

## Bank Accounts – Individuals

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 on our grants portal.

**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:**

- the account is in your legal name (we can't accept applications submitted under a stage name)
- the account number
- the sort code
- the **address** of the bank account (this must match the address you have registered with on our online grants system and must also be in Wales)

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 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 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.

Please note:

- We cannot accept joint accounts
- We cannot accept building society accounts that operate with a passbook only
- We cannot make payments into ISA accounts

Business Accounts:

- We are only able to accept business accounts where your legal name is included within the account name, for example *'Fred Jones Dance'*
- We are unable to accept bank accounts which are for limited companies
- Business accounts can only be accepted when accompanied by an email from the applicant confirming that they are the only signatory

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.

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.