Mayor's Community Fund

Evidence Guide Handbook

2026

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GUIDE TO EVIDENCE

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About this guide

This handbook helps organisations and community groups provide strong evidence for a Mayor's Community Fund application.

It explains what evidence means, what may be needed at each funding level, and how to prepare useful documents such as delivery plans, budgets, cost evidence, risk summaries and monitoring plans.

Use it alongside the application form
The Applicant Guidance Handbook explains the Fund. This Evidence Guide Handbook explains how to support your application with clear information.

How to use this guide

This guide is for all applicants, but not every section will apply to every project.

Smaller, simpler projects usually need less evidence. Larger, higher-value or more complex projects need stronger evidence because more public money and delivery risk are involved.

Use the funding level that fits your request

- read the early pages so you understand the evidence levels
- use the sections that match your project type
- use the templates and examples if you are asking for a larger amount
- do not send evidence that is not relevant to your project
- ask for the amount you need and explain how it has been worked out

Plain English is enough
You do not need consultant-style documents. A clear Word document, spreadsheet, PDF or labelled email evidence can be enough if it answers the question.

What we need first time

A complete evidence pack helps avoid delays and repeat questions. Send what is relevant to your project and make it easy to follow.

- completed application or project summary
- budget breakdown showing what the Fund would pay for
- quotes, estimates or cost evidence
- delivery plan with dates, milestones and named leads
- governing document or committee information where requested
- bank evidence when requested
- safeguarding policy where the project involves children, young people or vulnerable adults
- insurance, permission, lease or landlord consent where relevant
- partner or match funding evidence where relevant
- monitoring plan showing how you will evidence delivery and benefit

One clear pack helps everyone
Where possible, send a single labelled evidence pack rather than several unclear emails. This helps the Community Fund Team match documents to the right project quickly.

Important caveats

This guide helps you prepare evidence. It does not guarantee funding.

- do not commit spend just because you have applied
- funding is not confirmed unless a formal award is made
- payment cannot usually be made until grant documents and checks are complete
- you are responsible for getting permissions, consents, licences and insurance where needed
- costs must be eligible, realistic and linked to the project
- do not ask the Fund to pay for costs that are already fully funded elsewhere
- if anything changes after you apply, tell the Community Fund Team as soon as possible
- only send personal or sensitive information where it is necessary for the application

Use proportionate evidence
The evidence should fit the size and type of request. A small event and a building improvement project should not need the same evidence pack.

Why evidence matters

Evidence helps show that your project is needed, deliverable and a responsible use of public money.

Good evidence helps show

- what you want to do and why it is needed
- who will benefit and how
- what the money will pay for
- how the costs have been worked out
- who will deliver the project
- what permissions, policies or checks are needed
- how you will know whether the project worked

Make it useful
You do not need to send everything your organisation holds. Send evidence that directly helps explain this project and this funding request.

Strong evidence in plain English

Strong evidence does not need to be complicated. It needs to be clear, relevant and proportionate.

Clear

A reader should be able to understand what you will do, what it will cost and what difference it will make.

Relevant

The evidence should relate to the project you are asking the Fund to support.

Proportionate

The level of detail should match the amount requested, the type of project and the level of risk.

Helpful test
Ask someone outside your project to read your evidence. If they can explain the project back to you, your evidence is probably clear.

What causes delays

Applications are often delayed because the evidence does not answer basic questions first time.

- unclear project costs
- missing quotes or no explanation for costs
- no delivery dates
- no named person responsible for delivery
- unclear permissions or venue arrangements
- safeguarding arrangements not explained where relevant
- bank evidence not matching the applicant organisation
- asking for a large amount without enough explanation
- partner funding or match funding not confirmed
- lots of files with unclear names or no evidence index

Avoid the chase
Clear evidence first time helps avoid repeat questions and helps the application move more smoothly.

AMOUNT AND LEVELS

Sections 11 - 18

How much can you apply for?

There is no fixed minimum or fixed maximum award for the Mayor's Community Fund.

Applicants should only ask for the amount needed to deliver their project. The amount requested must be realistic, clearly explained and proportionate to the project, the community benefit, the evidence provided, the applicant's ability to deliver, the level of risk, the available budget and the purpose of the Fund.

The Fund uses different evidence levels depending on the amount requested, the type of project and how complex delivery is.

