

**Grantium guidance for applicants**

*How to submit a report*

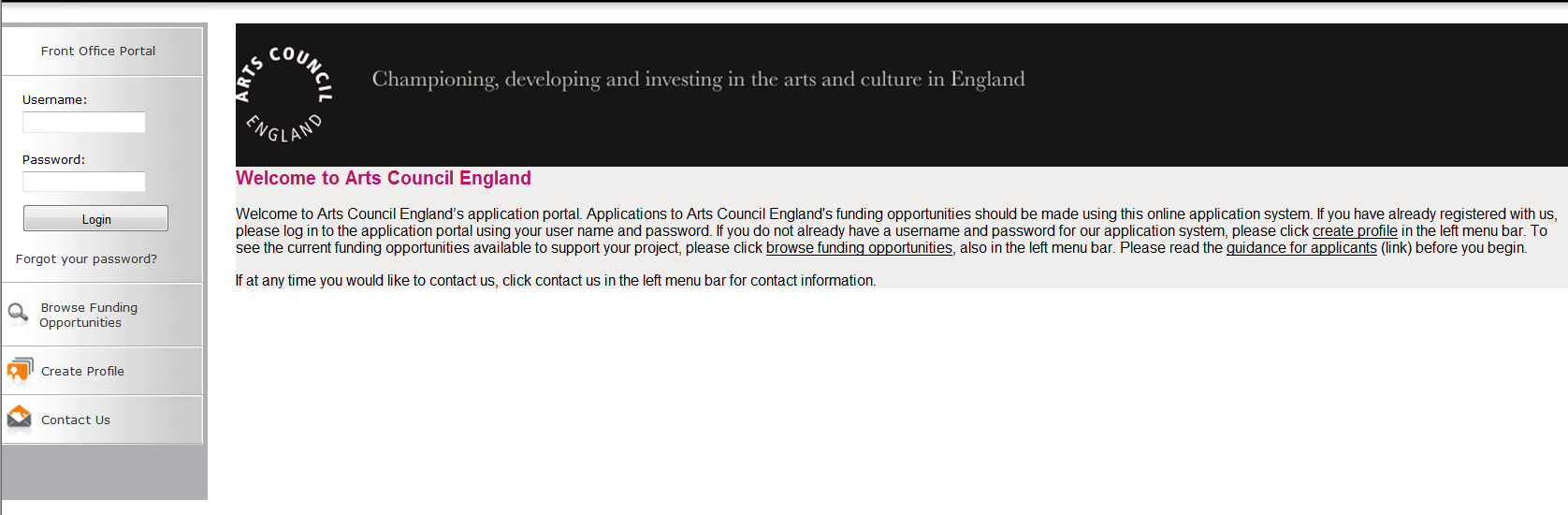
*Version 1 – January 2016*

As part of our standard conditions for Grants for the arts, 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 £15k, you will also be asked to submit an interim report form part-way through your project, before you can claim your second payment. All **Activity Reports** will be completed and submitted through Grantium.

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**

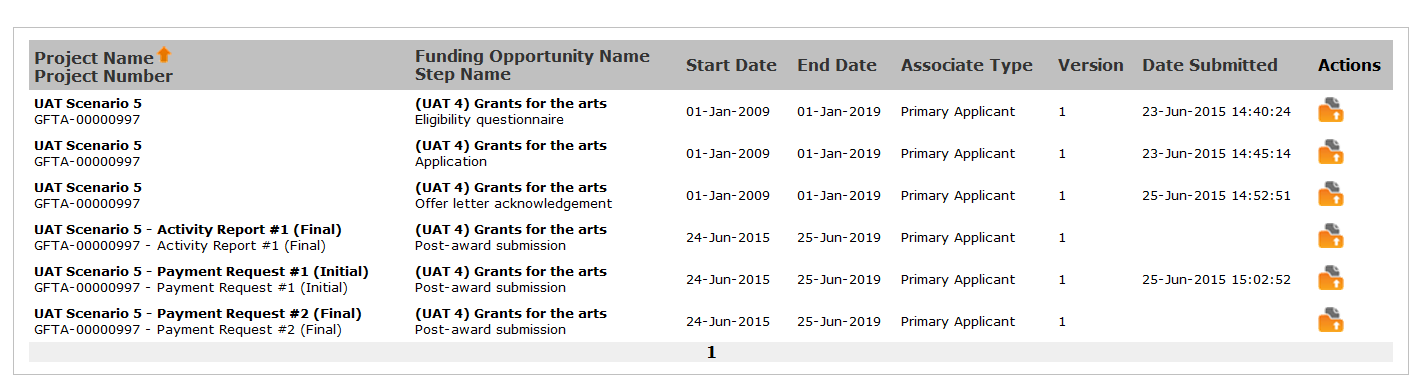
Log into your Grantium account using your username and password.



On the **Welcome** screen, click on the **Submissions** link in the grey bar to the left of the screen:

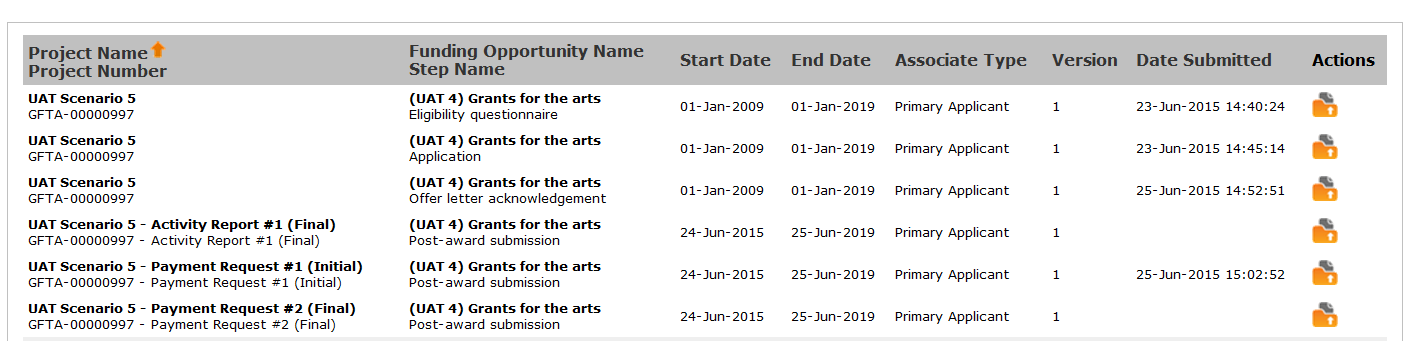
A submission is the name for any online form that you need to complete. Clicking on this link will take you to a list of every submission linked to your project. This will include the eligibility questionnaire and application form you submitted, as well as the offer letter acknowledgement you received to notify you of the outcome of your grant.

