



# **Grantium guidance for applicants**

## *How to claim a payment*

*Version 2 – February 2018*

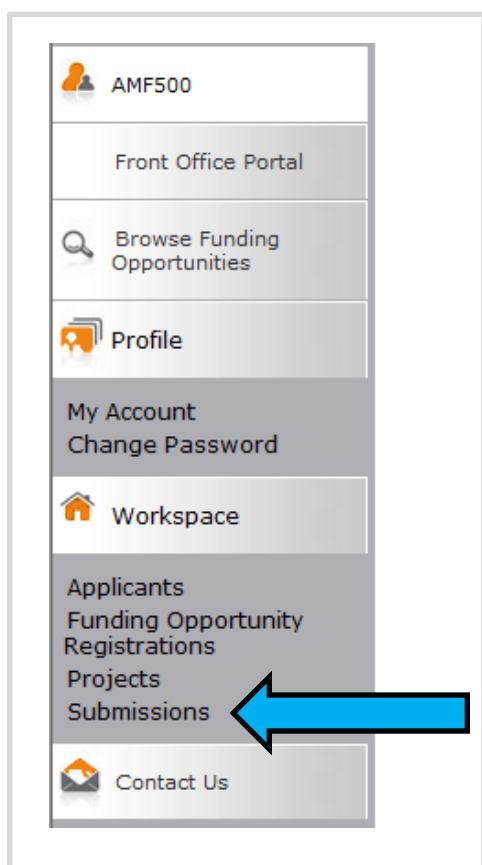
To receive your funding payments from Arts Council England, you must submit payment requests. The payment request is where you attach any information we have requested from you to meet the conditions of your payment, and tells us that you are ready to receive the funds.

This guidance document takes you through the step-by-step process for requesting your payments.

## How to claim a payment


Log into your Grantium account using your username and password.

On the **Welcome** screen, click on the **Submissions** link in the grey bar to the left of the screen:



‘Submission’ is the name we use for any online form that you need to complete and submit. Clicking on this link will take you to a list of all your submissions, and you will need to filter the list to see the submissions linked to each project. This will include the eligibility questionnaire and application form you submitted, as well as the offer letter acknowledgement you received to notify you of the outcome of your grant.

This list will also show any **Payment Requests** that are due to be submitted. **Please note, you will only be able to see one payment request at a time.** If you are claiming your first payment, any subsequent payments you are due to receive will not appear in your Grantium account until closer to the time they are due.

To request your payment from us, click on the **Open icon**  next to the payment request:

Project Name Project Number	Programme Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	Actions
Celebrating Age application CAF-00003412	Celebrating Age Eligibility questionnaire	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:26:09	
Celebrating Age application CAF-00003412	Celebrating Age Expression of Interest	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:27:45	
Celebrating Age application CAF-00003412	Celebrating Age Expression of Interest notification	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:46:45	
Celebrating Age application CAF-00003412	Celebrating Age Application	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 11:51:12	
Celebrating Age application CAF-00003412	Celebrating Age Offer letter acknowledgement	01-Jan-2009	01-Jan-2019	Primary Applicant	1	04-Jan-2018 14:37:23	
Celebrating Age application - Payment Request #1 (Initial) CAF-00003412 - Payment Request #1 (Initial)	Celebrating Age Post-award submission	04-Jan-2018	04-Jan-2022	Primary Applicant	1		 

Within the **Payment Request** submission there are some screens that are for information only (which you can click **Next** to work through), and some that need you to enter some information or attach some documents.

The first screen is the **Project information** screen. You do not need to enter any information on this screen, but you can view your application form, award schedule or offer letter by clicking on the links at the top of the screen if you wish.

**Project information**

**Step** **View**

Application

Award schedule

Offer letter acknowledgement

**Celebrating Age**

Applicant name: Treetop Theatre

Project title: Celebrating Age application

Project number: CAF-00003412

Amount awarded (£): £70,000

Payment type: Initial

Back Next

Click **Next** to proceed.

The next screen is the **Payment request** screen. Again, you do not need to enter any information on this screen, this is just a chance for you to review the amount of the payment you are requesting, and the date the payment is due to be made.

**Please note that the Schedule due date is the date we expect to receive your Payment request, and not the date the money will appear in your account.**

**Payment request**

Submission name: Payment Request #1 (Initial)

Schedule due date: 18/10/2015

Scheduled payment amount (£): £7,500

Back Next

Click **Next** to proceed.

