**Bank details: Guidance and form**

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# Introduction

This document is for applicants who are offered a grant by Arts Council England from 31st October 2023 onwards.

All funded applicants must complete the following steps:

* Input your bank details directly into the Submit Bank Details step in Grantium.
* Complete the form at the bottom of this document and upload it as part of the Submit Bank Details step.
* Provide proof of your bank details from the bank, even if you’ve received a grant from us before, and upload it as part of the Submit Bank Details step.

You will receive a notification when the step is ready for you to complete, so please do not send us your bank details until we ask you to.

**We ask you to print this form and provide a signature if you can. You can then take a photo or scan the completed form to upload to Grantium. If you do not have a printer or scanner, we will accept a typed signature and may ask for a signature later.**

### How to contact us

**Email:** enquiries@artscouncil.org.uk

**Website:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

# Bank details guidance

* If you are applying as an individual. You must provide a UK individual bank account in your legal name and the exact name you’re applying in.
* If you are an organisation, you need to have a registered office in the UK and a bank account in the UK in the name of your organisation.
* We cannot pay grants into joint accounts.
* If you applied as an organisation you cannot use a personal or individual accounts to receive grant payments.
* Your bank or building society must be regulated by The Financial Conduct Authority and listed on the Financial Services Register for us to make payments to it. A list of the banks and building societies regulated by the FCA can be found here.

### Additional information for Developing your Creative Practice (DYCP) recipients

* We cannot accept business or sole trader bank accounts for this programme. You can read more about this in our [DYCP FAQs](https://www.artscouncil.org.uk/dycp/developing-your-creative-practice-faqs).

### Additional information for National Lottery Project Grants (NLPG) recipients

* In your eligibility questionnaire you confirmed whether you’re applying to us in your capacity as an individual or as a sole trader on behalf of your business or company.
* If you confirmed you are applying to us in your capacity as an individual, you **must** provide a UK individual bank account. We cannot accept a business or sole trader bank account.

### Sole traders

If you are an individual applicant applying as a sole trader, you can provide either a business bank account or an individual bank account.

Before you upload your bank form, please check that your Applicant profile in Grantium accurately states the full name of your bank account in the 'What name is your bank account registered' field. For instance, if you use a business name instead of your own name, it should be in the format 'John Smith T/A [trading as] John Smith' or 'John Smith T/A [trading as] Arts Club'.

# What bank account details we need

Before we can make any payments, we need to authorise your bank details. You will need to input the following information into the Submit Bank Details step in Grantium:

* Bank account number
* Sort code
* You or your organisation’s name exactly as it appears with your bank
* If you use a Building Society account with a roll number, provide this.

You will also need to upload and attach proof of your bank account from your bank. We can accept any of the following as proof:

* a scan or photo of a pre-printed paying in slip for your account, or
* a scan or photo of a crossed cheque, or
* a scan, photo or screenshot of a redacted bank statement, or
* a scan, photo or screenshot of your online banking (redacted).

Proof must clearly show your applicant (legal) name, the name and/or address of the bank you hold the account with, and the sort code and bank account number for the account you are requesting that the grant be paid into.

For organisations, we also need signature/s of anyone who is registered to the account. Where possible, we ask you once you have downloaded and completed the bank details form that you print it out to sign and date. You can then either scan the signed copy or take a photo and upload this to the Submit Bank Details step on Grantium.

If you do not have a printer, we will accept a typed signature but may be in touch at a later date to request your signature.

### Providing the correct bank or building society name

Your bank or building society account must be in the name of the organisation or individual that applies for the grant. If you apply as an individual we will only make payments to your individual bank account. If you apply as an organisation we will only make payments to a bank account in the organisation’s name. For groups of individuals or groups of organisations, the individual or organisation named on the application form should take the lead on managing the grant and should therefore provide bank details.

### A bank account name that is different from your applicant name

The only circumstances where we may be able to accept a bank account name that is different to your applicant name is:

* A school requesting a grant be paid into a local authority bank account
* Individuals who applied for the grant in their maiden name (if this is their professional artist name) but their bank account is in their married name
* Sole traders - please see [Sole Trader section](#_Sole_traders) for more information.
* Individuals whose finances are handled by a third party due to the applicant’s disability – applicants will be asked to provide additional information such as a signed letter of confirmation or a certificate showing Power of Attorney.

If the name on the application is different from the name on the given bank account, you must provide copies of your legal documents to show why this is the case (for example, a copy of your marriage certificate or a covering letter from the local authority).

### Account requirements for organisations

When completing the bank details form for grants to organisations we require two signatures from people who are authorised to sign in the organisation’s name.

