Grantium guidance for applicants
## *How to claim a payment*

Version 1 – January 2016

In order to receive your grant payments from Arts Council England, you must submit a payment request. This lets us know that you have met all the required conditions of your payment and are ready to receive the funds.
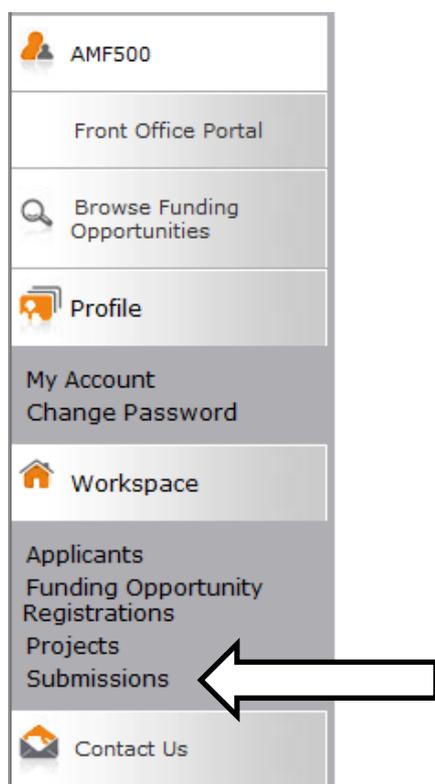
This guidance document takes you through the step-by-step process for requesting your payments.

How to claim a payment

Log into your Grantium account using your username and password:
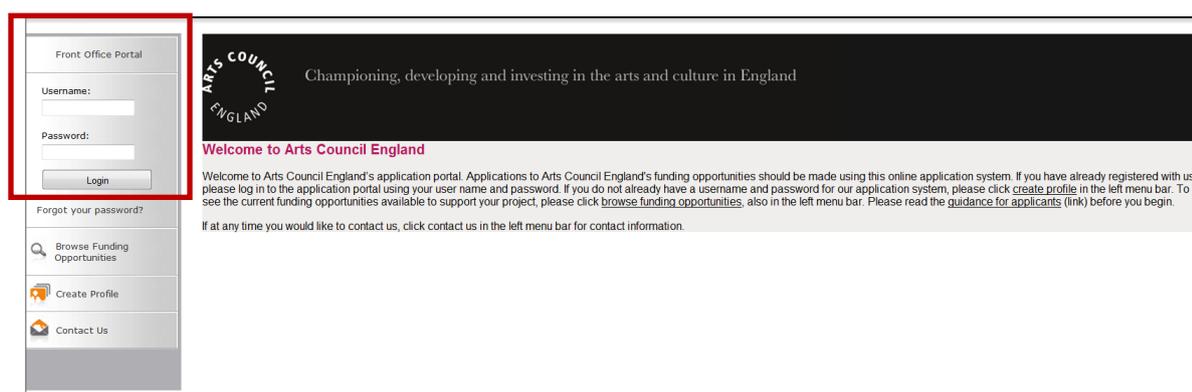
On the **Welcome** screen, click on the **Submissions** link in the grey bar to the left of the screen:

A submission is the name for any online form that you need to complete. Clicking on this link will take you to a list of every submission linked to your project. 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 **Payment Requests** that are due to be submitted:

Project Name ⬆ Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	Actions
UAT Scenario 10 GFTA-00001133	(UAT 4) Grants for the arts Eligibility questionnaire	01-Jan-2009	01-Jan-2019	Primary Applicant	1	25-Jun-2015 12:10:04	📂
UAT Scenario 10 GFTA-00001133	(UAT 4) Grants for the arts Application	01-Jan-2009	01-Jan-2019	Primary Applicant	1	25-Jun-2015 12:27:29	📂
UAT Scenario 10 GFTA-00001133	(UAT 4) Grants for the arts Offer letter acknowledgement	01-Jan-2009	01-Jan-2019	Primary Applicant	1	25-Jun-2015 16:43:29	📂
UAT Scenario 10 - Payment Request #1 (Initial) GFTA-00001133 - Payment Request #1 (Initial)	(UAT 4) Grants for the arts Post-award submission	24-Jun-2015	25-Jun-2019	Primary Applicant	1		📂

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Please note, you will only be able to see one payment request at a time. If you are claiming your first payment, any subsequent payments you are due to receive will not appear in your Grantium account until closer to the time those payments are due.

To request your payment from us, click on the **Open icon** 📂 next to the payment request:

UAT Scenario 10 - Payment Request #1 (Initial) GFTA-00001133 - Payment Request #1 (Initial)	(UAT 4) Grants for the arts Post-award submission	24-Jun-2015	25-Jun-2019	Primary Applicant	1	📂 ⬅ 📂

You will need to click through each of the screens within the **Payment Request** task, but you might not need to enter information on all of these screens – some of them are just for your information, and you can just click through to the next screen to proceed.

