

VRF: Emergency Fund Pre-Grant Evidence

When you apply to the Vicar's Relief Emergency Fund, you are required to upload documentation at the point of application to evidence the cost of the items or expenditure you are applying for.

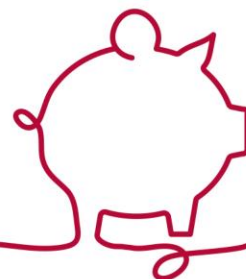
We are usually unable to accept text pasted into a Word document, or SMS/text message evidence.

Please see below a list of evidence you are required to provide for items under the different categories of the Emergency Fund and what formats we can accept.

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 Pre-Grant Evidence	Accepted Format
Food	Example online shopping basket showing items and costs	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Utility bills	Bill or demand from utility company	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Hygiene packs	Example online shopping basket showing items and costs	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format



Clothes	Example online shopping basket showing items and costs	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Washing machine, fridge/freezer or cooker	Example online shopping basket showing items and costs	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format

Overcoming Barriers to Support

This category covers items that may help someone who previously received support or now needs to receive support, overcome some of the practical barriers to accessing support presented by COVID-19.

Example Item	Example Pre-Grant Evidence	Accepted Formats
Mobile phone	Example online shopping basket showing item and cost	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Mobile phone debt	Bill or demand from mobile phone company	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Mobile phone credit	Evidence of the cost of the proposed top up	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Laptop or tablet	Example online shopping basket showing item and cost	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Internet access	Bill or demand from internet provider	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format

Securing Accommodation (includes accessing accommodation and preventing eviction)

This category covers costs that would help someone access accommodation if they are homeless or threatened with imminent homelessness. It would also cover rent arrears if someone is at imminent risk of homelessness.

Example Item	Example Pre-Grant Evidence	Accepted Formats
Access to accommodation – deposit and/or rent in advance	Email from the landlord or letting agent stating clearly how much is required for deposit and/or rent in advance before accommodation can be accessed	An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Moving costs for people moving from temporary to permanent accommodation	Quote from the removals company	An email in .msg format or a screenshot of the email or formal quote in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Emergency accommodation while waiting for secure accommodation to become ready	Quote or invoice from the emergency accommodation (e.g. B&B) provider stating clearly the cost and duration & Evidence from the landlord or letting agent of the secure accommodation, stating the move-in date	An email in .msg format or a screenshot of the email or formal quote in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document & An email in .msg format or a screenshot of the email or tenancy agreement in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Rent arrears where there is an imminent threat of eviction	Evidence that eviction is imminent, such as a notice to quit or court notice of possession & Confirmation from the landlord that eviction will not proceed if we award the grant	A notice or letter in .pdf format or a screenshot in an image format (e.g. .jpg or .png) An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Hoarding decluttering to prevent eviction	Evidence that eviction is imminent, such as a notice to quit or court notice of possession &	A notice or letter in .pdf format or a screenshot in an image format (e.g. .jpg or .png)

	Confirmation from the landlord that eviction will not proceed if we award the grant	An email in .msg format or a screenshot of the email in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
ID to access accommodation	Evidence of the cost from the relevant website	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format
Debt Relief Order or bankruptcy fees	Evidence of the cost from the relevant website	Screenshot in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document or a scanned image in .pdf format