This list will also show any **Activity Reports** that are due to be submitted:



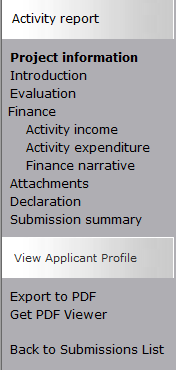
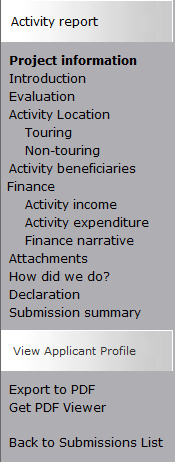
**Please note: Your Activity Report forms will only appear in your Grantium account four weeks before your payment due date. This means that if you are completing your interim report, your final activity report form will not be visible in your Grantium account until closer to the time the final payment is due.**

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



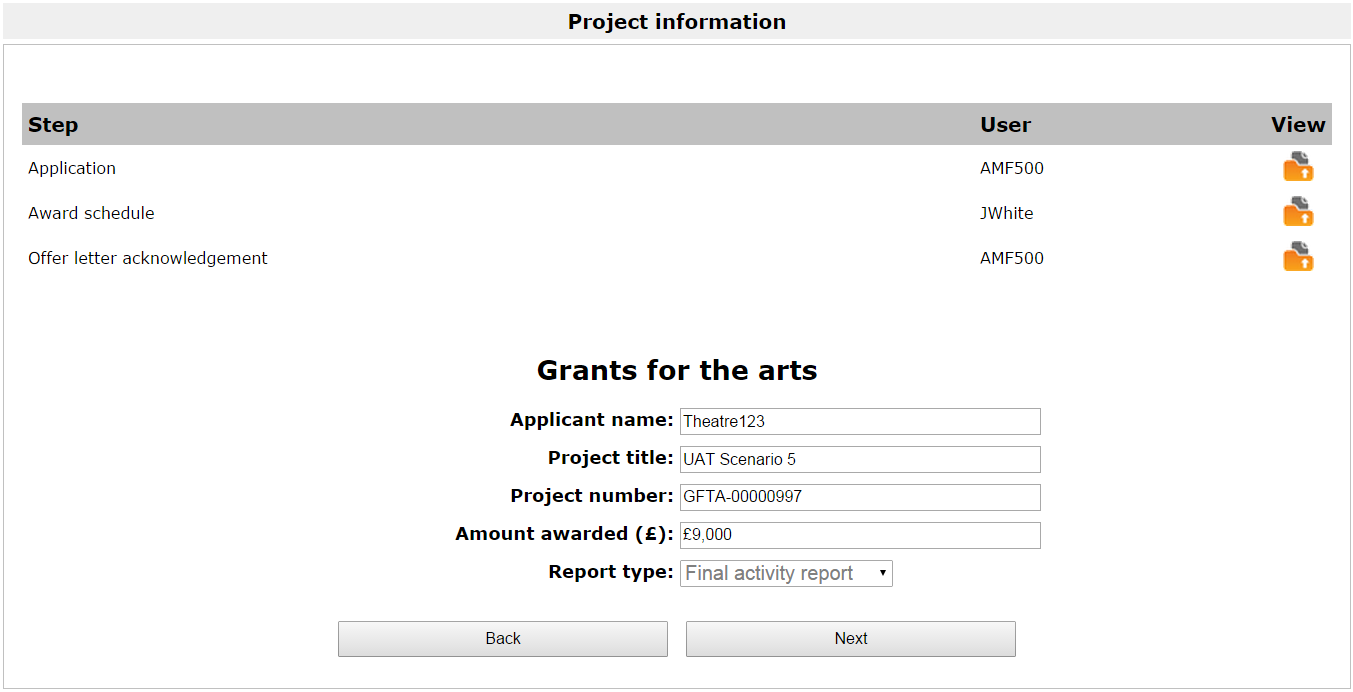
This will take you into the report form workflow. Like all workflows in Grantium, there will be a number of tasks you need to work through, which you can see in the navigation bar to the left of the screen. These tasks will be slightly different depending on if you are completing an interim activity report (for your second payment) form or a final activity report form (for your final payment):

**Interim Report** **Final Report**



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

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.

