

## **Project information**

### **Culture Recovery Fund - Grants programme**

**Applicant name:** Theatre Royal & Royal Concert Hall Nottingham

**Project title:** A Right Royal Welcome

**Project number:** CRFG-00303865

**Amount requested (£):** £851,604

**Amount awarded (£):** £851,604

## Offer letter

**12 October 2020**

**David Longford  
Nottingham City Council  
Trading as Theatre Royal & Royal Concert Hall Nottingham  
THEATRE ROYAL & ROYAL CONCERT HALL, Theatre Square  
NOTTINGHAM  
NG1 5ND**

**Dear David Longford**

**Offer letter**

**Programme: Culture Recovery Fund - Grants programme  
Applicant name: Theatre Royal & Royal Concert Hall Nottingham  
Project number: CRFG-00303865**

**I am writing to offer you a grant of up to £851,604 towards the costs outlined in your application to the Culture Recovery Fund - Grants programme. This grant will be funded by DCMS resources.**

**You must accept our current standard conditions for grants and the payment conditions and requirements listed, or our offer is not valid. A copy of our 'Standard conditions for grants' is attached on the Attachments screen, and you can also download it from our website.**

**You must accept this offer within two weeks of the date at the top of this page to show that you accept the current conditions of our grant offer. The grant we are offering is the maximum amount available. You can only spend it on the activity we have agreed to fund.**

**The Monitoring schedule and payment conditions screen shows how we will structure the payments for your grant. If any of the dates listed don't fit your project timeline, please contact us.**

**We will pay your grant in three instalments; the first instalment will be 50% of your grant, the second will be 40% and the final instalment will be the remaining 10% of your grant, which we will pay after you have submitted your activity report form.**

**When to announce your funding:**

**Please keep your award confidential for now: do not share the news publicly until we have given you the go ahead. We intend to make this news public imminently, and we will be in touch with you very shortly to let you know what we are planning and when, and what you will need to do on the day.**

**Your role in acknowledging this funding:**

**In receiving this funding, you are agreeing to acknowledge this funding publicly by crediting the Government's Culture Recovery Fund. This is a challenging time for the cultural sector, and the 'Here for Culture' campaign aims to build a positive movement uniting the members of the public and people across the sector to voice their support for culture.**

**On the day of the public announcement, we require you to welcome this funding on your social media accounts (using #HereForCulture), on your website using the 'Here for Culture' logo, and in your newsletters. Alongside this, we require you to alert your local media outlets of the news (for example through a press release).**

**What we'll send you soon:**

**When we contact you with a publication date, we will send you logos and useful wording to help you with this work. We will also send you a link to a survey to ask you some more questions that will help us, and you, make the very most of this announcement by making sure this good news travels far and wide.**

**Working with DCMS:**

**In receiving this funding you are agreeing to share the data in your application with the communications teams at Arts Council England and the Department for Digital, Culture, Media and Sport (DCMS), and you are providing your consent for them to contact you to discuss potential communications opportunities that will raise awareness of your organisation, the work you are doing, and this investment.**

**DCMS will also publish details of your award, such as your organisation's name, total award amount offered, and any other publicly available information.**

## **1. Accepting your grant**

**Accepting your grant is done online by working through the ‘offer letter acknowledgement’ workflow. At the bottom of this screen you are asked to confirm that you have read the offer letter. On the following screens you will then view your Monitoring Schedule and Payment Conditions, our Terms and Conditions and bank details form. You will need to complete the declaration stating whether you accept this offer of a grant. Once you press ‘submit’ on the final screen, your acceptance will be sent to us to review, and will be your formal and legal acceptance of the grant and the terms and conditions that apply to it.**

**If you do not accept this offer within two weeks from the date we issued it, it will no longer be valid.**

## **2. Receiving your first payment**

**Once you have accepted our offer and sent us your bank details, you will need to request your first payment. You will be able to view this payment request task in your ‘Submissions’ area once we have reviewed your acceptance.**

**To receive your first payment, you must:**

- Submit your ‘Payment request #1’**

## **3. Managing your grant**

**Managing the rest of your grant is also done online. You will complete your final activity report and request payments using this online system. This process is outlined below. For full guidance on managing your grant using our online system, see the Post-decision support page on our website.**

## **4. Reporting to us on your activity**

### **Final activity report form and payment**

**After your project has finished, you need to complete a final activity report form. The link to the report will appear in your ‘Submissions’ area.**

**Your final activity report must be completed and submitted to us online within one month of finishing your activity. When you have submitted your report, you must then submit your final payment request (including information to meet any other final payment conditions we have set) so we can process your final payment.**

**We reserve the right to ask grantholders for access to all their documentation relating to their activity, and therefore you should keep clear financial and project management records for us to access when required.**

## **5. Freedom of Information**

**Any information we receive from you throughout the course of your grant 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 the Freedom of Information section of our website.**

