Band 2 - Standard conditions and deadlines 2022/23

Please check your funding agreement, specifically the monitoring schedule and payment conditions screen and attached Schedule 1 document, for any additional and/or bespoke conditions.

 **Ql Apr–Jun**

**6 April 2022**

Year 1 payment 1

* Your most recent **management accounts and cashflow forecast**
* Your most recent **board papers or management report**

**30 June 2022**

* Submit 2021/22 **Annual survey to the portal**, opens 1 April and closes 30 June

Environmental responsibility requirements:

* Input 2021/22 **environmental data** into Carbon Calculator and submit to Julie’s Bicycle
* Upload **environmental responsibility policy and action plan** for the period 1 April 2022 to 31 March 2023. This must be submitted to Julie’s Bicycle by **30 June 2022**

 **Q2 Jul–Sept**

**6 July 2022**

Year 1 payment 2

* Your most recent **management accounts and cashflow forecast**
* Your most recent **board papers or management report**
* Your completed 2021/22 **annual survey**
* Your **annual enhanced report** generated by Audience Finder including details about protected characteristics of audiences
* Your **data-sharing questionnaire** that confirms you adhere to additional conditions in your funding agreement
* Your **annual report** summarising your quality evaluations using the Impact and Insight Toolkit

 **Q3 0ct–Dec**

**5 October 2022**

Year 1 payment 3

* Your most recent **management accounts and cashflow forecast**
* Your most recent **board papers or management report**

 **Q4 Jan–Mar**

**4 January 2023**

Year 1 payment 4

* Your most recent **management accounts and cashflow forecast**
* Your most recent **board papers or management report**
* Your **financial statements**

for the previous financial year

[**What do each of these conditions mean? View our list of terms**](https://www.artscouncil.org.uk/search/Standard%20conditions%20for%20NPO%20funding%20-%20list%20of%20terms?f%5B0%5D=field_category_tags%3A877)