

Bank account guidelines for grant applications



This document was written by the **Arts Council of Wales**. It is an easy read version of 'Bank Account Guidelines'.

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How to use this document



This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Where the document says **we**, this means **Arts Council of Wales**. For more information contact:

Website: www.arts.wales

E-mail: investmentandfunding@arts.wales

Phone: 03301 242 733



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Introduction



This document is about what bank information we need from you if you want to apply for our grants.



Please read these guidelines before applying for any grant.

Why and when we need your bank details



You or your organisation must have a bank account before you send us a grant application.



Your bank account needs to meet our requirements.



You do not need to provide the bank details before you apply for the grant.



We will not be able to give you any money if you do not have a bank account and the bank proof that we need.

Checking your bank details



When you have accepted your grant offer online, we will check the account you want us to pay the grant into.



Your bank account and bank proof you have provided must meet our requirements.



If you give us wrong proof or not enough proof, it could delay any payments.



If your account is wrong we may have to cancel our grant offer to you.



Make sure you provide us with right information and proof of your bank account.

After we check your proof



If your bank account meets our needs, you will see a **Yes** in the **Validated section**. This will be in the **Bank Details** section online.



Validated means checked and approved.



We will approve your bank details for 2 years. You will be able to check the expiry date online.



If we need more proof, we will contact you. You may have to email us more proof if needed.

About bank account proof

What proof we need from organisations

Statutory Bodies



Statutory bodies are organisations that the government has set up. Things like councils, schools, social care and health boards.



Your bank account should have your organisation's legal name or that of its local authority.



You do not need to provide proof of your bank accounts.



If we decide to give you money, we will need to know which bank account you would like us to pay into.



We will need your bank details on our system.

Other organisations

Your proof should show:



- Your organisation's legal name.
- That at least 2 people have access to your bank account.
- The account number and sort code.

This proof will need to:



- Be less than 6 months old on the day that we check the bank details.



- Match the account details you have provided.



- Be from your bank. They should have created and completed it.



You or your organisation must have a bank account that meets the requirements that are listed above. You do not need to provide the details before applying.

Types of proof we need from organisations



You must upload documents for proof online under the **Bank Details** section.



Get your documents ready to upload before you create a bank record.



Your documents should match the bank details.

You can give us proof like:



- A letter or email from your bank showing the date the bank sent it to you.



- A screenshot of your online banking. It should show the account holders names along with the bank account information for the organisation and the date.



- Photographs of the bank card for the account holder. It should show their names, account name, account number and sort code.



- If your bank card does not have all this information, you will have to provide proof like bank statements.

The documents you upload should be:



- Up to 10 MB each in size.
- PDF, MS Word, MS Excel, MS PowerPoint or JPEG.



We do not accept files in HEIC, Pages, CSV, RAW and DAT formats.



We do not accept building society accounts that only have a passbook.



If you have any questions about the bank proof we need, please email us at investmentandfunding@arts.wales.

What proof we need from individuals

Your proof should show:



- The account is in your legal name.



- The account number and sort code.



- Your address. This address must be in Wales and must match the address you put in your grant application.

This proof will need to:



- Be less than 6 months old on the day we check the bank details.



- Match the account details you have provided.



- Be from your bank. They should have created and completed it.



You must have a bank account that meets the requirements that are listed above. You do not need to provide the details before applying.

Types of proof we need from individuals



You must upload documents for proof online under the **Bank Details** section.



Get your documents ready to upload before you create your bank record.



Your documents should match the bank details.

You can give us proof like:



- The first page of your bank statement.



- A letter or email from your bank showing the date the bank sent it to you.



- A screenshot of your online banking. It should show your account name, address, account details and the date.

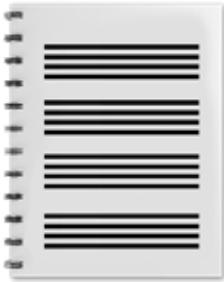


- Photographs of your bank card. It should show your name, account name, account number and sort code.



