

Emergency Grants (VRF)

Our Emergency Grants (VRF) must only be used for the purposes set out in the application, and grants cannot be transferred from one client to another.

We require evidence of how the grant has been spent within eight weeks of the grant award.

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

How to submit evidence of spend

All evidence must be uploaded to the evidence section of the portal, 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 / unused, please log in to the Application Portal and see instructions on how to return funds and the relevant bank details: [Login - Emergency Grants \(VRF\)](#)

You can also contact us (vrf@stmartinscharity.org.uk) for queries relating to returning funds.

Option 1 (Preferred): Documentation required to show proof of transfer for all items

This is the preferred option for all awarded grants.

- Deposit and/or rent in advance
- ID to access accommodation
- Emergency accommodation while waiting for secure accommodation
- Moving costs to more secure accommodation

Documentation from your organisation evidencing the grant was transferred from your organisation's bank account to the ultimate payee identified in application.

The proof of transfer must clearly show:

- Your organisation's name (as the account holder)
- The name of the payee (i.e. housing provider, service provider, supplier)
- The payment amount
- The date the payment was made
- Payment reference

Where possible, the evidence should also clearly identify that the payment relates to the named client through the payment reference provided on the application form.

If payment has been made to a different payee to the one cited in your application form, please provide additional documentation (i.e. email confirmation or a tenancy agreement) to evidence this.

Accepted Formats

- Remittance advice
- Screenshot/ Copy of Bank statement extract (only showing the relevant transaction)
- Screenshot of transaction (e.g. online banking)

Declined Formats

- Typed or manually created summaries of transactions
- Emails from finance staff confirming payment (unless supported by accepted transactional evidence)
- For verification purposes, we cannot accept text copied and pasted into a Word or .pdf document.

If you are unable to provide evidence in our preferred option 1 above, you may upload one of the following item-specific evidence examples:

continued/..

Option 2: Documentation required to show evidence of spend:

| Item | Application Evidence |
|--|---|
| Deposit and/or rent in advance | <p>Signed confirmation from the landlord / housing provider or letting agent stating:</p> <ul style="list-style-type: none"> • Client name and address • Landlord / housing provider name, address and / or email • Tenancy start date • Date the client moved in <p>Or</p> <p>The pages of the new tenancy / licence agreement that must include:</p> <ul style="list-style-type: none"> • Client and landlord signatures • Tenancy start date • Address of the property |
| ID to access accommodation | <p>Receipt or order confirmation showing:</p> <ul style="list-style-type: none"> • Client name • Date when payment or order was made / received • Cost of payment |
| Emergency accommodation while waiting for secure accommodation | <p>Confirmation from the emergency accommodation provider (e.g. B&B) stating:</p> <ul style="list-style-type: none"> • Client name and address • Emergency housing provider name, address and / or email • Accommodation start and end date • Amount received |
| Moving costs to more secure accommodation | <p>Receipt from the service provider confirming:</p> <ul style="list-style-type: none"> • Cost of removal (Amount paid and date paid) • Date removal occurred • Client name and <u>new property</u> address • Service provider name, address and / or email |
| <p>Accepted Formats</p> <p>Email in:</p> <ul style="list-style-type: none"> • .msg format • screenshot of the email in an image format (e.g. .jpg or .png) • screenshot pasted into a .doc (Word) <p>All emails must show the sender's full email address and the date and time sent</p> <p>Letter / Other Requested Document:</p> <ul style="list-style-type: none"> • .pdf document or a scanned image in .pdf format • screenshot in an image format (e.g. .jpg or .png) • screenshot pasted into a .doc (Word) <p>All letters must include letterhead (if from an organisation) and the sender's full name, address role and date</p> | <p>Declined Formats</p> <ul style="list-style-type: none"> • Emails copy and pasted into a .doc (Word) • Emails not showing the sender's full email address and date and time sent • Letters without a letterhead (if from an organisation) and without the sender's full name, address, role and date |