



Ignipotens by Pyronix - Bournemouth
Arts by the Sea Festival 2019

Photo © Scott Salt

NATIONAL LOTTERY PROJECT GRANTS INFORMATION SHEET

Final reporting for Project Grants

Arts Council National Lottery Project Grants is our funding programme for arts, museums and libraries projects.

Published: November 2023



Awarding funds from
THE NATIONAL LOTTERY®

artscouncil.org.uk

What's Inside

This document provides information to support you if your project is funded.

In this information sheet, we will talk about the following:

Final reporting for Project Grants.....	3
Key things to remember.....	3
Has my project finished?.....	3
Your final income and expenditure.....	3
Contingency	4
Personal access costs	5
What if I made more income than I spent?.....	6
What if I don't spend all the money I received?	6
Can I spend any excess income on something else?	7
If you have not submitted your final activity report form	7
If you have submitted your final activity report form	7
Making records of your project available to us for audit	8
Contact us.....	8

Final reporting for Project Grants

Everyone who receives a grant from us needs to complete a final activity report form. This is so we know how your project went and how you spent your grant.

This is also a chance for you to reflect on your project, what worked well and what could be done differently next time.

Our grant terms and conditions explain that you must only use the grant for the activity described in your application form. We can't allow you to keep any of our funding that is unrelated to this.

Key things to remember

Has my project finished?

You should not complete and submit your final activity report form until your project, as described in your application form, has finished. This is because your report form needs to show all the income you received and everything you've spent for your whole project.

If you report to us before you have finished your project, you will not be able to show the full, final income and expenditure and we will not be able to calculate your final payment accurately.

Your final income and expenditure

When you submit your final activity report form, we ask you to compare your original income and expenditure (the estimated budget you provided in your application form) against your final income and expenditure (the actual figures at the end of your project).

Your report will automatically show your original budget. If your grant was for £30,001 or more it will also show your income and expenditure from your interim report. You will be asked to enter your actual income and expenditure figures (as they are at the end of your project).

Explain differences between your original and actual income and expenditure

We would not expect your original budget (as shown in your application form) to be exactly the same as the figures for income and expenditure in your final report form. We understand that projects change, and that:

- projects may make additional income
- you may not receive match funding that was expected
- goods and services may cost more than originally estimated
- you may not spend all the money you expected

Use the budget questions section to explain any significant differences between the original and actual income and expenditure.

Contingency

You might have included a contingency in your original expenditure to cover increased or unexpected project costs.

If you used all or part of your contingency you should list these costs as new expenditure lines in your final report form.

Whether you have spent all, some or none of your contingency. You must reduce the contingency line in your actual expenditure to £0 otherwise we won't be able to process your report and there'll be a delay in you receiving your final payment.

If you applied to us after 1 November 2023, you will be asked to confirm one of these options in your final report form:

- I can confirm that I've reduced my contingency amount to £0 and have explained what I spent it on
- I can confirm that I've reduced my contingency amount to £0 because I didn't spend it
- I didn't include any contingency in my original budget

Personal access costs

If you included personal access costs in your original expenditure, they should only be used for this purpose in your actual expenditure.

If you spent less money on personal access costs than you anticipated, these costs should not be used for a different purpose, unless your proposed expenditure fits with our personal access costs definition:

If you, or any of the core team of people you are delivering the project with, experience barriers because you identify as:

- D/deaf or disabled
- neurodivergent
- experiencing learning difficulties
- having a mental health condition
- having a long term health condition

there may be extra costs relating to your or their access needs. These would be to:

- help you deliver the project; or
- for the online management of your grant.
- Some examples are: a BSL interpreter, a notetaker, or specialist tutor for admin support, or counselling costs.

Costs can only be for the project period (between your project start date and end date).

Costs for caring responsibilities or costs for making your activity accessible to the people experiencing your project, including participants, can be included as part of your project budget but should not be included as personal access costs.

If you have any queries you can [contact us](#).

What if I made more income than I spent?

At the end of your project, you may find you have more project income than project expenditure.

Reasons for this may include:

- you made more money than you expect via ticket sales or the sale of work
- you received additional funding for the project from other sources
- some of your expenditure was lower than you expected. For example, you may have negotiated a good deal on goods or some work may have been completed faster than expected
- you may not have delivered all the activity you expected to

Your grant comes from public funds, and if the figures in your final activity report form show that you have made excess income, we may ask for you to pay back some of the grant.

We will calculate what percentage of the overall income for your project came from our grant, and any deduction we make to your grant would be in proportion to this. This may mean that you have a reduced final payment, no final payment, or we may have to invoice you for part of the grant you have already received.

Before this decision is made, we will write to you to explain what our calculations are and advise you of our recommended final payment.

What if I don't spend all the money I received?

If you have not spent all the income you received, your income and expenditure figures in your final activity report form will show that income is greater than expenditure. The same principle applies as described above - we may ask you to return some of the unspent amount to us.

It is therefore important that you hold any unused part of the grant on trust for us at all times.

Can I spend any excess income on something else?

In our [Terms and Conditions](#) for your grant, we specify that you must use the grant exclusively for the project described in your application. As such, you cannot keep any part of our funding for activity which is not related to the project we originally funded.

If you are aware that you will spend less than you thought on your project, or you have made more income than you expected, you may in some circumstances be able to propose a use for those extra funds.

You must get our agreement in writing to use the extra funds before you spend the money and before you complete your activity report form.

If you have not submitted your final activity report form

If you have not spent the full amount of your grant and want to undertake additional activity that was not in your original project budget, you should contact us to seek our agreement beforehand. Any proposed use must be directly related to the project we originally funded, and we reserve the right not to approve your proposal.

We cannot agree to fund any **new** activity, and you cannot use unspent funds as match funding for any other funding applications. If we agree to your proposal, you should not report on your project until you have completed the agreed additional activity. You should then report on your full project including the additional activity.

If you have submitted your final activity report form

If you have already reported to us on your project and your income and expenditure statement shows an unspent amount, **we are unable to consider proposals for using unspent funds** and will follow the process outlined above. This may mean that you have a reduced final payment, no final payment, or we may have to invoice you for part of the grant you have already received.

Making records of your project available to us for audit

We regularly carry out checks on a sample of grants to make sure that our funding is being used appropriately. This is called Post event assurance (PEA).

We reserve the right to ask funded applicants for access to all their documentation relating to their project. As such, if we offer you a grant, you must keep clear records of project management and financial records for us to access when required.

You can find out more about this on our [Support if your project is funded](#) webpage under Post event assurance.

Contact us

Phone: 0161 934 4317
Email: enquiries@artscouncil.org.uk
Website: artscouncil.org.uk
Post: Arts Council England
The Hive, 49 Lever Street
Manchester
M1 1FN

You can also Live Chat with our customer services team by clicking the icon our Project Grants page on our website.