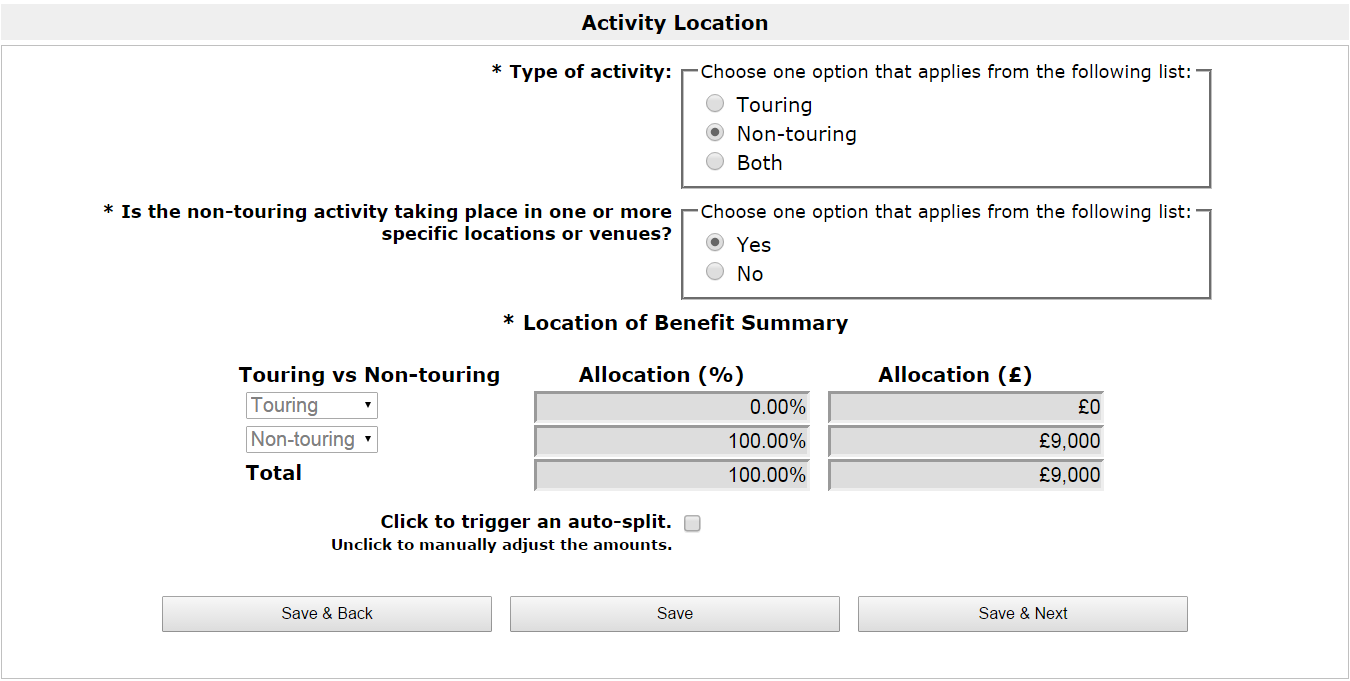
The next screen is the **Introduction** screen.Thisscreen provides you with some information about why we are requesting this report from you and what information to include. You do not need to enter any information on this screen.

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 and remember you are limited to 3,000 characters per question.

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

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



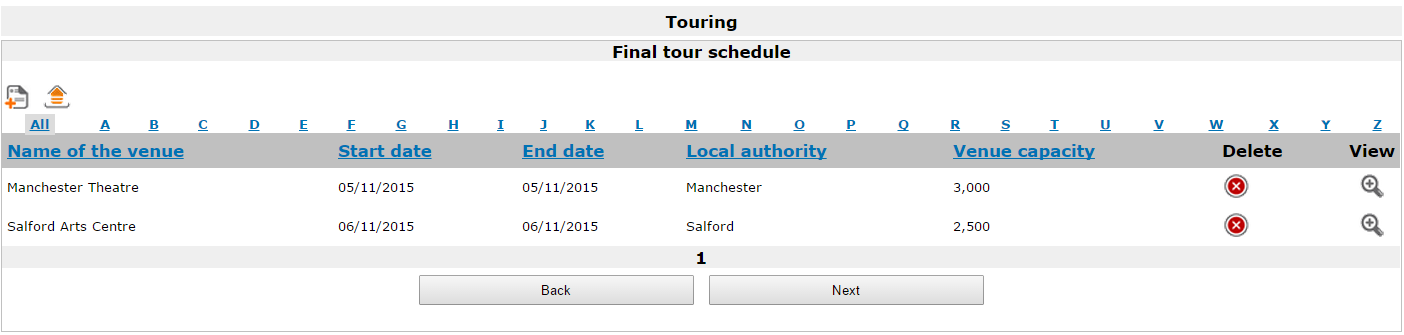
This screen will pull through the information you entered in your original application about the **Type of activity**, which will be either **Touring**, **Non-touring** or **Both**. If there have been any changes to the **Type of activity**, you can make them by making different selections.

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**.

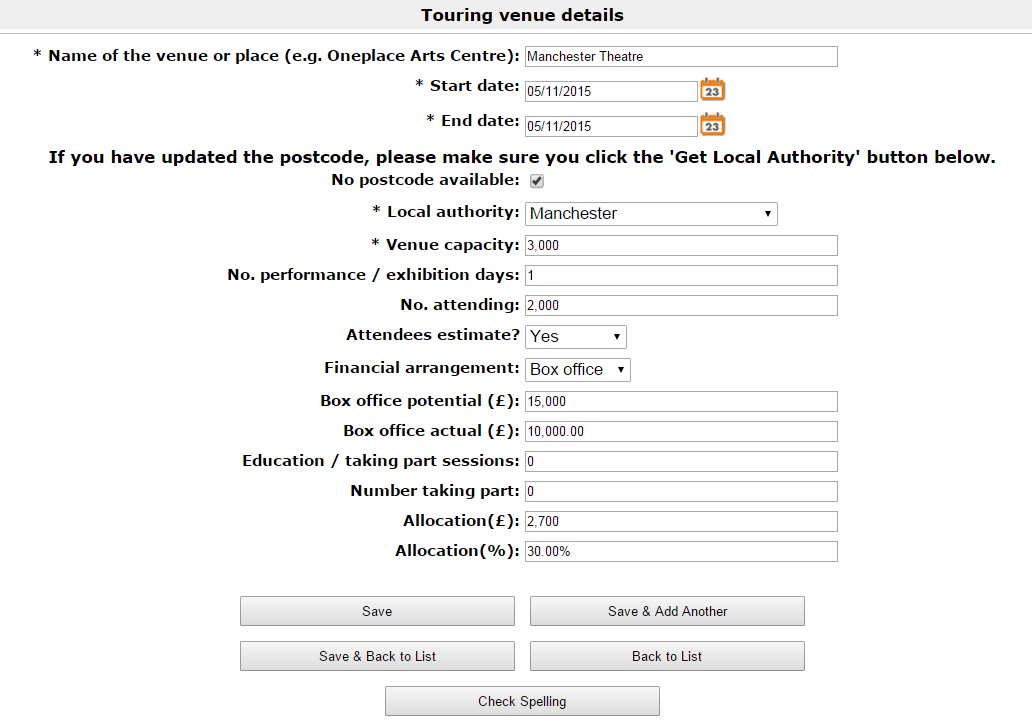
If you entered touring venues in your application, the next screen will be the **Touring** screen with details of your **Final tour schedule**. You will need to update the tour schedule with details of your project’s time at each of the tour venues.

