

## Bank details – Guidance and form

This document is for successful applicants, who have had funding from Arts Council England funding programmes from April 2020. Your project reference will begin with a letter prefix of letters and numbers which corresponds to the fund you are applying for e.g. INDR-00003510

All successful applicants must complete this form, even if you have received a grant from us previously.

Due to the coronavirus COVID-19 outbreak, we have taken steps to change the way we work. All our offices are temporarily closed and our staff are now all working remotely so we have had to change the way we accept and process bank details.

Accepting bank details through Grantium is a temporary measure while we cannot receive printed forms sent by post.

Completed forms must be uploaded to the Submit Bank Details step on Grantium. You will receive a notification when the Bank details step is ready for you to complete, please don't send us your bank detail until we ask you to.

**We ask you to print the form and provide a signature, if you can. You can then take a photo or scan the completed form to upload to Grantium. If you do not have a printer or scanner, we will accept a typed signature at this point and may ask for a signature at a later date.**

### Contact us

**Email:** [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk)

**Website:** [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

## Bank details guidance

- If you are an individual based within the EU (but outside the UK), you need to have a bank account in the UK.
- If you are an organisation based within the EU (but outside England) you need to have a registered office in the UK and a bank account in the UK.
- We cannot pay grants into savings accounts
- If you applied as an organisation you cannot use a personal account to receive grant payments. For further information please [contact us](#)

**Please note:** Your bank or building society must be regulated by The Prudential Regulation Authority for us to make payments to it. A list of the banks and building societies regulated by the PRA can be found [here](#).

### What bank account details we need

Before we can make any payments, we need to authorise your bank details. You will need to send us official confirmation of your bank account. This confirmation can be a scan or photo of a pre-printed paying in slip for your account, a scan or photo of a crossed cheque or a scan, photo or screenshot of a redacted bank statement that shows your name and address, the account name, the sort code and bank account number, as well as the name and address of the bank.

We also need signature/s of anyone who is registered to the account. Where possible, we ask you once you have downloaded and completed the bank details form that you print it out to sign and date. You can then either scan the signed copy or take a photo and upload this to the Submit Bank Details step on Grantium.

If you do not have a printer, we will accept a typed signature but may be in touch at a later date to request your signature.

### Providing the correct bank or building society name

Your bank or building society account must be in the name of the organisation or individual that applies for the grant. If you apply as an individual we will only make payments to your individual bank account. If you apply as an organisation we will only make payments to a bank account in the organisation's name. For groups of individuals or groups of organisations, the individual or organisation named on the application form should take the lead on managing the grant and should therefore provide bank details.

## **When we can accept a bank account name that is different from the applicant name**

- a school requesting a grant be paid into a local authority bank account
- individuals who applied for the grant in their maiden name (as this is their professional artist name) but their bank account is in their married name
- sole traders, whose business bank account names include both their own name and their business name (e.g. 'John Smith T/A [trading as] Arts Club') when they applied in their business name
- individuals whose finances are handled by a third party due to the applicant's disability – applicants must provide a signed letter of confirmation or a certificate showing Power of Attorney

If the name on the application is different to the name on the given bank account, you must provide copies of your legal documents to show why this is the case (for example, a copy of your marriage certificate or a covering letter from the local authority).

We cannot pay grants for individuals into an organisation's bank account and we cannot pay grants for organisations into individual bank accounts.

## **Bank or building society account requirements for organisations**

We can only make a payment to an organisation's account that requires at least two people to sign each cheque or authorise a withdrawal.

When completing the bank details form for grants to organisations we require two signatures from people who are authorised to sign in the organisation's name.

If you are an unincorporated group we also require the name, address and signature of each group member. This is because all members of the group will be jointly and proportionately responsible for the money awarded under the grant agreement. This acts as confirmation that the members signing the grant acceptance letter and the bank details form have the authority of the group to do so.

We can only accept a single signature for an organisation when it is operated by a single individual. You would need to provide a signed letter from your bank that confirms you are the sole signatory on the account. The letter should also show your name and address, the account name, the sort code and bank account number, as well as the name and address of the bank.

## **Sole traders**

If you are a sole trader and have a bank account which includes 'T/A [trading as]' in the account name, you will need to provide evidence of the bank account name. This could be a scanned copy or screenshot of a bank statement that clearly shows the name of the account holder.

Before uploading your bank form, please check that your Applicant profile in Grantium states the full bank account name in the 'What name is your bank account registered' field e.g. 'John Smith T/A [trading as] John Smith' or 'John Smith T/A [trading as] Arts Club' if you use a business name instead of your own name.

