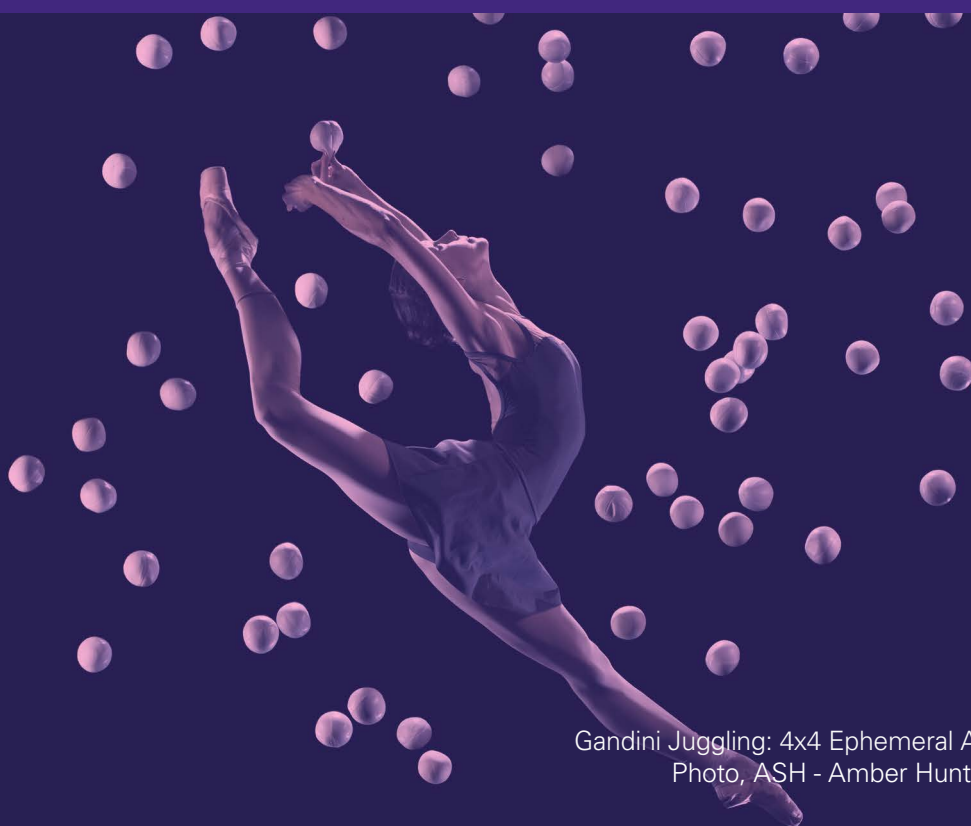


ARTS COUNCIL NATIONAL LOTTERY PROJECT GRANTS

Payment conditions

Arts Council National Lottery Project Grants is our open-access programme for arts, museums and libraries projects.

Published October 2020



Gandini Juggling: 4x4 Ephemeral Architectures, Jan 2015
Photo, ASH - Amber Hunt & Arnaud Stephenson

This information sheet relates to Arts Council National Lottery Project Grants.
See [our website](#) for more information about Project Grants.

In this sheet, we will talk about the following.

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Payment conditions and Project Grants

Project Grant payments are conditional on our receipt and approval of any additional information (or 'payment conditions') we have asked for. Payment conditions are listed in the payment schedule in your offer letter.

This document provides guidance on the most common payment conditions we apply to Project Grant payments, when and why we might add a payment condition, and what we would expect to receive from you in order to meet the condition.

Common payment conditions for Project Grants

All grants must be accepted and you will need to provide us with your bank details.

If we identify any risks in your application, we may also use payment conditions to mitigate those risks. By this, we mean that we will ask for further information to reduce any risk to delivery of your project.

We need to be satisfied with the information you have supplied in response to these conditions before we are able to release any payments.

We use a range of different payment conditions, but the most common ones are:

First payment conditions

- [Acceptance](#) (Mandatory for all grants)
- [Bank details](#) (Mandatory for all grants)

We may also ask for:

- [Confirmation of artists](#)
- [Confirmation of dates and venues for activity](#)
- [Confirmation of other funding](#)
- [Confirmation of partnerships](#)
- [Confirmation of tour schedule](#)

Interim payment conditions

- [Interim report](#) (Mandatory for all grants over £15,000 only)

Sometimes, for longer projects, we may also ask for one of the additional conditions above for your interim payments. For example, if selection of artists was part of your project, then confirming who these will be may be more suitable for your second payment than for your first.

Final payment conditions

- [Activity report form](#) - mandatory for all grants
- [Certified income and expenditure](#) - mandatory for all grants over £50,000

The following table explains what we expect to receive for each payment condition.

