes	Edit	Delete
To build and install a fully accessible hide at the Scrape site	18,940	05/08/2019	Gilleard Bros Ltd	No	Edit	Delete

If you did not award to the lowest tender please give details of why the tenderer you chose offered best value:

Name of Contractor/Supplier/consultant appointed	Number of alternative quotes/tenders considered	Reasons for why the winning supplier offered best value	
Gilleard Bros Ltd	2	This supplier's quote was the second cheapest of three received. They met our brief exactly and are the most reputable supplier in this area of expertise nationally. The supplier who provided a lower quote did not seem to have any recent experience of building bird hides and their bid did not address all the points in our brief. In addition they were proposing a bitumen roof which we did not consider acceptable on strength or environmental grounds.	Edit

Were any of the contractors, suppliers or consultants linked - i.e. close friends, relatives, ex-members of staff working at these contractors, suppliers or consultants - with any members of your organisation or is there any financial link such as ownership of these suppliers?

Yes

Did you obtain our permission first?

Yes

Date of your request to us

18/09/2019

Date of our reply

01/10/2019

Section six: Recruitment of staff**Have you recruited in the period covered by this report?**

Yes

Tell us about the recruitment of staff whose salaries are paid for by the grant and that have already been advertised. Attach copies of job descriptions, CVs and contracts of employment.

Post	Date Advertised	Date Appointed	Salary Awarded		
Assistant Warden Restharrow Scrape Project	28/06/2019	21/10/2019	16,009	Edit	Delete

Were any of the new members of staff appointed to work on this project linked with any members of staff at your organisation - i.e. any close friends, relatives, or ex-members of staff?

No

Section seven: Changes to agreed costs

Are there any changes to the agreed costs which have been agreed in consultation with your National Lottery Heritage Fund Contact?

Yes

Total VAT allocation

£16900

Total contingency allocation

£11000

Cost Heading	Agreed Costs (£)	Revised costs (£)	Agreed VAT (£)	Revised VAT (£)	Proposed Costs (£)	Proposed use of Contingency	Reason for Change	
New Staff	34,000	33,366			33,366			Edit
Professional Fees	1,800	1,092	200	156	1,248		solicitor charged less than we had budgetted for	Edit
Recruitment	500	215	100		315		lower costs than envisaged final cost should read £215	Edit
Purchase project of heritage items	185,000							Edit
Repair and conservation work	49,000	51,364	9,800	10,270	61,634		need for archaeological survey	Edit
New build work	7,500	33,472	1,500	412	33,884	11,000	hide much better design than we budgetted for	Edit
New build work	2,500	57	500		557		Sandmartin bank not installed due to lack of birds. Final costs should read £57	Edit
Equipment and materials	250	96	50	20	116			Edit
Training for staff	1,000	45		9	54			Edit
Training for volunteers	1,000	714		24	738			Edit
Travel for staff	500		100		600		paid from elsewhere so should read £0	Edit
Travel for volunteers	1,250		250		1,500		none requested so should read £0	Edit
Expenses for volunteers	250		50		300		none requested so should read £0	Edit
Cost of producing learning materials	1,000	977	200	195	1,172			Edit
Cost of producing learning materials	500	376	100	59	435			Edit
Other	1,250	624	250	125	749			Edit
Publicity and promotion	1,750	2,850	350	570	3,420			Edit
Publicity and promotion	250	76	50		126		final costs should read £76	Edit
Evaluation	6,000	2,000	1,200		3,200		final costs should read £2000	Edit
Contingency	11,000		2,200		13,200		Contingency used to fund improved design of hide	Edit
Inflation	400							Edit

Remaining Contingency**VAT excess/Savings**

£5060

Please note: VAT underspend can be transferred to other cost headings.

Section eight: How your grant has been spent**Our VAT status remains unchanged**

No

Please provide details on any changes to your VAT status

The trustees decided to register for VAT as it would be overall to the Charity's benefit. We became registered for VAT on 1 November 2020. A small amount of VAT has been claimed on the few invoices paid since November 2020 and included with VAT on this claim. However, as the project is overspent this amount of VAT will be within the overspend not claimed, so SBBOT will not benefit overall.

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 payment request form, and should account for the remainder of your total project costs.