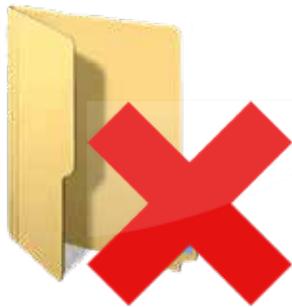
- If your bank card does not have all this information, you will have to provide proof like bank statements.

The documents you upload should be:



- Up to 10 MB each in size.
- PDF, MS Word, MS Excel, MS PowerPoint or JPEG.

We do not accept:



- Files in HEIC, Pages, CSV, RAW and DAT formats.
- Joint accounts.
- Building society accounts that only have a passbook.
- Cheque books as proof.
- We do not make payments into ISAs.



If you have any questions about the bank proof we need, please email us at investmentandfunding@arts.wales.

How to create a bank record online



You can provide your bank details and upload proof of your bank account in your online account.

Once you have your proof documents ready to upload:



- Go to **Admin – Bank Details** section on our grants portal <https://portal.arts.wales/>



- Complete the **Enter New Bank Details** section and press **Submit**.



- Upload your proof.



You must upload proof documents when creating a bank record. You cannot do this later.



Make sure your proof meets our needs.



Your bank proof should match the bank details you have provided.



You can add more than 1 bank account to your profile for different grants.



You must upload proof for each account.



You should not make lots of bank records from the same bank account. If this happens, you can contact us at investmentandfunding@arts.wales.

Making changes or providing more proof

Once you create your bank record online, you will not be able to:



- make changes
- delete bank details or
- upload more proof.

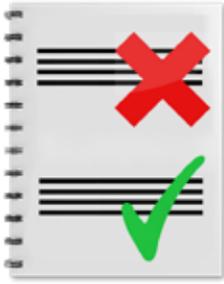
You can contact us if:



- Your bank record with us has expired, and you want to use the bank details for a new grant offer.



- You want to give more proof for a bank record that you have created.



- You want to change an existing bank record.



- You want to delete a bank record.



You can email us at: investmentandfunding@arts.wales.



You must give us your **bank account reference** on our system.



If your bank account details change during your project, you must let us know.



You can create a new bank record and upload proof for the new bank details online.



Contact us at investmentandfunding@arts.wales

We can move the grant payments to your new bank record.

You must give us:



- Your grant reference number.
- Our bank record reference.

How to accept a grant offer



If you are successful in your application, we will ask you to log in to your account and accept the award online.



We will email you to explain how to accept the award.



The full terms and conditions of the grant will be in the online portal, where you must accept the award.

Check your bank details



Make sure your bank details you want us to pay into are in the section **Admin – Bank Details**.

To make sure if the bank record you want to use is **ok**, check if:



1. It has a **Yes** in the **Validated** section. This will be in the section **Admin – Bank Details**.



2. The expiry date is before the date you accept the offer.



If your bank record is **validated** and the expiry date is after the date you accept the offer, you don't have to do anything.



If your bank record is **validated** and the expiry date is before the date, you can select the bank record and accept the offer.

Proof

You will have to send us new proof with bank reference number. For more information you can email us at investmentandfunding@arts.wales.



Do not create a new bank record with the same account details.



If your bank record is **not validated**, you can still select this bank record and accept the award. We will check your bank record and any proof after you have accepted the award.

How to accept the grant offer

1. Log into our grants portal here: <https://portal.arts.wales>.
2. Go to the **Grants – Submitted Applications** section.
3. Choose the grant from the list. This will show the details of your grant application.
4. On this page scroll down and choose **Continue to decision**.
5. You can read the details of our offer, including payments information.
6. Choose **Next** to go to the terms and conditions and **Acceptance** page.
7. Choose the bank record you want us to pay the money into using the **bank details lookup tool**.
8. Once you have chosen a **bank record for payment**, read the grant offer and grant rules.
9. You can **accept the award** using the button at the bottom of the page.
10. After you have **accepted the award**, we will check your bank record.