[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, give details and sign Schedule 2, return.

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

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. Apologies that it has taken a while to get this to you, please return as soon as possible.

***Dates of your diary:***

|  |  |
| --- | --- |
| Return your signed document and fill in online event form | Return by Thursday 8th September |
| Creative Communities Programme – Meeting for successful projects | 6pm, 8th September  Albemarle Music Centre, Ferensway, HU2 8LN |
| Hull 2017 Programme announced | Week Commencing 19th September |
| Hull 2017 Meet The Funder Event | 1pm, 21st September  Hull History Centre, HU2 8BG |
| Hull 2017 Programme Launch | 22nd September |

If you have any questions about the Grant Agreement and other documents, please get in touch with us via [creativecommunities@hull2017.co.uk](mailto: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. However, please continue to do the necessary work to develop your project, you can confirm with partners, artists and venues that you have received funding to deliver your project.

Kind regards,

Creative Communities Team