If you are an unincorporated group you also need to provide the name, address and signature of each group member. This is because all members of the group will be jointly and proportionately responsible for the money awarded under the grant agreement. This acts as confirmation that the members signing the grant acceptance letter and the bank details form have the authority of the group to do so.

We can only accept a single signature for an organisation when it is operated by a single individual. You would need to provide a signed letter from your bank that confirms you are the sole signatory on the account. The letter should also show your name and address, the account name, the sort code and bank account number, as well as the name and address of the bank.

# Payment method

Our standard payment method is BACS. We can only process a BACS payment into an account with a six-digit sort code and eight-digit account number. If your building society account number format is different from this then we will make a direct bank transfer. We cannot pay you by cheque.

# If you bank account details have changed

You **must** tell us as soon you make a change to your bank account details.

If your bank account details change during the delivery of your project, this will result in a delayed payment. You will need to complete a new Submit Bank Details step with the new details in Grantium and upload and attach a new bank details form and new proof from your bank for the new account.

# Common mistakes

|  |  |
| --- | --- |
| **Common mistake** | **How to avoid** |
| Supplying details of a bank account name that is different from the name you applied for funding in | Your bank or building society account must be in the name of the organisation or individual that has applied for the grant. If you applied as an individual, we will only make payments to your individual bank account. If you applied as an organisation, we will only make payments to a bank account in the organisation’s name. |
| An individual applicant not signing the bank details form | You are required to provide a signature so that your bank details can be authorised – make sure you sign the form on page 6.  |
| Applying as an organisation but only providing one signature on your bank details form | You are required to provide a second signature so that your bank details can be authorised. (If you are a sole trader or sole signatory, you must enclose a letter with the bank details form showing that you are the sole signatory on the bank account.) |
| Not filling in all the required information on your bank details form and in the Submit Bank Details step in Grantium | We need all the requested information to be able to authorise you bank details. |
| Not providing the required proof of your bank details from your bank with your bank details form for new bank details | We require this to be able to confirm your bank account and we cannot authorise your bank details without it. |

# Bank details form

**You must input your bank details directly into the Submit Bank Details step in Grantium.
You also need to fill in this form and upload it to Grantium during the Submit Bank Details step.
Do not send it to us via email or as an email attachment.**

### Section 1 – To be completed by all funded applicants

Your project number will be a combination of letters and numbers which corresponds to the fund you are applying for e.g. NLPG-00003510 (it does not beginning with “BANK-”).

|  |  |
| --- | --- |
| **Project Number***(Found on offer letter)* |  |

If the name on your bank account is different from your Applicant name, please tell us why here. You may need to supply documentation to confirm this and can contact us by email if you have any questions.

|  |
| --- |
|  |

**Section one continued – to be provided by all funded applicants**

**Authorised signature(s)**

I/We confirm that the bank details provided in Grantium are correct and agree to inform you in writing of any changes.

|  |  |
| --- | --- |
| **Name** |  |
|  |  |
| **Position** *(Organisation only)* |  |
|  |  |
| **Signature** |  |
|  |  |
| **Date** |  |
|  |  |

If you have applied as an **organisation**, you must include a second signature below:

|  |  |
| --- | --- |
| **Name** |  |
|  |  |
| **Position** *(Organisation only)* |  |
|  |  |
| **Signature** |  |
|  |  |
| **Date** |  |

### Section 2 – To be provided by all funded applicants

**Proof of bank details**

 You will need to provide authorised proof of the bank details provided in the Submit Bank Details step in Grantium, even if you have received a grant from us before.

Please provide a copy of one of the following:

* a scan or photo of a pre-printed paying in slip for your account, or
* a scan or photo of a crossed cheque, or
* a scan, photo or screenshot of a redacted bank statement, or
* a scan, photo or screenshot of your online banking (redacted)

**Only one of the above is needed.**

Proof must clearly show your applicant (legal) name, the name and/or address of the bank you hold the account with, and the sort code and bank account number for the account you are requesting that the grant be paid into.

### Section 3 – To be completed by unincorporated groups

If you applied as an unincorporated group, we require the name, address and signature of each group member. This acts as confirmation that the group members signing the bank details form have authority to do so. Each member of the group will be jointly and proportionately responsible for the money awarded under the grant agreement.

|  |
| --- |
| **Member 1** |
| **Name** |  |
| **Address** |  |
| **Signature** |  |

|  |
| --- |
| **Member 2** |
| **Name** |  |
| **Address** |  |
| **Signature** |  |

|  |
| --- |
| **Member 3** |
| **Name** |  |
| **Address** |  |
| **Signature** |  |

Please continue on a separate sheet if needed.