The next screen is the **Payment conditions** screen. This shows the details of any conditions you have been asked to submit before your payment can be released. For a first payment, you will always be asked to post us a copy of your bank details, **even if you have received funding from us before**. You may also have been asked to provide other information specifically related to your project.

Payment conditions				
If you are unable to meet any of these payment conditions or have any questions about what we expect to see, please contact us on <a href="mailto:enquiries@artscouncil.org.uk">enquiries@artscouncil.org.uk</a>				
<a href="#">All</a> <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a> <a href="#">L</a> <a href="#">M</a> <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">U</a> <a href="#">V</a> <a href="#">W</a> <a href="#">X</a> <a href="#">Y</a> <a href="#">Z</a>				
Condition #	Payment condition	Payment condition met	Delete	View
01	Board papers : A copy of your most recent board papers or equivalent management report			
02	Bank details : A completed bank details form sent to us in hardcopy only			
03	Confirmation of tour schedule : A confirmed and agreed tour schedule			
04	Confirmation of artists : Written evidence of confirmation of the artists involved in the activity			
05				

On this screen you need to confirm that you're submitting information to meet the required conditions, but you will not upload any documents until the next screen (if necessary). To confirm you are submitting the required information, click on the **View** icon next to the relevant condition. This opens the **Payment conditions details** screen:

Payment conditions details	
Payment condition number:	01
Payment condition:	Bank details : Your bank account details
* Payment condition met?	<input type="checkbox"/>
<input type="button" value="Save"/>	
<input type="button" value="Save &amp; Back to List"/> <input type="button" value="Back to List"/>	
<input type="button" value="Check Spelling"/>	
<small>Note: This formlet contains mandatory fields for which no value has been saved.</small>	

Tick the **Payment condition met?** box and then click **Save & Back to List**. The Payment conditions screen will then show that you have confirmed you have submitted information to meet the condition:

<a href="#">All</a> <a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">F</a> <a href="#">G</a> <a href="#">H</a> <a href="#">I</a> <a href="#">J</a> <a href="#">K</a> <a href="#">L</a> <a href="#">M</a> <a href="#">N</a> <a href="#">O</a> <a href="#">P</a> <a href="#">Q</a> <a href="#">R</a> <a href="#">S</a> <a href="#">T</a> <a href="#">U</a> <a href="#">V</a> <a href="#">W</a> <a href="#">X</a> <a href="#">Y</a> <a href="#">Z</a>				
Condition #	Payment condition	Payment condition met	Delete	View
01	Bank details : Your bank account details	Yes		

Click **Next** to move on to the next screen.

The next screen is **Attachments**. Use this screen to upload any documents you have been requested to submit before your payment can be released.

**Please note: you will never be asked to upload a copy of your bank details on to Grantium. These must be sent to us by post.**

**Attachments**

This screen is where you upload the required payment conditions. To upload a document, click on the link under document type (for example, Attachment 01). Please only attach the documents required for this specific payment release.

PLEASE NOTE: YOU NEED TO SEND US A SIGNED HARD COPY OF THE BANK DETAILS FORM TO ACCEPT THIS GRANT OFFER. DO NOT UPLOAD A COPY OF THE BANK DETAILS FORM TO THIS PORTAL. For reasons of security, bank details must not be held on our online system.

Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

Document Type	Required?	Document description	Date attached	Download	Delete
Attachment 01	No	--	No attachment		
Attachment 02	No	--	No attachment		
Attachment 03	No	--	No attachment		
Attachment 04	No	--	No attachment		
Attachment 05	No	--	No attachment		
Attachment 06	No	--	No attachment		
Attachment 07	No	--	No attachment		
Attachment 08	No	--	No attachment		
Attachment 09	No	--	No attachment		
Attachment 10	No	--	No attachment		


You can upload up to a maximum of 10 attachments on this screen. The maximum file size is 10MB and the document type can be PDF, MS Word, MS Excel, MS PowerPoint or jpeg.

**Please note: If you have not been asked to provide any additional information for the payment you are requesting, you do not need to enter any information on this screen or upload any documents.**

Once you have uploaded all the documents we have asked you to provide, click **Next** to move on to the next screen.

On the **Declaration** screen, confirm that you are authorised to submit the Payment request by ticking the relevant box.

