

To be eligible for funding through the CIL Transformation Fund each project lead must agree to meet all of the terms and conditions set out as follows:

1. You must have in place a governing document that illustrates how the group or organisation is run and managed. A photocopy of this document must be provided.
2. The group/organisation must provide evidence/audit trail on where the potential funds will be transferred to and held. This information must be held and provided to the City Council whenever requested.
3. The contributions received from the CIL Transformation Fund will only be spent on the project detailed in the Crowdfunder campaign unless otherwise agreed in advance by the City Council in writing. **Contributions will not be made retrospectively.**
4. Progress reports will be submitted to the City Council at the following times, except where otherwise agreed in writing by the Council:
 - 6 months after the CIL Transformation Funds have been released to the project;
 - 12 months after the CIL Transformation Funds have been released to the project;
 - 18 months after the CIL Transformation Funds have been released to the project;
 - 24 months after the CIL Transformation Funds have been released to the project.

The reports should include information such as (but not limited to), photographic evidence and material documenting the impact that the project has had. Upon submission of this information you will be agreeing that the City Council is able to use the information provided in its communications and publicity.

5. Financial records of the spending to date (6, 12, 18 & 24 month periods) of the CIL Transformation Fund contribution made by the City Council will be retained and submitted with each progress report as requested.
6. Any underspend or any part of the CIL Transformation Fund contribution made by the City Council that is not required for the project/scheme approved must be returned to the City Council within 12 months from when the CIL Transformation Fund were released to the project, unless otherwise agreed in writing with the City Council.
7. The CIL Transformation Fund and the City Council will be acknowledged in all printed materials that the organisation produces about your project. Please contact the City Councils CIL Team on cil@portsmouthcc.gov.uk.
8. Obtaining funds from the City Council does not constitute the grant of planning permission, or any other permission(s), and in no way prejudices future decisions of the City Council or the Local Planning Authority. You must obtain all relevant permissions prior to any funds being awarded.
9. In exceptional circumstances the City Council holds the right to withdraw/withhold the Fund at the City Council's discretion.
10. The repayment of all or partial funds awarded made by the City Council can be demanded at the sole discretion of the City Council if:
 - The City Council finds that any false information has been supplied to the City Council and/or Crowdfunder;
 - The project undertaken is not in accordance with the CIL Transformation Fund contribution approved (Notwithstanding changes in accordance with point 3 above);
 - The Fund has not been spent within one year unless otherwise agreed by the City Council.

REFERENCE: CTFTAC-APR 2021V1

CIL TRANSFORMATION FUND TERMS AND CONDITIONS - APRIL 2021

- Your organisation becomes insolvent or goes into administration, receivership or liquidation, and the Fund has not already been spent on its intended purpose, or;
 - Any other breach of any kind associated with the conditions in this form.
11. If any complaint is received regarding the use of the CIL Transformation Fund, you agree to fully co-operate with any investigation that needs to be undertaken by the City Council.
 12. The Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
 13. Any Value Added Tax (VAT) payable by your organisation is your responsibility and the City Council shall not be obliged to pay any additional amount.
 14. Projects that benefit less than 5 people will not be eligible for funding through the CIL Transformation Fund.
 15. Any potential projects led by political parties will not be eligible for funding through the CIL Transformation Fund as a result of the political nature of the City Council.
 16. Projects that seek funding to challenge decisions made by the City Council are not eligible for the CIL Transformation Fund.
 17. By signing this form, you are declaring that you and the organisation/group you represent has never misused financial support provided by external organisations.
 18. Regarding projects that deliver services to potentially vulnerable people, by signing this form you are declaring that you have in place up to date policies and processes relating to safeguarding for children and vulnerable people and that your project is licensed and legally compliant.

THE CITY COUNCIL RESERVES THE RIGHT TO AMEND THESE TERMS AND CONDITIONS AT ANY TIME.

TO ACCEPT THESE TERMS AND CONDITIONS AS OUTLINED WITHIN THE CIL TRANSFORMATION FUND TERMS AND CONDITIONS-APRIL 2021, DOCUMENT REFERENCE: CTFTAC-APR 2021V1 PLEASE COMPLETE ANNEX A AND RETURN TO cil@portsmouthcc.gov.uk

OFFICIAL

REFERENCE: CTFTAC-APR 2021V1

CIL TRANSFORMATION FUND TERMS AND CONDITIONS - APRIL 2021

ANNEX A

I hereby confirm and agree fully to the terms and conditions as stated within the CIL Transformation Fund Terms and Conditions - April 2021, document referenced: CTFTAC-APR 2021V1:

Project name:	
Date:	
Project lead name:	
Signed by person authorised to sign on behalf of project:	