**A) What support is available to help me get involved in 2017?**
The Creative Communities Programme allows individuals and groups to produce new work and events for 2017. We’re looking for projects which are creative at heart, transformational in effect and that celebrate arts and culture.

If you’re already planning an event and need some assistance promoting it, you may be able to include it on our listings page on our website. More information will be published about this opportunity after the summer.

**B) How can I apply? Who can I speak to about my application?**
Applications need to be made using our online application form. The submission window opens on Monday 4 April and closes on Monday 16 May 2016. During this period, applicants will have the opportunity to discuss their proposals with members of the City of Culture team before submitting their application by attending one of our community roadshows. A full list of roadshow venues, dates and times have been published [online](http://www.hull2017.co.uk/guides/community-roadshow/).

**C) When can I apply?**
Applications for the Creative Communities Programme can be made from Monday 4 April until the submission window closes on Monday 16 May 2016.

**D) How much can I apply for?**
Grants of between £300 and £10,000 can be applied for.

If a funding request exceeds the upper limit it may be considered for an exceptional award. There may be particular reasons why the project goes significantly above and beyond the essential and secondary criteria. It is likely that we will only make a very small number of these exceptional awards due to the competitive nature of the programme and the volume of interest received to-date.

**E) I’ve never filled in a grant application form before. Can someone help me?**
During the submission window which is open between Monday 4 April and Monday 16 May 2016, support will be available through our community roadshows to help you complete your application if you need assistance. A full list of roadshow venues, dates and times has been published [online](http://www.hull2017.co.uk/guides/community-roadshow/).

**F) Why is the application window so short?**
Hull 2017 is a time limited project and we want to give everyone with an idea for the Creative Communities Programme the same opportunity to apply, no matter when in 2017 their project happens. The submission window allows us to inform successful applicants in time for any projects happening in the Made in Hull season (January – March) to be announced alongside after the summer period.

We’ll also be at our roadshow during this period where residents and organisations can come and have an informal chat about an idea or proposal they have before submitting their application.

**G) Does my project or activity have to take place in Hull?**
One of our essential criteria that projects need to meet is to engage people and communities and in Hull. So whilst part, if not all of the activity needs to take place in Hull, it also allows projects to look at links outside the city too.

**H) Do you need match funding?**
No, the Creative Communities Programme can either fully or part-fund a project.

**I) Does the project have to take place in just one season?**
No, a project can take place in one season or across two or more seasons.

**J) What is the difference between the 4 essential criteria and the 3 secondary criteria?**
Projects need to meet the 4 essential criteria to be considered. Projects which meet one or all of the 3 secondary criteria will strengthen their application.

Projects seeking funding of more than £10k will need to meet all 4 essential criteria and all 3 secondary criteria.

**K) How does VAT work with grants? How should I budget for VAT?**
Projects will receive funding in the form of a grant and no VAT is payable on such funding.
Applicants are solely responsible for accounting for VAT and any other taxes in accordance with their own business or organisation status.

If an organisation is VAT registered they should budget to reflect the VAT recover they can achieve. If an organisation is not VAT registered, ie cannot reclaim any VAT, they should budget to reflect this. The rules of HMRC always apply.

**L) Do I need to be based in the UK to apply?**
Grants will be paid in GBP and the lead applicant needs to be based in the UK. However, we are keen for people to develop international relationships. If you are a non UK resident/organisation and you are preparing an application please consider ways in which you may work in partnership with a more Hull or UK based organisation. It is a requirement that part of the activity takes place in Hull and also that the project has a meaningful connection with communities in Hull, partnership working will help make this possible.

We have set up a Facebook group where you and other people applying for the Creative Communities Programme can connect. If you’re looking to make connections and find collaboration opportunities for your project, this is the place to go. You can share your requirements and look out for artists and community groups who interested in doing so. This group is not monitored or administered by the Hull 2017 team.