For amounts of less than £250 you should provide a separate table of costs for each cost heading which specifies the date, amount and description of each item of expenditure. The total of your table should match the single entry you have input on your project costs table using the relevant cost heading.

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		
Repair and conservation work	286	16/10/2019	Ovendens Allworks	shingle for island	3,448		689	4,137	Yes	Ec	Delite
Repair and conservation work	287	16/10/2019	Ovendens Allworks	earthworks	37,565		7,513	45,078	Yes	Ec	Delite
Repair and conservation work	248	31/08/2019	Canterbury Archaeological Trust Ltd	Archaeological survey required by local authority prior to work starting on site	4,888		977	5,865	Yes	Ec	Delite
Repair and conservation work	269	02/10/2019	McVeigh Parker & Co Ltd	fencing and accessible kissing gate	2,007		401	2,408	Yes	Ec	Delite
Repair and conservation work	33	28/01/2020	Wingham Timber and Mouldings Ltd	fencing and materials for improvements to existing hide	708		141	849	Yes	Ec	Delite
Repair and conservation work	42	04/02/2020	McVeigh Parker & Co Ltd	stock fencing	1,034		206	1,240	Yes	Ec	Delite
Repair and conservation work	21 212	31/08/2021	McVeigh Parker & Co Ltd	Fencing	1,331		266	1,597	Yes	Ec	Delite
Repair and conservation work	53	03/02/2020	Vurley Fencing	fence strainer posts	213		42	255	Yes	Ec	Delite
New Staff	pay records	31/12/2021	Assistant Warden	pay for Assistant Warden for two years	33,366			33,366	No	Ec	Delite
New build work	Table 7 New Build SM	29/02/2020	Various	invoices less than 250 for Sand Martin Bank	57			57	Yes	Ec	Delite
New build work	346	21/11/2019	Gilleard Bros Ltd	New Hide	18,940			18,940	Yes	Ec	Delite
New build work	31	04/02/2020	A and B Groundworks	path	2,910			2,910	Yes	Ec	Delite
New build work	45	04/02/2020	A and B Groundworks	car park	3,339			3,339	Yes	Ec	Delite
New build work	83	28/02/2020	A and B Groundworks	concrete pad at entrance to new hide	2,870			2,870	Yes	Ec	Delite

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		
Cost of producing learning materials	97	04/03/2020	blackbox av	audio post	977		195	1,172	Yes	Ed	Del
Other	43	05/02/2020	ebuyer.com	laptop for assistant warden	450		90	540	Yes	Ed	Del
Publicity and promotion	63	14/11/2019	RK Graphics	two information boards	2,700		540	3,240	Yes	Ed	Del
New build work	112	05/03/2020	A and B Groundworks	paths	3,300			3,300	Yes	Ed	Del
Training for volunteers	276	18/10/2019	Sainsbury's	lunch for volunteers meeting	347			347	Yes	Ed	Del
Evaluation	284	14/10/2019	Michelle Boakes	evaluation support	1,000			1,000	Yes	Ed	Del
Evaluation	306	28/10/2019	Michelle Boakes	evaluation support	1,000			1,000	Yes	Ed	Del
New build work	84	28/02/2020	TDP Ltd	benches	1,409		282	1,691	Yes	Ed	Del
New build work	105	10/03/2020	TDP Ltd	extra bench	299		60	359	Yes	Ed	Del
Professional Fees	Table 2 Professional Fess	05/07/2019	Dover District Council	planning fee	116			116	Yes	Ed	Del
Recruitment	Table 3 Recruitment	11/11/2019	various	recruitment costs	215			215	Yes	Ed	Del
Repair and conservation work	Table 5 Repair and Conservation	10/10/2019	various	grass seed and marker paint	170		35	205	Yes	Ed	Del
New build work	Table 6 New Build hide and paths	23/06/2021	various	various finishing touches	405		70	475	Yes	Ed	Del
Equipment and materials	Table 8 Walks leaflet	09/10/2019	various	walks leaflet	96		20	116	Yes	Ed	Del
Training for staff	Table 9 staff training	31/07/2020	various	training for Assistant Warden	45		9	54	Yes	Ed	Del
Training for volunteers	Table 10 volunteers training	17/03/2022	various	training for volunteers	367		24	391	Yes	Ed	Del
Cost of producing learning materials	Table 15 learning materials	24/06/2021	various	materials for learning activities	376		59	435	Yes	Ed	Del

