Band 2 - Standard conditions and deadlines 2021/22

Please check your funding agreement, specifically the monitoring schedule and payment conditions screen and attached Schedule 1 document, for any additional and/or bespoke conditions.

Q1 Apr–Jun
7 April 2021
Year 4 Payment 1 conditions:
- Your most recent management accounts and cash flow
- Your most recent board papers or management report
- Business plan for 2021/22 including detailed budget and cashflow

31 May 2021
- Refresh your sustainability policy and action plan
- Input environmental data into Carbon Calculator

June 2021 (date tbc)
- Outline Business plan for 2022/23 including budget
  Complete your annual survey

Q2 Jul–Sept
7 July 2021
Year 4 Payment 2 conditions:
- Your most recent management accounts and cash flow
- Your most recent board papers or management report
- Your completed annual survey
- Your annual enhanced report generated by Audience Finder including details about protected characteristics of audiences
- Your data-sharing questionnaire that confirms you adhere to additional conditions in your funding agreement
- Your annual report summarising your quality evaluations using the Impact and Insight Toolkit

Q3 Oct–Dec
6 October 2021
Year 4 Payment 3 conditions:
- Your most recent management accounts and cash flow
- Your most recent board papers or management report
- Your annual report summarising your quality evaluations using the Impact and Insight Toolkit

Q4 Jan–Mar
5 January 2022
Year 4 Payment 4 conditions:
- Your most recent management accounts and cash flow
- Your most recent board papers or management report
- Your financial statements for the previous financial year

What do each of these conditions mean? View our list of terms