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

Click **Next** to proceed.

The next screen is the **Payment request** screen. Again, you do not need to enter any information on this screen, this is just a chance for you to review the amount of the payment you are requesting, and the date the payment is due to be made.

Please note that this schedule due date is not necessarily the date the money will be in your bank account.
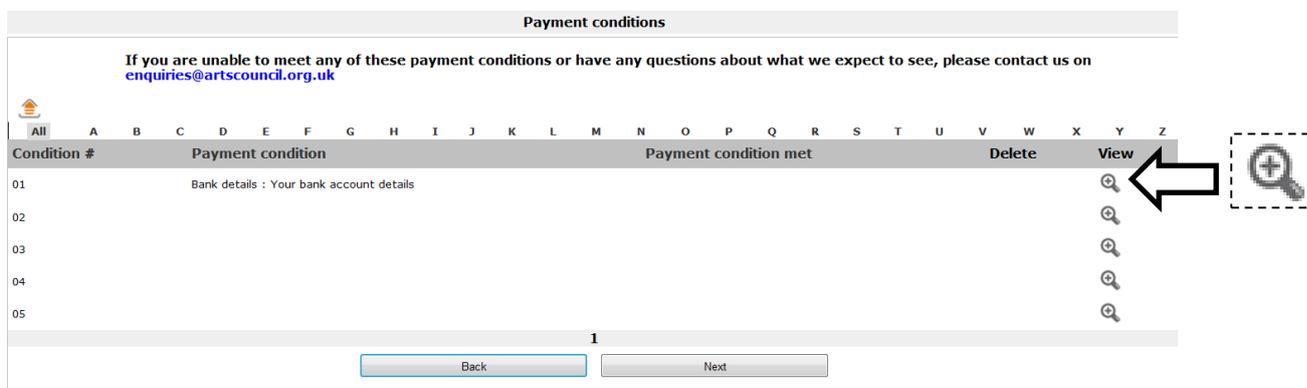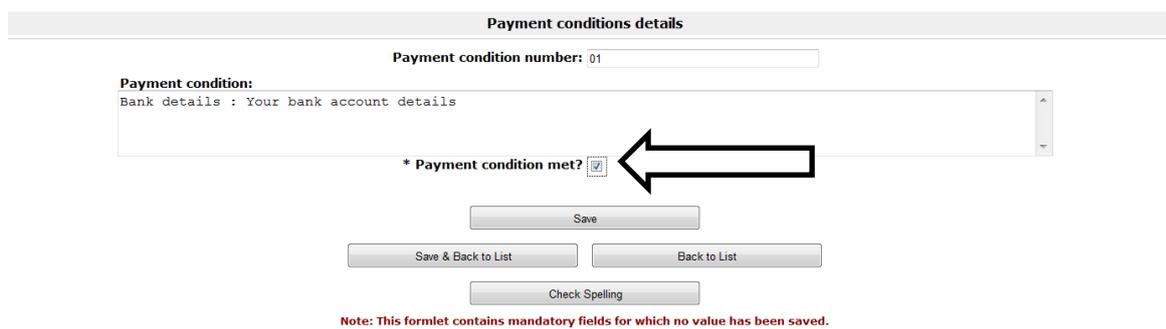

Click **Next** to proceed.

The next screen is the **Payment conditions** screen. This screen will show the details of any conditions you have been asked to submit in order for your payment to be released. For a first payment, you will always be asked to provide a copy of your bank details, **even if you have received funding from us before**. You may also have been asked to provide other information specifically related to your project.

On this screen you need to confirm that you have met the required conditions but you do not need to upload any documents on this screen. To confirm you have met the required condition.

Click on the **View** icon ☌ next to the relevant condition.

This opens the **Payment conditions details** screen.

Tick the **Payment condition met?** box and then click **Save & Back to List**. The Payment conditions screen will then show that you have confirmed you have met the condition:

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

The next screen is **Attachments**. Use this screen to upload any documents you have been requested to submit in order for your payment to be released.

Please note: you will never be asked to upload a copy of your bank details on to Grantium. These must be sent to us by post.

Attachments					

This screen is where you upload the required payment conditions. To upload a document, click on the link under document type (for example, Attachment 01). Please only attach the documents required for this specific payment release.

PLEASE NOTE: YOU NEED TO SEND US A SIGNED HARD COPY OF THE BANK DETAILS FORM TO ACCEPT THIS GRANT OFFER. DO NOT UPLOAD A COPY OF THE BANK DETAILS FORM TO THIS PORTAL. For reasons of security, bank details must not be held on our online system.

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.

