BIG YES EMAIL – via Fluid Review

Dear [Applicant Name].

Thank you for your application to the Creative Communities Programme and congratulations on your successful proposal, which we look forward to seeing realised over the coming months.

You are part of the Hull 2017 Creative Communities Programme. Your project is to be funded by the Big Lottery and you will need to liaise directly with them about anything concerning your contract or finances.

It is important that you keep this information **confidential** for now. Details about your project will be announced at one of our launches, for Hull 2017. The first of these will be the launch of Made in Hull season on September 22.

Please **log on to apply.hull2017.co.uk [link]** to provide us with some further details on your project and then we will send you a **letter of agreement** in the post.

**The offer will be conditional on you:**

* Printing, signing and returning the Agreement and Brand Licence to Creative Communities Programme, Pacific Exchange, 40 High Street, Hull, HU1 1PS.
* Providing correct details for your project in time for relevant print and press deadlines – if the public elements of your project happen in the Made in Hull season, you will need to return your Grant Agreement and all the marketing information by [insert date]
* Completing and returning Progress Reports and Final Reports as required (templates will be provided).

If you would like to request the support of **Hull 2017 Volunteers** to help with the delivery of your project, please contact volunteers@hull2017.co.uk. The Hull 2017 volunteer programme team will discuss your request and let you know what you need to do to fulfil our volunteer management and duty of care requirements. Please contact the volunteer programme team before **24 August 2016** to start this conversation.

There will be a series of **workshops** for successful applicants. These will give you chance to meet other projects and get advice and support from various departments within the Hull 2017 team. The dates will be announced soon and you will be alerted via email.

If you have any questions, please contact us via creativecommunities@hull2017.co.uk

Once again, congratulations. We look forward to working with you on this great year.

See you soon,

**THE CREATIVE COMMUNITIES TEAM**

**Hull UK City of Culture 2017**

[hull2017.co.uk](http://www.hull2017.co.uk/)
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