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**Q1 Apr-Jun**

**3 April 2024**

Year 2 payment 1

* Most recent board or advisory/oversight group papers, that meet the requirements as set out in the Schedule 1
* A completed activity plan template for the period April 2024 – March 2025, which is acceptable to the Arts Council
* A completed Investment Principles plan template for the period April 2024 – March 2025, which is acceptable to the Arts Council
* A completed financial template for the period April 2024 – March 2025, which is acceptable to the Arts Council

**By 30 June 2024**

* Submit 2023/24 annual survey to the portal
* Q4 audience data to be reported via the Illuminate platform

**Q2 Jul-Sep**

**3 July 2024**

Year 2 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
* Annual survey reporting is completed and satisfactory to Arts Council, in line with requirements as set out in the annual survey guidance for the relevant reporting year
* Quarterly audience reporting, submitted via the Illuminate platform, is up to date and in line with the requirements

**By 30 September 2024**

* Q1 audience data to be reported via the Illuminate platform

**Q4 Jan-Mar**

**1 January 2025**

Year 2 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
* Quarterly audience reporting, submitted via the Illuminate platform, is up to date and in line with the requirements

**By 31 March 2025**

* Q3 audience data to be reported via the Illuminate platform

**Q3 Oct-Dec**

**2 October 2024**

Year 2 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

**By 31 December 2024**

* Q2 audience data to be reported via the Illuminate platform

Standard conditions and deadlines 2024/25

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.