



End of Grant Report: Financial Evidencing

As part of your End of Grant Report, we will ask you to provide a breakdown of how the grant funding has been spent, along with financial evidence to support this. Please see the table below for details of the types of financial evidence we are able to accept.

If you have not yet spent all of your grant by the time your report is due or if you have any queries, please do get in touch with us so we can provide support and discuss the best way to proceed.

Grants email: grants@heartofbucks.org

Phone: 01296 330134

Address: 2nd Floor, 59 Walton Street, Aylesbury, Buckinghamshire, HP21 7QG

Equipment
• Please provide receipts in all cases for any capital items that cost more than £500 • For grants under £2,000, please provide receipts for any items over £100.
Venue
• Where the venue is hired or leased, please provide an invoice for the cost.
General overheads
• Please provide 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, please provide an invoice/receipt for any single line item over £100. • For grants over £2,000, please provide an invoice/receipt for any single line item over £500.
Staff/volunteer costs
• Please provide invoices from any self-employed/sessional workers used on the project. • We have withdrawn the requirement for redacted pay slips. • Please 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. You can download a template for this here. • 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 listed in the template should be appropriate for the delivery of the funded project. For example, you would not usually expect to see a delivery driver included for a project providing art classes in a care home, but this would be appropriate for a food-based project.