

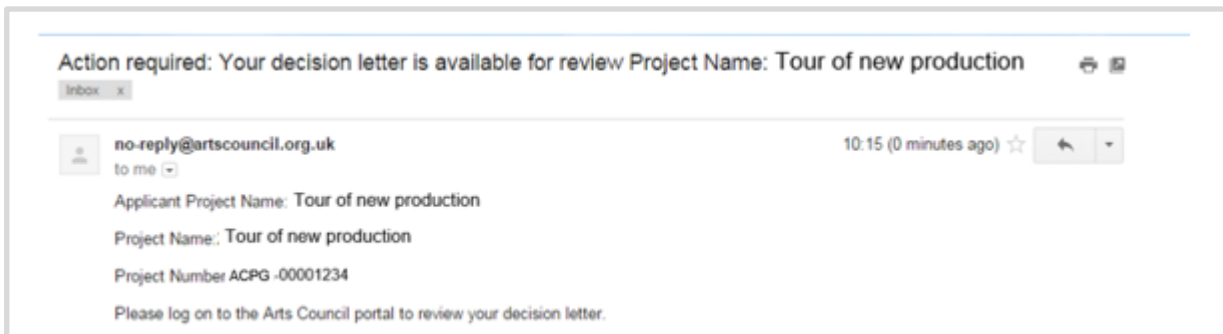


Grantium guidance for applicants

How to acknowledge a decision

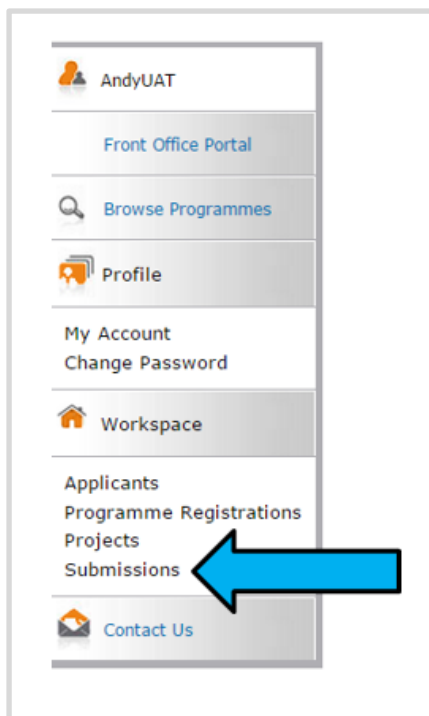
Version 2 – February 2018

When a decision has been reached about your application, you will receive an email notification. This will be delivered to the email address you entered when you created your account, and will look like this:



Once you have received your notification, you need to log into the system using your account details.

Once you have logged in, click **Submissions** in the navigation bar on the left of the screen.



Select the relevant applicant from the dropdown at the top of the **Submissions** screen and use the filters to select the relevant project.

Listed here, you will see the **Eligibility questionnaire** and **Application** that you submitted. You will also see a new item which will either be titled **Offer letter acknowledgement**, **Funding agreement acknowledgement** or **Decision letter**, depending on the decision made on your application.






Click the **open** icon  to view the letter.

Applicant: Treetop Theatre (55544801)

Submissions






[\[Hide Filters\]](#) [\[Clear Filters\]](#)

Applicant Project Name: Celebrating Age application
Date Submitted: On
Project Status: Open Projects
Submission Version: Latest Version
Associate Type: All
Filter

Project Name Project Number	Programme Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	Actions
Celebrating Age application CAF-00003412	Celebrating Age Eligibility questionnaire	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:26:09	
Celebrating Age application CAF-00003412	Celebrating Age Expression of Interest	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:27:45	
Celebrating Age application CAF-00003412	Celebrating Age Expression of Interest notification	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:46:45	
Celebrating Age application CAF-00003412	Celebrating Age Application	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:51:12	
Celebrating Age application CAF-00003412	Celebrating Age Offer letter acknowledgement	01-Jan-2009	01-Jan-2019	Primary Applicant	1		
1							

If your application was successful

If your application was successful, you will see an **Offer letter acknowledgement**.

