

Community Voice in Action – Invoice Instructions

Payments will be made in two instalments

First instalment:

We will process your £2,000 once we have received the following:

- The dates when your events are taking place.
- Please send to communityvoice@kva.org.uk a bank statement dated within the last three months, or an invoice made out to:
 - Kingston Voluntary Action
Siddeley House, 50 Canbury Park Road
Kingston upon Thames, KT2 6LX
Charity Number: 1160403

Second instalment:

The remaining £1,000 will be paid once we have received the following:

- All the information/materials collected during the delivery phase. This includes Pre-Workshop and Post-Workshop Questionnaires, and all other materials such as photos, audio, video recordings, etc. You can send hard copies or take pictures and send to communityvoice@kva.org.uk.
- The complete the [online form - final evaluation report](#).
- If you are invoicing us, please provide a second invoice to communityvoice@kva.org.uk.

You have any questions, please contact:

Eneida Capaldi

communityvoice@kva.org.uk

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