

Emergency Grant (VRF)

Submitting Evidence of Spend Report - Instructions

Introduction

As a condition of our Emergency (VRF) Grants, within 8 weeks of a grant being awarded you'll need to provide evidence that the funds were administered in accordance with the grant application / used for the purpose they were awarded for.

We need this for best practice, auditing and monitoring purposes.

For details of what evidence of spend you need to submit, please see our 'Evidence of Spend' document, which you'll find on our ['Evidence of Spend'](#) web page.

Instructions – Submitting Evidence of Spend Report

- Log in to the application portal and click 'My Applications'.
- Scroll down to the 'Action Items' and click the 'Evidence of Spend Reports' tab.
- Click 'Open' against the relevant grant application

Action Items

APPLICATIONS (1) EVIDENCE OF SPEND REPORTS (4) RETURN OF FUNDS (0) BANK ACCOUNTS (0)

#	Application ID	Type	Client Name	Organisation	Primary Contact	Status	Due Date	
Open	1	VRF26/27_ 123456	Evidence of spend	Andrew Client	Carlisle Refugee Action Group	Ann Advisor	Draft	08/10/2026
Open	2	VRF26/27_ 246802	Evidence of spend	Joseph Person	Carlisle Refugee Action Group	Ann Advisor	Draft	01/10/2026
Open	3	VRF26/27_ 35791	Evidence of spend	Simon Example	Carlisle Refugee Action Group	Ann Advisor	Draft	25/09/2026
Open	4	VRF26/27_ 888888	Evidence of spend	Karen Case	Carlisle Refugee Action Group	Ann Advisor	Draft	07/08/2026

The 'Evidence of Spend Report' form will open.

- Scroll down and click 'browse files'
- Select the relevant file from your device
- Click 'Save draft'
- Click 'Submit'

Actions ▾

Client Name: | Andrew Client

AMOUNT AWARDED

£500.00

PURPOSE

Rent in advance

REPORT DUE

2026-10-08

Due Date: 08/10/2026

Summary

EVIDENCE OF SPEND REPORT

* Upload evidence

The preferred evidence is documentation confirming the grant was transferred from your organisation's bank account to the ultimate payee identified in the application.

For details of what evidence documents are accepted, please see

[Evidence of Spend](#)

Drop files here or **browse files**

Maximum file size: 50 MB

Save Draft

Submit

Contacting Us

If you have any issues uploading / submitting evidence of spend, please let us know: [Emergency Grants \(VRF\)](#)