

## VRF Evidence of Spend

You must use VRF grant funds in the way you set out in your original application and provide evidence of spend within eight weeks of the grant being paid. The evidence you provide helps us to audit our grant spend and understand the VRF’s impact.

If, for any reason, you cannot provide evidence of spend within eight weeks, please email the team ([vrf@stmartinscharity.org.uk](mailto:vrf@stmartinscharity.org.uk)) to avoid your account being suspended.

Please note that a grant cannot be transferred from one client to another.

### How to submit evidence of spend

All evidence must be uploaded to the application, we do not accept evidence by email. For instructions, please see the Evidence of Spend Guide on our [Help Page](#).

### Returning Funds

If, for any reason, the grant was not required, please log in to the Application Portal and see instructions on how to return funds and the relevant bank details: [Login - VRF \(flexigrant.com\)](#)

### Accepted Document Formats

Please upload evidence to the application reporting form in one of the following formats:

Email	Letter / Other Requested Document
<ul style="list-style-type: none"><li>.msg format</li><li>screenshot of the email in an image format (e.g. .jpg or .png)</li><li>screenshot pasted into a .doc (Word)</li></ul> <p><b>All emails must show the sender’s full email address and the date and time sent</b></p>	<ul style="list-style-type: none"><li>.pdf document or a scanned image in .pdf format</li><li>screenshot in an image format (e.g. .jpg or .png)</li><li>screenshot pasted into a .doc (Word)</li></ul> <p><b>All letters must include letterhead (if from an organisation) and the sender’s full name, address role and date.</b></p>
For verification purposes, we cannot accept text copied and pasted into a Word or .pdf document.	

### Documentation required to show evidence of spend:

Item	Application Evidence
Deposit and/or rent in advance	<p><b>Signed</b> confirmation from the landlord / housing provider or letting agent stating:</p> <ul style="list-style-type: none"><li>Client name and address</li><li>Landlord / housing provider name, address and / or email</li><li>Tenancy start date</li><li>Date the client moved in</li></ul> <p>Or</p> <p>The pages of the new tenancy / licence agreement that must include:</p> <ul style="list-style-type: none"><li>Client and landlord signatures</li><li>Tenancy start date</li><li>Address of the property</li></ul>
ID to access accommodation	<p>Receipt or order confirmation showing:</p> <ul style="list-style-type: none"><li>Client name</li><li>Date when payment or order was made / received</li><li>Cost of payment</li></ul>
Emergency accommodation while waiting for secure accommodation	<p>Confirmation from the emergency accommodation provider (e.g. B&amp;B) stating:</p> <ul style="list-style-type: none"><li>Client name and address</li><li>Emergency housing provider name, address and / or email</li><li>Accommodation start and end date</li><li>Amount received</li></ul>
Moving costs to more secure accommodation	<p><b>Receipt</b> from the service provider confirming:</p> <ul style="list-style-type: none"><li>Cost of removal</li><li>Date removal occurred</li><li>Client name and <u>new</u> property address</li><li>Service provider name, address and / or email</li></ul>