



**Investing in Spaces and Places  
Grant 2023**

**Group Guidance**

**This guidance is for groups interested in applying for an Asda Foundation Investing in Spaces Grant. It is essential groups check their group and project meets the grant criteria below before completing an application.**

## **About Asda Foundation**

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 goal is to build resilient communities by empowering local groups to make a positive difference. Each year, we invest over £3m+ into Asda communities.

## **About our Investing in Spaces and Places Grant**

Investing in Spaces and Places is Asda Foundation's higher value grant for local groups aimed at improving spaces in the heart of local communities.

We know small grass roots organisations play a vital role in their community, making positive change and improving people's lives every day, but the challenge for many is having the appropriate space and place to bring people together to deliver this fantastic work.

Asda Foundation will be investing £500,000+ for this grant in 2023 to support bigger community projects within local communities where local people can be together and thrive.

Grants will be between £10,000 and £25,000 and the application window opens on 6<sup>th</sup> February with funding announced in June 2023.

The grant criteria will focus on investing in community spaces and places and projects must fall into at least one of the following categories:

1. Building Repairs
2. Building Development
3. Outdoor Development

Please read the guidance fully and if you meet criteria and have a project in mind, talk to your local Asda Community Champion. Further information about the application process is below.

This document contains information relating to:

- Criteria & guiding principles
- What cannot be funded
- Types of projects and aims
- How it works – process and timeline
- How to complete an application form
- Example application Form

## Funding Criteria

Asda Foundation supports local, grass roots, community led organisations that are making a positive difference in their local area and improving the lives of people living within their community. Your group can be considered for an Investing in Spaces and Places Grant if you meet the criteria below.

### Group Criteria

1. Your group is not for profit
2. Your end beneficiaries are community groups of *people*
3. Your group has a presence locally and your work benefits your local community
4. Your group’s annual income is less than £250,000
5. Your group’s unrestricted reserves are below £100,000, unless an explanation can be provided
6. Your group has a bank account in your group name and you are able to provide proof
7. Your group has suitable governance to be able to manage funds from Asda Foundation. E.g. Financial reporting, committee meetings
8. Your group has the ability to report back on progress throughout the project
9. Your group is able to demonstrate clear positive impacts for communities

### Guiding Principles

We appreciate that each group and the need in each local area is different and every application will be reviewed individually. However, below are some common factors we think are important for any organisation we support.

True to their community mission	People Centred
Organisations which are clear on what they aim to achieve and consistently strive towards achieving it.	They are people focused and place individuals at the heart of what they do and why they do it. They promote equality, inclusivity, and diversity.
Efficiently Run	Locally Focused
A well run and organised group with processes in place to comply with not-for-profit requirements and have the skills and ability to do what they aim to achieve.	The space is focused on the local community, delivering services and support to multiple beneficiaries and tackle the needs locally adapting to change to remain relevant.

## Project Criteria

1. Projects must fall into at least one of the following categories (*More details can be found on pages 6 and 7*)
  - 1) Building Repair
  - 2) Building Development
  - 3) Outdoor Development
2. We're looking for projects to align with at least one of our aims below (*More details can be found on page 8*)
  - 1) Create and/or develop safe and inclusive community spaces for groups to meet and bring people together
  - 2) Create or improve spaces which can be used by a range groups on a regular basis
  - 3) Support groups to deliver long-lasting projects focused on long-term community impact
3. It's essential that your group owns the property/land where the project will take place, or has at least 5 years remaining on your lease
4. Subject to successful funding (early Summer 2023), work needs to begin before the end of 2023
5. Work needs to be complete and funding spent by the end of 2024
6. The space will be used for a range of groups and activities on a regular basis
7. Groups can apply for a grant between £10,000-£25,000
8. Groups can apply for between 25%-75% of the total project costs\*
9. Groups must have a robust plan to secure the remaining project costs
10. If the funding request is one phase/part of a larger multi stage project, you will need to make this clear in the application and give details of the wider development, including timeline. This is permitted as long as this funding part enables the project to be accessed and used without delay. If the project would remain closed following our funding, you would not be eligible to apply.