Important
Very small requests may still need to be proportionate to administer. Very large requests may be reduced, phased, conditioned or declined where they would limit the Fund's ability to support wider community benefit.

The common sense test

Before applying, check whether the amount requested makes sense for the project and the Fund.

- is the amount needed to deliver the project?
- does the budget explain what the money will buy?
- is the request proportionate to the number of people who will benefit?
- can the applicant realistically deliver the project?
- is the request supported by cost evidence?
- does the request leave room for the Fund to support wider community benefit?

Established organisations
Larger or well-established organisations should explain why Community Fund support is needed and how the project adds clear local community benefit beyond normal activity or core budgets.

Funding levels at a glance

Funding level	What this usually means
Micro-grant up to £1,000	Small, simple community activity, events, equipment or one-off support.
Small grant up to £10,000	Community projects with clear costs, delivery timescales and basic supporting evidence.
Medium grant up to £25,000	Larger projects with a clear budget, timetable, permissions where needed and supporting evidence.
Large or strategic award £25,000 and over	Higher-value or more complex projects needing stronger evidence, delivery planning and assurance.

No automatic entitlement
The funding level explains the likely evidence needed. It does not mean funding will be awarded automatically.

Micro-grants

Micro-grants are usually for small, simple projects or one-off activity up to £1,000.

Useful evidence may include

- short description of the activity
- basic cost breakdown
- one quote, screenshot or price link where relevant
- bank evidence when requested
- safeguarding or insurance information if the activity needs it
- short note showing who will benefit

Make it simple
For a small request, evidence should be simple and proportionate. Do not create a large pack if a clear budget and simple cost evidence will answer the question.

Small grants

Small grants are usually for projects up to £10,000 with clear costs and a simple delivery plan.

Useful evidence may include

- project summary
- budget breakdown
- quotes or estimates for key costs
- delivery dates
- who is responsible for delivery
- governing document where requested
- safeguarding, insurance or permissions where relevant
- short monitoring plan

Show the basics well
A clear budget, clear dates and clear responsibilities will make a small grant application much easier to understand.

Medium grants

Medium grants are usually for larger projects up to £25,000. These need stronger evidence than a small grant.

Useful evidence may include

- project need and community benefit
- detailed budget
- cost evidence for larger items
- delivery plan with milestones
- risk summary where proportionate
- permissions, lease or landlord consent where relevant
- safeguarding, insurance and policies where relevant
- monitoring and outcome plan

Explain the delivery route
For medium grants, it should be clear what will happen, when it will happen, who is responsible and how the costs have been evidenced.

Large or strategic awards

Requests of £25,000 and over are higher-value or more complex applications. They are not routine small community grants.

These will usually need

- clear case for need
- short explanation of options considered
- detailed budget and cost evidence
- delivery plan with milestones
- governance and accountability information
- financial evidence where requested
- risk summary
- permissions, consents or leases where relevant
- supplier selection and quote or tender evidence where relevant
- monitoring and outcome plan
- sustainability or legacy plan

Stronger evidence is expected
A higher-value request should show why the amount is needed, why the project is deliverable and why the community benefit is worth the investment.

BUILD YOUR EVIDENCE SET

Sections 19 - 43

Build your evidence set

Your evidence pack should tell a clear story from need to delivery.

A strong pack answers

- what problem or opportunity the project responds to
- what you will deliver
- who will benefit
- how much it will cost
- what the Fund is being asked to pay for
- what other funding or support is confirmed
- who will deliver the project
- what permissions or checks are needed
- what risks exist and how they will be managed
- how you will know whether the project worked

Make it easy to follow
Number your evidence and use the same project name across the application, budget, delivery plan and file names.

Good evidence test

Good evidence is specific, recent, relevant and easy to check.

Specific

It explains this project, this cost, this community need and this delivery plan.

Recent

It is up to date enough to support the amount requested and the planned delivery period.

Relevant

It helps answer a question about the application. It is not just extra information.

Easy to check

It is clear who produced it, when it was produced and what it relates to.

Case for need

The case for need explains why the project matters and why funding is being requested.

A good case for need explains

- what issue, gap or opportunity the project responds to
- who is affected
- how you know there is a need
- what local people, users or partners have said
- what will happen if the project does not go ahead
- why this project is a good response

Stay grounded
Use local evidence where possible. This could include waiting lists, feedback, photos, local data, partner letters or your own experience of community demand.