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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 .

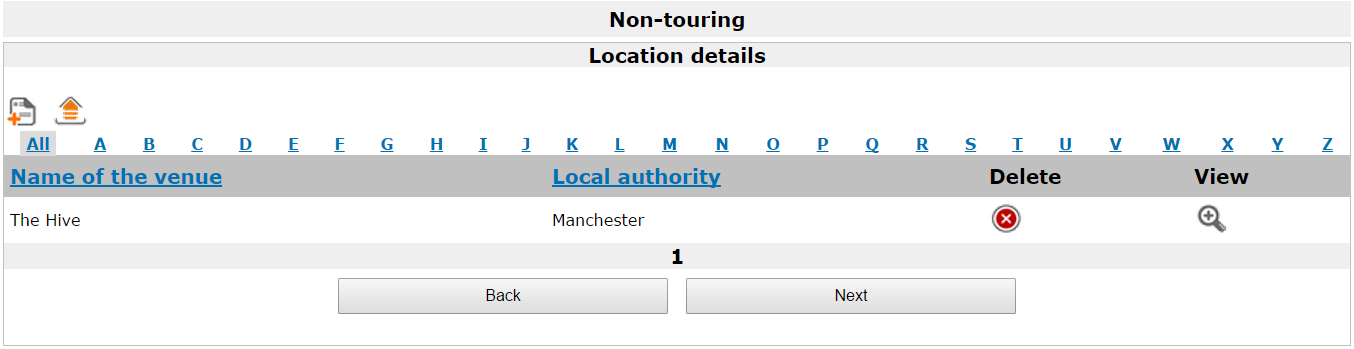
Clicking the **Add** icon  or the **View** icon opens the **Touring venue details** screen.



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.

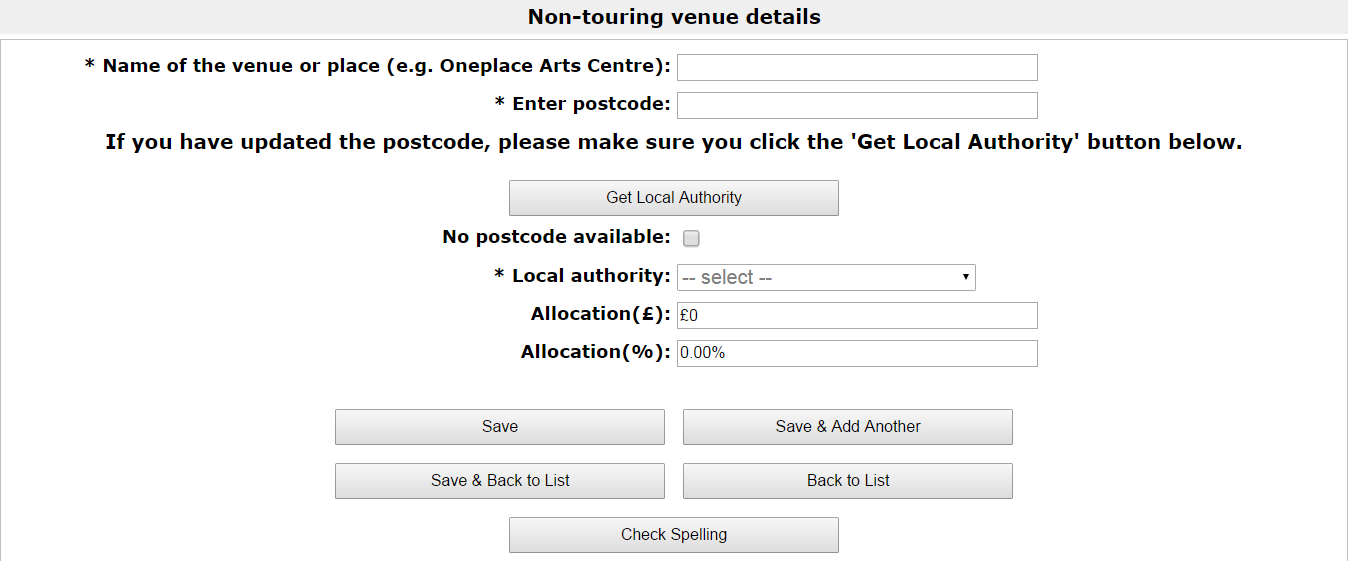
If you identified your project as having a **Non-touring** element, the next screen will be **Non-touring**.

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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 .

