

## Bank Accounts – Organisations

As part of our fraud and governance checks, within your online account on our grant portal you will be asked to enter the details and provide evidence of the bank account you wish your grant to be paid into.

You will need to provide this information before you can submit an application.

You will need to upload the evidence at the time of entering the bank account details. So please ensure you have the documentation ready. It is important that the bank evidence uploaded matches the bank details you have provided.

You can add multiple bank accounts to your online profile; however, we will need to see bank evidence for each account that you add.

Once you have added an account to your profile, you will be able to select this bank account when you apply.

If you wish to delete or amend a bank account within your online profile, please contact us via the message centre.

**We will not be able to make any payments until we have validated your bank details.**

**For us to be able to validate your bank evidence, we will need it to show:**

- 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 **6 months** old from the date you submit it to us
- official bank evidence, 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 there are any issues in validating your account details we will get back in touch with you. We may ask you to refer back to this sheet and provide some additional evidence.

When applying for a new grant on our funding portal you will be able submit an application using a validated bank account up to 2 years after the validation date on that record. If you wish to re-use this account after that time period you will need to provide fresh evidence before you submit an application.

**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 have any questions regarding bank evidence requirements, please email us at [investmentandfunding@arts.wales](mailto:investmentandfunding@arts.wales) or contact us via the message centre in the grants portal so that we can advise further.