Grantium guidance for applicants
How to submit a report

Version 2 – February 2018

As part of our standard conditions for Arts Council National Lottery Project Grants, and for our Strategic Funds, you will be asked to submit an **Activity Report** form at the end of your project, before you can claim your final payment. If you have been awarded over £15,000 for ACPG, or for some of our Strategic Funds, you will also be asked to submit an interim report form part-way through your project, before you can claim your interim payment. All **Activity Reports** are completed and submitted using our online system.

This guidance document takes you through the step-by-step process for submitting a report. You should read this alongside the guidance document, **How to claim a payment.**

How to submit a report

Log into your Grantium account using your username and password.

On the **Welcome** screen, click on the **Submissions** link in the grey bar to the left of the screen:
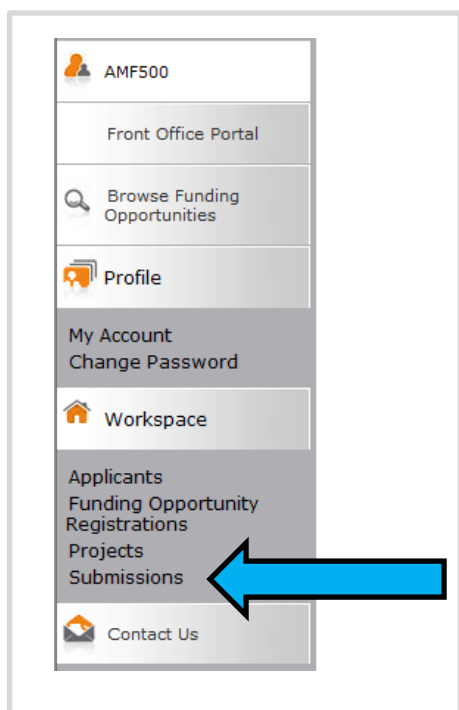
'Submission' is the name we use for any online form that you submit. Clicking on this link will take you to a list of every submission linked to your projects. This will include the eligibility questionnaire and application form you submitted, as well as the offer letter acknowledgement you received to notify you of the outcome of your grant.

This list will also show any **Activity Reports** that are due to be submitted. **Please note: Your Activity Report forms will only appear in your user account four weeks before their due date. This means that if you are completing your interim report, your <u>final</u> activity report form will not be visible in your user account until closer to the time the <u>final</u> payment is due.**

To begin working on your **Activity Report**, click on the **Open icon** next to the report:
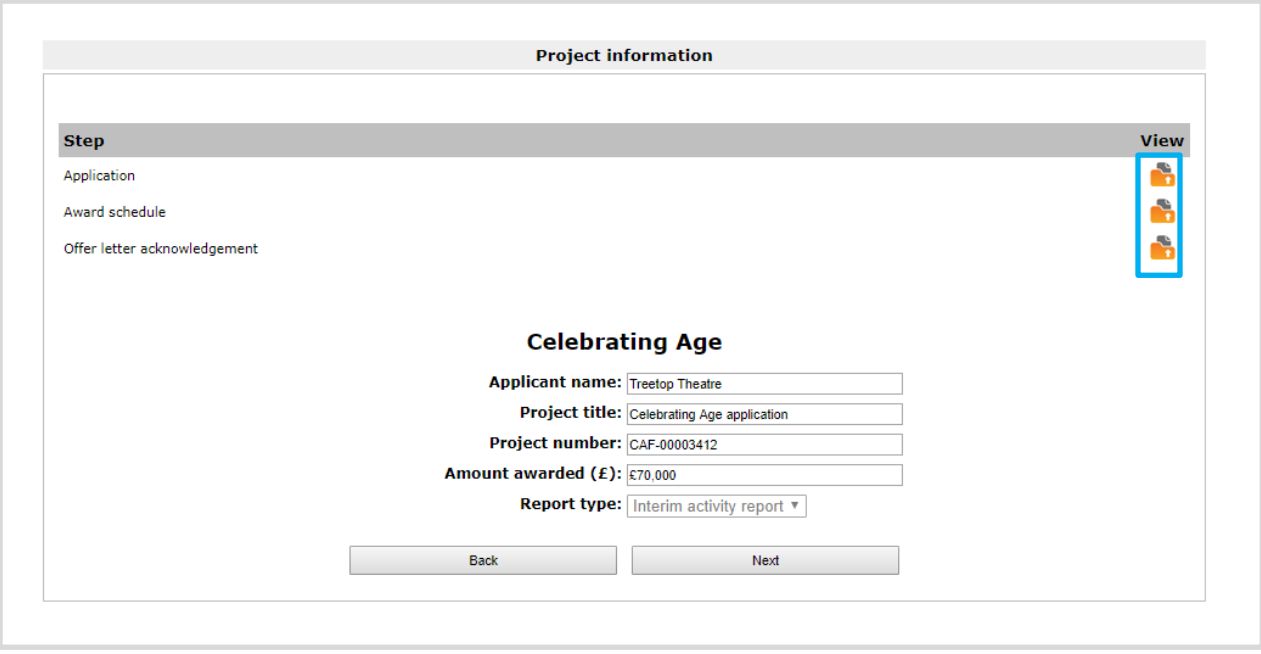