Case for need example

Example: community building improvement

The hall is used by local groups each week, including older residents, youth activities and community meetings. The kitchen is no longer suitable for regular use, which limits the number of groups able to use the building and prevents the hall from hosting low-cost community meals.

The committee has received regular feedback from users and volunteers that the kitchen is a barrier to wider community use. The project would replace key equipment, improve hygiene and allow the hall to support more community activity.

Why this works
The example explains the problem, who is affected, what evidence supports the need and what difference the project would make.

Options for higher value projects

For £25,000 and over applications, it can help to explain what options have been considered.

You do not need a long report

A short options summary can be enough if it explains why your preferred option is sensible.

Option	Why considered	Why chosen or not chosen
Do nothing	No immediate cost.	Problem continues and community benefit is not delivered.
Lower cost option	Would deliver part of the project.	Does not solve the main access or safety issue.
Preferred option	Delivers the full project and better value.	Chosen because it meets need and has clear costs.

Make it practical
The aim is to show that the request is thought through, not to create a corporate business case.

Community benefit

The Fund supports projects that benefit communities in Hull and East Yorkshire. Explain who benefits and how.

Describe the benefit clearly

- who will benefit
- how many people may benefit
- where the benefit will happen
- whether the project supports people facing barriers or disadvantage
- whether the project builds community capacity
- whether the benefit will continue after the grant

Avoid vague wording
Instead of saying the project will help everyone, explain which community, group or place will benefit and what will change for them.

Evidence cover sheet

For larger or more complex applications, an evidence cover sheet can help make the pack easy to review.

Item	What to include
Applicant name	Your organisation or group name.
Project name	Use the same project name on every file.
Amount requested	Show the amount requested from the Community Fund.
Total project cost	Show the full cost, including other funding.
Evidence list	Number each document and say what it supports.
Evidence still to follow	Say what is missing and when it will be available.

Delivery plans

A delivery plan explains how the project will happen. It does not need to be complicated.

A good delivery plan shows

- main activities or milestones
- expected dates
- who is responsible
- what needs to happen first
- what evidence will show completion
- any key permissions or dependencies

Why it matters
A delivery plan helps show that the project is realistic and that the applicant understands what needs to happen.

Delivery plan template

Milestone	Date	Lead	Evidence
Confirm venue or site	Month 1	Project lead	Venue email or permission letter.
Order equipment	Month 1	Treasurer	Supplier order and invoice.
Recruit volunteers	Month 1 to 2	Volunteer lead	Volunteer list and role notes.
Deliver sessions	Month 2 to 5	Project lead	Session register and photos.
Collect feedback	Month 5	Project lead	Feedback forms or survey results.
Final report	Month 6	Committee	Short report and receipts.

Use real dates where possible
If exact dates are not known, use clear months or project stages and explain what the dates depend on.

Delivery plan example

Example: equipment and activity project

The project will run over six months. In month one, the group will confirm the venue, order equipment and agree volunteer roles. In months two to five, the group will deliver weekly activity sessions. In month six, the group will collect feedback, check the budget and submit a short completion report.

The chair will oversee delivery, the treasurer will keep receipts and the project lead will manage volunteers and session records.

Why this works
The example shows timescale, responsibility, activity and evidence of completion.

Detailed budgets

A detailed budget explains what the money will buy. It should be easy to compare with the quotes or cost evidence.

A good budget shows

- each cost item separately
- the amount requested from the Fund
- VAT where relevant
- match funding or other funding
- what evidence supports each cost
- whether costs are estimates or confirmed prices

Avoid one-line budgets
A budget line such as project costs - £25,000 is not enough for a larger project. Break the costs down.

Budget template

Cost item	Total cost	Fund request	Evidence
Venue hire	£1,200	£1,200	Venue email dated 2026.
Equipment	£2,500	£2,000	Supplier quote A.
Volunteer training	£800	£800	Training provider quote.
Printing	£250	£250	Online price screenshot.
Match funding	£1,000	£0	Partner award letter.

Make totals match
The total project cost, amount requested and match funding should match the application form and any partner letters.

Worked budget example

Example: higher-value facility project

Area	Cost	Evidence
Building works	£32,000	Three supplier quotes and specification.
Equipment	£6,500	Two quotes and online price check.
Professional fees	£4,000	Fee proposal from adviser.
Contingency	£2,500	Explained as risk allowance.
Total cost	£45,000	Budget summary.
Community Fund request	£35,000	Application request.
Other confirmed funding	£10,000	Partner award letter.

