

**Empowering Local Communities Grant
Grant Round 2 2022
May 2022 – August 2022**

Application Form

We are Asda's charity, Asda Foundation. We operate independently of Asda Stores but work very closely with Community Champions in Asda's superstores. Our mission at the Asda Foundation is to **Transform Communities and Improve Lives** through a range of grant programmes. Each year we invest over £3m in Asda communities.

Asda Foundation Empowering Local Communities Grant is only applicable for activities which benefit people aged 18 and over. There are key criteria to be met for an application to be successful. It is essential groups read the criteria guidance to give your application the best chance of being successful.

A summary of key processes is below:

Groups

- Please complete sections 2 to 6 of this form, remembering to include **all** relevant supporting documentation requested.
- Ensure you are applying for activities which meet criteria and use the 'How to Complete an application form' guide.
- Submit via email to your local Community Champion, please do not send directly to Asda Foundation.

For Asda Store Community Champions:

(full guidance can be found on One Asda)

- The application form requirements have changed. Please ensure you understand the requirements and have read the grant briefing pack.
- Check that the form has been fully completed and signed by the group and that you have received all supporting documentation.
- Conduct red flag checklists
- Complete sections 1 and 7. NB: Section 7 should only be completed after the group has completed all sections and you have received all the required documentation.
- Submit to Asda Foundation via email asdafoundation@asda.co.uk This email must come from your community champion email account.

Asda Foundation Promise

- Asda Foundation will review the application and aim to communicate the outcome within six weeks of receiving the application from the Community Champion.
- Asda Foundation will communicate with the Community Champion in the first instance but may contact the group directly for further information if required.

Please note that incomplete applications will be returned as unsuccessful.

Mandatory Information

Please ensure that you have checked your application form before submitting by ensuring that all mandatory questions have been answered and supporting documents have been included.

- The Group must complete sections 2 to 6 (Community Champions can support but must not complete the form)

- The Asda Community Champion must complete sections 1 and 7 ONLY

Successful applications will be paid by cheque. Asda Foundation do not pay individuals, cheques are always made payable to the group.

Section 1 - Contact Details – Asda Store to Complete

Store Name
and Store
Number:

Sunnyside Town 1234

Contact
Name at
Store:

Susan Smith

Section 2: About your Organisation – Group to Complete

2.1 Legal Name of Organisation:

Sunnyside Community Cafe

2.2 Registered Address (location of where the group meets)

Sunnyside Community Café, Sunnyside Crescent, Sunnyside Town, SS1 1SS

2.3 Please indicate what type of group you are and ensure that you include the relevant documents with your application. Accepted documents are included in the criteria document and noted in the table below.

Type of Group	Yes/No	Documents you MUST include. We cannot process your application without these:	Charity/Company Number
Registered Charity		<ul style="list-style-type: none"> Governing Documents Bank Statement 	*1234567
Company		<ul style="list-style-type: none"> Memorandum and Articles Bank Statement 	*
Community Interest Company CIC		<ul style="list-style-type: none"> Governing Documents Bank Statement 	
Unincorporated Club or Association		<ul style="list-style-type: none"> Constitution or Rules of the Club Bank Statement 	
Small Community Group		<ul style="list-style-type: none"> Written Letter confirming the group is not for profit. Bank Statement 	
Government Entity/Public Body		<ul style="list-style-type: none"> Bank Statement 	

2.4 Please select the main purpose of your group (select one only):

- a. Relief of Poverty b. Educational c. Health Improvement
d. Community Togetherness e. Arts, culture, heritage, science f. Sport
g. Human rights, equality, diversity h. Environmental i. Relief of disadvantaged
j. Armed Forces k. Other Please state _____

2.5 Please describe the aims of your organisation, and your main activities.

We are a community café offering a warm welcome to anyone in need from the local area. We provide low-cost food and refreshments and free Wi-Fi and provide a safe space for people to be themselves and make new friends. We run a Wednesday breakfast club where people can get a breakfast bap and hot drink for £1 and make new connections. It's been going so well; we may open a Friday breakfast club. We also run a foodbank on the premises to help those in crisis with food parcels and emergency packages, including clothing and hygiene products.