### **\*8. Groups can apply for between 25%-75% of the total project costs**

Match funding for high value projects is best practice for grant making charities; we need to know groups have the ability to raise funds from other sources to maintain the space and cover costs in the future. We want groups to demonstrate they can fundraise, are prepared to use unspent funds, or can seek funding from other places.

#### **Example**

The total project cost will be £45,000 to develop a community room and the group is asking Asda Foundation for £20,000 towards the cost of their project:

$$\left(\frac{£20,000}{£45,000}\right) * 100 = 44\%$$

This group is applying for 44% of the total project cost which is within our 25% - 75% range.

## What we do not Fund

Below is a list of what we don't fund under our Investing in Spaces and Places Grant. Please read this section carefully to avoid disappointment.

We do not accept applications from groups which:

- Benefit people/communities outside of the UK
- Are based outside the UK
- Have animal welfare as their main focus
- Cannot demonstrate charitable work in the local community
- Have an annual income over £250,000
- Have unrestricted reserves above £100,000, without an explanation provided
- Have been successful for an Investing in Spaces and Places grant in 2022
- Are third party grant making organisations (grantees must directly deliver the service/activity)

Grant money cannot be used for the following:

- Projects which don't focus on a space and place to be together
- Insurance
- Utility bills
- Planning costs, including architect, plans and scoping costs
- Building regulation checks/applications
- Ongoing running costs of the group, including core staffing costs
- Equipment *within* a space or place, exclusively. The majority of the funding request should be for the space or place itself
- Transport
- To develop a space or place not owned or leased by the group applying
- Purchase of a space or place
- Space which has restricted access e.g. Behind a locked gate
- Space which is used infrequently or by a limited number of beneficiaries
- Project/phase which has already taken place or has already started
- Spaces or places usually considered a core state funded responsibility e.g. school building

We also cannot fund:

- Projects which involve loans or social finance to fund any part of the project
- Projects which are only for the benefit of one individual person and/or one specific group, rather than the wider community
- Spaces and Places which charge high attendance or rental fees for people or groups

## Types of Projects

There are three options within this grant. Projects must fall into at least one of the following categories:

1. Building Repairs
2. Building Development
3. Outdoor Development

*\*Plans should already be underway for the project you put forward and the project should be addressing an already identified need in the local area.*

### 1. Building Repairs

This option is focussed on spaces and places which already exist but are in disrepair and therefore limit the usability, safety or level of expectations for others to use the space. The repair may be external or internal and may be due to age, vandalism, abandonment. It may also be more than one item/issue which needs repair.

Examples include, but aren't limited to:

- Roof repairs
- Doors and windows repairs/replacement
- Central heating replacement
- Electrical wiring upgrade
- Plumbing repairs/replacement

**Example:** A community centre has a room which currently isn't being used by the community because there is a leak which has damaged the ceiling and made the electrics unsafe due to water damage. The project will repair the damaged section of the roof, rewire the electrics, repair and decorate the ceiling and replace the flooring which was damaged during the leak. Once complete, the community centre will be able to use the room once again, it is anticipated the room will be used by a range of community groups including: rainbows, music and dance baby group, a mid-week coffee club and a painting class.

## 2. Building Development

This option is focussed on enhancing a space already in use. The improvements will enhance the quality of the space or give more people/new groups the opportunity to use the space.

Examples include, but aren't limited to:

- New kitchen
- Improving toilet facilities
- Extension on a building
- Developing an unused internal space
- Improving disabled access and facilities
- Security features to keep the space and place secure

**Example:** A local veterans group has a space to meet which requires some modernisation. The space needs new flooring, redecoration, lighting, and storage cupboards. There is also space to create toilets and a small kitchen to provide running water and a fridge. Once complete, the group will continue to use the space for meetings and events and will also offer the space to other local community groups who struggle to find somewhere to meet and deliver activities. A local sewing group and community counselling service have already expressed interest in using the space.

