



wales arts international  
celfyddydau rhyngwladol cymru

## Help notes

# Eligibility and Bank Information

October 2019

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Arts Council of Wales is committed to making information available in large print, braille, audio, Easy Read and British Sign Language and will endeavour to provide information in languages other than Welsh or English on request.

Arts Council of Wales operates an equal opportunities policy.

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## Eligibility – Individuals

To be eligible to apply as an individual (which includes sole traders) you must:

- Be able to apply in the **legal name** of the individual making the application.
- Have a bank account in your **legal name** (see bank account section)
- Must be over 18 and live in Wales.
- Must be pursuing an artistic career or be professionally employed in the arts in Wales. This does include freelance practitioners.
- Must not be in full-time education at school, college or university.
- Must be able to provide evidence of your track record of facilitating or creating artistic work for presentation to audiences.
- Not be in default of any financial agreement with the Arts Council of Wales
- Not have any overdue requirements on Arts Council of Wales grant funding awards.

**You can only hold one IOF grant from us at any given time.** If you have received IOF project funding from us previously, you will need to have submitted your completion report to us before you can apply to us again. **We will not accept an application form from you unless you have submitted the completion report from your previous IOF project.**

## Bank Accounts – Individuals

When you submit your application, you'll need to include evidence that you have a bank account in your legal name, which corresponds to the name under which you are applying. We can't accept applications submitted under a stage name for example.

We will need the evidence to link:

- that the account is in your legal name
- the account number
- the sort code
- the address on the bank account is in Wales

This evidence will need to be:

- less than 2 years old at the date of application
- an official bank communication, for example:

- Photographs of the bank card for the account that show the account name, number and sort code. (If your name is not evidenced on the card then additional information will need to be provided, linking the you to the account details)
- A letter or email which clearly demonstrates that it has been sent by your bank confirming the information required.
- Screenshots of you logged in to your online banking showing your name and your bank account information

You might need to include several documents to ensure that the information required can be clearly linked to the account details.

If your application is successful, we will check this information by asking you to provide further details about your account. We won't be able to release any payments to you until we have received and checked this information.

**Please note:**

- We can't accept building society accounts that operate with a passbook only.
- We cannot accept joint accounts.

If you're not sure that the information you have satisfies our banking evidence requirements, please email what you have to us at [investmentandfunding@arts.wales](mailto:investmentandfunding@arts.wales) so that we can advise further.

## Eligibility – Organisations

Your organisation must:

- Be based in Wales
- Have a governance structure that meets our requirements (see the Governance section below)
- Have a bank account in your organisation's name that has at least two people who can authorise transactions (see bank account section)
- Have an Equal Opportunities Policy that's been reviewed by your governing body within the last three years and complies with current legislation.
- Not be in default of any financial agreement with the Arts Council of Wales
- Not have any overdue requirements on any other Arts Council of Wales funding.

If your project involves working with children, young people or vulnerable adults you must also have:

- A Safeguarding / Child Protection Policy that's been reviewed by your governing body within the last three years and complies with current legislation.

## Governance

If you've never applied to us for funding before:

- you'll need to include a signed copy of your governing document when you submit your application.

If you have applied to us for funding in the past:

- You'll need to include a signed copy of your governing document if you haven't submitted your governing document to us during the last **two years**, or if it's been **updated** since you last applied.

The table below outlines the types of organisation we can fund, and what we will want to see included within your governing documents. If you can't see your type of organisation in the list, or if you're not sure whether your organisation is eligible, please get in touch with Arts Council of Wales' Grants & Information Team.

Organisation Structure	Governance Requirements
Company Limited by Guarantee	The organisation must have a minimum of 2 trustees who are not related or do not live at the same address
Charitable Incorporated Organisation	Governing documents must: <ul style="list-style-type: none"> <li>• be signed by at least two trustees</li> <li>• be registered with Companies House and/or Charity Commission</li> <li>• specify that regular board meetings are to be held</li> <li>• include an appropriate quorum for decision making</li> <li>• include an appropriate Dissolution clause or Asset Lock (see below for guidance)</li> </ul>
Community Interest Company	
Charitable Trust	