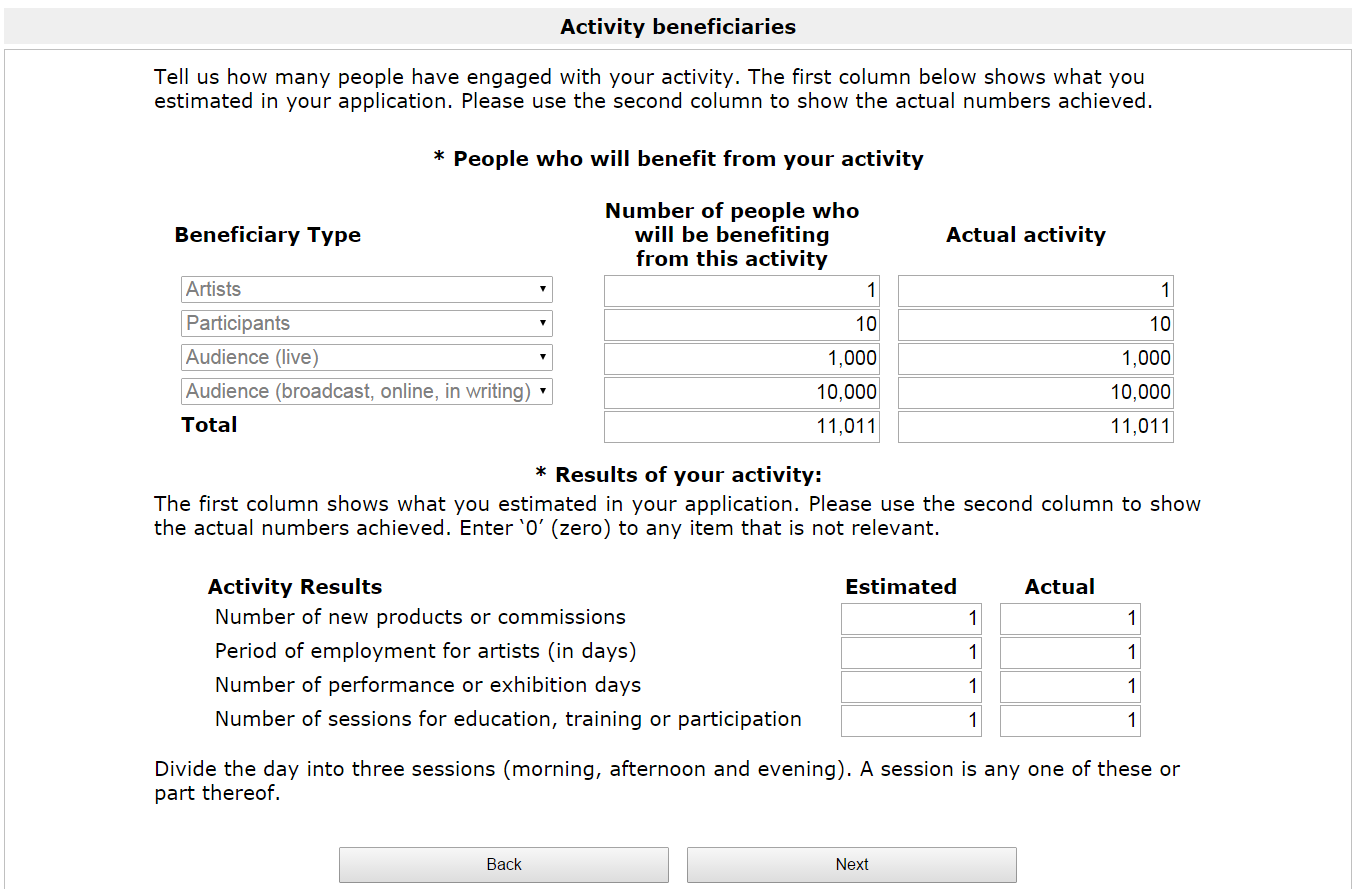
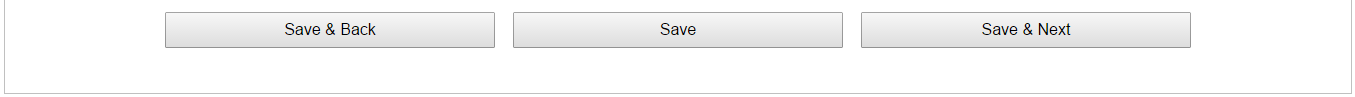
Clicking the **Add** icon  or the **View** icon opens the **Non-touring venue details** screen.



If you are viewing an existing entry, the details on this screen will be populated. 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.

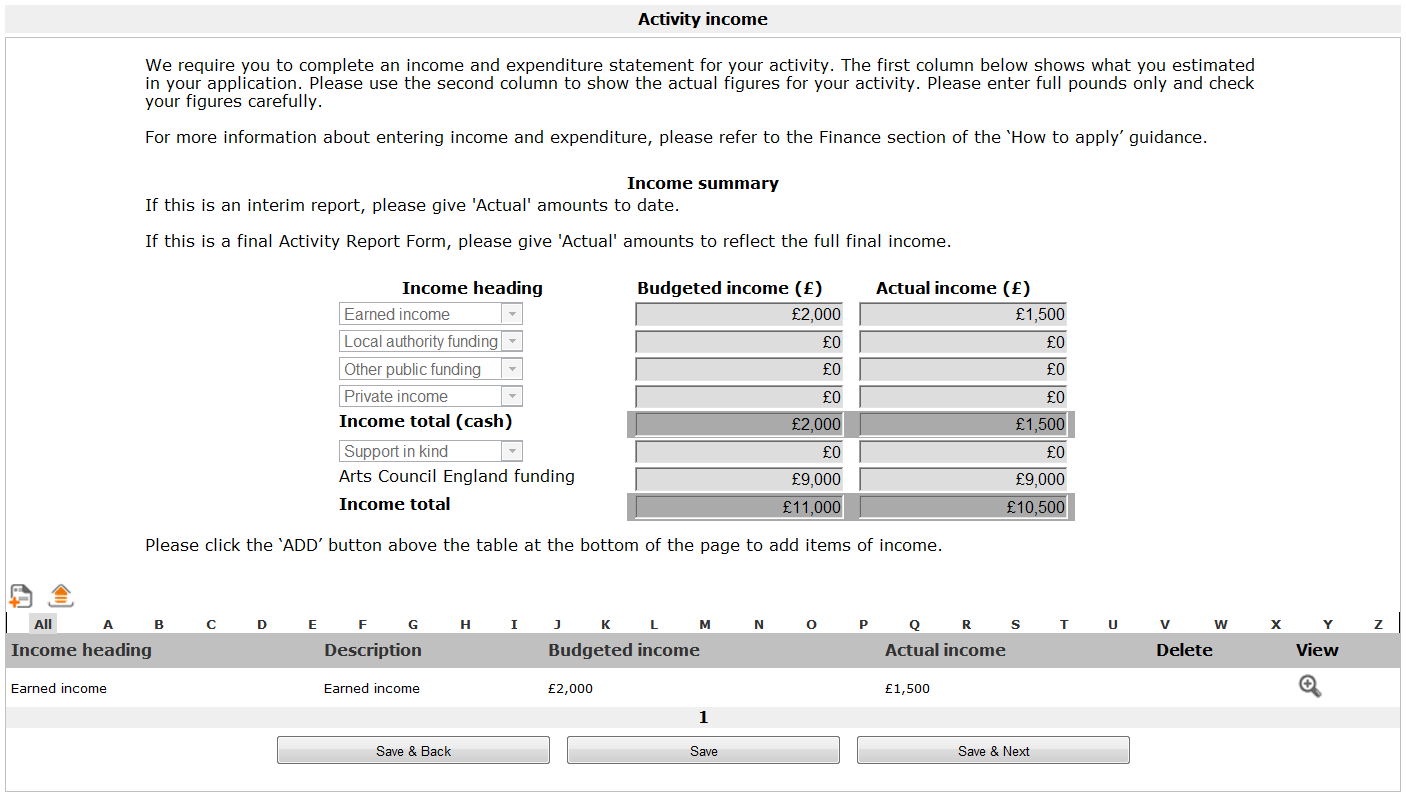
The next screen is **Activity Beneficiaries (final activity reports only)**.



