
Creative Scotland

Banking Information Required from Successful Applicants

The Information we need from you

Standard Bank Details Form

All successful applicants must provide Creative Scotland with specific bank details into which we will make the grant payments. To help with this process we provide a standard Bank Details Form to all successful applicants with their Funding Agreement.

This form must be completed in full, signed and returned to Creative Scotland within 20 working days from the date the Funding Agreement is issued. You can also download this standard Bank Detail Form from our website [here](#).

Confirmation of Details

You will also need to send us official confirmation of your bank account. This confirmation can be a pre-printed paying in slip for your account or a bank statement issued by your bank. We cannot make any payments without such confirmation.

Name of Account

Your bank/building society account must be in the name of the organisation or individual that is applying for a grant. If you apply as an individual we will only make payments to your individual bank account.

If you apply as an organisation we will only make payments to a bank account in the organisation's name.

For groups of individuals, or groups of organisations, one individual or one organisation will need to lead and be responsible for managing the application and any grant.

Only in the following circumstances can we accept a bank account name that is different from the applicant name:

- Individuals who applied for the grant in their maiden name (as this is their professional artist name) but their bank account is in their married name.
- Sole traders who applied for the grant using their individual name but their bank account is in their trading name.

- Applicants who have set up a separate bank account to manage the grant.
- Individuals whose finances are handled by a third party due to the applicant's disability. In this case, applicants must provide a signed letter of confirmation or a certificate showing Power of Attorney.

If the name on the application is different to the name on the given bank account, you must send us copies of your legal documents to show why this is the case (for example a copy of your marriage certificate).

Please note, we will not pay grants for individuals into an organisation's bank account, and we will not pay grants for organisations into an individual's bank account.

Accounts for Organisations

We can only make payment to an organisation account that requires at least two people to sign each cheque or authorise a withdrawal.

When completing the Bank Details Form for grants to organisations, we require two signatories from people who are authorised to sign in the organisation's name. If you are an unincorporated group we also require the name, address and signature of each group member; all members of the group will be jointly and proportionately responsible for the money awarded under the grant agreement. This will also act as confirmation that the members signing the grant acceptance letter and the bank detail form have the authority of the group to do so. Organisations in receipt of awards over £100,000 may be asked to submit additional identification of the applicant and one company director.

Acceptable Types of Bank Account

We can only make payments into a UK based current account, and our standard payment method is BACS. We can only process a BACS payment into an account with a six-digit sort code and eight-digit account number. If your building society account number format is different from this then we will make payment by cheque.

Payments to Existing Accounts

Creative Scotland will issue a new Funding Agreement each time we make a new award. You must complete and sign a new Bank Details Form detailing the account to pay the grant into, for each new Funding Agreement issued.

If you/your organisation is already in receipt of a grant from Creative Scotland and you wish us to pay the grant into a bank account that has already been authorised by us, you will still need to complete and return the Bank Details Form - although you do not need to provide confirmation of the account.

Changing Bank Details

If at any time you need to change these account details, you must notify us of these changes as soon as possible. We will not pay any funds into a new account without receiving prior notification to Creative Scotland. We require a new copy of the Bank Details Form to be completed, along with account signatory information and official authorisation from the bank. This information should be supplied to our Legal & Contracts team along with a covering note detailing organisation / individual address, and project reference number (which is detailed within the subject line of the contract). This information should be sent by email to:

legal@creativescotland.com

Common Mistakes

The following illustrates some common mistakes that applicants make when submitting their banking details:

- Providing a bank account name that is different from the applicant's name.
- An individual applicant not signing the bank details form. Applicants are legally required to provide a signature so that their bank details can be authorised.
- Organisations only providing a single signature on their bank details form when they are legally required to provide a second signature so that their bank details can be authorised. (Sole traders must enclose a letter with the bank details form stating that they are the sole signatory on the bank account).
- Not providing all the required information on the bank details form.
- Not providing a paying-in slip or bank statement with the bank details form; Creative Scotland are unable to authorise bank details without such confirmation

Help and Further Advice

For more information please contact our Legal & Contracts Team on **0330 333 2000** or by email to legal@creativescotland.com