

January 2015

Anna Starling
Frieze Foundation
1 Montclare Street
London
E2 7EU

Dear Anna Starling

Offer letter

Programme: Grants for the arts

Applicant name: Frieze Foundation

Reference: Section 40(2)

Name of activity: frieze video - Art writing for the screen

I am writing to offer you a grant of up to £15,000 towards the costs of frieze video - Art writing for the screen.

You must accept our current standard conditions for grants and the payment conditions and requirements listed below, or our offer is not valid. A copy of *Standard conditions for grants* is included in this pack, and you can also download it from our website (www.artscouncil.org.uk).

You must sign and return one of the copies of this letter within **one month** of the date at the top of this page to show that you accept the current conditions of our grant offer.

The schedule overleaf shows how we will structure the payments for your grant. Payments are conditional on us receiving and approving any additional monitoring information (or 'payment conditions') we have asked for. Please note that the dates listed refer to when we expect you to submit the information to meet the relevant conditions, and do not indicate when we will send a payment. After you meet all the conditions for each payment, it will normally take 15 working days for us to process and release the funds. If any of the dates listed are unrealistic, you should contact us so we can amend our records.[^page_break^]**1. Your payment schedule for this grant**

	Due	On the condition that we have received	Amount
1	16 Apr 2015	<ul style="list-style-type: none">• a signed acceptance letter• your bank account details	£13,500
2	31 May 2016	<ul style="list-style-type: none">• your completed activity report form	£1,500
Total			£15,000

- We will not normally make payments more than three months before the start of the activity we are funding.
- The grant we are offering is the maximum amount available. You can only spend it on the activity we have agreed to fund.
- You must acknowledge your Arts Council England grant / National lottery funding in any press release, interview, public statement or event speech that is related to the project we are funding. You must also use the Lottery grant award logo according to our guidelines.

2. Accepting your grant

To accept the grant, please complete the declaration on one copy of this letter and return it in the enclosed Freepost envelope. If you do not accept this offer within **one month** from the date of this letter, it will no longer be valid.

Any information we receive from you will be subject to the Freedom of Information Act. By law, we may have to provide your information to a member of the public if they ask for it under the Freedom of Information Act 2000. For further details, see our information sheet *Grants for the arts - how we treat your application under the Freedom of Information Act*, available on our website at www.artscouncil.org.uk. If you have any concerns, let us know as some information may be covered by exemptions if it is sensitive or confidential.

3. Reporting to us on your activity

During your activity, you may be asked to complete an interim report form. This will be shown on your payment schedule above. A template for interim reports can be found at <http://www.artscouncil.org.uk/funding/apply-for-funding/grants-for-the-arts/activity-report-form>

After your activity has finished, you must complete an activity report form. If you applied using our online portal you will need to complete the online activity report form. Once you have accepted this grant a link to the form will appear in your portal account. This form will remain visible until your activity has ended. It must be completed and returned to us within one month of finishing your activity. If you are not able to use the online portal please contact us on 0845 300 6200. When we have received and checked your completed activity report form, we can release your final payment.

Grantholders should be aware that Arts Council England conducts checks on a sample of applications every year to ensure that our funding is being used appropriately. We reserve the right to ask grantholders for access to all their documentation relating to their activity, and therefore you should keep clear records of project management and financial records for us to access when required.

4. Acknowledging our funding

You are required to download the grant award logo and read the guidelines on how to acknowledge your funding before you start using the logo. Please visit

www.artscouncil.org.uk/grantawardlogo. For more information, you can email grantawardlogo@artscouncil.org.uk or phone on 0845 300 6200.

This logo does not promote or advertise the National Lottery game and the National Lottery Commission has approved the use of the logo.

From time to time, Arts Council England makes media announcements to promote excellent arts projects that we are funding. We will let you know if we plan to highlight your grant award.

We also ask that you support our work to campaign for the arts and the arts sector, contributing upon request to key publicity activities during your funded period. We may also ask you to provide us with case studies, images and/or audio-visual materials that we will use to celebrate artistic excellence.