## 3. Outdoor Development

This option is focussed on developing outside space for the benefit of the community. Evidence suggests communities with access to green space have improved mental wellbeing and outdoor space can also improve socialisation and reduced isolation. Since the pandemic, outdoor space has also adapted to become learning environments and conservation work to protect fauna and flora. We are looking for outdoor space which benefits everyone and can be accessed by large groups of people.

Examples include, but aren't limited to:

- Improving access to a community garden
- Transforming wasteland into usable space
- Upgrading a local play area development / upgrading safety features

**Example:** The parish council has identified some wasteland for regeneration next to their village hall in an urban area. They want to build raised vegetable beds, install a greenhouse and add an accessible path, and benches for the local community to use. Plants and trees will also be planted to encourage birds, bees and wildlife and a water tap and power source will be installed. Once the works are complete, the local school will use the space to teach children about healthy eating and growing vegetables and a local walking group has expressed an interest in helping to maintain the space. A community kitchen will use the produce in their cooking classes. The space is open to all and everyone will be able to spend time in the garden.

## Grant Aims

We're interested in projects that meet at least one of our aims below. Please keep these aims in mind when thinking about projects in your local area and region.

### **1) Create and/or develop safe and inclusive community spaces for groups to meet and bring people together**

We're keen to support projects aiming to tackle issues such as crime and isolation, by creating safe and inclusive spaces within the heart of local communities.

We're looking for projects that encourage people from different backgrounds and those facing particular barriers to participate, projects that are open and accessible to the whole community, creating safe and positive places to be together.

We're interested in projects that build a sense of togetherness and belonging and break down barriers to connecting with others in the local community. Spaces and places for everyone to feel welcomed – sanctuaries in the heart of local communities.

### **2) Create or improve spaces which can be used by a range groups and activities on a regular basis**

We're interested in projects that increase the use of a space, encouraging a wide range of groups and activities to operate. We want to enable groups to improve community connections and reach *new* groups and people through our funded projects.

We want to fund spaces enabling multiple groups to deliver their services and activities to holistically meet the needs in their local community.

### **3) Support groups to deliver long-lasting projects focused on long-term community impact**

We want to support projects that will be sustained long after our funding ends. We'll need to know what the forward plan is to ensure the project is maintained and continues after a grant is awarded from Asda Foundation. This could be through obtaining other sources of funding to continue the project or any project activities that could continue without further funding. You may plan to use sustainable materials to deliver your project, ensuring longevity of the space and place itself. Improving or creating a space or place might help to reduce bills and make your group and project more financially sustainable.



## How does the process work?

Each superstore has a Community Champion, and their role is to support projects within the community and bring people together. They manage all applications for Asda Foundation grants. The Asda Foundation does not accept nominations or applications sent directly from community groups.

There are five stages to the application process, outlined below.

Stage	Stage Open:	Stage Closes:
Stage 1 Application	Monday 6 <sup>th</sup> February	Sunday 19 <sup>th</sup> March
Stage 2 - 4 Internal Asda Foundation Review Stages	March - May	
Stage 5 Funding Announcement	From Monday 5 <sup>th</sup> June	

Groups successful after Stage 4 will be notified of the funding outcome in June and first payment of 80% will be arranged.

We will notify groups that are unsuccessful in progressing through to each stage.

## How to apply

If you have a project in mind that could benefit from funding and your group and project meets all the criteria outlined above, you are welcome to contact your local Community Champion to discuss your project.

You can use [Asda Store Locator](#) to find the details for your local Champion superstore (superstores have a dedicated Community Champion)

You must have spoken to your local Community Champion and gained their support before completing a funding application.

Your local Community Champion will also be able to answer any questions you may have with regards to this grant.

Completing an application form is the first stage of the process. Your group will be notified along the way on whether you are progressing to the next phase.

When completing an application form, please utilise this guidance document.

We know every local group that we receive an application for will be delivering fantastic work locally and making a positive difference. We are investing £500k+ into this grant programme for 2023 however it won't be possible for us to fund every project we receive an application for.

