Band 1 - Standard conditions and deadlines

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**

- **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 **Business plan** including detailed budget and cashflow for the ensuing investment year

- **31 May 2020**
  Environmental sustainability requirements:
  - Refresh your **sustainability policy**
  - Input **environmental data** into Carbon Calculator

- **12 June 2020**
  Complete your **annual survey**

**Q2 Jul - Sept**

- **1 July 2020**
  Year 3 Payment 2 conditions:
  - Your most recent **management accounts and cash flow**
  - **Input environmental data** into Carbon Calculator
  - Your **annual report generated by Audience Finder**
  - Your **completed annual survey**
  - Your **data-sharing questionnaire** that confirms you adhere to additional conditions in your funding agreement

**Q3 Oct - Dec**

- **7 October 2020**
  Year 3 Payment 3 conditions:
  - Your most recent **management accounts and cash flow**
  - Your most recent **board papers or management report**

**Q4 Jan - Mar**

- **6 January 2021**
  Year 3 Payment 4 conditions:
  - Your most recent **management accounts and cash flow**
  - Your **financial statements** for the previous financial year

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