Project Name Project Number	Programme Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	Actions
Celebrating Age application CAF-00003412	Celebrating Age Eligibility questionnaire	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:26:09	
Celebrating Age application CAF-00003412	Celebrating Age Expression of Interest	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:27:45	
Celebrating Age application CAF-00003412	Celebrating Age Expression of Interest notification	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:46:45	
Celebrating Age application CAF-00003412	Celebrating Age Application	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:51:12	
Celebrating Age application CAF-00003412	Celebrating Age Offer letter acknowledgement	01-Jan-2009	01-Jan-2019	Primary Applicant	1		

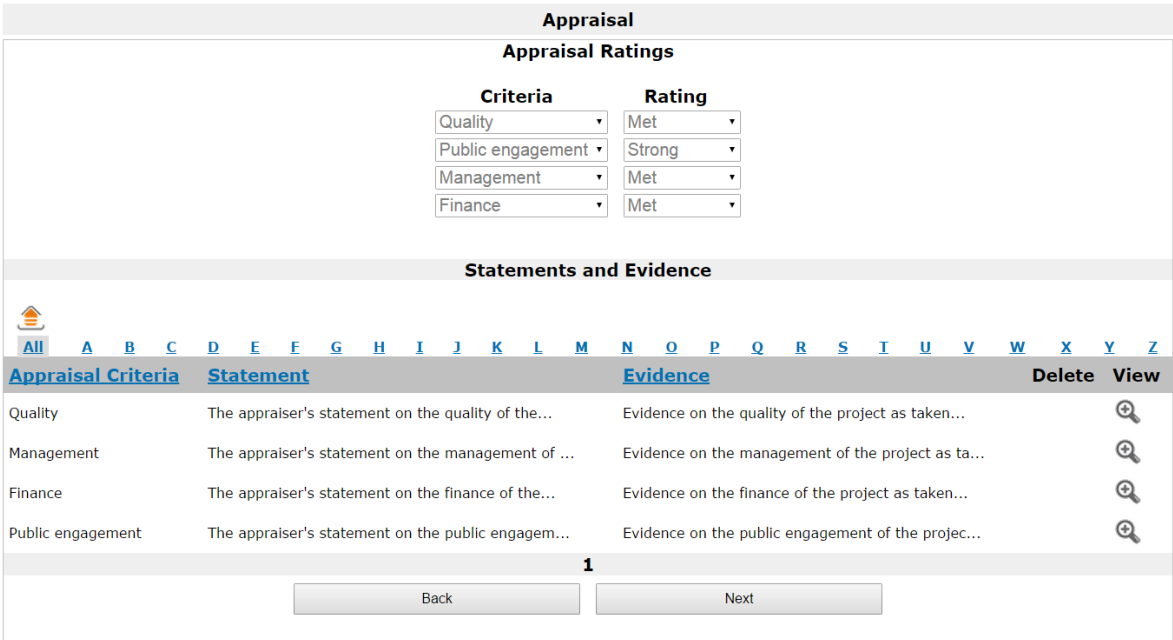
Click the **open** icon  to view the letter.

The first screen is the **Project information** screen. This gives some basic details about the project. There is nothing on this screen that requires action.

Click **Next** to proceed.










For Arts Council Project Grants for more than £15,000, and for some Strategic Funds, your application will have been appraised or assessed and the next screen will be the **Appraisal** screen. If you applied for less than £15,000 for ACPG, your application will have gone through the risk check process and the next screen you will see is the **Offer Letter** screen. If you applied for National Portfolio funding, your assessment will not form part of your funding agreement, but can be viewed by referring to your conditional decision notification. Please turn to page 5 for guidance on this screen.

On the **Appraisal** screen you will see how your application was scored and the comments the appraiser made.



The screenshot shows the 'Appraisal' screen. At the top, there's a section titled 'Appraisal Ratings' with a table of criteria and ratings. Below that is a section titled 'Statements and Evidence' which includes a table with columns for 'Appraisal Criteria', 'Statement', 'Evidence', 'Delete', and 'View'. The table lists four criteria: Quality, Management, Finance, and Public engagement. At the bottom of the screen, there are 'Back' and 'Next' buttons.

Appraisal Ratings	
Criteria	Rating
Quality	Met
Public engagement	Strong
Management	Met
Finance	Met

Statements and Evidence				
 All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z				
Appraisal Criteria	Statement	Evidence	Delete	View
Quality	The appraiser's statement on the quality of the...	Evidence on the quality of the project as taken...		
Management	The appraiser's statement on the management of ...	Evidence on the management of the project as ta...		
Finance	The appraiser's statement on the finance of the...	Evidence on the finance of the project as taken...		
Public engagement	The appraiser's statement on the public engagem...	Evidence on the public engagement of the projec...		