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		
Other	Table 16 Office and computer	11/11/2021	various	office equipment	174		35	209	Yes	Ed	Del ete
Publicity and promotion	Table 17 Publicity and promotion	17/02/2020	various	signage at the Scrape	150		30	180	Yes	Ed	Del ete
Publicity and promotion	Table 18 Leaflet	27/09/2021	various	general leaflet costs	76			76	Yes	Ed	Del ete
Total					126,348		11,684	138,032			

Section nine: Final Payment request

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

No

Total grant

£99,500

Grant percentage

31

Previously approved expenditure

£186,132

Expenditure covered by this request

£138,032

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

£89,550

This payment request

£9,950

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

£99,500

Section ten: Income summary

Summary of total partnership funding raised

Source of funding	Amount you expected	Amount you received	Comments	
Release from SBBOT reserves, including £11,579 from restricted funds	91,600			Edit
Donations from members & general public, including gift aid	56,000			Edit
Grants from trusts	36,500			Edit
Royal St George's Golf Club - Captain's Charity 2018	32,000			Edit
Net proceeds from art auction	4,000			Edit
Other fundraising activities	2,000			Edit
Proceeds from crowdfunding campaign, including gift aid	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 add comments at this point but not add extra rows.

Summary of total volunteer and non-cash contributions received

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)	Comments	
21/05/2019	Management Meeting	Skilled	13	0	585		Edit
11/06/2019	Walk leaflets designed and printed in house	Skilled	3	2	675		Edit
19/05/2019	AGM	Skilled	3	1	315		Edit
23/05/2019	Overseeing purchase of Restharrow Scrape field	Skilled	1	1	150		Edit
24/05/2019	Hide development meeting	Skilled	5	0	150		Edit
30/05/2019	Hide development meeting	Skilled	5	0	150		Edit
31/05/2019	Meeting re progress report and 2nd payment request	Skilled	2	0	90		Edit
01/06/2019	Back Wall display organisation	Skilled	1	1	150		Edit
05/06/2019	Management group meeting	Skilled	6	0	360		Edit
07/06/2019	Scrape development meeting	Skilled	8	0	240		Edit
10/06/2019	Assistant Warden group meeting	Skilled	2	0	90		Edit
28/05/2019	AP4 Meeting re volunteer recruitment	Skilled	2	2	600		Edit
13/06/2019	Meeting to discuss evaluation and submit progress report and payment request	Skilled	2	0	90		Edit
18/06/2019	AP5 Hide development meeting	Skilled	4	0	240		Edit
19/06/2019	Evaluation meeting	Skilled	2	0	30		Edit
21/06/2019	AP5 development meeting	Skilled	7	0	315		Edit
25/06/2019	AP5 brief writing meeting	Skilled	3	0	180		Edit
25/06/2019	AP3 Assistant Warden meeting	Skilled	2	0	30		Edit
26/06/2019	Management group meeting	Skilled	5	0	225		Edit
02/07/2019	AP5 meeting	Skilled	8	0	240		Edit
09/07/2019	AP5 contractor approval meeting	Skilled	3	0	135		Edit
12/07/2019	full project meeting	Skilled	9	0	405		Edit
23/07/2019	AP5 meeting	Skilled	6	0	180		Edit
24/07/2019	Management group meeting	Skilled	4	0	120		Edit
01/08/2019	meeting re archaeology	Skilled	3	0	90		Edit

