

Offer letter

02 February 2023

[REDACTED]

Dear [REDACTED]

Offer letter

Programme: National Lottery Project Grants

Applicant name: [REDACTED]

Reference: [REDACTED]

Name of activity: Saltash Songs & Shanties Festival

I am writing to offer you a grant of up to £14,000 towards the costs of Saltash Songs & Shanties Festival. Congratulations on your successful application.

You must accept our current standard conditions for grants and the payment conditions and requirements listed, or our offer is not valid. A copy of our 'Standard conditions for grants' is attached on the Attachments screen, and you can also download it from our website.

You must accept this offer within one month of the date at the top of this page to show that you accept the current conditions of our grant offer. The grant we are offering is the maximum amount available. You can only spend it on the activity we have agreed to fund.

The Monitoring schedule and payment conditions screen shows how we will structure the payments for your grant. Payments are conditional on us receiving and approving any additional monitoring information (or 'payment conditions') we have asked for. If any of the dates listed don't fit your project timeline, please contact us.

If any key elements of your activity (delivery plans, delivery partners, venues, timeline, etc) change before or during delivery, you agree that you will contact us as soon as possible to discuss your revised plans as per the Terms and Conditions.

You acknowledge that you must have appropriate plans in place to manage risk and to deliver your activity safely in line with any relevant guidance.

You must acknowledge your Arts Council England National Lottery funding in any marketing and publicity material, press release, interview, public statement or event speech that is related to the project we are funding. You must also use the Lottery grant award logo according to our guidelines.

1. Accepting your grant

Accepting your grant is done online by working through the 'offer letter acknowledgement' workflow. At the bottom of this screen you are asked to confirm that you have read the offer letter. On the following screens you will then view your Monitoring Schedule and Payment Conditions, our Terms and Conditions and bank details form. You will need to complete the declaration stating whether you accept this offer of a grant. Once you press 'submit' on the final screen, your acceptance will be sent to us to review, and will be your formal and legal acceptance of the grant and the terms and conditions that apply to it.

If you do not accept this offer within one month from the date we issued it, it will no longer be valid.

2. Receiving your first payment

Once you have accepted our offer and sent us your bank details, you will need to request your first payment. You will be able to view this payment request task in your 'Submissions' area once we have reviewed your acceptance.

To receive your first payment, you must:

- Submit your 'Payment request #1', which includes space to attach information to meet any other payment conditions we have set on your first payment (shown in the payment schedule on the next screen).

3. Managing your grant

Managing the rest of your grant is also done online. You will submit any payment conditions, complete activity reports and request payments using this online system. This process is outlined below. For full guidance on managing your grant using our online system, see the Post-decision support page on our website.

4. Reporting to us on your activity

Progress report form and payment

In your monitoring and payment schedule, you may be asked to complete a progress report form so we can review your activity's progress before we release a payment part way through your activity. Progress report forms are completed online, and the link to the report will appear in your 'Submissions' area four weeks before the due date shown in your payment schedule.

When you have submitted your progress report, you must then submit your payment request (including information to meet any other interim payment conditions we have set) to receive your payment.

Final activity report form and payment

After your project has finished, you must complete a final activity report form. The link to the report will appear in your 'Submissions' area four weeks before the end date of your project.

Your final activity report must be completed and submitted to us online within one month of finishing your activity. When you have submitted your report, you must then submit your final payment request (including information to meet any other final payment conditions we have set) so we can process your final payment.

Grantholders should be aware that Arts Council England conducts checks on a sample of applications every year to ensure that our funding is being used appropriately. We reserve the right to ask grantholders for access to all their documentation relating to their activity, and therefore you should keep clear financial and project management records for us to access when required.

5. Freedom of Information

Any information we receive from you throughout the course of your grant will be subject to the Freedom of Information Act. By law, we may have to provide your information to a member of the public if they ask for it under the Freedom of Information Act 2000. For further details, see the Freedom of Information section of our website.

If you have any concerns, let us know as some information may be covered by exemptions if it is sensitive or confidential.

6. Acknowledging our funding

You must download the grant award logo and read the guidelines on how to acknowledge our funding before you start using the logo. Please visit <http://www.artscouncil.org.uk/grantawardlogo>. For more information, you can email grantawardlogo@artscouncil.org.uk

This logo does not promote or advertise the National Lottery game and the National Lottery Commission has approved the use of the logo.

From time to time, Arts Council England makes media announcements to promote projects that we are funding. We will let you know if we plan to highlight your grant award.

We also ask that you support our work to campaign for the arts and culture sector, contributing upon request to key publicity activities during your funded period. We may also ask you to provide us with case studies, images and/or audio-visual materials that will help us promote the work we do.

Please use the reference given at the top of this letter when you communicate with us. If you have any questions, please contact us on enquiries@artscouncil.org.uk - we're always happy to help.

Congratulations on your successful application.

Yours sincerely,

[REDACTED]
**Director, Investment Operations and Resources
Arts Council England**

I have read the offer letter: Yes