

Information Sheet

Uploading evidence of your bank account (Organisations)

Introduction

This document provides additional information to help organisations submit the required bank account evidence with their grant application. It should not be regarded as constituting legal or business advice.

You will need to submit proof that you have a bank account in your organisation's name along with evidence that at least two people (signatories) can authorise transactions. By transactions we mean any withdrawals, transfers or payments made from the organisation's account. We can only accept evidence which is less than 2 years old at the date of application. We cannot accept building society accounts that operate with a passbook only.

Statutory bodies (such as a local authority-run school or venue, town council, health board, or university) 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.

This information helps us check that you are eligible to apply (for more information see our [Getting Started](#) document) and helps us understand how you manage your finances.

We take the responsibility of distributing public funding very seriously and that's why the way you manage your finances is important to us. We expect the organisations we support to have in place appropriate controls that ensure they can manage effectively and appropriately any funds they receive. One of these measures is requiring evidence that at least two people can authorise transactions.

What are we looking for?

Please remember that we are looking for proof of the **account number** and **sort code**, that the **account is in the organisation's name**, and at least **two people can authorise transactions**. You will need to provide this evidence on **official bank communication**. The following are examples of the types of documents that can be provided to meet this requirement:

- Photographs of each bank card for the account that show the names of each signatory, the account name, number and sort code. (If the organisation name is not evidenced on the card then additional information will need to be provided, linking the organisation and the account details)
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- A letter or email which clearly demonstrates that it has originated from 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. Please check that the screenshot provides all the information we ask for.

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

If you are unsure that the information you have satisfies this requirement, please email us at investmentandfunding@arts.wales with the evidence you hold so that we can advise further.

If your application is successful we will ask you to provide further details about your account. We will not be able to release any payments until we have received and checked this information. Any discrepancies will be taken seriously and investigated.

Submitting this information about your bank account is mandatory. We won't be able to accept your application without it.

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