Document Type	Required?	Document description	Date attached	Download	Delete
Attachment 01	No	--	No attachment		
Attachment 02	No	--	No attachment		
Attachment 03	No	--	No attachment		
Attachment 04	No	--	No attachment		
Attachment 05	No	--	No attachment		
Attachment 06	No	--	No attachment		
Attachment 07	No	--	No attachment		
Attachment 08	No	--	No attachment		
Attachment 09	No	--	No attachment		
Attachment 10	No	--	No attachment		

You can upload up to a maximum of 10 attachments on this screen. The maximum file size is 10MB and the document type can be pdf, MS Word, MS Excel, MS PowerPoint or jpeg.

Please note: If you have not been asked to provide any additional information for the payment you are requesting, you do not need to enter any information on this screen or upload any documents.

Once you have uploaded all of the documents we've asked you to provide, click **Next** to move on to the next screen.

On the **Declaration** screen, confirm that you are authorised to submit the payment request by ticking the relevant box.
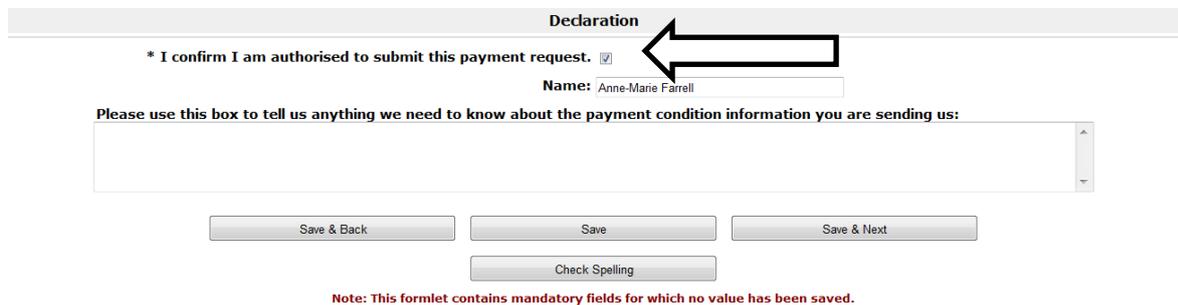
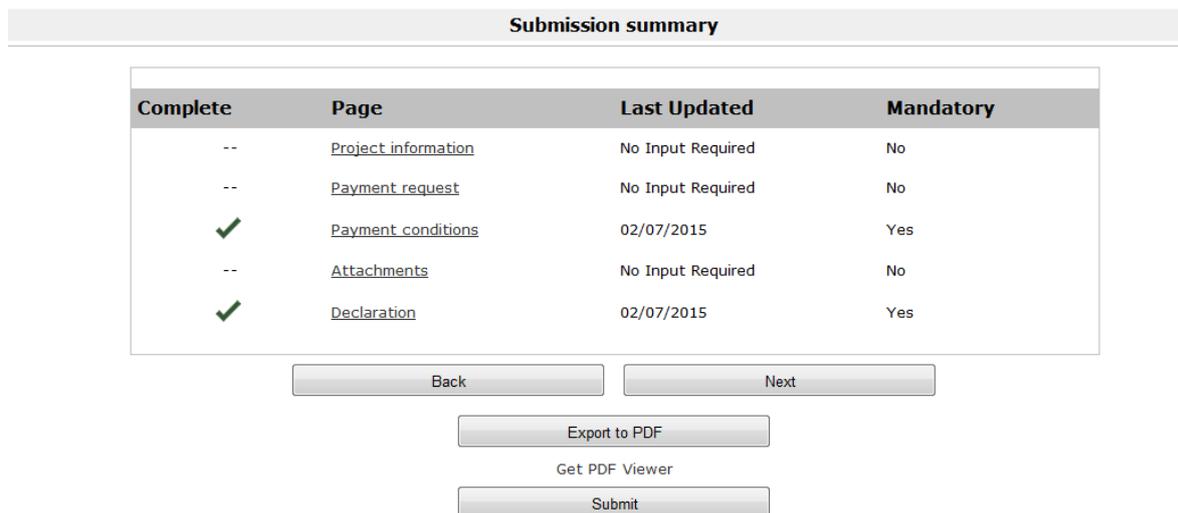| Declaration |
| --- |
| * I confirm I am authorised to submit this payment request. ☑ |
| Name: Anne-Marie Farrell |
| Please use this box to tell us anything we need to know about the payment condition information you are sending us: |

Save & Back	Save	Save & Next

Check Spelling

Note: This formlet contains mandatory fields for which no value has been saved.

If you have any additional information about any of the payment conditions you have attached, you can use the free text box provided to tell us. You can also use this box to tell us if you've had any difficulty in providing the information we have asked for.

Once complete, click **Save & Next** to move on to the final screen.

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

Submission summary			
Complete	**Page**	**Last Updated**	**Mandatory**
--	Project information	No Input Required	No
--	Payment request	No Input Required	No
✔	Payment conditions	02/07/2015	Yes
--	Attachments	No Input Required	No
✔	Declaration	02/07/2015	Yes

Back	Next

Export to PDF

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Submit

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