



Cost of Living Grant

Group Guidance & Criteria

**Grant Round 3
September 2022 onwards**

Cost of Living Grant Group Guidance

Introduction

Asda's charity, Asda Foundation, is committed to supporting local communities through grant giving and we believe it takes a whole community working together to improve people's lives.

This grant is designed to support the increased running costs groups will face between September 2022 and February 2023, including rent increases and electricity cost rises. The term 'warm banks' has emerged in recent months encouraging community locations this winter to remain open for longer to provide people with a warm, safe place to be rather than heating homes or living in a cold property. Are you a community group that are going to open longer to support individuals in your local area and provide a warm place to be?

For any other funding requests that do not relate to increased running costs, please refer to the Empowering Local Communities or Under 18 Better Starts grant guidance.

How do Asda Foundation grants work?

Each Asda superstore has a Community Champion, and their role is to support groups and projects within the community, as well as managing Asda Foundation grant applications. The Community Champion in your local superstore will support you in completing your application and will submit the application to the Foundation on your behalf, we cannot accept application direct from groups.

Please use the Asda Store Locator on the Asda Foundation website [here](#) to contact your local store and speak to your Community Champion about how we might be able to support you.

This document aims to support you through the application process and contains information relating to:

- **Is my group eligible for a grant?**
- **Grant overview**
- **How much can my group apply for and when?**
- **Criteria and options**
- **How to apply**
- **What happens after submission?**

Before completing an application form, you'll firstly need to make sure your group and project meets the eligibility criteria below.

Is my group eligible for a grant?

Group Criteria

- **Groups applying must meet all the following criteria:**
 - Group must have a presence in and benefit the local community
 - End beneficiaries must be community groups of people
 - Must be not for profit
 - There is no minimum timescale for how long the group has been in existence
- **This grant is unable to support:**
 - Groups based outside the UK
 - Groups where the end beneficiary is an animal
 - Individual people
 - Third party grant making organisations (grantees must directly deliver the service/activity).

Grant overview, criteria and options

This grant is designed to support local community groups following increases in their rent, utility bill and food costs as a result of the cost of living crisis.

There are TWO options within this grant. Groups must be clear from the outset which option they intend to apply for:

- A) Increased rent and utility bill support
- B) Increased food costs support

A group may decide to apply for a combination of the two options, that's absolutely fine. Just ensure they are clear on the application.

Increased rent and utility bill support

Rent your community space?

We understand increased costs mean rent is increasing. We can support your group by helping the bridge the increase in your rent.

Own your community space?

We understand gas and electricity costs have increased, we can support you with these costs to help keep your building open to the public.

If you charge groups rent, help pass on similar prices through our help.

Community needs you to open longer?

We know many people will be struggling to afford putting their home heating on. If your space remains open longer to help people, we will support these extra costs.

Increased food costs support

Many communities will be struggling to cover food costs.

This funding option enables groups to support those impacted most through the provision of meals, community cafes, food parcels, delivered meals, soup kitchen etc.

General Criteria continued...

How much can I apply for and when?

- Groups can apply for Cost of Living Grant in addition to one other grant or Green Token Giving.
- Applications must be submitted to your local Community Champion from 19th September and the application window will remain open until the budget cap has been reached. Therefore, please aim to submit applications to Community Champions as soon as possible.
- Funds can be spent from September 2022 to February 2023.

Grant Round	Grant Opens	Groups submit applications to Community Champion from:	Grant submission window closes:	Event / Activity Window	Grant Value Min – Max
Grant Round 3	5 th September 2022	19 th September 2022	February	Activities before 28 th February 2023	£500-£2000

- The guidance contained in this document relates to the Cost of Living Grant **only**. If you require guidance for another programme, please visit www.asdafoundation.org.
- Groups are able to apply for a Cost of Living grant if they have already received an Empowering Local Communities grant, Under 18 Better Starts grant or have been on the Green Token Giving live vote this year.
- Umbrella organisations which have more than one group in the same community, Asda Foundation will only be able to support one group per grant programme per year. *E.g. A football organisation with multiple teams can only apply for one Empowering Local Communities Grant but another team within the organisation could apply for a Green Token Giving. Branches of a bigger organisation will be able to apply for more than one as they support different community areas.*
- Sometimes we have to say no, this grant cannot be used for the following: Storage Rental, Ongoing Salaries, Promotional Costs, Alcohol, Raffle Prizes, Excursions/Day Trips/Restaurant Meals, Transport Costs, Insurance, Memberships, Vouchers.

Increased rent and utility bill support

Increased rent and utility bill support

Rent your community space?

We understand increased costs mean rent is increasing. We can support your group by helping to bridge the increase in your rent.

Own your community space?

We understand gas and electricity costs have increased, we can support you with these costs to help keep your building open to the public.

