

**Sample/Generic Creative Communities Grant Award Letter  
sent through the WI Arts Board's Smart Simple grants system:**

Dear *{primary contact}*,

I am pleased to inform you that the board of the Wisconsin Arts Board has approved a grant for your CCP/{LAA} application number *{FYxx-xxxx}*. Your Creative Communities Program grant award is *\${x}*.

To activate your grant award, **follow the steps outlined in the [Creative Communities Grant Recipient Toolkit](#)**.

Register to attend the **Grant Recipient Zoom Session** at *{X time on X date: (Zoom link)}*

Please note that while the grant award check will come from the Department of Tourism, these are Wisconsin Arts Board Funds and you should use the WAB/NEA credit language contained within your contract. Emails or letters acknowledging this grant should be sent to the Wisconsin Arts Board.

If you wish to view the panel's discussion of your application, you will find that recording under the [Grant Review Panel Meetings section](#) of the Arts Board's YouTube channel. Contact staff if you need assistance.

Congratulations! If you have any additional questions, please feel free to call us (608) 266-0190.

Sincerely,

George T. Tzougros  
Executive Director