

**Condition Improvement Fund – Confirmation of Completion Form**

This form is to be completed and signed off by the academy trust’s or sixth form college’s designated Accounting Officer to confirm that the Condition Improvement Fund (CIF) named project has been completed and monies spent in accordance with the terms and conditions of the fund. If a retention payment is due to be made by the DfE, this will be paid following receipt of this form. If you have received funding for more than one project, please complete a separate form for each project.

Please upload this signed form to your project monitoring completion return on the [CIF portal](https://efadatacollections.education.gov.uk/sites/cif/Pages/welcome.aspx)

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| --- | --- |
| **Academy or College Name:**  |   |
| **URN:**  |   |
| **Project Reference:**  |   |
| **Project Name:**  |   |
| **Approved project cost:**  |   |
| **Final cost of project (including any contractor retention payment due):**  |   |
| **Approved grant allocation:**  |   |
| **Underspend to declare (if applicable):**  |   |

**Comments on project completion (if applicable)**

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**Declaration**

As the designated Accounting Officer for the above named academy / college, I certify that the project has been completed, and that the grant provided for the project above has been spent in accordance with the requirements and conditions of grant. I understand that unless agreed previously, any underspend is likely to be reclaimed by DfE to support future CIF projects.

Please note that if this form is not signed by the Account Officer, the return will be rejected.

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| --- | --- |
| Signature:    |   |
| Date of Signature: |  |
| Name (please print):   |   |
| Position:   |  Accounting Officer |
| Organisation:   |   |
| Email address:   |   |
| Contact telephone number:   |   |