In your original application form, you will have been asked how many people you thought would benefit from your activity. 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.

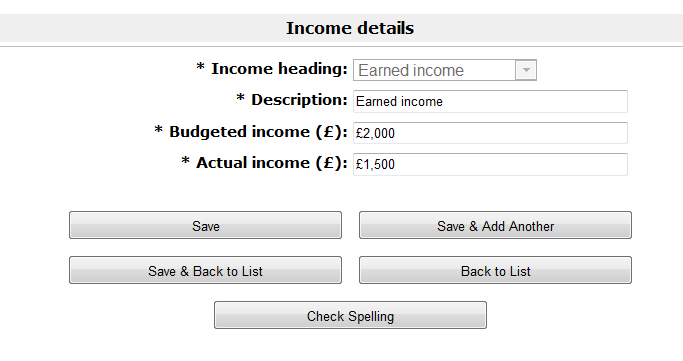


This screen will pull through the budgeted income figures you entered on your original application form. If you are completing this screen as part of an interim report, you will need to add your actual income figures to date. If you are completing it as part of a final activity report, you will need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

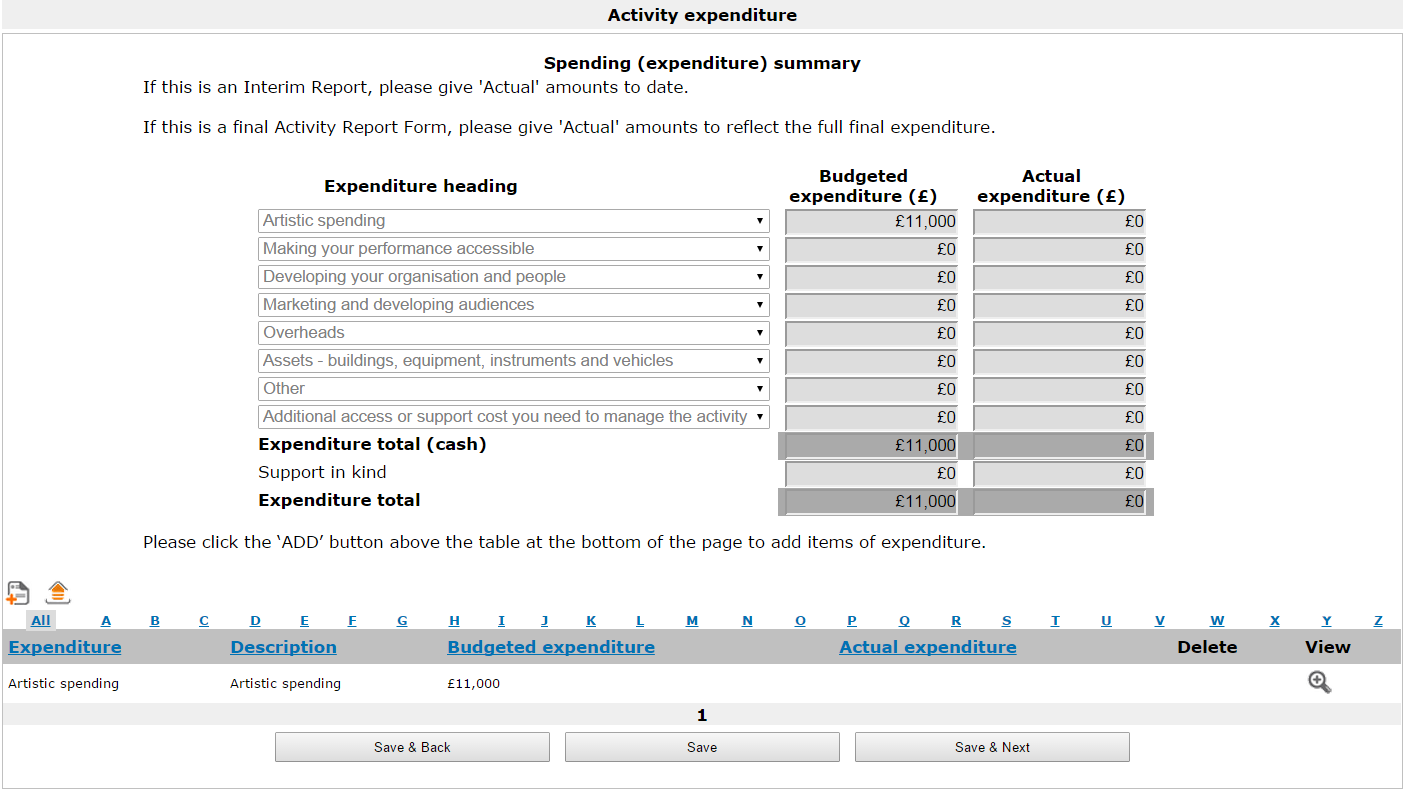
Clicking either one of these icons will open the **Income details** screen.