Why this works
The example separates costs, shows evidence and makes clear what the Fund is being asked to pay for.

Cost evidence and quotes

Cost evidence helps show that the budget is realistic and value for money has been considered.

Cost evidence may include

- supplier quotes
- estimates
- catalogue or online prices
- professional cost advice
- previous invoice for the same type of cost
- venue hire confirmation
- email from a supplier confirming price

Use current prices
Quotes and screenshots should be recent enough to support the application. If prices may change, explain this in the budget.

Quote expectations

Funding level	Quote expectation
Micro-grant	Simple price evidence is usually enough where relevant.
Small grant	Quotes or price evidence for key costs.
Medium grant	Stronger quote evidence for larger items.
£25,000 and over	Detailed quote, tender or supplier evidence where relevant.

Quality matters too
The cheapest supplier is not always the best choice. Explain if quality, safety, availability or specialist knowledge affected your choice.

If quotes are not possible

Sometimes three quotes are not possible or proportionate. Explain why rather than leaving a gap.

Reasons may include

- only one local or specialist supplier is suitable
- urgent delivery timescales make more quotes difficult
- the item is a fixed advertised price
- the supplier is already tied to the building, lease or warranty
- the cost is small and further quotes would not be proportionate

Explain the reason
A short explanation is better than no evidence. The Fund may still ask for more information if the cost is high or unclear.

No duplicate funding

The Fund should not be asked to pay for costs that are already fully funded by another source.

Explain your funding package

- total project cost
- amount requested from the Community Fund
- funding already confirmed
- funding still pending
- what each funder is paying for
- any conditions attached to other funding

Be clear
It is fine to have match funding. The key point is that the same cost should not be claimed twice.

Other funders and partner awards

If another funder, local partner, public body, sponsor or community fund has already offered or awarded support for the same project, include evidence of that support.

Useful evidence may include

- award letter or funding email
- amount confirmed
- what the funding is paying for
- any funding conditions
- delivery deadlines or reporting requirements
- the project plan or budget accepted by that funder
- partner contact details where they can be shared

Why this helps
This can show wider support, confirm part of the funding package and help reduce repeated questions where appropriate.

Important partner funding caveat

Evidence from another funder can be helpful, but it does not guarantee an award from the Mayor's Community Fund.

- the Community Fund may still need its own checks
- other funding does not replace the need for a grant agreement
- payment details must still be verified before any payment
- we may still ask questions if costs, permissions, safeguarding, suppliers or delivery are unclear
- do not send another funder's confidential paperwork unless you have permission

Helpful but not automatic
Partner funding can strengthen an application, but the Community Fund still needs evidence that the request is eligible, proportionate and deliverable.

Funding package example

Funding source	Amount	What it pays for	Evidence
Mayor's Community Fund	£35,000	Building works and equipment.	Application and budget.
Local partner fund	£10,000	Professional fees and access works.	Award letter.
Applicant reserves	£3,000	Contingency and volunteer expenses.	Committee minute.
In-kind support	£1,000	Free venue and volunteer time.	Partner email.

Why this works
The example shows the full funding package and makes clear that each cost is only being funded once.

ASSURANCE AND CONTROLS

Sections 44 - 63

Governance and accountability

Governance evidence helps show that the applicant is able to manage the project and the grant responsibly.

Useful evidence may include

- constitution or governing document
- committee or trustee list
- minutes approving the project
- named project lead
- named finance contact
- decision-making arrangements
- conflict of interest arrangements
- policies relevant to the project

Use proportionate evidence
A small community group and a large registered charity may provide different evidence. The key point is showing who is accountable.

Larger organisations

Large or well-established organisations can apply where the project is eligible and locally focused, but the application should explain why Community Fund support is needed.

Helpful evidence may include

- how the project benefits Hull and East Yorkshire communities
- why the project is not being met from existing budgets
- whether reserves are restricted or already committed
- how local people or groups are involved
- what new or additional benefit the funding would unlock
- why the amount requested is proportionate

Local benefit matters
A large organisation should show that the project is not just organisational growth, but a clear local community benefit.

Bank and financial evidence

Bank and financial evidence may be needed before payment can be made.

Useful evidence may include

- bank statement header showing account name, sort code and account number
- paying-in slip or bank confirmation letter
- recent accounts or income and expenditure summary where requested
- committee approval to accept the grant
- evidence that the account is in the applicant organisation's name

Only send what is needed
Do not send bank card images, passwords, security codes or unnecessary transaction details.

