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## We are moving!

16/03/2015



We are pleased to announce that the East of England team is relocating to a shiny new office from 27 March 2015!

This means we're within walking distance of Cambridge station and there is visitor parking onsite.

It will take us a little while to get things all set up but don't worry, our phone numbers, email addresses and twitter account will remain unchanged. Please bear with us as there may be a delay in us getting back to you during this busy time. We'll use <u>our Twitter account</u> for any relevant updates.

## How will this affect our project enquiry service?

We'll still be responding to project enquiries but it may take a little longer than normal. If there is going to be a delay, we'll let you know. We won't be running any office-based workshops or events until May at the earliest. Once those dates have been agreed will post them here on our website. If you are planning to make an application to us and need help, there is lots of guidance on our website – you can also give us a call.

## What about applications under assessment, will the move cause any problems?

No. Our meeting dates for decision-making meeting remain unchanged. We'll still be assessing, and deciding upon grants in line with our published requirements. If you have been successful and are delivering a grant, there should not be any impact. However, if you have any questions, please email us and we'll respond as quickly as we can.

## Visiting the office in April or May.

If you're planning to visit the office in April or May, perhaps to drop off hard-copy application material please let us know in advance. It may be that you can submit this information to us electronically.

If you have any questions about our office move, <u>please let us know</u>. Right now, we're off to do some packing!



Summer to make a welcome appearance?