**If you have any concerns, let us know as some information may be covered by exemptions if it is sensitive or confidential.**

**We hope this support will be welcome news for your organisation at this difficult time. If you have any questions, please contact your Relationship Manager in the first instance.**

**Yours sincerely,**

**Jane Dawson  
Director, Funding Programmes  
On behalf of Arts Council England**

**I have read the offer letter:**

## Monitoring schedule and payment conditions

**- 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 make 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.**

Submission name	Due date	Required	Payment amount	Payment conditions
Payment Request #1 (Initial)	13/10/2020	Yes	£425,802	<ul style="list-style-type: none"> <li>• Written confirmation that you will participate in a programme evaluation</li> <li>• A completed bank details form</li> </ul>
Payment Request #2 (Interim)	30/12/2020	Yes	£340,642	<ul style="list-style-type: none"> <li>• An updated cash flow projection</li> </ul>
Payment Request #3 (Final)	28/04/2021	Yes	£85,160	<ul style="list-style-type: none"> <li>• A completed activity report form submitted using the online system</li> <li>• A statement of income and expenditure for the activity that has been certified by an independent qualified accountant (or if your organisation is a Local Authority, University or other statutory body, a qualified accountant from your internal audit function)</li> </ul>
Activity Report #1 (Final)	14/04/2021	Yes		

## Submission details

### Payment Request #1 (Initial)

**Due date:** 13/10/2020

**Required?:**

**Submission type:** Payment request

**Scheduled payment amount:** £425,802

### Payment conditions

- Written confirmation that you will participate in a programme evaluation
- A completed bank details form

## Submission details

### Payment Request #2 (Interim)

**Due date:** 30/12/2020

**Required?:**

**Submission type:** Payment request

**Scheduled payment amount:** £340,642

### Payment conditions

- An updated cash flow projection

## Submission details

### Payment Request #3 (Final)

**Due date:** 28/04/2021

**Required?:**

**Submission type:** Payment request

**Scheduled payment amount:** £85,160

### Payment conditions

- A completed activity report form submitted using the online system
- A statement of income and expenditure for the activity that has been certified by an independent qualified accountant (or if your organisation is a Local Authority, University or other statutory body, a qualified accountant from your internal audit function)

## Submission details

### Activity Report #1 (Final)

**Due date:** 14/04/2021

**Required?:**

**Submission type:** Report



## Acknowledgement

### On-line offer acceptance form

**Programme:** Culture Recovery Fund - Grants programme  
**Applicant name:** Theatre Royal & Royal Concert Hall Nottingham  
**Reference:** CRFG-00303865  
**Name of activity:** A Right Royal Welcome

### Do you accept the grant offer in relation to the activity named above on the terms and conditions stated in the offer letter?

If you are acting as a representative of an organisation, by accepting this grant offer you are confirming that:

- a) You (the person accepting this offer) are authorised to accept a grant from us on behalf of your organisation.
- b) You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process and life of the grant, or knowingly withhold any information, this could make your grant agreement invalid and you could be liable to repay any funds to us.
- c) You understand that personal data will be collected and used in accordance with Arts Council England's Privacy Notice and will be subject to our obligations under the Data Protection Law and the Freedom of Information Act.
- d) You are able to comply with our terms and conditions of grant, which are attached to this offer and are available on our website.
- e) 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 of grants.

**Name:** David Longford

## Submission summary

Page	Last Updated
<b>Project information</b>	No Input Required
<b>Offer letter</b>	Please Complete
<b>Acknowledgement</b>	Please Complete

**Notes:**  
Not all reviews complete. [Click here to return to the form.](#)

Below is an excerpt from the Arts Council England – Cultural Recovery Fund grant application terms and conditions. In accepting the CRF grant, each organisation is expected to meet the conditions outlined below:

### **Section six – After our decision**

As this programme is administered, awarded and monitored by Arts Council England on behalf of DCMS, all successful applicants will be required to participate in a post-programme evaluation and to comply with proportionate reporting and monitoring arrangements. All successful applicants will be asked to publicise the decision in an appropriate manner.

Should your application for a grant be successful, we will ask you to provide a statement by your board (or equivalent) confirming the acceptance of the following conditions:

- the organisation will exercise pay restraint for at least 18 months from the date of the funding agreement, where legally possible for them to do so, including imposing a pay freeze for all senior staff and 10% pay reductions to pre-Covid-19 pay for those contracted to receive above £150,000 per year
- the organisation will demonstrate a commitment to increase its organisational diversity and the diversity of its audiences, visitors and/or participants
- the organisation will demonstrate a commitment to progress towards net zero greenhouse gas emissions by 2050 and reporting against it
- the organisation will demonstrate a commitment to increase educational/outreach work
- the organisation will comply with legislation relating to State aid
- the organisation will ensure they take reasonable steps to protect the heritage assets they are responsible for, in particular their physical estates.

In considering any future application you make to the Arts Council, we will take into consideration whether these conditions have been implemented.