**M) How old do I have to be to apply?**
The applicant needs to have a UK bank account and therefore must be over 16 years of age.

**N) Who can I contact?**
Come and meet us at any of our roadshows to discuss your idea and get support from a member of the team. You can email us on creativecommunities@hull2017.co.uk with any questions you may have about completing your application form and/or applying. Please note we will not be able to provide feedback on ideas through email. A full list of roadshow venues, dates and times has been published [online](http://www.hull2017.co.uk/guides/community-roadshow/).

**O) When are the workshops happening for applicants?**
These are now the roadshows, come to a community roadshow in April or May to talk through your idea. A full list of roadshow venues, dates and times has been published [online](http://www.hull2017.co.uk/guides/community-roadshow/).

**P) If I’m successful, how much paper work will there be?**
Successful applicants will need to sign a grant agreement and send in a simple progress report and a final evaluation report to let us know how the project is going. This information will be easy to provide on a template and will be required to access the grant funding.

**Q) My project is digital and happens online, not in a geographical location, how do I meet the criteria that some of the activity must happen in Hull?**
It will depend on the project, but it will be important that any project has a meaningful connection with Hull. This should be in both the engagement and the marketing. For example, a marketing campaign in Hull would allow local people to know that your project is happening and it may be appropriate for you to work with communities in Hull in the development of your digital project.

**R) When will I know if I’ve been successful?**
The panel will meet to review all applications in June. We will communicate with all applicants by early July as to whether they have been successful or not. You will be notified via email. Please do not contact us to enquire about your application.

**S) Can you help me find a venue for my project?**
We have a database that includes a lot of the venues in the city, if you email The Team we can send you a list of potential venues and their contact details. We do not run or own venues in the city and you will need to contact them to ensure you have permission to put your project there.

**T) Can I raise funding from sponsors for a project and apply to Creative Communities Programme?**
The CCP will part fund or fully fund projects with grants between £300 and £10,000.

You don’t have to have match funding to apply.  If your project costs more than £10,000, then you should clearly identify other sources of income and support.  This could be earned income (through ticket sales) or funding from other sources (trusts, foundations, partners etc).

When securing other financial support, projects should be clear that selected CCP projects will need to carry the Hull 2017 brand and the Hull 2017 partner logos in accordance with the brand guidelines eg on project specific leaflet or poster.  Hull 2017 will work with successful projects to reflect the support of project specific partners as well as the Hull 2017 crediting. It will not be possible for all project specific partners to be included on the Hull 2017 website.

**U) Where are the project and budget templates mentioned in the guidance?**
Templates can be downloaded or in the Templates section of this site.

[Budget Template](http://apply.hull2017.co.uk/pm/resource/eyJoZnJlIjogOTA5MTk5MjksICJ2cSI6IDI2NjE4fQ/) (.docx)
[Project Timeline](http://apply.hull2017.co.uk/pm/resource/eyJoZnJlIjogOTA5MTk5MjksICJ2cSI6IDI0NjM0fQ/) (.docx)

**V) I’ve never done this before, how do I start?**
We believe that you have done this before! If you’ve organised a family birthday party, a garden party or helped arrange a friend’s wedding, then you have the skills to put on your own event.

Have a look at the guidance notes and think about what sort of event you want to see happen in 2017. If you need support with filling out a grant application for the first time then please come and meet us at the Community Roadshows. A full list of roadshow venues, dates and times has been published [online](http://www.hull2017.co.uk/guides/community-roadshow/).

**W) Is there a limit to the number of applications you will accept from one person?**
No, you are welcome to submit multiple applications. However, as the panel will not know which is your preferred project, we urge you to focus on building the best application you can for projects you are particularly passionate about delivering.

**X) Why are Rotterdam, Reykjavik, Aarhus and Freetown listed as priority cities in the partnerships section?**
Aarhus is European Capital of Culture in 2017 and the other cities have historic connections with the City of Hull. We welcome projects that have international partnerships with countries all over the world.