

## VRF Post-Grant Evidence of Expenditure

You must use VRF grant funds in the way you set out in your original application and provide evidence of expenditure within 6 weeks of the grant being paid.

The evidence you provide helps us to audit our grant spend and understand the VRF's impact.

If, for any reason, you cannot provide evidence of expenditure within 6 weeks, please email the team ([vrf@stmartinscharity.org.uk](mailto:vrf@stmartinscharity.org.uk)) to avoid your account being suspended.

Please note that a grant **cannot** be transferred from one client to another. You must also email us before using the grant on a different property or item for the same client.

### How to submit post-grant evidence

All evidence must be uploaded to the application, we do not accept evidence by email. For instructions, please see the Post-Grant Evidence Guide on our [Help Page](#).

### Returning Funds

If, for any reason, the grant was not required, please log in to the Application Portal and see instructions on how to return funds and the relevant bank details: [Login - Vicar's Relief Fund \(flexigrant.com\)](http://flexigrant.com)

### Accepted Document Formats

Please upload evidence to the application in one of the following formats:

Email	Letter / Other Requested Document
<ul style="list-style-type: none"> <li>.msg format</li> <li>screenshot of the email in an image format (e.g. .jpg or .png)</li> <li>screenshot pasted into a .doc (Word)</li> </ul> <p><b>All emails must show the sender's full email address and the date and time sent</b></p>	<ul style="list-style-type: none"> <li>.pdf document or a scanned image in .pdf format</li> <li>screenshot in an image format (e.g. .jpg or .png)</li> <li>screenshot pasted into a .doc (Word)</li> </ul> <p><b>All letters must include letterhead (if from an organisation) and the sender's full name, address role and date.</b></p>
<p>For verification purposes, we cannot accept text copied and pasted into a Word or .pdf document.</p>	

### Documentation required to show evidence of expenditure:

Click on the relevant link in the table below to see what evidence we require for that specific grant category:

Accessing Accommodation	Preventing Eviction
<a href="#">Deposit and/or rent in advance</a>	<a href="#">Rent/service charge arrears</a>
<a href="#">ID costs</a>	<a href="#">Debt Relief Order/bankruptcy fees</a>
<a href="#">Clearing rent arrears to access social housing</a>	<a href="#">Hoarding decluttering</a>
<a href="#">Emergency accommodation</a>	
<a href="#">Moving costs to access accommodation</a>	
<a href="#">Debt Relief Order/bankruptcy fees</a>	

## Category: Accessing Accommodation

Item	Application Evidence
Deposit and/or rent in advance	<p><b>Signed</b> confirmation from the landlord / housing provider or letting agent stating:</p> <ul style="list-style-type: none"> <li>• Client name and address</li> <li>• Landlord / housing provider name, address and / or email</li> <li>• Tenancy start date</li> <li>• Date the client moved in</li> </ul> <p>Or</p> <p>The pages of the new tenancy / licence agreement that must include:</p> <ul style="list-style-type: none"> <li>• Client and landlord signatures</li> <li>• Tenancy start date</li> <li>• Address of the property</li> </ul>
ID to access accommodation	<p>Receipt or order confirmation showing:</p> <ul style="list-style-type: none"> <li>• Client name</li> <li>• Date when payment or order was made / received</li> <li>• Cost of payment</li> </ul>
Emergency accommodation while waiting for secure accommodation	<p>Confirmation from the emergency accommodation provider (e.g. B&amp;B) stating:</p> <ul style="list-style-type: none"> <li>• Client name and address</li> <li>• Emergency housing provider name, address and / or email</li> <li>• Accommodation start and end date</li> <li>• Amount received</li> </ul>
Moving costs to more secure accommodation	<p>Receipt from the service provider confirming:</p> <ul style="list-style-type: none"> <li>• Cost of removal</li> <li>• Date removal occurred</li> <li>• Client name and <u>new</u> property address</li> <li>• Service provider name, address and / or email</li> </ul>
Clearing rent arrears to access social housing	<p><b>Signed</b> confirmation offer from the <u>new</u> housing provider stating:</p> <ul style="list-style-type: none"> <li>• Client name and address</li> <li>• Housing provider name, address, and/or email</li> <li>• Tenancy start date</li> </ul> <p>Or</p> <p>The pages of the new tenancy that <b>must</b> include:</p> <ul style="list-style-type: none"> <li>• Client and landlord signatures</li> <li>• Tenancy start date</li> <li>• Address of the property</li> </ul> <p>Or</p> <p>Confirmation from the <u>new</u> housing provider stating:</p> <ul style="list-style-type: none"> <li>• Client is eligible to bid on accommodation <b>and</b> receive offers</li> <li>• Client name</li> <li>• Housing provider name, address, and/or email</li> </ul>
Debt Relief Order (DRO) or bankruptcy fees	<p>Confirmation from the Insolvency Service stating:</p> <ul style="list-style-type: none"> <li>• Client's DRO / bankruptcy application has been accepted</li> <li>• Confirmation of date DRO / bankruptcy payment has been made</li> </ul>

## Category: Preventing Eviction

Item	Application Evidence
Rent or service charge arrears	<p><b>Signed</b> confirmation from the landlord / housing provider (a line manager or person in authority), stating:</p> <ul style="list-style-type: none"> <li>• Client name and address</li> <li>• Landlord / housing provider name, address and / or email</li> <li>• <b>The amount of grant received has prevented the client's eviction</b></li> </ul>
Debt Relief Order (DRO) or bankruptcy fees	<p>Confirmation from the Insolvency Service stating:</p> <ul style="list-style-type: none"> <li>• Client's DRO / bankruptcy application has been accepted</li> <li>• Confirmation of date DRO / bankruptcy payment has been made</li> </ul> <p><b>And</b></p> <p><b>Signed</b> confirmation from the landlord / housing provider (a line manager or person in authority) <u>to whom the debt is owed</u>, stating:</p> <ul style="list-style-type: none"> <li>• Client name and address</li> <li>• Landlord / housing provider name, address, and/or email</li> <li>• <b>The successful DRO / bankruptcy application has prevented the client's eviction.</b></li> </ul>
Hoarding decluttering to prevent eviction	<p>Receipt from the service provider confirming:</p> <ul style="list-style-type: none"> <li>• Total paid</li> <li>• Completion date of works</li> <li>• Client name and property address</li> <li>• Service provider name, address, and/or email</li> </ul> <p><b>And</b></p> <p><b>Signed</b> confirmation from the landlord / housing provider (a line manager or person in authority), stating:</p> <ul style="list-style-type: none"> <li>• Client name and address</li> <li>• Landlord / housing provider name, address and / or email</li> <li>• <b>The completion of decluttering / service works prevented the client's eviction.</b></li> </ul>