



Grantium guidance for applicants

How to submit a report

Version 2 – February 2018

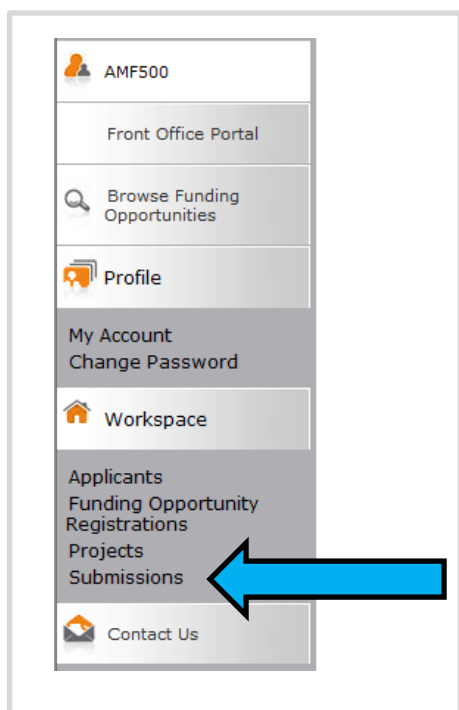
As part of our standard conditions for Arts Council National Lottery Project Grants, and for our Strategic Funds, you will be asked to submit an **Activity Report** form at the end of your project, before you can claim your final payment. If you have been awarded over £15,000 for ACPG, or for some of 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 final activity report form will not be visible in your user account until closer to the time the final payment is due.

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

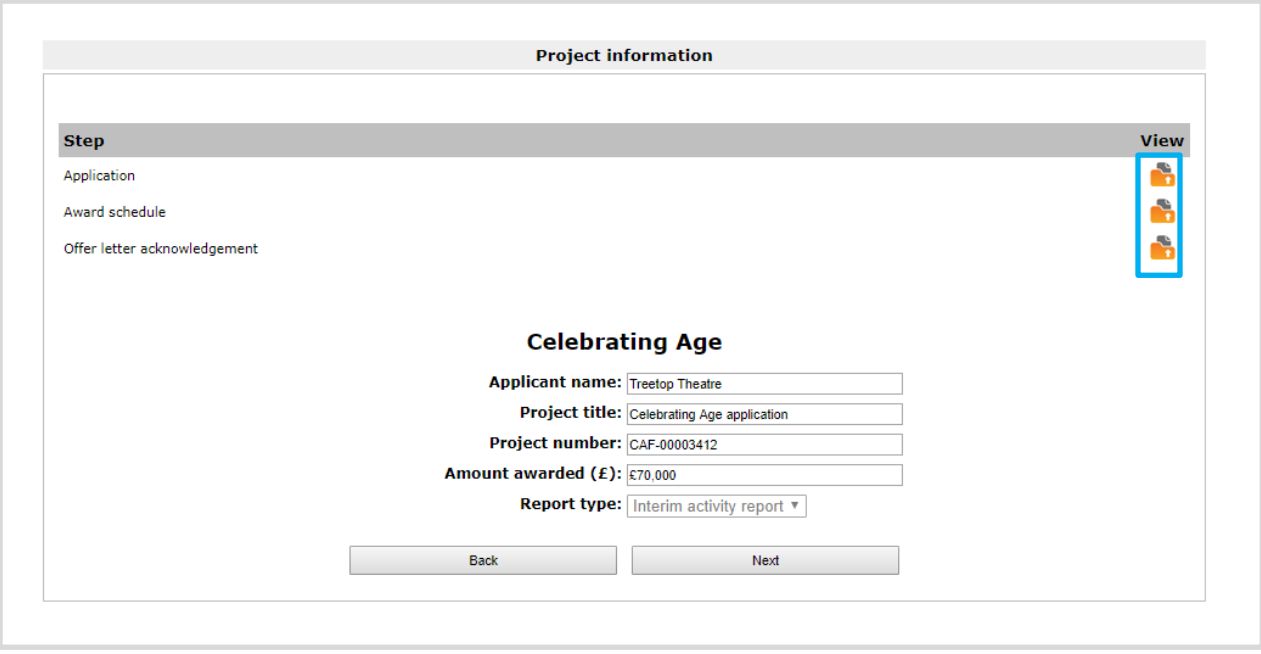
Project Name Project Number	Programme Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	Actions
Celebrating Age application CAF-00003412	Celebrating Age Eligibility questionnaire	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:26:09	
Celebrating Age application CAF-00003412	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	04-Jan-2018 14:37:23	
Celebrating Age application - Activity Report #1 (Interim) CAF-00003412 - Activity Report #1 (Interim)	Celebrating Age Post-award submission	04-Jan-2018	04-Jan-2022	Primary Applicant	1		  

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.



The screenshot shows the 'Project information' screen. At the top, there is a header 'Project information'. Below it, a table lists three steps: 'Application', 'Award schedule', and 'Offer letter acknowledgement'. To the right of the 'Application' step, there is a 'View' button with a magnifying glass icon. Below the table, the project details are displayed: 'Celebrating Age', 'Applicant name: Treetop Theatre', 'Project title: Celebrating Age application', 'Project number: CAF-00003412', 'Amount awarded (£): £70,000', and 'Report type: Interim activity report'. At the bottom, there are 'Back' and 'Next' buttons.

Step	View
Application	
Award schedule	
Offer letter acknowledgement	

Celebrating Age

Applicant name: Treetop Theatre

Project title: Celebrating Age application

Project number: CAF-00003412

Amount awarded (£): £70,000

Report type: Interim activity report ▼

Back Next

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).