This will take you into the report form workflow. There are a number of screens to work through, which you can see in the navigation bar to the left of the screen. These tasks will be slightly different depending on if you are completing an interim activity report form (for your second payment, for grants of over £15,000) or a final activity report form (for your final payment):

Interim Report	**Final Report (Strategic Funds)**	**Final Report (Project Grants)**
Activity report	Activity report	Activity report
Project information	**Project information**	**Project information**
Introduction	Introduction	Introduction
Evaluation	Evaluation	Evaluation
Finance	Activity Location	Project outcomes
Activity income	Non-touring	Location
Activity expenditure	Finance	Non-touring
Finance narrative	Activity income	Project beneficiaries
Attachments	Activity expenditure	Finance
Declaration	Finance narrative	Project income
Submission summary	Attachments	Project expenditure
	How did we do?	Finance narrative
	Declaration	Attachments
	Submission summary	How did we do?
		Declaration
		Submission summary

To submit your activity report you will need to work through each of these screens, completing all the information required.

The first screen is the **Project information** screen. You do not need to enter any information on this screen, however you can view your application form, award schedule, or offer letter by clicking on the links at the top of the screen.

Click **Next** to proceed.

The next screen is the **Introduction** screen. This screen provides you with some information about why we are requesting this report from you and what information to include. You do not need to enter any information on this screen.

Click **Next** to proceed.

The next screen is the **Evaluation** screen. This screen asks you to evaluate your activity by answering questions about your project and its outcomes. For an interim report, there will be two questions. For a final report, there will be three questions. Fill in the free-text boxes, using up to 3,000 characters per question.

Click **Save & Next** to move on to the next screen.

The Next screen is **Project outcomes** (final activity reports only, for Project Grants and Developing Your Creative Practice).

This screen will show you the Project outcomes that you selected in your application form, and ask you whether you achieved these outcomes. Use the text box to tell us more about how you achieved them, or to discuss issues you encountered and what you have learned, using up to 1,500 characters.

Click **Save & Next** to move on to the following screen.

The next screen is **Activity Location (final activity reports only)**.

This screen will pull through the information you entered in your original application about the **Type of activity**, which will have been either **Touring**, **Non-touring,** or **Both**. If there have been any changes to the **Type of activity**, you can change what is selected.

Click **Save & Next** to proceed.

The next screen will be either **Touring**, **Non-touring,** or you will see both (one after the other) if you selected that your project was both **Touring** and **Non-touring**.

If you entered touring venues in your application, the next screen will be the **Touring** screen with details of your **Final tour schedule**. You will need to

update the tour schedule with details of your project's time at each of the tour venues.

To add another venue to the schedule, click the **Add** icon. If you did not attend a venue listed here, you can delete it by clicking the **Delete** icon. To add details to an existing tour date, click the **View** icon.

Clicking the **Add** icon or the **View** icon opens the **Touring venue details** screen.

Complete the details as applicable. Click **Save & Back to List** to return to the **Touring** screen.

Complete the details for all venues and click **Next** to continue.

If you identified your project as having a **Non-touring** element, the next screen will be **Non-touring**.

This screen shows details of any non-touring venues that you included in your application. To add another venue to the schedule, click the **Add** icon 🔲. If you did not attend a venue listed here, you can delete it by clicking the **Delete** icon ⊗. To edit any location details of an existing non-touring date, click the **View** icon 🔍.

Clicking the **Add** icon 🔲 or the **View** icon 🔍 opens the **Non-touring venue details** screen.

If you are viewing an existing entry, the details on this screen will be filled in already. If you are adding a new entry, complete all details and click **Save & Back to List** to return to the **Non-touring** screen.

Click **Next** to continue.

The next screen is **Activity Beneficiaries (final activity reports only)**.