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)	Comments	
05/08/2019	AP5 meeting	Skilled	8	0	240		Edit
21/08/2019	AP7 meeting	Skilled	4	0	120		Edit
27/08/2019	AP5 meeting	Skilled	8	0	240		Edit
17/09/2019	AP5 meeting	Skilled	5	0	75		Edit
25/09/2019	AP7 meeting	Skilled	4	0	60		Edit
09/10/2019	AP5 meeting	Skilled	7	0	105		Edit
28/08/2019	Management group meeting	Skilled	6	0	180		Edit
24/09/2019	management meeting	Skilled	4	0	120		Edit
01/10/2019	meeting to select candidates for interview for AW post	Skilled	3	1	225		Edit
08/10/2019	meeting to prepare for AW interviews	Skilled	3	0	135		Edit
15/10/2019	Assistant Warden interviews	Skilled	2	1	300		Edit
09/10/2019	AP7 meeting	Skilled	7	0	105		Edit
18/10/2019	Volunteers evaluation meeting	Skilled	6	1	450		Edit
19/10/2019	Guided walks to the partly redeveloped scrape	Skilled	3	1	225		Edit
20/10/2019	guided walks to the partly redeveloped scrape	Skilled	3	1	225		Edit
25/10/2019	management meeting	Skilled	4	0	120		Edit
05/11/2019	AP5 meeting	Skilled	7	0	210		Edit
13/11/2019	AP7 meeting	Skilled	4	0	60		Edit
16/11/2019	AP7 meeting	Skilled	3	0	90		Edit
22/11/2019	evaluation meeting	Skilled	6	1	450		Edit
26/11/2019	AP5 meeting	Skilled	9	0	270		Edit
04/12/2019	management meeting	Skilled	6	0	180		Edit
15/01/2020	management meeting	Skilled	4	0	120		Edit
30/01/2020	AP5 meeting	Skilled	8	0	240		Edit
12/02/2020	management meeting	Skilled	5	0	150		Edit
19/02/2020	Training for volunteers	Skilled	6	1	450		Edit
13/02/2020	AP5 meeting	Skilled	7	0	210		Edit
27/02/2020	AP5 meeting	Skilled	6	0	270		Edit
04/03/2020	management meeting	Skilled	4	0	120		Edit
12/03/2020	AP5 meeting	Skilled	6	0	180		Edit
16/09/2020	management meeting	Skilled	5	0	150		Edit
22/06/2021	management meeting	Skilled	5	0	150		Edit
15/11/2021	management meeting	Skilled	5	0	150		Edit

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)	Comments	
23/09/2020	meeting to finalise conservation plan	Skilled	5	0	150		Edit
31/07/2019	Treasurer managing finances	Skilled	1	1	150		Edit
31/08/2019	Treasurer managing finances	Skilled	1	1	150		Edit
30/09/2019	Treasurer managing finances	Skilled	1	1	150		Edit
31/10/2019	Treasurer managing finances	Skilled	1	1	150		Edit
30/11/2019	Treasurer managing finances	Skilled	1	1	150		Edit
31/12/2019	Treasurer managing finances	Skilled	1	1	150		Edit
31/01/2020	Treasurer managing finances	Skilled	1	1	150		Edit
28/02/2020	Treasurer managing finances	Skilled	1	1	150		Edit
31/03/2020	Treasurer managing finances	Skilled	1	1	150		Edit
31/05/2020	Treasurer managing finances	Skilled	1	1	150		Edit
30/06/2020	Treasurer managing finances	Skilled	1	1	150		Edit
31/07/2020	Treasurer managing finances	Skilled	1	1	150		Edit
31/08/2020	Treasurer managing finances	Skilled	1	1	150		Edit
30/09/2020	Treasurer managing finances	Skilled	1	1	150		Edit
31/10/2020	Treasurer managing finances	Skilled	1	1	150		Edit
30/11/2020	Treasurer managing finances	Skilled	1	1	150		Edit
31/12/2020	Treasurer managing finances	Skilled	1	1	150		Edit
31/03/2021	Treasurer managing finances	Skilled	1	1	150		Edit
30/04/2021	Treasurer managing finances	Skilled	1	1	75		Edit
31/05/2021	Treasurer managing finances	Skilled	1	1	75		Edit
31/08/2021	Treasurer managing finances	Skilled	1	1	150		Edit
30/09/2021	Treasurer managing finances	Skilled	1	1	150		Edit
31/10/2021	Treasurer managing finances	Skilled	1	1	150		Edit
30/11/2021	Treasurer managing finances	Skilled	1	1	75		Edit
31/12/2021	Treasurer managing finances	Skilled	1	1	150		Edit
31/01/2022	Treasurer managing finances	Skilled	1	1	75		Edit
28/02/2022	Treasurer managing finances	Skilled	1	1	75		Edit