**Declaration**

\* I confirm I am authorised to submit this payment request.  

Name: Anne-Marie Parrell

Please use this box to tell us anything we need to know about the payment condition information you are sending us:

Note: This formlet contains mandatory fields for which no value has been saved.

If you have any additional information about any of the payment conditions you have attached, you can use the free text box provided to tell us. You can also use this box to tell us if you've had any difficulty in providing the information we have asked for.

Once complete, click **Save & Next** to move on to the final screen.

The final screen is the **Submission summary** screen.

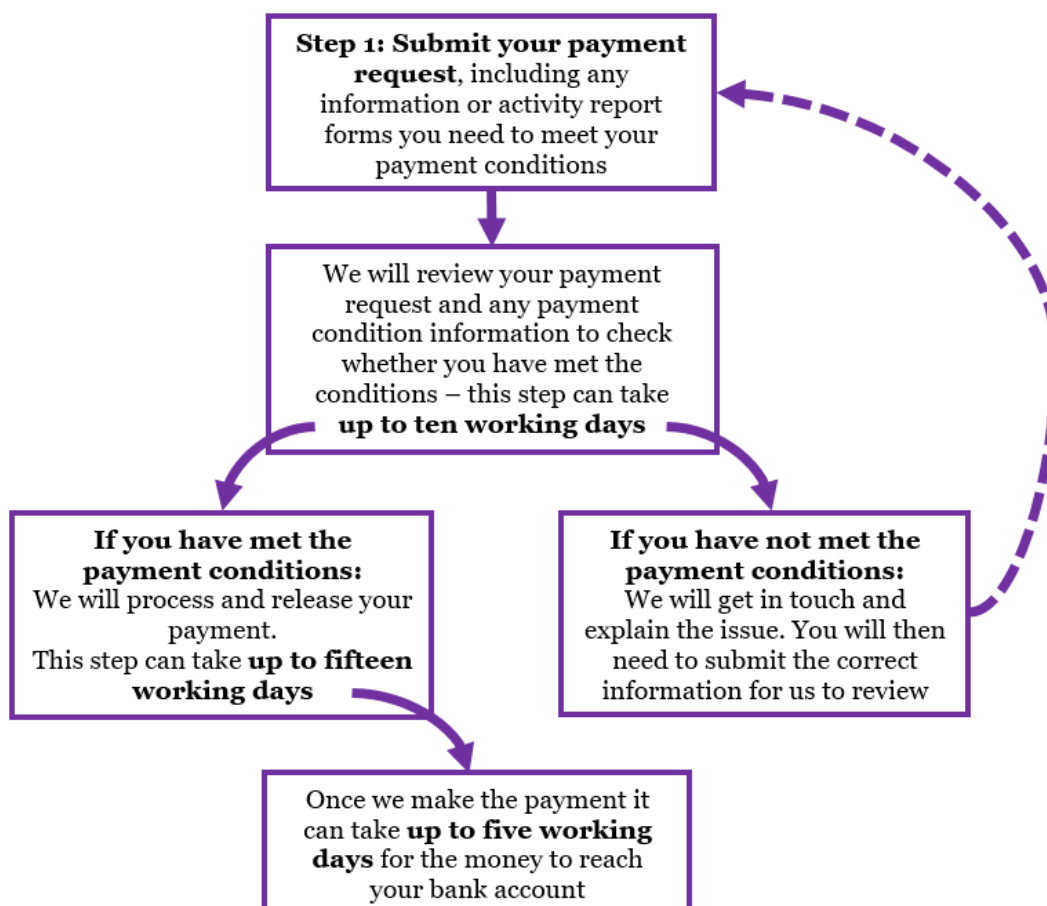
**Submission summary**

Complete	Page	Last Updated	Mandatory
--	<a href="#">Project information</a>	No Input Required	No
--	<a href="#">Payment request</a>	No Input Required	No
✓	<a href="#">Payment conditions</a>	02/07/2015	Yes
--	<a href="#">Attachments</a>	No Input Required	No
✓	<a href="#">Declaration</a>	02/07/2015	Yes

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Click **Submit** to complete the process.

## Payment timeline



## Further information and support

If you have any questions about the information contained in this document or require some assistance, please contact our Customer Services team on:

**Phone:** 0845 300 6200, 0161 934 4317

**Textphone:** 0161 934 4428

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

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