What we expect to receive

First payment conditions

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Bank details	Your bank account details	<ul style="list-style-type: none"> This is a mandatory first payment condition on all grants, even if we have made a grant to you in the past 	<ul style="list-style-type: none"> The bank details form will be attached to your offer of a grant. You must complete it and upload it by following the guidance given in the bank details form. 	<ul style="list-style-type: none"> N/A

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Confirmation of artists	Confirmation of the artists involved in the project	<ul style="list-style-type: none"> The proposed artists are essential to the project meeting its aims due to their quality / experience / portfolio etc. 	<ul style="list-style-type: none"> Written confirmation that the artists listed as 'expected' in your application are now confirmed, with links to online artist CVs/ websites; or Forwarded copies of letters or emails from the artists confirming their involvement 	<ul style="list-style-type: none"> If the confirmed artists are different to those proposed in the application, you can submit confirmation of the different artists' involvement with links to their online CVs, with an explanation of how these different artists will contribute to meeting the project's aims. We will consider whether we can accept this

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Confirmation of dates and venues for the project	Written evidence that the dates and venues for your project are confirmed	<ul style="list-style-type: none"> When your project is taking place in a number of locations, but is not a tour There was a risk identified about the confirmation status of venues, and we require these dates to be evidenced in writing by the venue 	<ul style="list-style-type: none"> A full programme or schedule for the project with all dates confirmed, with either: Copies of letters from venues (with logos) confirming dates Forwarded emails from funders (with logos or with email address matching venues) confirming dates 	<ul style="list-style-type: none"> If the venues and/or dates are different to those given in the original application, you should provide the evidence for the revised dates/venues and we will consider whether the project still meets the aims of the original proposal

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Confirmation of other funding	<p>Written evidence that the other funding listed as 'expected' in your application is in place (e.g. copies of offer letters from other funders)</p> <p>Please note: This condition excludes earned income (e.g. ticket sales) that will be secured during the course of an project</p>	<ul style="list-style-type: none"> • If the project could not be delivered successfully without the expected level of income in place • If our offer of support is conditional on specific other item(s) of income being confirmed (e.g. match funding from a specific other funding body) 	<ul style="list-style-type: none"> • Copies of letters from funders (with logos and contact details) • Forwarded emails from funders (with logos or with email address matching funder) • Copies of bank statement(s) showing funds in place (sensitive details can be redacted) 	<ul style="list-style-type: none"> • If the payment condition cannot be met, at our discretion we can sometimes: • consider re-phasing or re-structuring payments, adding this condition to a later payment to allow more time for other funding to be secured • consider accepting confirmation that the grantholder or one of their partners will meet any funding shortfall • consider accepting a revised budget to show that the project can still be delivered and meet its aims if there is a funding shortfall

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Confirmation of partnerships	Written evidence that the partnerships listed as 'expected' in your application are now in place	<ul style="list-style-type: none"> The partnerships listed are essential to the management and delivery of the project to the quality proposed in the application 	<ul style="list-style-type: none"> Copies of letters from partners (with logos) detailing the agreed partnership role Forwarded emails from partners (with logos or partner's email address) detailing the agreed partnership role 	<ul style="list-style-type: none"> Evidence of different partnership(s) along with an explanation of how the new partnership(s) offer the same support for delivery and management as those which were originally proposed. We will consider whether the project still meets the aims of the original proposal

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Confirmation of tour schedule	A confirmed and agreed tour schedule	<ul style="list-style-type: none"> The application contained 'pencilled', 'discussed' or 'not discussed' tour dates/ venues 	<ul style="list-style-type: none"> A full tour schedule for the project with all dates listed in the application confirmed, and: Copies of letters from venues (with logos) confirming dates, or Forwarded emails from venues (with logos or with email address matching venues) confirming dates 	<ul style="list-style-type: none"> At our discretion we can sometimes consider: A full tour schedule showing different venues and dates to those in the original application. We will consider whether the project still meets the aims of the original proposal A full tour schedule with a majority of dates and venues confirmed, and an explanation of why it has not been possible to confirm all dates at this stage