**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.**



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.

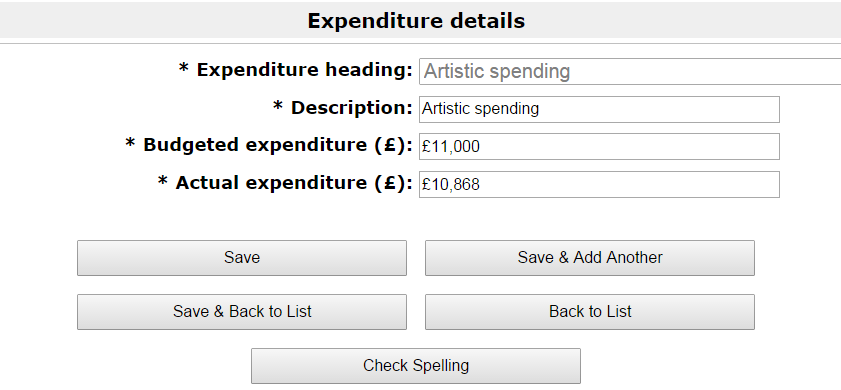
The next screen is **Activity expenditure**.

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.

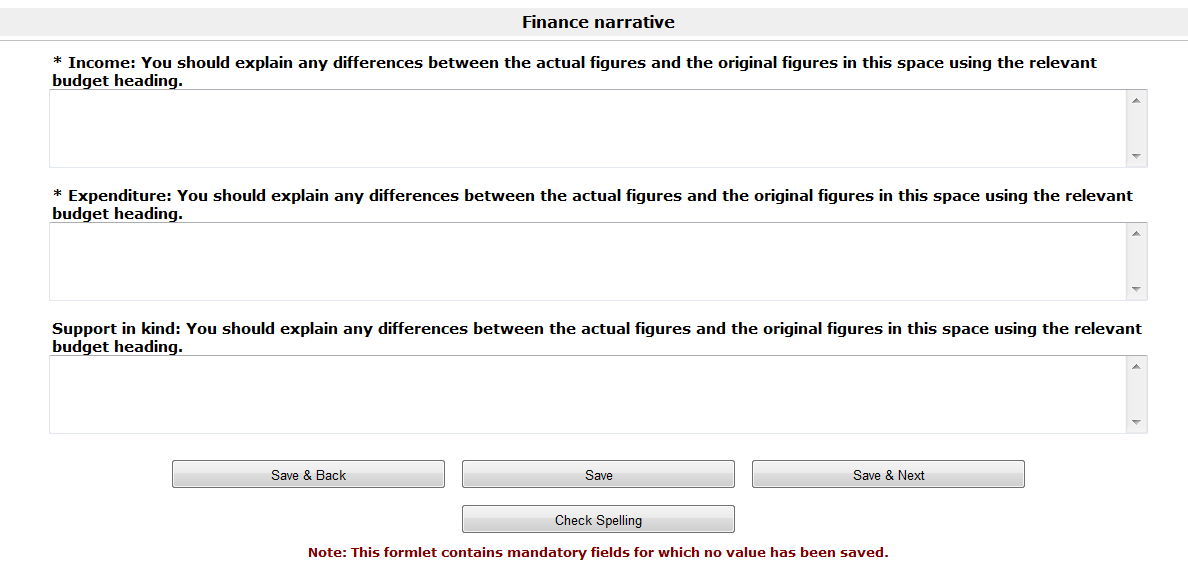
**Please note, you should only add a new line if you have an entirely new area of expenditure that you did not list on your original application form.**



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.

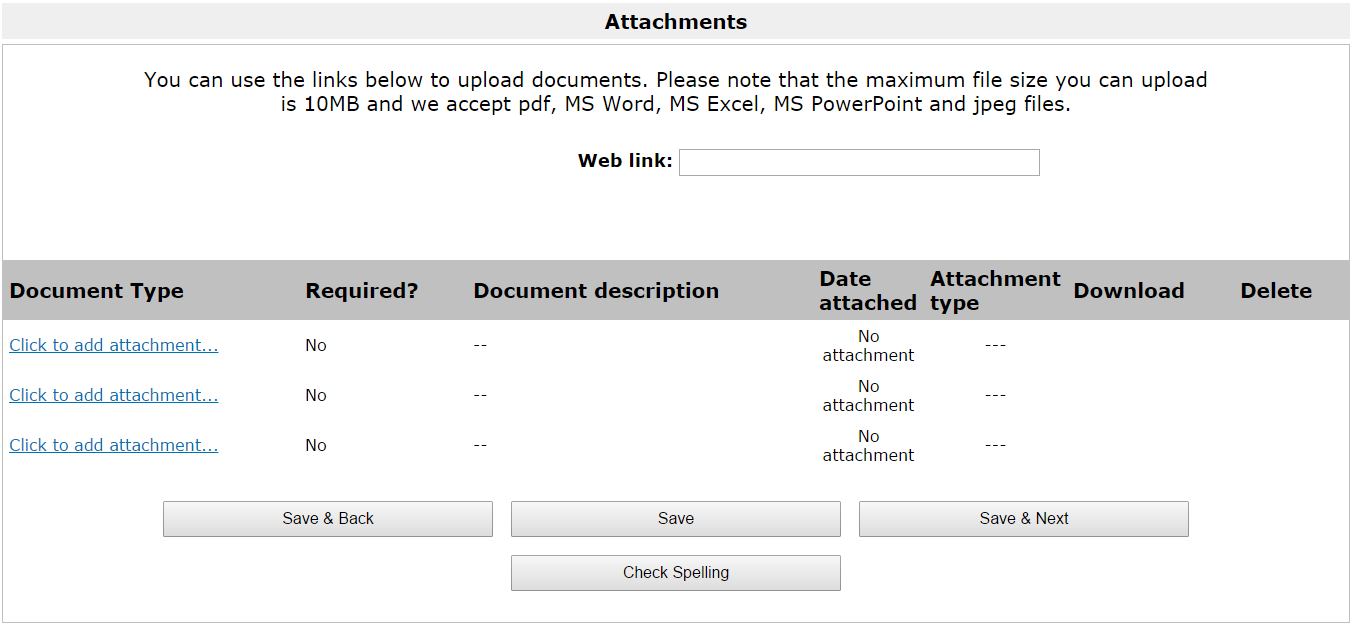
The next screen is the **Finance narrative** screen.



