

Emergency Grant (VRF)

Return of Grant Funds - Instructions

Introduction

Thank for returning any unused grant funds. By doing this, you'll be helping us to support other people experiencing / at risk of homelessness.

1. First complete a 'Return of Grant Form'.

- The form is stored as a part of the grant application and lets us know to expect the repayment.

2. Return the funds by BACS.

- We can't process funds returned by cheque.

3. Let us know as soon as the funds have been returned.

- We'll then check our account for the credited amount.
- We can then match the repayment up against the correct grant application.

Instructions – Returning Grant Funds



Log in and click 'My Applications'.

Scroll down to the 'In Progress / Active' section.

Next to the relevant application, click 'Create Return of Funds'

In progress/active

✓ GRANTS IN PROGRESS (2620) ✕ ACTIVE BANK ACCOUNTS (0)

<input type="checkbox"/>	#	Application ID	Status	Client Name	Approved Amount	Decision Date	Last Modified	Return of Funds
<input type="checkbox"/>	1	VRF26/27_XXXXXX	Awarded	A lient	£650.00	16/06/2026	16/06/2026 01:08PM	Create Return of Funds

Scroll down and enter:

- Amount being returned: The amount of funds to be returned to Emergency Grants (VRF).
- Partial or full grant return: If the whole grant amount awarded is being returned, select 'Full'.
If part of the grant awarded is being returned, select 'Partial'.
- Reason for return: Give brief details of the reason the funds weren't used / are being returned.

Click 'Submit'

- You can save your progress at any time by clicking 'Save Draft'

RETURN OF FUNDS INTERNAL

* Amount being returned

* Partial or full grant return

* Reason for return

Save Draft

Submit

Arrange for the funds to be returned by BACS payment as follows:

Use Payment ref: VRF26/27-XXXXXX **NB:** Please use the application number to allow us to match the funds to the correct grant application.

A/c name: Vicar's Relief Fund

Bank name: Coutts Bank

Sort code: 18-00-02

Account no: 05023548

Let us know by email as soon as the funds have been returned: [Emergency Grants \(VRF\)](#).

- We can then check our bank for the credited amount and using the relevant payment reference, allocate it to the correct grant application.

Contacting Us

If you have any issues returning grant funds, please let us know: [Emergency Grants \(VRF\)](#)