Organisation Structure	Governance Requirements
Company Limited by Shares	<p>The organisation must have a minimum of 2 trustees who are not related or do not live at the same address</p> <p>Governing documents must:</p> <ul style="list-style-type: none"> <li>• be signed by at least two trustees</li> <li>• be registered with Companies House and/or Charity Commission.</li> <li>• specify that regular board meetings are to be held</li> <li>• include an appropriate quorum for decision making</li> </ul>
Unincorporated Association	<p>The organisation must have a minimum of 2 trustees who are not related or do not live at the same address</p> <p>Governing documents must:</p> <ul style="list-style-type: none"> <li>• be signed by at least two trustees</li> <li>• specify that regular board meetings are to be held</li> <li>• include an appropriate quorum for decision making</li> <li>• include an appropriate Dissolution clause or Asset Lock (see below for guidance)</li> </ul>
Health Boards Universities Local Authorities Organisations governed by the above	<p>Governing documents are not required for these organisations, but we will need to see letters of support from two senior personnel.</p>
Limited Liability Partnership Limited Partnership Partnerships	<p>The organisation must have a minimum of 2 trustees who are not related or do not live at the same address</p> <p>Partnership agreement must:</p> <ul style="list-style-type: none"> <li>• be signed by all partners</li> <li>• specify that regular partnership meetings are to be held</li> <li>• include an appropriate quorum for decision making</li> <li>• include an appropriate Dissolution clause</li> </ul>

Organisation Structure	Governance Requirements
Band Partnerships	Partnership agreement must: <ul style="list-style-type: none"> <li>• be signed by all partners</li> </ul> It must also detail: <ul style="list-style-type: none"> <li>• your band’s financial arrangements</li> <li>• how you make decisions relating to the band</li> <li>• how you manage group equipment</li> <li>• how you manage a change in membership and what happens if a member leaves</li> <li>• what happens if you disband</li> </ul> how you manage the ownership of group recordings, publishing copyright and income
Statutory Corporations	Please speak to an Arts Council Officer before applying
Housing Associations	Please use the table above to identify your structure
If you are an <b>Arts Portfolio Wales member</b> , you will need to discuss your project with your Lead Officer.	
<p>Definitions</p> <p>We define related trustees as:</p> <ul style="list-style-type: none"> <li>• Family members extending to mother, father, brother, sister, son, daughter, grandmother or grandfather.</li> <li>• Marriage relations extending to spouse, son or daughter in law, and mother or father in-law.</li> </ul> <p>A <b>dissolution clause</b> specifies what will happen to the remaining assets of an organisation (which includes cash and other assets) if the organisation is wound up or dissolved.</p> <p>Arts Council of Wales requires a dissolution clause that specifies that any remaining assets will be transferred to an organisation with similar objectives.</p> <p>An <b>Asset Lock</b> ensures that the assets of an organisation (including any profits or other surpluses generated by its activities) are used for the benefit of the community.</p>	

Your organisation doesn't have to have arts noted within its objectives as part of its governing document, but we would strongly encourage this, and it may provide us with additional assurance of the artistic aims of the project on application.



Some organisations aren't eligible to apply to us for funding. These include:

- Government departments
- Schools (take a look at our [Creative Learning Through the Arts](#) programmes instead)
- Organisations based outside the European Union

## Bank Accounts – Organisations

When you submit your application, you'll need to include evidence that you have a bank account in your organisation's name together with evidence that at least two people (signatories) can authorise transactions.

We will need the evidence to link:

- that the account is in your organisation's name
- that at least two people can authorise transactions
- the account number
- the sort code

This evidence will need to be:

- less than 2 years old at the date of application
- an official bank communication, for example:
  - Photographs of each bank card for the account that show the names of each signatory, the account name, number and sort code. (some bank cards don't show all this information so if this is the case, you'll need to provide some additional information that links your organisation and the account details)
  - A letter or email which clearly demonstrates that it has been sent by your bank confirming the information required.
  - Screenshots of each signatory logged in to online banking displaying their name with the bank account information for the organisation.

You might need to include several documents to ensure that the information required can be clearly linked to the account details.

If your application is successful, we will check this information by asking you to provide further details about your account. We won't be able to release any payments to you until we have received and checked this information.

**Please note:**

- We can't accept building society accounts that operate with a passbook only.
- Statutory bodies (such as local authorities, town councils, health boards, or universities) will not need to provide this information. In these cases, the account details provided must be in the organisation name or that of its local authority.

If you're not sure that the information you have satisfies our banking evidence requirements, please email what you have to us at [investmentandfunding@arts.wales](mailto:investmentandfunding@arts.wales) so that we can advise further.