

VRF 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.

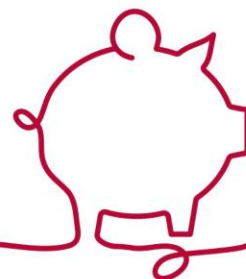
Instructions on how you can upload evidence to our system are below. Please note that we do not accept evidence via post or email. This evidence must be uploaded within 6 weeks of the award being granted or 8 weeks if the grant was for the repayment of arrears to access social housing. If necessary, 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'
- 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.

Please see below for examples of the evidence we can accept, and which formats they should be in:



Accessing Accommodation

Example Item	Example Post-Grant Evidence	Accepted Formats
Deposit and/or rent in advance	<p>Either a copy of the receipt provided by the landlord when the payment has been made, 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 tenancy agreement, which must be dated after the application was made</p>	An email in .msg format or a screenshot of the email or receipt in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
ID to access accommodation	Receipt of payment, dated after the grant was awarded	A copy of the receipt in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Clearing rent arrears to access accommodation	<p>Either confirmation from the social housing provider that the client has now commenced bidding or is able to receive offers of accommodation</p> <p>or</p> <p>a copy of the signed page of the tenancy agreement, which must be dated after the application was made</p>	An email in .msg format or a screenshot of the email or receipt 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	Receipt of payment from the emergency accommodation (e.g. B&B) provider dated after the application was made	A copy of the receipt in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Moving costs to more secure accommodation	A copy of the receipt after the work has been paid for. The receipt must be dated after the application was made	A copy of the receipt in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document

Debt Relief Order or bankruptcy fees	Copy of the email confirmation or letter showing the application fee has been paid	A copy of the receipt in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
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Preventing Eviction

Example Item	Example Post-Grant Evidence	Accepted Formats
Rent or service charge arrears	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	An email in .msg format or a screenshot of the email or statement in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Debt Relief Order or bankruptcy fees	Copy of the email confirmation or letter showing the application fee has been paid	A copy of the receipt in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document
Hoarding decluttering	A copy of the receipt after the work has been paid for. The receipt must be dated after the application was made	A copy of the receipt in an image format (e.g. .jpg or .png) or a screenshot pasted into a .doc (Word) or .pdf document