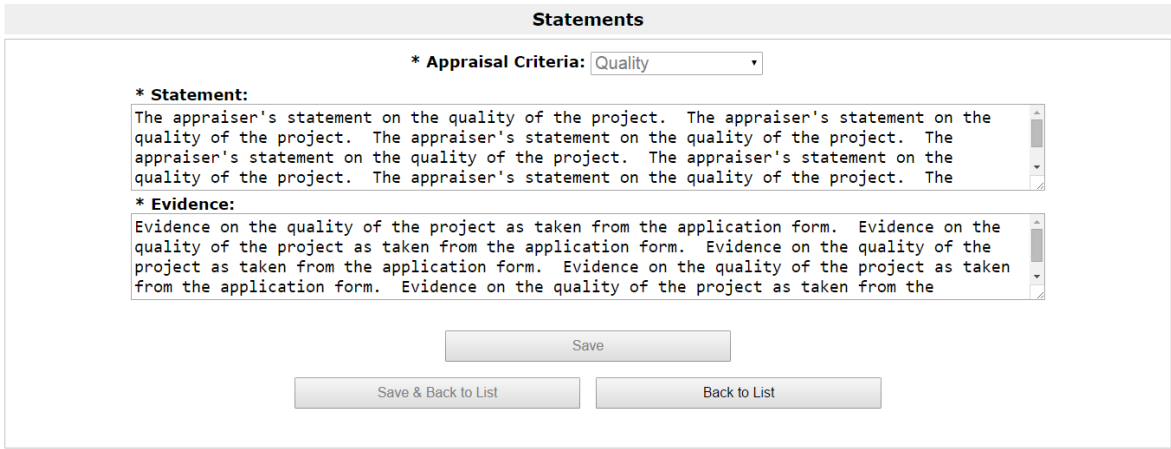
1

Back Next

At the top of this screen, the **Appraisal Ratings** section shows the rating against each of our criteria: Quality, Public engagement, Management, and Finance (for Arts Council Project Grants – other funding programmes may have different criteria, which will be explained in the programme specific guidance). The ratings we use are: Outstanding, Strong, Met, Potential, or Not met.

In the **Statements and Evidence** section, you can see the appraiser's statements against each of the appraisal criteria, and the evidence this statement is based on. To read these in full, click the **View** icon on the relevant line.

This opens the **Statements** screen where you can read the statements in full.

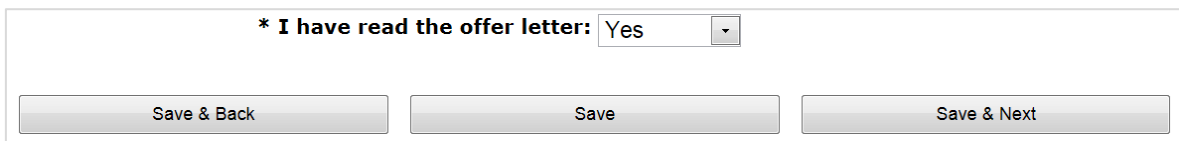


To return to the **Appraisal screen**, click **Back to List**.

For more information about the appraisal process, please see our information sheet 'Appraisal process for Grants for the Arts'.

When you are ready to move on from the **Appraisal** screen, click **Next**.



The next screen is the **Offer letter** itself. The offer letter contains details of your project, including payment dates and conditions.



Once you have read the letter, confirm that you have done so by selecting **Yes** from the dropdown at the bottom of the screen.

Click **Save & Next** to proceed.

The next screen is the **Attachments** screen. From this screen you can download our **Bank details** form and our standard **Terms and conditions** for grants.

Attachments				
Document Type	Required?	Document description	Date attached	Download
Bank details	Yes	Bank details	29/04/2015	
Terms and conditions	Yes	Terms and conditions	29/04/2015	
<div> <div>Back</div> <div>Next</div> </div>				

Please read the **Terms and conditions**.

The **Bank details** form should be printed and completed in hardcopy, and returned to:

Grant Management
Arts Council England
The Hive
49 Lever Street
Manchester
M1 1FN

Do not send your bank details electronically, or attach them to your Initial payment request.

Click **Next** to continue.


Next is the **Acknowledgement** screen, on which you confirm acceptance of the offered grant and grant conditions. This screen will look different depending on whether you are an **individual** or an **organisation**.

As an individual, the **Acknowledgement** screen will look like this:

Acknowledgement

On-line offer acceptance form

Programme: Arts Council National Lottery Project Grants
Applicant name: Michael Burt
Reference: ACPG-00027893
Name of activity: Tour

* Do you accept the grant offer in relation to the activity named Yes 
 above on the terms and conditions stated in the offer letter?

If you are an individual, by accepting this grant offer you are confirming that:

- a) You are the named applicant above or you have been authorised by the named applicant above to accept the offer.
- b) You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process and life of the grant, or knowingly withhold any information, this could make your grant agreement invalid and you could be liable to repay any funds to us.
- c) You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our guidance for applicants and on the declaration page of your application form.
- d) You are able to comply with our terms and conditions of grant, which are attached to this offer and are available on our website.
- e) None of the conditions for grants have been breached and that payment of this grant does not, and will not be used to, breach any of the conditions of grants.


Select **Yes** from the dropdown and click **Save & Next** to proceed.

