

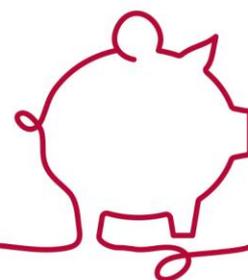
VRF - Emergency Fund: Grant Categories and Evidence

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 Credit	Statement from support worker that handset is required and how it will help overcome barriers to support Evidence of contract 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. Receipt, online screen grab of receipt, dated after the grant award.
Laptop / tablet	Statement from support worker that laptop / tablet is required and how it will help overcome barriers to support Evidence of cost if possible	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, breakdown of costs and evidence of cost if possible.	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

		<p>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>
<p>Access to accommodation suitable for self-isolation</p>	<p>Statement from support worker that accommodation is required and why, breakdown of costs and evidence of cost if possible.</p>	<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>
<p>Rent arrears where there is an imminent threat of eviction</p>	<p>Evidence that notice has been served / court order breached - 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 - 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>

Post-grant evidence

You must use VRF grant funds in the way you set out in your original application and not for any other purpose. A grant cannot be transferred from one client to another.

Once the funds have been spent, you must provide documentary evidence to the VRF that the funds have been used appropriately. This must be done by uploading it onto your original online application form. Evidence is required for all grants, even if we paid the funds directly in to your organisation's account.

Instructions on how you can upload evidence to our system are below. Please note that we do not accept evidence via post or email. This evidence must be uploaded within 6 weeks of the award being granted or 8 weeks if the grant was for the repayment of arrears to access social housing. If necessary, you can contact the VRF to discuss a time extension. If suitable evidence is not provided within this time, you and your organisation may be denied access to the VRF and we may request that the grant be paid back to us in full.

How to submit post-grant evidence

- Log in to [Flexigrant](#)
- Click on 'My Applications' on the left hand menu.
- Find the application you are uploading evidence for and click 'Reporting'.
- On the next page you will see a table with the evidence scheduled to be uploaded. On this table, click on the three dots at the end of the table under 'submitted by'. This will bring up a menu where you will need to click on 'complete form'.
- You will now be presented with a short form. In the description box just type 'Evidence'.
- Click 'Choose your file' underneath the box and then select the relevant file and click 'Open' Files must be under 2mb and the format must be either a .pdf, .doc, .docx or a jpeg
- Click on 'Save page' at the bottom of the screen
- Select 'Submit form' at the top of the page to complete the process.

If your client no longer needs the grant, or part of it is unspent you should return it to us using the 'Return Funds to VRF' in the application portal on Flexigrant.