

Claiming Your Grant

Your grant payments will be made depending on the size of your award and how long your project will last.

For every grant no payment can be made without the following:

- **Award Acceptance** – This needs to be done within 4 working weeks of the offer letter date. If you do not accept the offer within this time period Arts Council of Wales will withdraw the award. The award acceptance form can be found at the end of your offer letter (final two pages).
- **Conditions of Grant** – There may be conditions of grant required for certain payments. Any evidence or documentation relating to a condition of grant, should be emailed to your Arts Council for Wales Officer.

Once you have returned your **award acceptance** and met any conditions, payments will be made as follows:

£5,000 and Under

Your grant will be paid in 1 lump sum one month before your project start date

£5,001 up to £20,000

Your grant will be made in 2 payments:

- 90% released one month before your project start date
- 10% once we have reviewed your completion report and found it to be satisfactory

Over £20,000 but with a project length shorter than 6 months

Your grant will be made in 2 payments:

- 90% released one month before your project start date
- 10% once we have reviewed your completion report and found it to be satisfactory

Over £20,000 but with a project length longer than 6 months

Your grant will be made in 3 payments:

- 45% released one month before your project start date
- 45% released approximately halfway through your project
- 10% once we have reviewed your completion report and found it to be satisfactory

Completion Reports

Every grant will need a completion report to be submitted to us within one month from the end of your project. We will contact you one month before your project is due to end to let you know that it is time to log in and complete the form. It is very important that you keep your Arts Council for Wales Officer informed of any changes to your project end date.

Once we have received your completion report and found it to be satisfactory, any final payments will be released. Please be aware that we may need to reduce your final payment or reclaim funds, depending on the outcome of the review of your completion report.