



## What evidence do I need to support my funding request?

- If you are applying for **project or activity costs**, you MUST provide:
  - At least TWO quotes as evidence of the total amount sought. This includes a preferred supplier quote and a competitive supplier quote that is comparable against your preferred quote. Alternatively you can provide a market appraisal/valuation as your competitive quote confirming that the total amount sought is reasonable. If you are unable to provide a competitive quote, please upload a letter outlining your reasoning for this.
- If you are applying for costs associated with **hosting or attending an event**, you MUST also provide:
  - Proof/itinerary/flyer and date(s) of event(s).
- If you are applying for **travel costs associated with attending an event**, you MUST also provide:
  - A list of names and roles of individuals in the team/organisation that are expected to travel.
- If you are applying for **operational costs**, you MUST provide:
  - the last three months worth of invoices for each expense.
- If you are applying for **vehicle lease or purchase**, you MUST provide:
  - A letter of commitment confirming that the vehicle will not be used for private use.
- If applying for a **salary contribution**, you MUST provide:
  - A signed employment agreement (including any variations) and a current position description.