

Guide to Supporting 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 must provide supporting evidence with your grant application; otherwise, it will be rejected.

Within the application, you must list the full project costs. Supporting evidence should be provided for the specific costs you wish to cover with a Ward Grant. **The value of the evidence submitted must be at least equal to the total grant amount requested.** Larger grant requests will be subject to greater scrutiny.

The most common form of evidence is a quotation from a supplier. This may include:

- An emailed PDF
- A screenshot of an email
- A scanned copy of a written quotation

If you intend to purchase items online, you may submit:

- A screenshot from an online retailer showing the product(s) and price
- A screenshot of your shopping basket if purchasing multiple items

What types of evidence are not accepted?

Outdated quotations are generally not accepted. If your quotation is not recent but remains valid, you must provide additional supporting evidence.

Invoices are not usually accepted, as they indicate expenditure has already been incurred. Retrospective applications are not eligible (see clause 5 of the Terms and Conditions).

In limited circumstances, a paid invoice from a previous year for the exact item may be accepted as supporting evidence. You must clearly state that it is an example from a previous project.

Any evidence indicating items have already been purchased or committed to prior to grant approval will render them ineligible.

Traffic-light guidance to acceptable evidence:

Evidence Age / Type	Treatment	Officer / Applicant action
Quotes still valid as stated in supplier terms and/or 3 months old	Green	Accepted following review of the application.
Quote 3-6 months old	Amber	Applicant must tick the declaration to confirm that the costs remain valid.

Quotes 6 months old	Red	Likely to be rejected
Invoices (any age)	Red or Amber	Reject by default, unless clearly labelled as 'example from similar previous project' – applicants must tick the example box when uploading the evidence.

Additional guidance

Grants may support projects, events, activities, equipment, and community initiatives aligned with the organisation's objectives, but **cannot be used for general overheads or core revenue funding**.

Examples of one-off costs:

Consider providing examples of one-off costs which are clearly compliant such as:

- Defibrillator purchase
- Refurbishment
- One-off festival event
- Sports club equipment e.g. goalposts

Examples of non-compliant costs are usually overheads such as:

- Staff salaries
- Rent / utility bills
- Insurance
- Annual subscriptions
- Routine consumables
- Ongoing programme delivery and organisational running costs

Please do not submit spreadsheets or budget documents that you have prepared yourself, as these do not constitute independent supporting evidence and will not meet audit requirements.

We recognise that, in some circumstances, it may be difficult to provide exact costs and supporting evidence. If this applies, contact committee@folkestone-hythe.gov.uk before submitting your application.

ALL SUPPORTING EVIDENCE SUBMITTED WILL BE USED FOR INTERNAL PURPOSES ONLY.