VAT and recoverable costs

If VAT applies, explain whether the VAT is included in the cost and whether your organisation can reclaim it.

Explain

- whether costs include VAT
- whether your organisation is VAT registered
- whether VAT can be reclaimed
- whether the Fund is being asked to pay VAT that cannot be recovered

Avoid confusion
The budget should show whether costs are gross or net of VAT. If you are not sure, say so and explain how you have treated VAT in the budget.

Safeguarding evidence

If your project involves children, young people or vulnerable adults, safeguarding evidence is important.

You should explain

- who the safeguarding lead is
- what policy applies
- whether staff or volunteers need checks
- how concerns are reported
- how consent, supervision and safe ratios are managed
- how external coaches or suppliers are checked

Not every project needs DBS checks
The evidence should match the activity. Explain what is relevant and why.

Insurance and health and safety

Insurance and health and safety evidence may be needed where the project involves events, buildings, sports, equipment or public activity.

Useful evidence may include

- public liability insurance
- employer liability insurance where relevant
- risk assessment
- event management plan
- equipment inspection arrangements
- first aid arrangements
- venue safety information

Plan before delivery
Do not assume that insurance, safety or permissions are covered by another organisation unless this is confirmed.

Permissions and consents

If your project uses land, buildings, events, licences or installed equipment, explain what permissions are needed.

You may need evidence of

- landlord or landowner consent
- lease or venue agreement
- planning permission
- building control approval
- event licence
- road closure permission
- school or council approval
- insurance cover
- maintenance responsibility

Permissions example

Issue	Evidence
Venue use	Email from venue confirming dates and hire cost.
Landlord consent	Letter confirming approval for works.
Planning	Planning reference or written advice that permission is not needed.
Lease	Copy of lease or summary of right to occupy.
Insurance	Public liability or event insurance certificate.

Do not leave it vague
If permission is not needed, explain why. If permission is still pending, say when you expect it.

Match funding and partners

Match funding is not always required, but it can help show support and reduce the amount requested from the Fund.

Evidence may include

- grant award letters
- partner emails
- confirmed donations
- sponsorship
- in-kind support such as free venue use
- volunteer time
- equipment donation
- fundraising totals

Avoid double funding
Make sure the Community Fund is not being asked to pay for costs that are already fully funded by another source.

Partner support example

Example partner email

Our organisation confirms that we will provide the venue free of charge for the six-week programme. This includes access to the main hall, kitchen and storage cupboard on the agreed dates.

We will also promote the sessions through our local network and provide one volunteer to support registration each week. The estimated value of this support is £600.

Procurement and suppliers

If grant funding will be used to buy goods, works or services, explain how suppliers have been or will be selected.

For larger costs, explain

- what is being bought
- how suppliers were approached
- what the quotes or tenders show
- whether price and quality were considered
- why the preferred supplier is suitable
- whether a specialist supplier is needed
- whether any connected person has an interest

Simple rule
Applicants should be able to explain why the proposed supplier is fair, suitable and reasonable for the project.

Connected suppliers and conflicts

If a supplier, contractor, adviser or paid person is connected to your organisation, explain this clearly.

A connection may include

- trustee, committee member or employee
- family member of someone involved in the organisation
- business linked to a committee member
- supplier involved in shaping the project before quoting
- organisation that may benefit financially from the grant

Declare it early
A connection does not always prevent funding, but it must be explained so the position is clear.

Trading or income activity

Some projects may involve charging, income generation or activity that looks similar to trading.

This does not always prevent funding, but it should be explained clearly so the community benefit is understood.

Explain

- whether people will be charged to take part
- whether the project will generate income
- who keeps any income
- how any income will support community benefit
- whether the activity benefits a private business

Assets and long term use

If the grant buys equipment, improves a building or creates an asset, explain who will own it and how it will be used after the project.

For assets, explain

- who will own the asset
- where it will be kept
- who can use it
- how it will be insured
- who will maintain it
- how long it is expected to last
- what happens if the organisation stops using it

Think beyond purchase
For larger assets, the Fund will need confidence that the community benefit will continue after the grant is spent.

Paying people and roles

Some projects include sessional staff, coaches, artists, trainers or professional advisers.