Please use the reference given at the top of this letter when you communicate with us. If you have any questions, please contact us on 0845 300 6200.

Congratulations on your successful application

Yours sincerely

Jennie Kendal
Senior Manager, Grant Management[^page_break^]**PLEASE DO NOT DETACH
THIS FORM FROM THE LETTER**

Acceptance form

Programme: Grants for the arts

Applicant name: Frieze Foundation

Reference: Section 40(2)

Name of activity: frieze video - Art writing for the screen

Declaration:

I confirm that if there is any change to the information already provided, I will notify Arts Council England immediately.

I confirm that none of the conditions for grants have been breached and that payment of this grant does not, and will not be used to, breach any of the conditions for grants.

I accept the grant offer on the terms and conditions stated.

Your signature:

Name (please print):

Date:[[^]page_break[^]]**Completing the bank details form**

We make grant payments by BACS. All grantholders must complete the following bank details form to allow us to pay out their grant. Even if you have received a grant from us before you still need to complete this form.

Before completing this form please read our Bank Details Guidance information sheet, which describes our bank details requirements and highlights common errors made when completing this form. Download it from our website or contact us for a copy: enquiries@artscouncil.org.uk or 0845 300 6200.

Confirmation of your bank account details

If we do not already hold authorised details of the bank account you are instructing us to use, then you will need to submit confirmation of your bank account details in addition to this form.

Accepted forms of confirmation:

- a pre-printed paying in slip for your account
- a bank stamp on the 'Bank confirmation of account details' section on the second page of the form

In some cases we can only accept a bank stamp as authorisation. Please refer to the Bank Details Guidance information sheet for further details.

The original, signed, completed form, along with any confirmation of account details should be sent to the following address:

Grant Management
Arts Council England
The Hive
49 Lever Street
Manchester
M1 1FN

Alternatively it can be posted to us in the Freepost envelope along with your grant acceptance letter.

The bank details form comprises four pages. The first three pages are applicable to all grant recipients. The fourth page is only applicable to grantholders who applied as an 'Unincorporated Group' and should be left blank by all other grantholders.[[^]page_break[^]]**Bank details form**

Programme: Grants for the arts

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Account name:

.....

Name and address of bank or building society:

.....

.....

Sort code |_|_|_|-|_|_|-|_|_| **Account number** |_|_|_|_|_|_|_|_|_|_|

Bank confirmation of account details

We confirm that the above account name, sort code and account number are correct.

Stamped

Date

.....[^page_break^]You must sign and date this bank details form yourself. We cannot accept this information unless the form is signed by you or a recognised nominee. For grants to organisations, we require two signatures from people who can sign in the organisation's name.

Authorised signature(s)

I/we confirm that the above details are correct and agree to inform you in writing of any changes to the above details.

Signed

Name

Date

Contact phone number

If the grant we are paying is to an organisation, you **must** include a second signature below.

Signed

Name

Position

Date

We will send out all remittance advices by email. Please provide an email address for this below.

Remittance advice email address (mandatory)

.....[^page
_break^]**Unincorporated groups**

If you applied as an unincorporated group, we require the name, address and signature of each group member. This will act as confirmation that the group members signing the grant acceptance letter and the bank details form have the authority of the group to do so. Each member of the group will be jointly and proportionately responsible for the money awarded under the grant agreement.

Member 1

Name and address:

.....
.....

Signature

Member 2

Name and address:

.....
.....

Signature

Member 3

Name and address:

.....

.....

Signature

Please continue on further sheets as necessary.[^page_break^]**Acceptance and bank details checklist**

Please check that you have:

- ☐ signed and dated the acceptance declaration
- ☐ completed and signed the bank details form
- ☐ included an accepted form of confirmation for your bank details (if we do not already hold your authorised bank details)
- ☐ included the names, addresses and signatures of all members of your unincorporated group, if relevant