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.

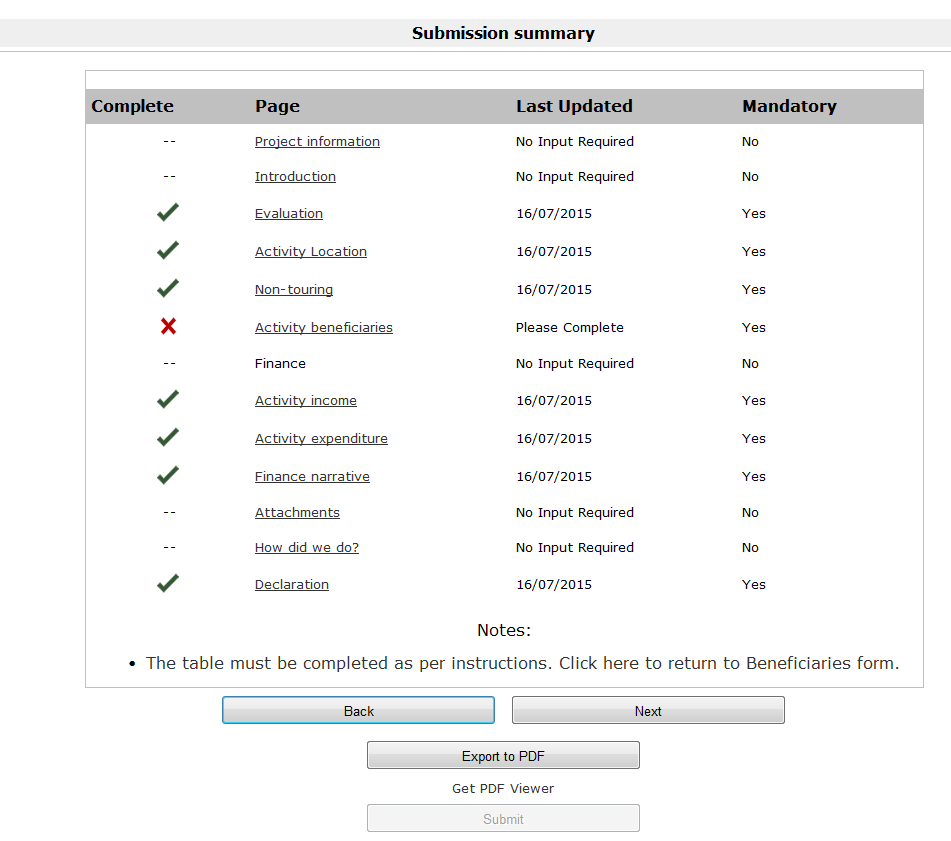
The next screen is the **Declaration** screen.

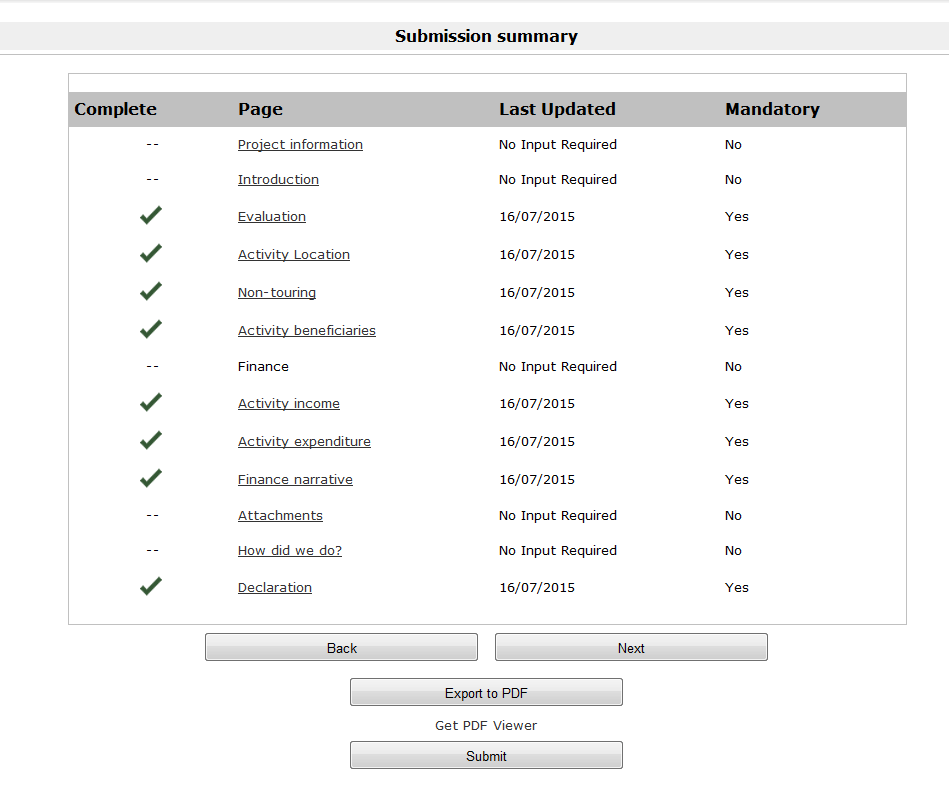
Please read this screen carefully, and tick the appropriate box and pay close attention to the checklist.

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 of 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](mailto:enquiries@artscouncil.org.uk)

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