****

Standard conditions and deadlines 2023/24

Please note these documents may be subject to change. You should check your 2023-26 NPO/IPSO or Transfer Programme funding agreement, specifically the monitoring schedule and payment conditions screen and attached Schedule 1 document, for any additional and/or bespoke conditions.

This document should be read in conjunction with the relevant [**Relationship Framework**](https://www.artscouncil.org.uk/key-information-2023-26-npos-and-ipsos#t-in-page-nav-1), which sets out our expectations around board papers and reporting in more detail.

**Q1 Apr-Jun**

**3 April 2023**

Year 1 payment 1

* A completed bank details form

**The following requirements apply to 2022/23 NPOs only:**

**By 5 May 2023**

* Upload all final data to the Audience Finder and Impact & Insight Toolkit platforms

**By 31 May 2023**

* Submit a 2022/23 Annual Report and/or Annual Summary generated by Audience Finder to NPO.reporting@artscouncil.org.uk
* **Band 2 and 3 NPOs:** Submit a 2022/23 Annual Summary Report generated by Impact & Insight Toolkit to NPO.reporting@artscouncil.org.uk

**Between 2 May – 29 June 2023**

* Input 2022/23 environmental data into [Julie’s Bicycle Creative Climate Tools](https://juliesbicycle.com/our-work/creative-green/creative-green-tools/)

**Between 3 April - 30 June 2023**

* Submit 2022/23 annual survey to the portal

**Q3 Oct-Dec**

**4 October 2023**

Year 1 payment 3

(payment 7 for over £1 million)

* Most recent board or advisory/oversight group papers, that meet the requirements as set out in the Schedule 1
* Quarterly audience reporting, submitted via the Illuminate platform, is up to date and in line with the requirements

**By 31 December 2023**

* Q1 and Q2 audience data to be reported via the Illuminate platform

**Q4 Jan-Mar**

**3 January 2024**

Year 1 payment 4

(payment 10 for over £1 million)

* Most recent board or advisory/oversight group papers, that meet the requirements as set out in the Schedule 1

**By 31 March 2024**

* Q3 audience data to be reported via the Illuminate platform

**Q2 Jul-Sep**

**5 July 2023**

Year 1 payment 2

(payment 4 for over £1 million)

* Most recent board or advisory/oversight group papers, that meet the requirements as set out in the Schedule 1
* *Current NPOs only:* A completed, satisfactory annual survey and report for 2022/23

**By 30 September 2023**

* Completed registration on the Illuminate platform