**Portsmouth Community Lottery Terms and Conditions**

1. The following organisations are eligible to apply for funding:

• Charities

• Clubs

• Societies

• Associations

• Community interest companies

• Social enterprises

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. 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 at regular intervals throughout the year. Any applications received after the closing date will be considered at the next panel meeting.
4. 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.
5. If any significant changes are made to the project the organisation must notify HIVE Portsmouth.
6. 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.
7. 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.
8. An organisation may only receive one award over a twelve-month period.
9. An organisation cannot submit an application year on year to fund the same project or activity in subsequent years.
10. 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.
11. HIVE Portsmouth retains the right to publicise all beneficiaries of the lottery funding and the specific objectives that the funding will be used for.
12. Recipients of the funding awards will, wherever possible, acknowledge the funding award from Portsmouth Community Lottery in their publicity.
13. 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.
14. 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
15. All funding offers will be subject to the recipients accepting the funding conditions.