Section 3: About the grant – Group to Complete

3.1 Which options of the grant are you applying for? *(If you are applying for a combination, please cross all relevant boxes.)*

Further details of each option is fully explained in the criteria document on the Asda Foundation website.

- Building Resilient Communities
- Being Active
- Seasonal Celebrations & Festivals
- Leading Healthier Lives

Date of Event (if applicable):

Please Note: Applications can take up to 6 weeks to process from receipt of a complete application form by Asda Foundation. Please do not apply for events with less than 6 weeks to go.

3.2 What will you use this money for?

(Please describe the exact activity in under 250 words, be specific and as detailed as possible)

Our building and equipment are very old and in need of upgrading to meet the rising demand and to make the space feel warm, welcoming and clean. We would use funding to replace the toaster, kettle and hot food unit and buy paint for the walls. We also anticipate a rise in demand for our food and essentials bank due to the rising cost of living and would like to buy supplies such as food, hygiene products and basic clothing to give out to local people in crisis.

3.3 Please tell us what you charge people to attend this activity.

(Please give as much detail as possible, this might be a one-off charge, an annual membership fee or both etc)

Food and hygiene packs are given out to people for free and there is just a small charge for food and drink in the café, with a Wednesday breakfast club fee of £1. We are a not-for-profit organisation and any money is put back into buying supplies for the café and/or food bank. We also keep a collection tin on the counter for anyone who wants to donate.

3.4 If your application is successful, state the account name the cheque needs to be made payable to *

Sunnyside Community Cafe

*You must provide a redacted bank statement or paying in slip for payee name verification

3.5 If the cheque payee name is different to the name of your group (question 2.1), please explain the connection **

N/A

** You must provide a ring fence letter from the group account holder if money will be paid into their account

3.6 Please provide a brief list of the item you will purchase to make your activities possible:

Example:

Item	Building Resilient Communities	Being Active	Improving Wellbeing	Celebrating and Bringing Children Together
Example: Meal Celebration (items to cook spaghetti bolognese and apple crumble)				£80.00
Example: Craft items to make cushions			£125.00	
Example: Veg patch gardening tool (spades, water cans etc)		£150.00		
Example: Shampoo, Conditioner, Shower Gel (50 sets)	£150.00			
Total	£150.00	£150.00	£125.00	£80.00
Grand Total	£505.00			

Please Note:

- 1) Ensure you include an overview of items requested for all aspects of your activity.
- 2) We do not expect a shopping list, for example onions, mince, pasta, tin tomatoes. Cooking spaghetti bolognese is sufficient.

Item	Building Resilient Communities	Being Active	Improving Wellbeing	Celebrating and Bringing Children Together
Toaster	£35			
Kettle	£29			
Hot Food Unit	£650			
Food for food bank	£300			
Hygiene items	£200			
Basic clothing	£200			
Total	£1414	£	£	£
Grand Total (add together the total from the row above)	£1414			

Section 4: Impact of the Grant – Group to complete both boxes below

4.1 Please share how this money will make a positive difference to your group
(Chose maximum three, if more apply, chose the three most important to your group)

- a) Enable you to create a new service / activity.
- b) Increase the amount of people your existing service supports
- c) Improve the quality of a service you provide
- d) Provide additional equipment for your group users
- e) Enable you to deliver an event that would have otherwise not happened
- f) Allow you to support / enhance an existing community event.
- g) Enable your group to continue to operate / survive.

4.2 Please explain the positive difference, please outline in the box below:

This funding will allow our café to continue to operate and reach a higher number of people. Demand for our café and basic essentials like food and clothing is rising and funding makes a huge difference as we're 100% voluntary funded. A grant would help us to address the rising cost of living and reduce poverty and social isolation. We are located in a rural area and therefore social isolation and loneliness is a challenge here, especially for older people living alone.

