[Put onto Letterhead]

[Applicant number]

Dear [Applicant Name].

Thank you for your application to the Creative Communities Programme and congratulations on your successful proposal. Please find your Grant Agreement and other key documents enclosed.

Please read all of the enclosed documents fully, check the details, sign to confirm that they are correct and return them to us.

**Grant Agreement** - Read in full, sign Schedule 1, give details and sign Schedule, return.

**Brand Licence**  - Read in full, sign and return

***Hull 2017 Marketing and PR Guidance*** - Read in full, retain for your information.

**Event information -**  Submit your event information via [insert URL] to list your project on the website

Please keep a copy for your records and return the Grant Agreement and Brand Licence to Creative Communities Programme, Hull 2017, Pacific Exchange, 40 High Street, Hull HU1 1PS.

***Dates of your diary:***

|  |  |
| --- | --- |
| Return your signed document and fill in online event form | By 26th August 2016 |
| Creative Communities Programme – Meeting for successful projects | 6pm, 8th SeptemberAlbemarle Music Centre, Ferensway, HU2 8LN |
| Hull 2017 Programme announced | Week Commencing 19th September |

If you have any questions about the Grant Agreement and other documents, please get in touch with us via creativecommunities@hull2017.co.uk

Please remember that this agreement is conditional on you keeping the information **confidential** for now as we are working towards launching the Hull 2017 programme on week commencing 19th September. Your project is part of the Hull 2017 programme and will be announced then.

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 first of these will focus on introducing everyone and providing a media briefing.

Kind regards

Creative Communities Team