## Bridge - 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
- Quarterly report

Updated versions of:
- Business plan including detailed budget and cashflow
- Equality action plan
- Risk register
- Partnership investment plan

All updated policies and plans should be included in your business plan or as appendices.

**31 May 2020**  
Environmental sustainability requirements:
- Refresh your sustainability policy and action plan
- 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
- Your most recent board papers or management report
- Your completed annual survey
- Quarterly report

### 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
- Quarterly report

### Q4 Jan - Mar

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

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