Interim payment conditions

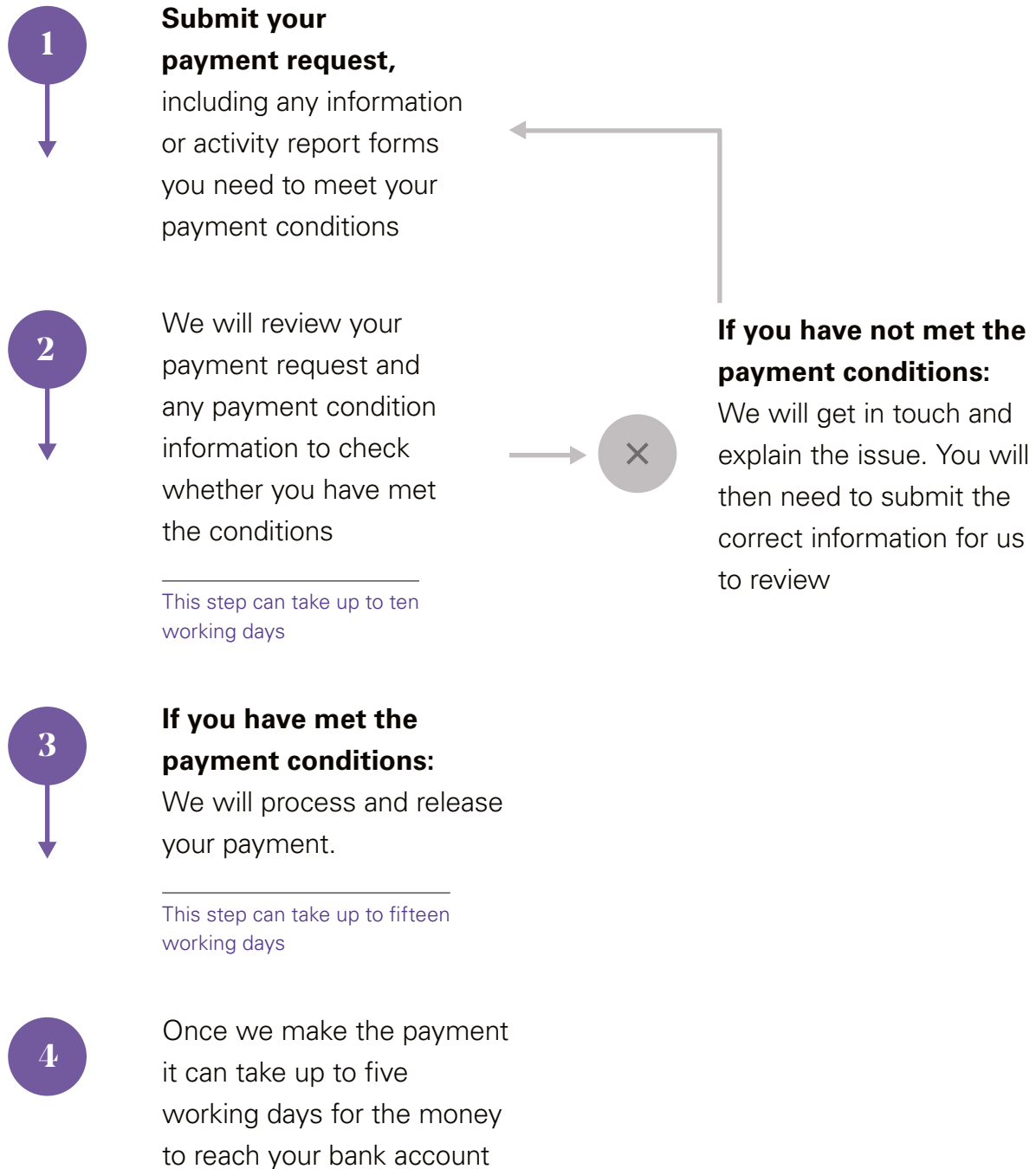
Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Interim report form	An interim activity report and income and expenditure statement to date	<ul style="list-style-type: none"> Mandatory condition on all payments other than first and final. You will need to complete your Interim report form on our online system. Mostly applies to grants of over £15,000 	<ul style="list-style-type: none"> A completed Interim report form submitted via our online system 	N/A

Final payment conditions

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Activity report form	Your completed activity report form	<ul style="list-style-type: none"> Mandatory condition on all final payments. Activity report forms are completed on our online system. 	<ul style="list-style-type: none"> A completed Activity report form submitted via our online system 	N/A

Condition	Description	When might this be added	What we expect to receive	Other possible ways to meet the condition
Certified income and expenditure	<p>A statement of income and expenditure for the project that has been certified by an independent qualified accountant,</p> <p>or,</p> <p>if your organisation is a Local Authority, University or other statutory body, a qualified accountant from your internal audit function</p>	<ul style="list-style-type: none"> • Mandatory on all Project Grant awards over £50,000 	<ul style="list-style-type: none"> • A signed and dated letter from an independent qualified accountant stating that the project-specific statement of income and expenditure in the Activity report form gives an accurate picture of the project's income and expenditure. • A copy of the Activity report form income and expenditure statement stamped and dated by an accountant (with the stamp showing full contact details for the accountant). 	<ul style="list-style-type: none"> • If your organisation is a Local Authority, University or other statutory body, the same documents from a qualified accountant from your internal audit function • We cannot accept full audited company accounts, as the certification must relate to the project-specific income and expenditure statement.

Timeline for payments



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