

Bòrd na Gàidhlig – Guidance on bank accounts

If you are successful in being awarded a grant from Bòrd na Gàidhlig, you will be asked at the point of accepting the grant to provide us with your bank details so that we can pay the grant out to you.

This short guide will cover information to be aware of both at the point of application, accepting an award, and during your project, to ensure that this process is handled correctly and efficiently.

When making your application

Before making your application, you must ensure that you have an open UK bank account on behalf of the organisation or individual that is the applicant. Your application may be declined if you are in the process of opening an account at the point of submitting.

Your account name must directly relate to the organisation/individual applying, and in most cases must match exactly to your organisation's name or your name, as appropriate.

There are limited exceptions to the above:

- Where your account is in your maiden name (you will be required to provide proof of a name change, e.g. marriage certificate)
- Where you are a sole trader applying for a grant in a trading name (we may ask for proof of your Unique Taxpayer Reference (UTR) from HMRC)
- Where you have set up a separate account to manage the grant (the account name must relate to the project title as applied for)
- Where your finances are handled by a third party due to disability (we will need to be provided with a signed letter of confirmation or certificate showing Power of Attorney)

We will not pay into an individual account on behalf of an organisation, or an organisation account on behalf of an individual (except where this is on behalf of course fees for an educational course).

Completing the bank details form

A bank details form will be sent to you as part of the Docusign envelope with your letter of offer and our standard grant conditions if you are awarded a grant.

The form will ask you to confirm the name on the account (your organisation's name or your name as an individual as appropriate – **NOT** the type of account (e.g. Business Account), account number, sort code, branch details and confirm contact information for the most appropriate person to speak with regarding the account if there are any queries.

For organisations, the person signing the bank form should be a signatory for the bank account or otherwise authorised by the organisation to make, receive or authorise payments.

If these bank details are different to those that we have previously had on file for a previous grant, we will ask you for evidence of these bank details being correct (see next section).

Evidence of bank details

If we do not have your bank details on file previously, or we have not received this evidence in the last eighteen months, we will ask you to submit a statement to us for the given account issued by your bank in the last three months or pre-printed paying in slip to confirm that this is a valid account related to you (or for local authorities or public bodies, an appropriate letter to confirm that the bank details are correct).

You won't need to do this if you have submitted this evidence to us along with your application.

If you have opened the bank account within the last three months and have not received a statement, we will accept a letter from the bank to confirm the account details and when the account was opened (to ensure this was opened before the application was submitted).

How we make payments

We will make payments out to you in accordance with the letter of offer issued to you when you were awarded the grant or as subsequently agreed between us. Typically these will be made after you return a letter of offer or we approve a report that you have submitted. Please make sure, however, to check your letter of offer for any other conditions we may specify that you must fulfil to receive a payment.

We make our payments electronically by Bacs, and you will receive a notification by email from Fluxx to confirm when a payment has been processed.

Changing bank details

If at any time during the running of your project any of your banking details change, you must notify us as soon as possible.

We will then ask you to complete a new bank details form and ask for a statement or letter to confirm that a new account has been opened.

Information on your payments

You can find information relating to payments from your grant(s) that have been made to you, or that are due to you, via Fluxx at any time. This information includes the amount to be paid, the date that a payment was made/or is expected to be made, and any pre-requisites required by us before we issue a payment.

Data retention

Once your grant is closed (i.e. all reporting and payments completed), if you no longer have any active grants with Bòrd na Gàidhlig we will delete your bank details from our system. If you are awarded a new grant you will need to provide us with new evidence of your bank details along with the bank details form.

Help and further advice

If you have any questions regarding bank accounts or payments, please get in touch with our grants team at any time via tabhartas@gaidhlig.scot or call 01463 225454.

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