Date	Description of task	Task category	Number of volunteers	Number of Days	Total value of contribution (£)	Comments	
31/03/2022	Treasurer managing finances	Skilled	1	2	300		Edit
09/11/2021	school visit	Skilled	2	2	600		Edit
25/05/2021	school visit	Skilled	2	1	150		Edit
27/05/2021	school visit	Skilled	2	1	150		Edit
16/06/2021	school visit	Skilled	2	1	150		Edit
17/06/2021	school visit	Skilled	1	1	75		Edit
30/11/2020	training teachers	Skilled	1	2	300		Edit
23/06/2021	school visit	Skilled	2	1	150		Edit
24/06/2021	school visit	Skilled	1	2	300		Edit
01/02/2020	visit to cubs	Skilled	1	0	45		Edit
23/06/2020	moth evening with cubs	Skilled	2	0	60		Edit
18/10/2021	cubs visit to Observatory	Skilled	2	1	300		Edit
31/08/2020	Holiday Club at Observatory	Skilled	1	6	900		Edit
04/06/2021	Holiday Club at Observatory	Skilled	2	2	600		Edit
25/08/2021	Holiday Club at Observatory	Skilled	2	6	1,800		Edit
27/08/2021	Holiday Club at Observatory	Skilled	2	2	600		Edit
27/10/2021	Holiday Club at Observatory	Skilled	4	1	300		Edit
29/10/2021	Holiday Club at Observatory	Skilled	2	1	150		Edit
30/09/2021	Work experience student	Skilled	1	17	2,550	the 17 days was an error. It has been corrected at the in kind contributions section but hasn't transferred correctly to here. Also the in kind contributions following the Wildlife in Close up day have not transferred to this section.	Edit
28/10/2021	University work party	Skilled	1	3	450		Edit
17/04/2021	Nature treasure trail	Skilled	1	2	300		Edit
23/10/2021	Nature treasure trail	Skilled	7	1	1,050		Edit
24/10/2021	Nature treasure trail	Skilled	4	1	600		Edit
11/09/2021	Moth night at the Observatory	Skilled	2	0	60		Edit
11/09/2021	Bat walk at Observatory	Skilled	2	0	60		Edit
29/08/2021	Wildlife in Close-up day at Observatory	Skilled	20	1	3,000		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?	
Assistant Warden Restharrow Scrape Project	100	2 years	21/10/2019	Yes	Edit

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

sbbot.org.uk

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.

The slight overspend has been funded from reserves.

The items after wildlife in close up day on section 4 in-kind contributions have not been carried forward to the section 9 income summary. The error was reported.

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.

National Lottery logo on all project materials. Several items in local magazines mentioning National Lottery.

Large plastic National Lottery sign erected during works at Restharrow Scrape reserve - temporary

2 x Perspex signs on Vida Madell hide and on Field Centre - permanent

2 x Information boards at field centre and at Restharrow Scrape reserve carry national lottery logo - permanent

Metal welcome board at entrance to Restharrow Scrape reserve - permanent

Regular updates on progress on our website and social media

Our Assistant Warden joined in with the #ThanksToYou to National Lottery players in November 2020

The National Lottery Heritage Fund has been mentioned at all events, on social media and generally in personal communications with visitors to the Field Centre.

There have been several displays in the entrance hall to the Field Centre during the length of the Project and all have referenced the Heritage Fund.

The newly designed sightings sheet to go in the old hide has the logo on.

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.

Attachments and submissions

Please now attach the following supporting documents (if you have not already done so).

- **Certificate of Practical Completion (mandatory for project that have undertaken capital works);**
- **Evaluation Report (mandatory);**
- **A record of activities or events that you have arranged (mandatory);**
- **Photographic record of your project (mandatory);**
- **Project invoices received during this reporting period (mandatory);**
- **Table of costs for amounts of less than £250 (mandatory if applicable);**
- **Recent bank statement or cheque or paying in slip (mandatory if your account details have changed during this reporting period);**
- **Proof of any new necessary statutory permissions or licences (mandatory if applicable);**
- **Proof of any new partnership funding (mandatory if applicable);**
- **Job descriptions (mandatory if applicable).**

Attached documents

Number	Name

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