Explain

- the role being paid
- the hourly or daily rate
- how many hours or days are needed
- why the role is needed
- how the person or supplier was selected
- whether employment, tax or insurance arrangements are clear

Be specific
Avoid a single line such as staff costs. Show the rate, hours and purpose of the role.

Subsidy and private benefit

Some projects may involve support that benefits a business, trading activity or another organisation with economic activity.

This does not automatically prevent an application, but it should be explained clearly so the position can be understood.

Explain

- who benefits from the funding
- whether any business receives goods, works, services or advantage
- whether the project charges for services
- how the wider community benefit is protected
- whether any income will be reinvested into the project

Make it clear
If the project benefits a business as well as the community, say so. Clear information avoids delays.

DELIVERY AND IMPACT

Sections 64 - 72

Risk summaries

A risk summary helps show that the applicant has thought about what could go wrong and how it would be managed.

For larger projects, include

- main delivery risks
- cost risks
- permission or planning risks
- supplier risks
- safeguarding or safety risks
- cashflow risks
- what you will do to reduce each risk

Make it simple
A risk summary does not need to be complicated. It should show that risks are understood and managed.

Risk summary example

Risk	What could happen	How we will manage it
Costs increase	Project costs may rise before delivery.	Use recent quotes and keep contingency.
Permission delayed	Works cannot start on time.	Confirm permission before ordering works.
Volunteer shortage	Sessions may be harder to deliver.	Recruit reserve volunteers and use partner support.
Low attendance	Community benefit may be lower.	Use partner networks and promote early.

Monitoring and outcomes

Monitoring shows what happened and what difference the project made.

Good monitoring may include

- number of sessions delivered
- number of people attending
- participant feedback
- volunteer involvement
- photos where appropriate
- case studies
- survey results
- receipts and invoices
- before and after photos where relevant
- short outcome note after the project ends

Monitoring plan template

What to evidence	How to collect it
Number of sessions	Session register and event diary.
Number of people attending	Attendance sheet or booking record.
Participant experience	Short feedback cards or simple survey.
Spend against budget	Receipts and invoices.
Community benefit	Photos, quotes and short case studies.

Make it simple
Choose monitoring that is useful and realistic. Do not collect more information than you need.

Monitoring example

Example: youth activity project

We will keep a register for each session, recording the number of young people attending. We will collect short feedback cards at the end of the programme asking what participants enjoyed and what changed for them.

We will keep receipts for equipment and venue costs. We will take photos where consent is in place. At the end, we will provide a short report showing sessions delivered, attendance, feedback and lessons learned.

Photos and personal data

Photos can be useful evidence, but applicants must think about consent and data protection.

Good practice

- ask permission before taking or sharing photos
- avoid sending unnecessary personal information
- do not send personal stories without consent
- avoid identifying children or vulnerable people unless appropriate consent is in place
- keep safeguarding information secure

Photo alternatives
Photos of posters, rooms, equipment, venues or completed works can provide evidence without showing personal details.

Sustainability and legacy

For larger projects, explain what will happen after the grant has been spent.

Explain

- whether the project will continue
- who will manage the asset or activity
- how running costs will be covered
- whether volunteers or partners will remain involved
- how the community benefit will continue
- what happens if future funding is not secured

Be realistic
Do not overpromise. A clear short-term project is better than an unrealistic long-term claim.

PRESENT AND SEND

Sections 73 - 86

How to present evidence

Evidence can be presented in different ways. The most important thing is that it is clear, labelled and easy to follow.

Good formats include

- PDF documents for policies, letters, permissions and quotes
- Word documents for delivery plans, project summaries and explanations
- spreadsheets for budgets and cost breakdowns
- clear photos or scans for evidence of condition, equipment or signed documents
- screenshots where they clearly show supplier, price and date
- emails from partners, venues or suppliers where they clearly confirm support or cost

Make it readable
Photos and scans should be clear enough to read. If a file is blurry or cropped, it may need to be resent.

Recommended evidence order

For larger applications, send evidence in a simple order so it can be placed with the right application quickly.

Number	Evidence
01	Project summary or application.
02	Evidence cover sheet.
03	Budget and cost breakdown.
04	Quotes, estimates or supplier evidence.
05	Delivery plan.
06	Governance and financial evidence.
07	Safeguarding, insurance and policies.
08	Permissions, lease, landlord consent or planning evidence.
09	Partner, match funding or other funder evidence.
10	Risk summary and monitoring plan.