As an organisation, the **Acknowledgement** screen will look like this:

Acknowledgement

On-line offer acceptance form

Programme: Celebrating Age
Applicant name: Treetop Theatre
Reference: CAF-00003412
Name of activity: Celebrating Age application

* Do you accept the grant offer in relation to the activity named Yes 
 above on the terms and conditions stated in the offer letter?

If you are acting as a representative of an organisation, by accepting this grant offer you are confirming that:

- a) You (the person accepting this offer) are authorised to accept a grant from us on behalf of your organisation.
- b) You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process and life of the grant, or knowingly withhold any information, this could make your grant agreement invalid and you could be liable to repay any funds to us.
- c) You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our guidance for applicants and on the declaration page of your application form.
- d) You are able to comply with our terms and conditions of grant, which are attached to this offer and are available on our website.
- e) None of the conditions for grants have been breached and that payment of this grant does not, and will not be used to, breach any of the conditions of grants.

Name: Bob Smith

Save & Back
Save
Save & Next

Select **Yes** from the dropdown and click **Save & Next** to proceed.

Submission summary

Complete	Page	Last Updated	Mandatory
--	Project information	No Input Required	No
✓	Offer letter	25/11/2015	Yes
✓	Appraisal	25/11/2015	Yes
✓	Attachments	25/11/2015	Yes
✓	Acknowledgement	25/11/2015	Yes

Back

Next

Export to PDF

[Get PDF Viewer](#)

Submit

On the **Submission summary** screen, click **Submit** to complete the process.

Claiming your first grant payment from us involves an additional process. Please refer to our information sheet '[How to claim a payment](#)' for guidance on doing this.

If your application was not successful

If your application was not successful, you will see a **Decision letter**.

Applicant: Inner Circle (57582629)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On [] [23]

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Project Name	Programme Name	Start Date	End Date	Associate Type	Version	Date Submitted	Actions
Project Number	Step Name						
Tour ACPG-00027903	Arts Council National Lottery Project Grants Eligibility questionnaire	01-Jan-2009	01-Jan-2025	Primary Applicant	1	14-Dec-2017 14:15:56	
Tour ACPG-00027903	Arts Council National Lottery Project Grants Application	01-Jan-2009	01-Jan-2025	Primary Applicant	1	14-Dec-2017 14:21:04	
Tour ACPG-00027903	Arts Council National Lottery Project Grants Decision letter	01-Jan-2009	01-Jan-2025	Primary Applicant	1		

1

Click the **open** icon to view the letter.

The first screen is the **Project information** screen. This gives some basic details of the project. There is nothing on this screen that requires action.

Click **Next** to proceed.

For Arts Council Project Grants for more than £15,000, and for some Strategic Funds, your application will have been appraised or assessed and the next screen will be the **Appraisal** screen. If you applied for less than £15,000 for ACPG, your application will have gone through the risk check process and the next screen you will see is the **Decision Letter** screen. Please turn to page 11 for guidance on this screen.

On the **Appraisal** screen you will see how your application was scored and any comments the appraiser made.

To return to the **Appraisal screen**, click **Back to List**.

For more information about the appraisal process, please see our information sheet 'Appraisal process for Grants for the Arts'.

When you are ready to move on from the **Appraisal** screen, click **Next**.

The next screen is your **Decision letter** itself. An extract is shown below.

Thank you for applying to Arts Council National Lottery Project Grants. I am sorry to tell you that your application for UAT MC over £100k National was not successful.

We realise that this is disappointing news and we recognise the time and effort you have taken to prepare and submit your application. We have carefully appraised your application against the criteria published in the [Arts Council National Lottery Project Grants guidance](#).

Arts Council National Lottery Project Grants is a competitive programme and we are unable to fund all eligible applications. There are a number of factors we consider when we appraise applications.

Your application was not successful mainly because:

**** Did not meet criteria**

- Your application did not fully meet the criteria in one or more of the areas we consider when appraising (Quality, Public engagement, Management and Finance). Please refer to the full appraisal report attached to this letter for more detail on where we identified weaknesses.

We noted that:

There seem to be items missing from the budget.

The letter will explain the reason we came to our decision.

Click **Next** to proceed.

Submission summary			
Complete	Page	Last Updated	Mandatory
--	Project information	No Input Required	No
--	Decision letter	No Input Required	No

Back

Next

Export to PDF

[Get PDF Viewer](#)

Submit

On the **Submission summary** screen, click **Submit** to complete the process.

Further information and support

If you have any questions about the information contained in this document or require some assistance, please contact our Customer Services team on:

Phone: 0845 300 6200, 0161 934 4317

Textphone: 0161 934 4428

Email: enquiries@artscouncil.org.uk

Website: www.artscouncil.org.uk