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NATIONAL LOTTERY PROJECT GRANTS INFORMATION SHEET

Payment conditions and Project Grants

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

Published: April 2024



Awarding funds from
THE NATIONAL LOTTERY®

What's Inside

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

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Payment conditions and Project Grants

In your offer letter we may list some additional information that we need before we can release a payment. We call these 'payment conditions'.

This document includes the most common payment conditions, why your grant might have a payment condition and what we would expect to receive from you to meet the condition.

What are payment conditions? And where do I find them?

Payment conditions are additional information that we need before we can release a payment.

If we identify any risks in your application, we may use payment conditions to reduce the risk to the delivery of your project.

We need to be satisfied with the information you have supplied in response to these conditions before we are able to release any payments.

You can find the payment conditions in the payment schedule of your offer letter.

First payment conditions

First, you will be asked to accept our offer of funding and then submit your bank details on Grantium.

You may have some other payment conditions on your first payment. The most common ones are:

- [Confirmation of dates and venues for activity](#)
- [Confirmation of other funding](#)
- [Confirmation of partnerships](#)
- [Confirmation of tour schedule](#)

If we have added any specific payment conditions, you will need to upload evidence that meets the condition as part of the **payment request step** on Grantium. You can see [what type of evidence we can accept](#) in this document.

You must submit your payment request step before we can release your payment. You can find [guidance](#) on how to submit this payment request step on Grantium on our website.

Interim payment conditions

Interim report

We ask for an interim report for all grants of £30,001 or over. You can find more information on interim reporting on our [Support if you project is funded webpage](#).

Other payment conditions

Sometimes, for longer projects, we may also ask for some other payment conditions before we can release your interim payment. If we have added any specific payment conditions, you will need to upload evidence that meets the condition as part of the **payment request step** on Grantium.

You must submit your payment request step before we can release your payment. You can find [guidance](#) on how to submit this payment request step on Grantium on our website.

Final payment conditions

Final activity report form

We ask for a final activity report form for all grants. You can find more information on final reporting on our [Support if you project is funded webpage](#).

If you applied for £50,000 or more, we will also ask for:

- [Certified income and expenditure](#)

You will need to upload this as part of the **payment request step** on Grantium.

You must submit your payment request step before we can release your payment. You can find [guidance](#) on how to submit this payment request step on Grantium on our website.

Common payment conditions

Confirmation of dates and venues for the project

Description

Written evidence that the dates and venues for your project are confirmed.

When this might be added

When your project is taking place in a number of locations but is not a tour.

There was a risk identified about the confirmation status of venues and we require these dates to be confirmed in writing by the venue.

What we expect to receive

- A full programme or schedule for the project with all dates confirmed, with either:
 - Copies of letters from venues (with logos) confirming dates.
 - Forwarded emails from funders (with logos or email addresses matching venues) confirming dates.

- If the venues and/or dates are different to the ones given in your application, you should provide the evidence for the revised dates/venues, and we will consider whether the project still meets the aims of the original proposal.

Confirmation of other funding

Description

Written evidence that the other funding listed as 'expected' in your application is in place (e.g., copies of offer letters from other funders).

Please note: This condition excludes earned income (e.g., ticket sales) that will be secured during the project.

When this might be added

If the project cannot be delivered successfully without the expected level of income in place.

If our offer of support is conditional on other item(s) of income being confirmed (e.g. match funding from another funding body).

What we expect to receive

- Copies of letters from funders (with logos and contact details).
- Forwarded emails from other funders (with logos or email addresses matching the funder).
- Copies of bank statement(s) showing funds in place (sensitive details can be redacted).
- If the payment condition cannot be met, in some instances we may consider:
 - Changing the number of payments your grant is split into.
 - Adding the condition to a later payment to allow for more time to secure the income.
 - Accepting confirmation that the grant holder will meet any funding shortfall
 - Accepting a revised budget to show that the project can still be delivered and meet its aims if you receive less funding than planned.

Confirmation of partnerships

Description

Written evidence that the partnerships listed as 'expected' in your application are now in place.

When this might be added

The people or organisations you've said you are working with in your application are essential to the management and delivery of the project to the quality proposed in the application.

What we expect to receive

- Copies of letters from partners (with logos) detailing the agreed partnership role.
- Forwarded emails from partners (with logos or partners' email address) detailing the agreed partnership role.
- If you cannot provide evidence of the original people or organisations you planned to work with, in some instances we may consider:
 - Evidence of different partnership(s) along with an explanation of how the new partnership(s) will offer the same support for delivery and management as those who were originally proposed. We will consider whether the project still meets the aims of the original proposal.

Confirmation of tour schedule

Description

A confirmed and agreed tour schedule.

When this might be added

The application contained 'expected' tour dates and/or venues.

What we expect to receive

- A full tour schedule for the project with all dates in the application confirmed, including
 - Copies of letters from venues (with logos) confirming dates, or
 - Forwarded emails from venues (with logos or with email addresses matching venues) confirming dates
- If you cannot provide evidence the above evidence, in some instances we may consider:
 - A full tour schedule showing different venues and dates to those in the original application. We will consider whether the project still meets the aims of the original proposal.
 - A full tour schedule with most dates confirmed, with an explanation of why it has not been possible to confirm all of the dates at this stage.

Final payment conditions

Certified income and expenditure

Description

A statement of income of expenditure for the project that has been certified by an independent, qualified accountant; or

If your organisation is a local authority, university, or other statutory body, a qualified accountant from your internal audit function.

What do we mean by qualified accountant?

By qualified accountant, we mean an accountant who is a current member of one of the following bodies and holds a current practicing certificate:

- Association of Chartered Certified Accountants (ACCA)
- Association on International Accountants (AIA)
- Chartered Accountants Ireland (CAI)
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants of Scotland (CIAS)
- Chartered Institute of Public Finance and Accountancy (CIPFA)

When this might be added

This is a payment condition on all Project Grants awards of £50,000 or over.

What we expect to receive

- A signed and dated letter from an independent, qualified accountant stating that the project-specific statement of income and expenditure in the final activity report form is an accurate representation of the project's income and expenditure.
- A copy of the final activity report form income and expenditure statement stamped and dated by an accountant (with the stamp showing the full contact details for the accountant).

- If your organisation is a Local Authority, University or other statutory body, you can provide the same documents from a qualified accountant from your internal audit function.
- We cannot accept full audited company accounts, as the certification must relate to the project-specific income and expenditure.

The process for payments

- 1** **Submit your payment request**, including information that meets any payment conditions. Depending on the payment you will also need to submit your report form as a separate step.
- 2** **We will review** your payment request and any payment condition information **to check whether you have met the conditions.**
- 3** **If you have met the payment conditions:**
We will process and release your payment.
If you have not met the payment conditions: we will be in touch to explain why. You will then need to submit the correct information for us to review.
- 4** Once we make a payment, it can take up to 5 working days for the money to reach your bank account.

Contact us

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