4.3 How many people will benefit directly from this grant?

(E.g. A person attending a cookery class and learning to make a meal will learn a skill and benefit directly)

80

4.4 How many people will indirectly benefit from this grant?

(E.g. The family of the person attending the cookery class will benefit indirectly as the person will be able to cook a meal for the family)

160

TERMS AND CONDITIONS FOR ANY DONATION TO A GOVERNMENT ENTITY

1. **INTERPRETATION**
 In these Terms and Conditions:-
"Anti-Corruption Policy" means the Asda Stores Limited Anti-Corruption Policy adopted by The Asda Foundation and available upon request;
"ASDA" means Asda Stores Limited registered in England and Wales with company registration number 00464777 whose registered office is at Asda House, South Bank, Great Wilson Street, Leeds LS11 5AD;
"Asda Foundation" means The Asda Foundation, a charity registered in England and Wales with charity number 1124268 and company registration number 6480049 whose registered office is at Asda House, South Bank, Great Wilson Street, Leeds LS11 5AD;
"Donation" means any grants or donations made to the Grantee by ASDA Foundation;
"Government Entity" includes but is not limited to: (i) any government department, agency, ministry, instrumentality, or entity, whether federal, state, or municipal, including the administrative, judicial, and legislative bodies; (ii) any political party or political campaign; (iii) any state-owned or state-controlled department, company, corporation, partnership, enterprise, public institution or civil association; (iv) any public international organisation, such as the United Nations, the World Bank, and the International Monetary Fund; and (v) any recognised traditional or tribal council, governing body, or authority, or any recognised traditional or royal family;
"Government Official" includes but is not limited to: (i) any officer or employee of a Government Entity; (ii) any person acting in an official capacity for or on behalf of a Government Entity; and (iii) any candidate for a public office position or any person acting in an official capacity for or on behalf of the candidate;
"Grantee" means the requesting organisation or person identified in [Section 2] of the Request;
"Request" means the request for a grant or donation signed by the Grantee and submitted to Asda Foundation;
"Service Project" means Volunteer activities by Asda associates to benefit charities, local communities, or national causes for the public good.
"Terms and Conditions" means these terms and conditions.

2. **FORMATION OF CONTRACT**
 - 2.1 A Request is deemed to be approved by Asda Foundation on written or e-mail confirmation by Asda Foundation to the Grantee that the Request is approved.
 - 2.2 Following approval of the Request by Asda Foundation, Asda Foundation shall make the Donation to the Grantee.
 - 2.3 By accepting the Donation, the Grantee agrees to be bound by these terms and conditions to the entire exclusion of all other terms and conditions (including the Grantee's terms and conditions or those implied by trade, custom or practice).

3. **GRANTEE'S RESPONSIBILITIES**
 - 3.1 The Grantee agrees that the purpose of the Donation and how it is to be used by the Grantee is as set out in Section 3 of the Request (the "**Purpose**").
 - 3.2 The Grantee acknowledges and agrees that the Donation is to be used solely for the Purpose and for no other purpose. The Grantee further agrees that if the Donation is used for any purpose other than the Purpose then it acknowledges and agrees that Asda Foundation can require the Grantee to repay/return (as appropriate) the full amount of the Donation or, at the discretion of Asda Foundation, such element of the Donation which has been used for the alternative purpose.
 - 3.3 The Grantee acknowledges and agrees that if it wishes to use ASDA or Asda Foundation's logo on its website or any promotional material, it must first let ASDA and/or Asda Foundation (as applicable) know where and how it will appear and obtain the consent of ASDA and/or Asda Foundation (as applicable) in advance.
 - 3.4 The Grantee agrees that it shall not do anything which would in the reasonable opinion of Asda and/or Asda Foundation bring the reputation of ASDA or Asda Foundation into disrepute.
 - 3.5 The Grantee agrees that it will, on reasonable notice, provide Asda Foundation with such information, explanations and documents as Asda Foundation may reasonably request to establish that the Donation has been used only for the Purpose.
 - 3.6 The Grantee is familiar with Asda's Anti-Corruption policy (the "**Policy**"). The Grantee agrees that its use of the Donation received under this Agreement will be in full compliance with all applicable anti-corruption laws and regulations. Accordingly, Recipient acknowledges and agrees that the Donation provided under this agreement shall not be used for the personal benefit or enrichment of any third party including any Government Official or any Family Member or Close Business Associate of a Government Official. Recipient further acknowledges and