Activity Location

* **Type of activity:** Choose one option that applies from the following list:

☐ Touring
☒ Non-touring
☐ Both

* **Is the non-touring activity taking place in one or more specific locations or venues?** Choose one option that applies from the following list:

☒ Yes
☐ No

* **Location of Benefit Summary**

Touring vs Non-touring	Allocation (%)	Allocation (£)
Touring	0.00%	£0
Non-touring	100.00%	£9,000
Total	100.00%	£9,000

Click to trigger an auto-split. ☐
Unclick to manually adjust the amounts.

Save & Back Save Save & Next

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.

Touring
Final tour schedule

Name of the venue	Start date	End date	Local authority	Venue capacity	Delete	View
Manchester Theatre	05/11/2015	05/11/2015	Manchester	3,000		
Salford Arts Centre	06/11/2015	06/11/2015	Salford	2,500		

Back Next

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.

Touring venue details

* Name of the venue or place (e.g. Oneplace Arts Centre):

* Start date:

* End date:

If you have updated the postcode, please make sure you click the 'Get Local Authority' button below.

No postcode available: ☒

* Local authority:

* Venue capacity:

No. performance / exhibition days:

No. attending:

Attendees estimate?

Financial arrangement:

Box office potential (£):

Box office actual (£):

Education / taking part sessions:

Number taking part:

Allocation (£):

Allocation(%):

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

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**.

Non-touring
Location details

[Add](#) [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](#)

Name of the venue	Local authority	Delete	View
The Hive	Manchester		

1

[Back](#) [Next](#)

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.

Non-touring venue details

* Name of the venue or place (e.g. Oneplace Arts Centre):

* Enter postcode:

If you have updated the postcode, please make sure you click the 'Get Local Authority' button below.

[Get Local Authority](#)

No postcode available: ☐

* Local authority:

Allocation (£):

Allocation(%):

[Save](#) [Save & Add Another](#)

[Save & Back to List](#) [Back to List](#)

[Check Spelling](#)

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.

Activity income

We require you to complete an income and expenditure statement for your activity. The first column below shows what you estimated in your application. Please use the second column to show the actual figures for your activity. Please enter full pounds only and check your figures carefully.

For more information about entering income and expenditure, please refer to the Finance section of the 'How to apply' guidance.

Income summary

If this is an interim report, please give 'Actual' amounts to date.

If this is a final Activity Report Form, please give 'Actual' amounts to reflect the full final income.

Income heading	Budgeted income (£)	Actual income (£)
Earned income	£2,000	£1,500
Local authority funding	£0	£0
Other public funding	£0	£0
Private income	£0	£0
Income total (cash)	£2,000	£1,500
Support in kind	£0	£0
Arts Council England funding	£9,000	£9,000
Income total	£11,000	£10,500

Please click the 'ADD' button above the table at the bottom of the page to add items of income.

All
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Income heading	Description	Budgeted income	Actual income	Delete	View
Earned income	Earned income	£2,000	£1,500		🔍
1					

Save & Back

Save

Save & Next

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**.

Activity expenditure

Spending (expenditure) summary
 If this is an Interim Report, please give 'Actual' amounts to date.
 If this is a final Activity Report Form, please give 'Actual' amounts to reflect the full final expenditure.

Expenditure heading	Budgeted expenditure (£)	Actual expenditure (£)
Artistic spending	£11,000	£0
Making your performance accessible	£0	£0
Developing your organisation and people	£0	£0
Marketing and developing audiences	£0	£0
Overheads	£0	£0
Assets - buildings, equipment, instruments and vehicles	£0	£0
Other	£0	£0
Additional access or support cost you need to manage the activity	£0	£0
Expenditure total (cash)	£11,000	£0
Support in kind	£0	£0
Expenditure total	£11,000	£0

Please click the 'ADD' button above the table at the bottom of the page to add items of expenditure.

All
A
B
C
D
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F
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H
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P
Q
R
S
T
U
V
W
X
Y
Z

Expenditure	Description	Budgeted expenditure	Actual expenditure	Delete	View
Artistic spending	Artistic spending	£11,000			🔍

Save & Back
Save
Save & Next

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.

Expenditure details

* **Expenditure heading:**

* **Description:**

* **Budgeted expenditure (£):**

* **Actual expenditure (£):**

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.

Finance narrative

* **Income:** You should explain any differences between the actual figures and the original figures in this space using the relevant budget heading.

* **Expenditure:** You should explain any differences between the actual figures and the original figures in this space using the relevant budget heading.

Support in kind: You should explain any differences between the actual figures and the original figures in this space using the relevant budget heading.

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.

Attachments

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

Web link:

Document Type	Required?	Document description	Date attached	Attachment type	Download	Delete
Click to add attachment...	No	--	No attachment	---		
Click to add attachment...	No	--	No attachment	---		
Click to add attachment...	No	--	No attachment	---		

Save & Back

Save

Save & Next

Check Spelling

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.

Submission summary

Complete	Page	Last Updated	Mandatory
--	Project information	No Input Required	No
--	Introduction	No Input Required	No
✓	Evaluation	19/07/2017	Yes
✓	Activity Location	19/07/2017	Yes
✓	Non-touring	19/07/2017	Yes
✗	Activity beneficiaries	Please Complete	Yes
--	Finance	No Input Required	No
✓	Activity income	19/07/2017	Yes
✓	Activity expenditure	19/07/2017	Yes
✓	Finance narrative	19/07/2017	Yes
--	Attachments	No Input Required	No
--	How did we do?	No Input Required	No
✓	Declaration	19/07/2017	Yes

Notes:

- [The table must be completed as per instructions. Click here to return to Beneficiaries form.](#)

Back

Next

Export to PDF

[Get PDF Viewer](#)

Submit

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:

Phone: 0845 300 6200, 0161 934 4317

Textphone: 0161 934 4428

Email: enquiries@artscouncil.org.uk

Website: www.artscouncil.org.uk