

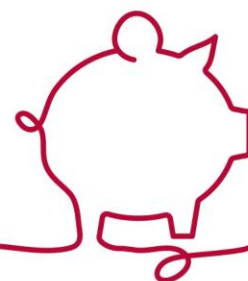
VRF - Emergency Fund: Grant Categories and Evidence

Below is an outline of what may be included under each of the grant categories, informed by the [Frontline Worker Emergency Fund Survey](#) and anecdotal evidence so far. The lists are not exhaustive and are designed as a guide not a definitive list. These lists will be updated over the course of the COVID-19 crisis as we see further examples emerge.

Basic Essential Need

This category covers those items that may be classed as basic necessities for someone to maintain their day to day living.

Example Item	Example Evidence (application stage)	Example Evidence (post application)
Food	Example online shopping trolley of items at a supermarket. (Low threshold as may be difficult to evidence at this stage).	Receipt, online screen grab of receipt dated after the date of the grant award.
Utility Bills	Bill or demand from utility company Photo of meter that requires keycard top up	Receipts of payment made – dated after the date of the grant award. A photo of the meter topped up.
Hygienic packs	Example online shopping trolley of items at a supermarket. (Low threshold as may be difficult to evidence at this stage).	Receipt, online screen grab of receipt dated after the grant award.



Overcoming barriers to support

This category covers those items that may help someone who previously received support or now needs to receive support, overcome some of the practical barriers presented by COVID-19 as a result of social distancing to access support remotely.

Example Item	Example Evidence (application stage)	Example Evidence (post application)
Mobile Phone Handset	Statement from support worker that handset is required and why	Receipt, online screen grab of receipt dated after the grant award.
Credit	Evidence of contract arrears / charge and inability to pay Evidence of top up required (screengrab of credit balance on phone, or message saying no data)	Receipt, online screen grab of receipt dated after the grant award. Receipt, online screen grab of receipt, dated after the grant award.
Laptop / tablet	Statement from support worker that laptop / tablet is required and why	Receipt, online screen grab of receipt – post grant award
Digital Access /Internet /	Bill or demand from broadband company Example online cost of a dongle	Receipt, online screen grab of receipt – post grant award
ID	Statement for support worker that ID is required and why	Receipt, online screen grab of receipt or photographic evidence of ID – post grant award

Securing Accommodation (includes preventing eviction and accessing accommodation)

This category covers the costs of things eg a deposit which would help someone access accommodation if they were homeless or threatened with imminent homelessness. It would also cover rent arrears where someone was at imminent risk of homelessness.

Example Item	Example Evidence (application stage)	Example Evidence (post application)
Access to accommodation	Statement from support worker that accommodation is required and why	Either a copy of the receipt provided by the landlord when the payment has been made, and stating their name, the address of the

		<p>property and the name of the client. If the landlord is registered with Companies House, the receipt should also include the company number.</p> <p>OR</p> <p>a copy of the signed page of the occupancy agreement. The occupancy agreement must be dated after we have paid the grant – a grant cannot be used to reimburse payments that have already been made.</p>
Access to accommodation suitable for self-isolation	Statement from support worker that accommodation is required and why	<p>Either a copy of the receipt provided by the landlord when the payment has been made, and stating their name, the address of the property and the name of the client. If the landlord is registered with Companies House, the receipt should also include the company number.</p> <p>OR</p> <p>a copy of the signed page of the occupancy agreement. The occupancy agreement must be dated after we have paid the grant – a grant cannot be used to reimburse payments that have already been made.</p>
Rent arrears where there is an imminent threat of eviction	<p>Evidence that notice has been served / court order breached and that the client is not covered by the Protection from Eviction Act 1977 for England and Wales</p> <p>Evidence that notice has been served / court order breached and that client is not protected by any suspension of evictions in Scotland and Northern Ireland.</p>	<p>A written statement from the landlord advising that the amount has been received and that eviction has been prevented. This statement cannot be written by person who made the original application. If a rent statement showing the amount credited is provided, you must also include a statement that the eviction has been prevented.</p>