

Guide to Evidence for F&HDC Member Ward Budget Grant Applications

What type of evidence should be provided?

To comply with the council's financial requirements, you need to provide supporting evidence for your grant application otherwise it will be rejected.

In the application, you need to list the full project costs. Supporting evidence for the specific costs that you want to cover with a Ward Grant should be attached. The total of the evidence needs to be at least the total amount of the grant being requested. The larger the grant being requested, the more scrutiny is placed on this.

The most common form of evidence is a Quote from a supplier. This could be an emailed pdf, a screenshot of an email or a scan of a hard copy of the quote.

If you are intending to buy products online, you could include a screenshot of an online store selling the product/s, clearly showing the price or a screen shot of the 'basket' if you will be purchasing multiple items. When emailing your application, please attach this as a pdf or image file.

What types of evidence aren't accepted?

Please don't send a spreadsheet or budget document that you have put together yourself as that doesn't provide the independent evidence to satisfy the Auditors.

Outdated quotes are not usually accepted. If your quote is from a long time ago but you are sure it's still valid, please provide further evidence to support this.

Invoices are not usually accepted as they indicate that the expenditure has already been incurred and retrospective applications are not eligible (see Point 5 of the Ts&Cs).

In some limited cases, a paid invoice from a previous year for the exact item that you wish to purchase this year, could be accepted as supporting evidence. However it is important to make it clear in the application that the invoice is an example from a previous project (otherwise it could be taken to be a retrospective application and therefore rejected as ineligible).

If any evidence indicates that an item has already been purchased or committed to, prior to the grant being awarded, then that item would not be eligible for a Ward Grant as it would be retrospective funding.

We do appreciate that in some limited circumstances, providing exact costs and supporting evidence is difficult, so please contact communitydevelopment@folkestone-hythe.gov.uk or 01303 853393 to discuss before you submit your application.

Please note that any supporting evidence you submit will be for internal use only.