How to send evidence

Applicants should send evidence in a way that is clear and easy to match to the application.

When sending by email

- use one email thread for the project where possible
- put the organisation name and project name in the subject line
- list the files attached in the email body
- say clearly if any evidence is still to follow
- do not send duplicate versions unless you explain which is latest

When using an upload link or portal

- upload each file with a clear name
- check that the file opens before submitting
- make sure any shared link gives the Community Fund Team access
- do not rely on links that expire quickly

File naming rules

Clear file names make it much easier to match evidence to the right application and project folder.

Use this format where possible

Organisation name - Project name - Evidence type - Date

Examples

- **Example Sports Club - Facility Project - Budget - 2026-06-25**
- **Example Community Hall - Cafe Upgrade - Quote Supplier A**
- **Example Youth Group - Sessions - Delivery Plan - Latest**
- **Example Sports Group - Equipment Project - Safeguarding Policy**

Use latest clearly
If you update a file, add Latest or the new date to the file name so the old version is not used by mistake.

Version control

If you send an updated document, make it clear what has changed.

Good practice

- add Latest or a new date to the file name
- do not send several versions with the same file name
- say in the email what has changed
- withdraw or replace old evidence if it is no longer accurate
- keep a copy of the final evidence pack for your own records

Avoid confusion
The Community Fund Team needs to know which version is current. Clear version control prevents mistakes.

If evidence changes

Tell the Community Fund Team if important evidence changes after you submit it.

This includes

- project costs increasing or reducing
- supplier changes
- delivery dates changing
- permissions being refused or delayed
- match funding changing
- safeguarding or insurance arrangements changing
- the project scope changing
- the organisation's bank details changing

Do not assume
If the project changes, ask before using grant funding differently. Funding is awarded for the agreed project and agreed eligible costs.

What not to send

Please only send evidence that is relevant to the application.

Do not normally send

- large volumes of unrelated emails
- unnecessary personal data
- documents containing information not connected to the project
- unclear screenshots with no explanation
- draft documents where a final version is available
- bank card images or unnecessary security details

Protect personal information
Only send personal or sensitive information where it is needed to support the application.

File naming checklist

Document	Good file name
Budget	Organisation - Project - Budget - Date
Delivery plan	Organisation - Project - Delivery Plan - Date
Quote	Supplier Name - Quote - Item
Bank evidence	Organisation - Bank Evidence
Safeguarding	Organisation - Safeguarding Policy
Permission	Landlord Consent - Site Name
Partner funding	Partner Award Letter - Project Name

Use made-up examples only
Examples in this guide are illustrative. They are not real applicant names or live projects.

Final evidence checklist

Use this checklist before submitting evidence or responding to a request for more information.

- project summary is clear
- amount requested is explained
- budget adds up
- cost evidence is attached
- other funder or partner support is evidenced where relevant
- delivery plan is realistic
- roles and responsibilities are clear
- permissions or consents are addressed
- safeguarding and insurance are covered where relevant
- risk summary is included for larger projects
- monitoring plan is proportionate
- file names are clear

Final pre-submit test

Before sending your evidence, ask these simple questions.

- Could someone understand the project without speaking to you?
- Is the amount requested clear?
- Can every major cost be checked?
- Is it clear who will deliver the project?
- Are permissions, safeguarding and insurance addressed where relevant?
- Have you explained any other funding?
- Have you avoided sending unnecessary personal data?
- Are the files clearly named and in the right order?

If the answer is no
Add a short explanation or missing document before you submit. This is often quicker than waiting for follow-up questions.

Summary

Good evidence does not need to be complicated. It needs to be clear, relevant and proportionate to the funding requested.

The strongest applications show

- clear community need
- realistic project plan
- understandable budget
- evidence for the costs
- capacity to deliver
- good governance and safeguarding where needed
- proportionate risk management
- a practical plan for measuring impact
- clear evidence of partner or other funder support where relevant

The Community Fund is designed to support practical community-led projects. Strong evidence helps good ideas move through the process more smoothly and helps public money reach projects that can make a real difference.

Remember
Ask for the amount you need, explain it clearly, and provide evidence that is proportionate to the value and complexity of your project.

Thank You

Hull and East Yorkshire Combined Authority

LUKE CAMPBELL MBE
Hull and East Yorkshire's
MAYOR

Contact the Community Fund Team at
community.fund@hullandeastyorkshire.gov.uk