- agrees that in connection with this agreement, it has not received, accepted, or used anything of value in violation of the applicable anti-corruption laws and regulations.
- 3.7 The Grantee shall keep its books, records, and accounts with sufficient detail and precision as to clearly reflect its transactions and the use or disposition of its resources or assets. Grantee agrees that ASDA and Asda Foundation each have the right to audit the transactions related to Grantee's execution of its obligations under these Terms and Conditions, or its use of funds, goods, or services received under these Terms and Conditions, at any time and upon reasonable notice.
- 3.8 In the event that Asda Foundation determines, in its sole discretion, that the Grantee has engaged in conduct that violates any anti-corruption policy adopted by Asda Foundation or to which Asda Foundation is subject, or the applicable anti-corruption laws and regulations, Asda Foundation immediately shall have the right to suspend future Donations and to suspend or terminate the Terms and Conditions.
- 3.9 All payments under these terms and conditions shall: (i) be made solely by cheque or wire transfer for the benefit of, and to the account of, the Grantee and not to any individual employee or representative of the Grantee; (ii) be denominated in pounds sterling; and (iii) not be in cash or bearer instruments.
- 3.10 The Grantee agrees to provide timely information to Asda Foundation regarding any changes to the representations made in these terms and conditions.
- 3.11 The Grantee agrees to provide assistance and cooperation in any investigations related to the use of Donations received under these terms and conditions.

4. **WARRANTIES AND LIABILITIES**

- 4.1 The Grantee warrants and represents that it has full power and authority under its constitution and has taken all necessary action and has obtained all authorisations, consents, and approvals to accept the Donation and agree to these Terms and Conditions.

5. **VAT**

Both parties acknowledge and agree that the Donation is inclusive of any VAT whatsoever that may be due and Asda Foundation shall not be obliged to pay the Grantee any amounts relative to VAT in respect of any liability that may fall due as a result of the Grantee carrying out the Purpose.

6. **GENERAL**The parties agree that any notice issued under the Terms and Conditions must be made in writing (which shall include email) and shall be deemed to have been received 2 days after the date on which it was posted (or in the case of email, at the time of transmission or where the email is received after 5pm on a working day it will be deemed to be received on the next working day). Notices to the Terms and Conditions must be sent to the Company Secretary, Asda Foundation, ASDA House, South Bank, Great Wilson Street LS11 5AD and in the case of e-mail, only on provision of the relevant e-mail address by Asda Foundation to the Grantee.

- 6.1 If a court decides that part of these Terms and Conditions are not enforceable in law, that decision does not alter the enforceability of the rest of the Terms and Conditions.

- 6.2 These Terms and Conditions and the documents referred to in it (including the Request), contain everything agreed between the parties in relation to the Donation.

- 6.3 These Terms and Conditions and any non-contractual obligations arising out of or in connection with it shall be governed by English Law. The parties hereby submit to the non-exclusive jurisdiction of the courts of England and Wales.

- 6.4 We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant making and for our own research or through the Foundation or others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. We may also share information with other organisations providing matched funding. Asda Foundation is a company limited by guarantee registered in England and Wales (company number 6480049 and a registered charity 1124268). Registered Office: Asda House, Southbank, Great Wilson Street, Leeds LS11 5AD.

Ethics concern

Please contact Asda ethics (0800 318 405 ethics@asda.co.uk) immediately if you have any concerns about this donation and believe it will be used for improper purpose. This may include but it not limited to, using the donation to influence the outcome of a commercial, regulatory or government decision in relation to Asda and/or using the donation for the personal gain of an individual(s) who is(are) not the intended recipient(s) of donation.

