

End of Grant Monitoring: Financial Evidencing

For End of Grant Monitoring, we expect groups to provide a report. This includes a breakdown of how they have spent the grant money received. Please see the table below for the type of financial evidence we accept:

Equipment	<ul style="list-style-type: none"> ♥ We will expect receipts in all cases for any capital items that cost more than £500. ♥ For grants under £2,000, we will expect receipts for any items over £100.
Venue	<ul style="list-style-type: none"> ♥ Where the venue is hired or leased, we will expect to see an invoice for the cost.
General Overheads	<ul style="list-style-type: none"> ♥ We would expect the breakdown/value of allocation of the grant on general overheads to be largely in line with the project budget submitted at time of application. ♥ For grants under £2,000, we will expect to see an invoice/receipt for any single line item over £100. ♥ For grants over £2,000, we will expect to see an invoice/receipt for any single line item over £500.
Staffing/Volunteer Costs	<ul style="list-style-type: none"> ♥ We will expect invoices from any self-employed/sessional workers used on the project. ♥ We have withdrawn the requirement for redacted payslips. ♥ Groups will be asked to complete a template declaration setting out how staffing and volunteer costs have been allocated to the funded project to be signed off by Treasurer/ CEO/ Head of Finance. ♥ The period given should align with the period the grant was awarded for and should not "double count" spend for any other grant. ♥ The staff included in the template should appear reasonable for the delivery of the project funded. For example, you would not expect to see a delivery driver on a project that delivered art classes to residents at a care home, but it would be reasonable for a food project.

If you have any concerns or queries, please do not hesitate to contact a member of the Grants Team:

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