

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:

Action required: Your decision letter is available for review Project Name: Tour of new production ΘB Inbox x 10:15 (0 minutes ago) 🚖 🔸 💌 no-reply@artscouncil.org.uk to me 🖃 Applicant Project Name: Tour of new production Project Name: Tour of new production Project Number ACPG -00001234 Please log on to the Arts Council portal to review your decision letter.

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.

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	Applicant	Project Name	Celebratin	g Age application 🔻	\leftarrow		
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	F	Project Status	Open Proj	ects 🔻			
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		F	Filter				
•							
<u>Project Name</u> T Project Number	<u>Programme Name</u> <u>Step Name</u>	Start Date	End Date	Associate Type	<u>Version</u>	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	6
	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		01-lan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:46:45	6
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Click the **open** icon ⁶ to view the letter.

If your application was successful

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

<u>Project Name</u> Project Number	<u>Programme Name</u> <u>Step Name</u>	<u>Start Date</u>	End Date	Associate Type	<u>Version</u>	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	6
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	6
Celebrating Age application CAF-00003412	Celebrating Age Application	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:51:12	6
Celebrating Age application CAF-00003412	Celebrating Age Offer letter acknowledgement	01-Jan-2009	01-Jan-2019	Primary Applicant	1		

Click the **open** icon ^b 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 now your application was scored and the
comments the appraiser made.
Appraisal

	Appraisal	
	Appraisal Ratings	
	Criteria Rating	-
	Public engagement • Strong	 •
	ManagementMetFinanceMet	•
	Statements and Evidence	
All A B C	<u>DEEGHIJKLMNOP</u>	<u>Q R S I U V W X Y Z</u>
Appraisal Criteria	Statement Evidence	Delete View
Quality	The appraiser's statement on the quality of the Evidence on the	e quality of the project as taken 🔍
Management	The appraiser's statement on the management of Evidence on the	e management of the project as ta 🗨
Finance	The appraiser's statement on the finance of the Evidence on the	e finance of the project as taken 🔍
	The appraiser's statement on the public engagem Evidence on the	e public engagement of the projec 🔍
Public engagement		
Public engagement	1	

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.

	* Appraisal Criteria: Quality	
* Statement:		
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* Evidence:		
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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.

* I have r	ead the offer letter: Yes	
		• • • • •

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 Downlo attached
Bank details	Yes	Bank details	29/04/2015 🔍
Terms and conditions	Yes	Terms and conditions	29/04/2015 🔍
	Back	Next	

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: Four
•	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 state during the application process; and life of the grant or knowlingly withheld any information, this
	could make your orant 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 with the second se
	available on our website. e) None of the conditions for grants have been breached and that navment 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
<u>On-line of</u>	fer acceptance form
Programn Applicant Reference Name of a	ie: Celebrating Age name: Treetop Theatre : CAF-00003412 ictivity: Celebrating Age application
o you accept the above on the ter	grant offer in relation to the activity named Yes 🔹 📢 🔨 Yes 🔹
If you are confirmin	acting as a representative of an organisation, by accepting this grant offer you are g that:
 a) You (the organisation b) You und any stage of could make c) You und out in our of d) You are available o e) None of be used to, 	person accepting this offer) are authorised to accept a grant from us on behalf of your n. arstand that if you make any seriously misleading statements (whether deliberate or accidental) at luring the application process and life of the grant, or knowingly withhold any information, this your grant agreement invalid and you could be liable to repay any funds to us. arstand and accept our obligations under the Data Protection and Freedom of Information Acts set juidance for applicants and on the declaration page of your application form. able to comply with our terms and conditions of grant, which are attached to this offer and are n our website. the conditions for grants have been breached and that payment of this grant does not, and will not breach any of the conditions of grants.
	Name: Bob Smith

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

	Submissi	on summary	
Complete	Page	Last Updated	Mandatory
	Project information	No Input Required	No
✓	<u>Offer letter</u>	25/11/2015	Yes
~	<u>Appraisal</u>	25/11/2015	Yes
 Image: A set of the set of the	<u>Attachments</u>	25/11/2015	Yes
~	<u>Acknowledgement</u>	25/11/2015	Yes
	Back	N	lext
	Expo	ort to PDF	
	<u>Get P</u>	DF Viewer	
	5	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 '<u>How to claim a payment</u>' for guidance on doing this.

If your application was not successful

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		545111	Jaiona					
Hide Filters] [Cl	ear Filters]							
	Applicant	Project Name:	All Projects					
	Da	te Submitted:	00	•	<u> </u>			
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	P	roject Status:	Open Projec	215 *				
	Submis	sion Version:	Latest Versi	on •				
	As	sociate Type:	All	•				
		Fit	er					
Project Name	Programme Name	Fit	er	Associate				
Project Name Project Number	Programme Name Step Name	Fit Start Date	er <u>End Date</u>	Associate Type	Version	Date Submitted	Actions	
Project Name Project Number Tour ACPG-00027903	Programme Name Step Name Arts Council National Lottery Project Grants Eligibility questionnaire	Fit Start Date 01-Jan-2009	er End Date 01-Jan- 2025	Associate Type Primary Applicant	<u>Version</u>	Date Submitted 14-Dec-2017 14:15:56	Actions	
Project Name Project Number Tour ACPG-00027903 Tour ACPG-00027903	Programme Name Step Name Arts Council National Lottery Project Grants Elipibility questionnaire Arts Council National Lottery Project Grants Application	Fit Start Date 01-Jan-2009 01-Jan-2009	er End Date 01-Jan- 2025 01-Jan- 2025	Associate Type Primary Applicant Primary Applicant	Version 1 1	Date Submitted 14-Dec-2017 14:15:56 14-Dec-2017 14:21:04	Actions	

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

Click the **open** icon ⁶ 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.

					Apprai	sal								
				Ap	praisal I	Ratings								
				Crite	ria	Rating								
			Qui	ality	*	Strong	*							
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			Fin	ance		Strong								
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At the top of this screen, the **Appraisal Ratings** section shows the ratings against each of our criteria: Quality, Public engagement, Management, and Finance. The ratings we use are: Outstanding, Strong, Met, Potential, or Not met.

In the **Statements and Evidence** section, you can see the appraiser's statement 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.

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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 <u>Arts Council National Lottery Project Grants guidance</u>. 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		N	lext		
	Expo	ort to PDF			
	Get Pl	DF Viewer			
S		ubmit			

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