Section 6: Group Declaration and Signature – Group to complete

Key Contact	
Your Name:	Paul Jones
Role/Position with organisation:	Café Manager
Year of Birth:	1960
Town/City of Residence:	Sunnyside Town
Email Address:	Paul.Jones@SunnysideCommunityCaf.com
Telephone Number:	
Group Details	
Group Postal Address for cheque payment: <small>(This may be a nominated trustee/director home address)</small>	Sunnyside Community Café, Sunnyside Crescent, Sunnyside Town, SS1 1SS
Group Website URL	www.sunnysidecommunitycaf.com
Group Facebook handle	Sunnyside Community Cafe
Group Instagram handle	Sunnyside Community Cafe
Use of Personal Data	
<p>Before engaging with any contractor (including any potential donation recipient) or supplier, ASDA Stores Limited including its subsidiaries, affiliates and charitable foundation – ASDA Foundation, (“ASDA”, “we”, “us”), conducts due diligence to assess the risks of non-compliance with the UK Bribery Act (or other applicable anti-corruption and compliance laws) associated with each potential contractor or supplier. This due diligence may include carrying out background searches on the internet or other public sources of information and may include using personal information such as name, address, year of birth, email address and phone number as search inputs, and which may result in ASDA receiving certain sensitive information such as criminal history, ethnicity or political affiliations.</p> <p>The information will be collected from you and other sources by Dun & Bradstreet, Inc., with registered business address at 101 John F. Kennedy Parkway, Short Hills, New Jersey, 07078 USA, acting as a data processor on behalf of ASDA.</p> <p style="text-align: center;">For further information on how we handle personal data please see our privacy notice at https://www.asda.com/privacy/your-information/supplier.</p>	
Declaration	
To be completed by the Key Contact or a Legal representative of your organisation.	
I confirm that I give my consent to the use of personal data as outlined in section 6 and the information contained within this form is true and accurate to the best of my knowledge and belief. I further agree to the terms and conditions attached to this form.	
Name:	Paul Jones
Signature*:	Paul Jones *
Role/Position within organisation:	Café Manager
Date:	20.05.2022
<p>*If you are providing a digitally typed signature, in your email to the Community Champion with the application form, please can you provide the following statement: As I have provided a digital signature, please accept this statement to confirm I have read and agree to the Declaration statement in the application form.</p>	

Section 7: Store Endorsement - Store to Complete (only when form completed by group)

Community Champion:

7.1 Please explain why you are recommending this group for an Asda Foundation grant

Sunnyside Community Café is a lifeline for many people in the local area, particularly those at risk of isolation and loneliness. Prices are low and activities are generally free which means the cafe is accessible to all, including those struggling with the cost of living. I recently attended Wednesday Breakfast Club and saw first hand the positive impact the café is having on people’s lives. The volunteers are so welcoming and it’s a great place to connect, make new friends and get help if you need it.

7.2 Please confirm the Red Flag checklist has been completed. I Confirm

If you identified any red flags, please describe them in the box below:

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7.3 Are any colleagues directly linked with the project? Yes No

(If Yes, please detail below) Any declarations do not influence the funding decision.

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Checklist – Community Champion please tick to confirm all statements verified:

Application form signed and dated by Group, and approved by Community Champion	<input checked="" type="checkbox"/>
Proof of payee name received (bank statement or paying in slip)	<input checked="" type="checkbox"/>
Governing documents (check the documents required by group type in Q 2.3)	<input checked="" type="checkbox"/>

7.4 Store declaration:

I confirm, I have discussed this application with the store GSM, they understand the project and agree this will benefit the local community.

Name of GSM:	Betty Appleton
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7.5 I certify that, to the best of my knowledge, the information given in this application to be true and any monies granted will be spent to benefit the community for the purpose described. I further certify that, to the best of my knowledge, this Grant is being made in full compliance with Asda procedures briefed to me.

Name of Community Champion:	Susan Smith	Date approved:	21.05.2022
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Community Champions: You no longer need to sign the application form, but you must send the application to Asda Foundation from your work email address. This is a compliance requirement. Asda Foundation is unable to accept direct from scanner or from a personal email address.