Activity beneficiaries

Tell us how many people have engaged with your activity. The first column below shows what you estimated in your application. Please use the second column to show the actual numbers achieved.

* People who will benefit from your activity

Beneficiary Type	Number of people who will be benefiting from this activity	Actual activity
Artists	3	3
Participants	2	2
Audience (live)	10,000	17
Audience (broadcast, online, in writing)	10,000,000	152
Total	10,010,005	174

* Results of your activity:

The first column shows what you estimated in your application. Please use the second column to show the actual numbers achieved. Enter '0' (zero) to any item that is not relevant.

Activity Results	Estimated	Actual
Number of new products or commissions	1	1
Period of employment for artists (in days)	68	17
Number of performance or exhibition days	12	4
Number of sessions for education, training or participation	0	0

Divide the day into three sessions (morning, afternoon and evening). A session is any one of these or part thereof.

Save & Back	Save	Save & Next

In your original application form, you will have been asked how many people you thought would engage with your project. In your final activity report we ask you to provide more accurate, up to date figures for this. The totals for each section will appear once you click **Save.** You do not need to work these out yourself.

Click **Save & Next** to move on to the next screen.

The next screen is the **Activity income** screen.

This screen will pull through the budgeted income figures you entered in your original application form. If you are completing this screen as part of an interim report, you will need to add your actual income figures to date. If you are completing it as part of a final activity report, you will need to add your final actual income figures.

To add actual figures for existing income lines, click the **View** icon 🔍 . If you want to create a new income line, click the **Add** icon 📑.

Clicking either one of these icons will open the **Income details** screen.

Please note, you should only add a new line if you have an entirely new source of income that you did not list on your original application form.

Income details

* Income heading:	Earned income ⌄
* Description:	Ticket sales
* Budgeted income (£):	£14,000
* Actual income (£):	£17,000

[Save]   [Save & Add Another]

[Save & Back to List]   [Back to List]

[Check Spelling]

Complete all relevant fields, ensuring you include a figure for **Actual income**. Once you have done this click **Save & Back to List** to return to the **Activity income** screen. Repeat this for any additional income lines you need to update.

On the **Activity income** screen, click **Save & Next** once you have updated all of your income lines.

The next screen is **Activity expenditure**.

Like the **Activity income** screen, this screen will pull through the budgeted income figures you entered on your original application form. If you are completing this screen as part of an interim report, you will need to add your actual expenditure figures to date. If you are completing it as part of a final activity report, you will need to add your final actual expenditure figures.

To add actual figures for existing expenditure lines, click the **View** icon. If you want to create a new expenditure line, click the **Add** icon.

Clicking either one of these icons will open the **Expenditure details** screen.

Please note, you should only add a new line if you have an entirely new area of expenditure that you did not list on your original application form.

Complete all relevant fields, ensuring you include a figure for **Actual expenditure**. Once you have done this click **Save & Back to List** to return to the **Activity expenditure** screen. Repeat this for any additional expenditure lines you need to update.

On the **Activity expenditure** screen, click **Save & Next** once you have updated all of your expenditure lines.

The next screen is the **Finance narrative** screen.

Fill in the free text boxes provided, answering the required questions. If you did not have any support in kind for your project, you can leave this box blank.

Click **Save & Next** to proceed.

The next screen is the **Attachments** screen.

You can use this screen to upload any additional attachments you might like to send to us. Click on the **Click to add attachment** link to upload your document. File sizes must be a maximum of 10MB and we accept PDF, MS Word, MS Excel, MS PowerPoint and jpeg files. You do not need to upload anything on this screen.

Click **Save & Next** to proceed.

The next screen is **How did we do? (final activity reports only)**.

This screen asks you how well you think Arts Council England handled your grant. Select your answers from the drop-down lists provided and add any additional comments in the free-text box.

Click **Save & Next** to proceed.

The next screen is the **Declaration** screen.

Please read this screen carefully, and work through the Checklist for submitting your activity report form, ticking the appropriate boxes.

Click **Save & Next** to proceed.

The final screen is the **Submission summary** screen.

The **Submission summary** screen provides a recap of the tasks you have just completed. You should have a green tick next to every screen where you have been asked to provide information. If there are any red crosses on this screen, it means that some information hasn't been entered correctly or has been overlooked. There will be a brief description of the missing information at the bottom of the screen. This is a hyperlink, so you can click on this and it will take you back to the screen in question.

Once you have completed all the information and have green ticks beside every section of the form, you will be able to submit your report.

Click **Submit** to submit your report. This completes 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:

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Textphone:	0161 934 4428
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