Band 3 - Standard conditions and deadlines 2020/21

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.

<table>
<thead>
<tr>
<th>Q1 Apr–Jun</th>
<th>Q2 Jul–Sept</th>
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</table>
| **1 April 2020**  
Year 3 Payment 1 conditions:  
- Your most recent **management accounts and cash flow**  
- Your most recent **board papers or management report**  
Updated versions of:  
- Business plan including detailed budget and cashflow  
- Audience and engagement plan  
- Digital policy and plan  
- Equality action plan  
- Risk register  
All updated policies and plans should be included in your business plan or as appendices. |
| **6 May 2020**  
Year 3 Payment 2 conditions:  
- Your most recent **management accounts and cash flow** into Carbon Calculator  |
| **31 May 2020**  
Environmental sustainability requirements:  
- Refresh your **sustainability policy and action plan**  
- Input **environmental data** into Carbon Calculator  |
| **3 June 2020**  
Year 3 Payment 3 conditions:  
- Your most recent **management accounts and cash flow**  |
| **12 June 2020**  
Complete your **annual survey**  |
| **1 July 2020**  
Year 3 Payment 4 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  |
| **5 August 2020**  
Year 3 Payment 5 conditions:  
- Your most recent **management accounts and cash flow**  |
| **2 September 2020**  
Year 3 Payment 6 conditions:  
- Your most recent **management accounts and cash flow**  |

What do each of these conditions mean? View our list of terms
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**Q3 Oct–Dec**

7 October 2020  
Year 3 Payment 7 conditions:  
- Your most recent management accounts and cash flow  
- Your most recent board papers or management report  
- Confirmation that no duplicate funding has been received from Arts Council funding and Government support schemes

4 November 2020  
Year 3 Payment 8 conditions:  
- Your most recent management accounts and cash flow

2 December 2020  
Year 3 Payment 9 conditions:  
- Your most recent management accounts and cash flow

**Q4 Jan–Mar**

6 January 2021  
Year 3 Payment 10 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

6 February 2021  
Year 3 Payment 11 conditions:  
- Your most recent management accounts and cash flow

3 March 2021  
Year 3 Payment 12 conditions:  
- Your most recent management accounts and cash flow

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