## **Types of account we can pay grants into and payment method**

Our standard payment method is BACS. We can only process a BACS payment into an account with a six-digit sort code and eight-digit account number. If your building society account number format is different from this then we will make a direct bank transfer. We cannot pay you by cheque.

## **When we already have your authorised bank details**

Every time you are awarded a grant you begin a new funding agreement with us. For each grant funding agreement you must complete and sign a new bank details form that tells us which bank account to pay the grant into.

If you ask us to pay the grant into a bank account that we have already authorised, please complete and upload the bank details form, and tell us the grant reference of the last grant we gave you. You will not need to send us proof of your bank account again. If you cannot tell us the grant reference, you will need to provide us with a copy of a paying in slip, crossed cheque or a redacted bank statement.

## **Bank account details have changed**

You **must** tell us as soon you make a change to your bank account details.

If your bank account details change during the delivery of your project or have changed since your last grant and you do not tell us, this will result in a delayed payment. You will need to complete and return new bank details form with bank confirmation for the new account.

## Mistakes to avoid when filling in the bank details form

Common mistake	How to avoid
<p>Supplying details of a bank account name that is different from the name you applied for funding in</p>	<p>Your bank or building society account <u>must</u> be in the name of the organisation or individual that has applied for the grant. If you applied as an individual, we will only make payments to your individual bank account. If you applied as an organisation, we will only make payments to a bank account in the organisation's name.</p>
<p>An individual applicant not signing the bank details form</p>	<p>You are required to provide a signature so that your bank details can be authorised – make sure you sign the form on page 7.</p>
<p>Applying as an organisation but only providing one signature on your bank details form</p>	<p>You are required to provide a second signature so that your bank details can be authorised. (If you are a sole trader you must enclose a letter with the bank details form showing that you are the sole signatory on the bank account.)</p>
<p>Not filling in all the required information on your bank details form</p>	<p>We need all the requested information to be able to authorise your bank details.</p>
<p>Not providing a copy of a paying-in slip, statement or voided cheque with your bank details form for new bank details</p>	<p>We require this to be able to confirm your bank account and we cannot authorise your bank details without it.</p>

# Bank details form

**This must be completed and uploaded to Grantium during the Submit Bank Details step. Do not send it to us as an attachment or by email.**

## Section 1 – To be completed by all successful applicants

<b>Project Number</b> <i>(Found on offer letter)</i>	
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<b>Project Name</b>	
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<b>Applicant Name</b>	
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### Bank details:

<b>Bank Account Name</b>	
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<b>Sort Code</b> <i>(6 numbers)</i>	_ _ _    _    _ _ _ _    _    _
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<b>Account Number</b> <i>(8 numbers)</i>	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
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If the bank account name is different to your Applicant name, please give details below. You may need to supply documentation to confirm this and can contact us if you have any questions – or use this space to tell us your previous grant reference, if we have already approved your bank details before.

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**Authorised signature(s)**

I/We confirm that the above details are correct and agree to inform you in writing of any changes.

<b>Name</b>	
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<b>Position</b> <i>(Organisation only)</i>	
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<b>Signature</b>	
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<b>Date</b>	
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If you have applied as an **organisation**, you must include a second signature below.

<b>Name</b>	
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<b>Position</b> <i>(Organisation only)</i>	
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<b>Signature</b>	
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<b>Date</b>	
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## **Section 2 – To be completed by new successful applicants**

### **Confirmation of bank details**

New applicants or current applicants that are providing new bank details will need to provide authorised confirmation of the details provided in Section 1.

Please provide a copy of one of the following:

- A scan or photo of a pre-printed paying in slip, that contains all bank details provided
- A scan or photo of a crossed cheque
- A scan of your original bank statement, or scan, photo or screenshot of a redacted bank statement that shows your name and address, the account name, the sort code and bank account number, as well as the name and address of the bank.

Only one of the above is needed.



### **Section 3 – To be completed by unincorporated groups**

If you applied as an unincorporated group, we require the name, address and signature of each group member. This acts as confirmation that the group members signing the bank details form have authority to do so. Each member of the group will be jointly and proportionately responsible for the money awarded under the grant agreement.

<b>Member 1</b>	
<b>Name</b>	
<b>Address</b>	
<b>Signature</b>	

<b>Member 2</b>	
<b>Name</b>	
<b>Address</b>	
<b>Signature</b>	

<b>Member 3</b>	
<b>Name</b>	
<b>Address</b>	
<b>Signature</b>	

Please continue on a separate sheet if needed.