**Portsmouth Community Lottery Policy**

1. **Introduction**
	1. **HIVE Portsmouth** supports the Voluntary, Community Sector and Social Enterprise Sector (VCSE) because we believe that a vibrant VCSE is vital to our community. We are committed to supporting organisations that deliver projects and activities which have a beneficial impact on the local community.
2. **Scope**
	1. This policy applies only to the allocation of the Portsmouth Community Lottery funds to the VCS. It does not apply to any other means of financial support from HIVE Portsmouth that may be available under other schemes.
3. **Purpose of Lottery Funding**
	1. Portsmouth Community Lottery was founded by Portsmouth City Council in 2016. In May 2021, management of the lottery was transferred to HIVE Portsmouth.
	2. As an independent charity, HIVE Portsmouth work with and for the voluntary and community sector. The Portsmouth Community Lottery enables people to support the causes they care most about, helping good causes to connect with their supporters.
	3. Proceeds generated from the lottery will go into a general good cause fund, administered by HIVE Portsmouth, which will be spent on providing vital support to a wide range of local organisations and community initiatives which have a beneficial impact on the local community.
	4. Portsmouth residents will be the main recipients of the funding.
	5. Funding will be awarded to those good causes that can demonstrate support for:
* Community Development & Support
* Disability
* Health & Wellbeing
* Supporting Family Life
* Counselling / Advice/ Mentoring
* Education & Training
* Poverty & Disadvantage
* Social Inclusion
* Community Development & Support - Older people
* Crime prevention
* Employment & labour
* Racial & Cultural integration
* Sports & Recreation
1. **Which organisations are eligible to apply for funding?**
	1. Groups eligible to apply for funding include:
* Charities
* Clubs
* Societies
* Associations
* Community interest companies
* Social enterprises
	1. Applicants for funding must operate within the Portsmouth postcode areas PO1 - PO6, providing facilities, activities or services for the benefit of Portsmouth residents.
	2. All applications must be made using the Portsmouth Community Lottery application form and supporting documentation must be provided as appropriate.
	3. Decisions on funding applications are considered three times a year. Any applications received after the closing date will be considered at the next panel meeting.
1. **Assessment process**
	1. Applications must complete the Portsmouth Community Lottery application form and provide the supporting documents and information requested.
	2. Applicants should:
* explain the service they are providing by giving details of their activities and the number of people that they are engaged with
* show that all previous funding received from the Portsmouth Community Lottery has been spent in accordance with the funding award conditions
	1. All funding applications will be assessed by the Portsmouth Community Lottery panel. The panel will consist of a minimum of five members. Conflicts of interest will be recorded and members with a conflict of interest for a particular funding application will not participate in the assessment of that application.
	2. Unsuccessful applicants will be offered feedback on their application by the administrator for the panel. There is no right of appeal as to the decision outcome itself and the panel is not able meet with applicants to discuss their application.
1. **Terms of funding awards:**
	1. Funding will only be considered for work that will be undertaken in the city of Portsmouth and / or will be wholly or principally for the direct benefit of residents of the city of Portsmouth.
	2. Any funding award must only be spent for the approved purpose. Applicants must be able to demonstrate that the funding has been spent on the specific purpose outlined in the funding application form and detailed in the final funding offer letter by providing receipts / evidence as required.
	3. If any significant changes are made to the project the organisation must notify HIVE Portsmouth.
	4. All funding awards must be spent within 12 months of being awarded. Any money unspent at the end of this period must be returned to Portsmouth Community Lottery.
	5. An organisation may only receive one award over a twelve- month period.
	6. An organisation cannot submit an application year on year to fund the same project or activity in subsequent years.
	7. Awards cannot be used for retrospective funding; that is to replace money that has already been spent, or to cover items or services that have already been bought.
	8. HIVE Portsmouth retains the right to publicise all beneficiaries of the lottery funding and the specific objectives that the funding will be used for.
	9. Recipients of the funding awards will, wherever possible, acknowledge the funding award from the Portsmouth Community Lottery in their publicity.
	10. An End of Project form must be completed and returned no later than one month after the Grant period ends, using the form provided by Portsmouth Community Lottery.
	11. The Portsmouth Community Lottery will not make funding awards to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
	12. The Portsmouth Community Lottery will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Lottery Panel to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation
2. **Funding conditions**
	1. Information about the terms and conditions that will apply to funding awards is available on the **Portsmouth Community Lottery page** <https://hiveportsmouth.org.uk/portsmouth-community-lottery-1> on HIVE Portsmouth website
	2. All funding offers will be subject to the recipients accepting the funding conditions.