

Appendix 1: Schedule of payment conditions September 2023 to August 2024

Updated: 12 February 2024

Due date	Conditions
1 September 2023	<ul style="list-style-type: none"> • Completion of the 'Submit bank details' step on Grantium. • Most recent board papers or equivalent management report, including management accounts (using the 2022-23 mandatory template), that meet the requirements as set out in the Additional Conditions and are no older than three months. • Detailed budget for the period 1 September 2023 to 31 August 2024 using the mandatory 2023-24 financial reporting template. • Your LPME for the period 1 September 2023 to 31 August 2024 that meets the requirements and includes the associated plans and policies as set out in the Additional Conditions, including SMART objectives and performance ratings using the 2023-24 mandatory template. • Signed partnership agreement(s) for the period 1 September 2023 to 31 August 2024, as set out in the Additional Conditions. • You must have logged on and started the 2022-23 annual survey with a view to completing the survey by the published deadline.

Due date	Conditions
1 December 2023	<ul style="list-style-type: none"> • Most recent board papers or equivalent management report, including updated 2023-24 SMART objectives template, that meet the requirements as set out in the Additional Conditions and are no older than three months. • Management accounts using the mandatory 2023-24 financial reporting template as set out in the Additional Conditions and updated within the last three months. • All non-local authority-based HLOs must provide financial statements for the previous financial year prepared to the appropriate standards for your organisation. These must be provided within 10 months of the end of your organisation's previous financial year. • Evidence of publishing the whole, or a summary, of the Hub's inclusion strategy and charging and remissions policy. • Outline progression strategy as set out in the Additional Conditions.
1 March 2024	<ul style="list-style-type: none"> • Most recent board papers or equivalent management report, including updated 2023-24 SMART objectives template, that meet the requirements as set out in the Additional Conditions and are no older than three months. • Management accounts using the 2023-24 mandatory financial reporting template as set out in the Additional Conditions and updated within the last three months.
1 April 2024	<ul style="list-style-type: none"> • There are no additional conditions for this payment. The payment will be released if you have satisfactorily met all the March 2024 payment conditions. You will need to request the April 2024 payment via Grantium.

Due date	Conditions
1 June 2024	<ul style="list-style-type: none"> • Most recent board papers or equivalent management report, including updated 2023-24 SMART objectives template, that meet the requirements as set out in the Additional Conditions and are no older than three months. • Additional update to your SMART objectives template to address all practical considerations associated with the transition to the 2024-2025 Music Hub investment period, as set out in the Additional Conditions. • Management accounts using the mandatory 2023-24 financial reporting template as set out in the Additional Conditions and updated within the last three months.
1 August 2024	<ul style="list-style-type: none"> • If you are ceasing to be a HLO from 1 September 2024, you must complete an annual data survey template and provide written confirmation from the new HLO that they have received this from you alongside an agreed plan or agreement for knowledge, data and asset transfer that has been requested by either the Arts Council or the new HLO, if applicable. • A written statement confirming whether any underspends are anticipated for the grant allocation for the 1 September 2023 – 31 August 2024 funding period.