**ACE-logo****Bank details and Grants for the Arts –**

**Guidance and form**

This document is for successful applicants, who applied to Grants for the Arts from 27 January 2016. Your project reference will begin with GFTA (GFTA-00003510).

*If your project reference has only numbers, please contact us for the correct form.*

All successful applicants must complete this form, even if you have received a grant from Arts Council previously.

Pages 2-4, Bank details guidance

Pages 5-8, Bank details form

**Completed forms should be returned to us by post to Arts Council England - Grants for the Arts, The Hive, 49 Lever Street, Manchester, M1 1FN**

We cannot accept scanned or emailed copies. Please do not upload this form to our online system.

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# Contact us

**Phone:** 0845 300 6200, 0161 934 4317

**Textphone:** 0161 934 4428

**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

**Website:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

**Post:**  Arts Council England - Grants for the Arts,

The Hive, 49 Lever Street, Manchester, M1 1FN

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**Grants for the Arts – Bank details guidance**

# What bank account details we need

Before we can make any payments we need to authorise your bank details. You will need to send us official confirmation of your bank account. This confirmation can be a pre-printed paying in slip for your account, a crossed cheque or a redacted bank statement.

* If you are an individual based within the EU (but outside the UK), you need to have a bank account in the UK.
* If you are an organisation based within the EU (but outside England) you need to have a registered office in the UK and a bank account in the UK.
* We cannot pay grants into savings accounts
* If you applied as an organisation you cannot use a personal account to receive grant payments. For further information please [contact us](#_Contact_us)

# Providing the correct bank or building society name

Your bank or building society account must be in the name of the organisation or individual that applies for the grant. If you apply as an individual we will only make payments to your individual bank account. If you apply as an organisation we will only make payments to a bank account in the organisation’s name. For groups of individuals or groups of organisations, the individual or organisation named on the application form should take the lead on managing the grant and should therefore provide bank details.

When we can accept a bank account name that is different from the applicant name

* a school requesting a grant be paid into a local authority bank account
* individuals who applied for the grant in their maiden name (as this is their professional artist name) but their bank account is in their married name
* sole traders, whose business bank account names include both their own name and their business name (eg ‘John Smith T/A [trading as] Arts Club’) when they applied in their business name
* applicants who have set up a separate bank account to manage the grant, and have provide details of this in their application
* individuals whose finances are handled by a third party due to the applicant’s disability – applicants must provide a signed letter of confirmation or a certificate showing Power of Attorney

If the name on the application is different to the name on the given bank account, you must send us copies of your legal documents to show why this is the case (for example a copy of your marriage certificate or a covering letter from the local authority).

We cannot pay grants for individuals into an organisation’s bank account and we cannot pay grants for organisations into individual bank accounts.

# Bank or building society account requirements for organisations

We can only make a payment to an organisation’s account that requires at least two people to sign each cheque or authorise a withdrawal.

When completing the bank details form for grants to organisations we require two signatures from people who are authorised to sign in the organisation’s name. If you are an unincorporated group we also require the name, address and signature of each group member. This is because all members of the group will be jointly and proportionately responsible for the money awarded under the grant agreement. This will also act as confirmation that the members signing the grant acceptance letter and the bank details form have the authority of the group to do so.

# Types of account we can pay grants into and payment method

We can only make payments into a current account. Our standard payment method is BACS. We can only process a BACS payment into an account with a six-digit sort code and eight-digit account number. If your building society account number format is different from this then we will make payment by cheque.

# When we already have your authorised bank details

Every time you are awarded a grant you begin a new funding agreement with us. For each grant funding agreement you must complete and sign a new bank details form that tells us which bank account to pay the grant into.

If you or your organisation asks us to pay the grant into a bank account that has already been authorised by us, then you should complete and return the bank details form, but do not need to send us a paying in slip or bank stamp.

# Mistakes to avoid when filling in the bank details form

|  |  |
| --- | --- |
| **Common mistake** | **How to avoid** |
| Supplying details of a bank account name that is different from the name you applied for funding in | Your bank or building society account must be in the name of the organisation or individual that has applied for the grant. If you applied as an individual we will only make payments to your individual bank account. If you applied as an organisation we will only make payments to a bank account in the organisation’s name. |
| An individual applicant not signing the bank details form | You are required to provide a signature so that your bank details can be authorised – make sure you sign the form on page 8. |
| Applying as an organisation but only providing one signature on your bank details form | You are required to provide a second signature so that your bank details can be authorised. (If you are a sole trader you must enclose a letter with the bank details form stating that you are the sole signatory on the bank account.) |
| Not filling in all the required information on your bank details form | We need all the requested information to be able to authorise you bank details. |
| Not providing a paying-in slip, statement or voided cheque with your bank details form for new bank details | We require this to be able to confirm your bank account. and we are unable to authorise your bank details without it. |
| Sending us a photocopy or scan of your completed bank details form | We can only accept the original form with original signature(s). |

**ACE-logoGrants for the Arts – Bank details form**

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# Section 1 – To be completed by all successful applicants

|  |  |
| --- | --- |
| **Project Number**  *(Found on offer letter)* |  |
|  |  |
| **Project Name** |  |
|  |  |
| **Applicant Name** |  |

**Bank details:**

|  |  |
| --- | --- |
| **Bank Account Name** |  |
|  |  |
| **Sort Code**  *(6 numbers)* | \_ \_-\_ \_-\_ \_ |
|  |  |
| **Account Number**  *(8 numbers)* | \_ \_ \_ \_ \_ \_ \_ \_ |
|  |  |

If the bank account name is different to your Applicant name, please give details below. You may need to supply documentation to confirm this and can contact us if you have any questions.

|  |
| --- |
|  |

**Authorised signature(s)**

I/We confirm that the above details are correct and agree to inform you in writing of any changes.

|  |  |
| --- | --- |
| **Name** |  |
|  |  |
| **Position**  *(Organisation only)* |  |
|  |  |
| **Signature** |  |
|  |  |
| **Date** |  |
|  |  |

If you have applied as an **organisation**, you must include a second signature below.

|  |  |
| --- | --- |
| **Name** |  |
|  |  |
| **Position**  *(Organisation only)* |  |
|  |  |
| **Signature** |  |
|  |  |
| **Date** |  |

# Section 2 – To be completed by new successful applicants

**Confirmation of bank details**

New applicants or current applicants that are providing new bank details will need to provide authorised confirmation of the details provided in Section 1.

Please provide one of the following:

* A paying in slip, that contains all bank details provided
* A void cheque
* An original bank statement, that contains all the details provided (all amounts can be removed if preferred)

Please only send originals; photocopies and pictures will not be accepted. Only one of the above is needed. We are unable to return originals.

**Attach a paying in slip or void cheque below or attach an original bank statement to the back of this form.**

# Section 3 – To be completed by unincorporated groups

If you applied as an unincorporated group, we require the name, address and signature of each group member. This will act as confirmation that the group members signing the bank details form have authority to do so. Each member of the group will be jointly and proportionately responsible for the money awarded under the grant agreement.

|  |  |
| --- | --- |
| **Member 1** | |
| **Name** |  |
| **Address** |  |
| **Signature** |  |

|  |  |
| --- | --- |
| **Member 2** | |
| **Name** |  |
| **Address** |  |
| **Signature** |  |

|  |  |
| --- | --- |
| **Member 3** | |
| **Name** |  |
| **Address** |  |
| **Signature** |  |

Please continue on a separate sheet if needed.