If you charge groups rent, help pass on similar prices through our help.

Community needs you to open longer?

We know many people will be struggling to afford putting their home heating on. If your space remains open longer to help people, we will support these extra costs.

Examples:

1. A community centre is opening their doors in response to the local need. The main hall will be made available three days a week to anyone who wants a warm safe place to spend time. Tables and chairs will be provided and a radio will on. Everyone is being encouraged to use the space for whatever they need. Asda Foundation is supporting them with a grant for £1,000 to support the additional heating costs from October to February.
2. A group runs craft mess afternoons for toddlers and parents in the local community. The toddlers play with paint, crayons etc and the parents are able to socialise and meet other parents. The area has high level of deprivation and poor mental health amongst young people. The group is struggling to continue as their rent costs have increased significantly due to the building they use experiencing high costs they have had to pass on. Asda Foundation is supporting them with a grant to support the rent increases for November, December and January.

Increased food costs

Increased food costs support

Many communities will be struggling to cover food costs.

This funding option enables groups to support those impacted most through the provision of meals, community cafes, food parcels, delivered meals, soup kitchen etc

Example:

A community group is support local families struggling to afford the weekly food shop. Food boxes are prepared every week for families to collect. Parcels include everything they need for 3 main meals for up to 4 people.

Asda Foundation is supporting the activity with a grant for £800 which will fund family food boxes for 8 weeks.

Combination Example:

1. A community centre is usually open three afternoons a week to offer a social café to the local community. People come for a coffee and socialise with people, most attendees would otherwise be home alone.

Due to cost of living increases, attendees have mentioned their concerns over the winter months, the café is a lifeline for them. The community centre is going to open 7 days a week, they have the willing volunteers to run the café but cant afford the heating for 7 days a week and would like to provide a hot meal free of charge on some days.

Asda Foundation is supporting them with a grant for £1,000 to support the additional heating costs and fund the meals for January and February 2023 when the coldest weather is expected.

How can my group apply?

- Contact your local Community Champion to discuss the grant.
- If your group and project is eligible to apply, complete an application form available from your local Community Champion by hand or digitally. Complete sections 2 to 6.
- All signatures should be physical – if possible. If a digital or typed signature is used, then you must agree to the statement (in section 6) and send it in an email to the Community Champion when you submit the application form.
- Read the step-by-step guide available on the Asda Foundation website for guidance.
- Once you have completed the application form, return it to the Asda Community Champion. If criteria is met and they are happy to support the application, they will sign and submit to the Asda Foundation.

What to include

- Completed application form
- Bank statement/paying in slip – we do not need to see transactions but we need to verify the payee name for the cheque by looking at the account name, which should be clearly visible.
- Group documents – constitution, club rules, etc.
- If you are not a registered charity, you'll need to provide confirmation that you are a not for profit group.
- Digital signature declaration (if not providing a wet signature).
- Ringfencing confirmation (if group name and payee name are different).
- No quotes needed – our aim is to make things as easy as possible. We do however recommend groups create a shopping list for indicative costs and complete the funding breakdown in the application form. See an example application form on the [website](#).

Terms and conditions

- Asda Foundation will continuously review uptake of this grant stream and reserve the right to close the grant round early if the budget is reached.
- If government guidelines change, this grant round may be paused, or criteria amended. We will communicate with applicants and Community Champions to advise on next steps.
- Community Champions may not be able to support every group that expresses an interest in this grant. Each superstore has a limited budget and therefore Community Champions reserve the right to decline an application if their store budget is reached or the project doesn't meet criteria.
- If items are applied for which do not meet criteria, we may automatically remove and deduct this part of the request. Please be aware if ineligible items are applied for, you risk the application being unsuccessful.
- Funding is not guaranteed and an application is not a guarantee of success, all applications are assessed by the Community Champion and Asda Foundation and you will be notified of the outcome.

What happens after submission?

Asda Foundation aims to process an application within 6 weeks of receiving an application from the Community Champion.

If Asda Foundation requires further information, Community Champions will be contacted. If the team are unable to get a response from the Community Champion, we may contact your group directly using the contact details provided on the application form.

Approved grants: Once a grant has been approved by the Asda Foundation the Community Champion will be notified by email. Grants (which will be paid by cheque) will then be sent directly to the successful group.

Community Champions may then arrange to visit and present the giant cheque. They may also wish to get feedback about the impact of funding and take photos (subject to your permission).

Please email any photos of the activity/event (with suitable permissions) that was made possible with the funding from Asda Foundation to asdafoundation@asda.co.uk

Unsuccessful grants: If a grant is unsuccessful, you will be notified by the Community Champion and given feedback.

Retired grants: If Asda Foundation is missing information or does not receive a reply from the group or community champion about additional information required, the grant will be retired at the end of the grant round. You will be notified by the Community Champion