**Hull 2017 and Big Lottery Fund working together**

Hull 2017 has been working with the Big Lottery Fund since mid-2015 to work together to the deliver the Creative Communities Programme. Development of the programme has been driven by Hull 2017 aligned to milestones to ensure communities have the opportunity to participate in Hull’s year of culture. We have developed an application process, having discussed and shared guidance and application process at timely intervals over the last 8 months. The driving forces behind the collaboration were:-

1. To increase number of (successful) applications to Awards for All from Hull
2. To support a greater number of projects as part of Hull 2017

In order to finalise arrangement for the joint delivery of the Creative Communties Programme it is vital that we know:-

**Confirm membership of the recommendation panel by 13th May**

* It is our understanding that BLF representatives will RAG rate projects to check suitability for A4A funding. Hull 2017 members of the panel will score projects using the system outlined at the meeting. The starting point for considering projects will therefore be the applications which Hull 2017 have scored the highest.

**Agree deadlines for approving projects and issuing final grant offers by 13th May**

* At the panel recommendations will be made that projects should be funded. Prior to the panel taking place and ideally before any project appraisal taking place it is vital to know the timetables for BLF to make grant awards and issue contracts. Key milestones are:
	+ Issuing conditional offer (suggestion mid June)
	+ Issuing final offer (early July)
	+ Deadline for applicants to approve final offer *(mid July)*
* This is critical as we wish for projects in the Made in Hull season (January to March) to appear in marketing materials which will be going to print on 1st August 2016.
* We acknowledge that project applicants will need to act swiftly to fulfil obligations of conditional offer; as such if there is information that is required we could forewarn applicants to speed up the process.

**Agree systems for projects to receive joined up and clear communications by 13th May**

* After the recommendation panel projects which are suitable for funding will fall into two ‘baskets’, projects for Hull 2017 to fund directly and ones that A4A will fund.
* We acknowledge that this will create two parallel systems and communication will need to be slightly different for each this 2 groups of projects, but we want to ensure that each applicant has the same experience of participating within City of Culture. As such it is important to know where there are opportunities for joint communication and develop robust systems for ‘internal’ communications between BLF and Hull 2017.

**12 month completion rule – Clarification of flexibility by 13th May**

* A4A guidance states that projects must be complete within 12 months. Hull 2017 wishes to support projects throughout 2017 as a result of this one off round of applications. Is it possible to make offers for funding which complete in the later half of 2016.

**Support and Resources**

* Hull 2017 will support the Creative Communities projects throughout their activity, with expertise, advice, marketing, volunteers, brand to be part of the artistic programme we are curating across the year. This is hoped to help with capacity building in the city and create a positive experience for all applicants. Any projects, whoever they are funding by, will need this support. We need further resources to be able to support CCP projects which are awarded A4A grants as current in house resource can only support the number of projects we have budget to support.