To manage expectations, each Community Champion is only able to take one project forward to application stage under this grant programme and not all projects will progress to the final stage.

Please don't let this put you off reaching out to your local Community Champion. Building a relationship with your Community Champion is recommended and this grant is one part of a wide range of support available. If your group isn't eligible for this grant or unsuccessful, you might be able to apply again in the future or your group may be eligible for other grants or areas of support.

We will also provide feedback to groups that aren't successful with the aim of helping with future applications to Asda Foundation or other funders.

## Application Form How to – Step by Step

Below is a step by step guide to completing the application form, we advise reading this section as you complete the application form. For model answers to each question, please see the example application form on page 14.

### Section 1

These questions are designed to check your eligibility for this grant prior to completing a full application. Your answers to all questions in this section should be yes. If you answer no to any question, you are ineligible to apply and should speak to your community champion for alternative support opportunities.

- 1.1 You must read and understand the guidance documents before continuing.
- 1.2 Your project should align to one of our aims, you will be asked for details on how it aligns in the application form. See page 8 of this document for details on our aims.
- 1.3 Your development should fall into at least 1 of the 3 categories.
- 1.4 Your space should be used by a wide range of groups and support multiple activities. E.g.
- 1.5 We want to ensure work is carried out on a building you own or have permission to make alterations.
- 1.6 To work out what percentage you are asking Foundation to fund, simply divide the amount you're requesting by the total project cost and multiply by 100:

$$\left( \frac{\text{Amount you are requesting from Asda Foundation}}{\text{Total Project Cost}} \right) * 100 = \text{Percentage}$$

e.g. If your total project cost is £45,000 to develop a community room and you are applying for £20,000 from Asda Foundation towards the cost of your project:

$$\left( \frac{£20,000}{£45,000} \right) * 100 = 44\%$$

You would be applying 44% of the total project cost which is within our 25% - 75% range.

- 1.7 We want to ensure you will be able to raise the remainder of the project cost or have already secured it. E.g. have you applied to other funders? Do you have a plan in place to carry out extensive fundraising?
- 1.8 This is the annual income of your charity/group as a whole last financial year.
- 1.9 Although you may not have an exact timeline for your work right now, if you are confident your project could begin before the end of 2023 answer “yes” to this question.
- 1.10 Your group will need to have suitable governance in place to manage any funds received.

1.11 If you are successful in your bid for funding, Asda Foundation will keep in touch as the project progresses to measure the impact of your work.

**Section 2 – This section will be completed by your community champion.**

**Section 3 – About your Organisation**

3.1 – Please only add the legal name of your group (avoid abbreviations or informal names)

3.2 – if your group does not have a registered address, please use the address your group regularly meets at.

3.3 – Please indicate the structure that describes your group. You can then use the table to identify what additional documents your group needs to supply to support your application.

3.4 – Use this section to indicate what your group sets out to achieve. Think about what local social issues your group tackles, and how you support your community.

**Section 4 – Tell us About your Project**

4.1 – please see the examples in pages 6-7 of this document

4.2 – In this section we want you to specifically describe your project, and the build/improvement that will take place. Please include as much detail as you can within the word limit so we can understand what the project will entail.

4.3 – Please use this section to describe why this project is needed and in your community and what your are aiming for it to achieve – see our example application form for a model answer.

4.4 – Link your answer to the Asda Foundation goals for this grant. Please see page 8.

4.5 – Please outline the positive difference this project will make on your community. Think about the benefits it will bring, and/or how your community would manage without it.

4.6 - We appreciate it can sometimes be difficult to put a number on this, please use your judgement to give a rough figure of how many people pass through your doors each month. If the numbers differ from month to month, please give an average. *Please note we are not asking for how many individuals use this space - 1 individual may use the space 3-4 times per week – we are asking for the footfall through the space so an individual could be counted multiple times if they visit frequently.*

4.7 – Please select the age bracket(/s) that your group predominantly hosts, if multiple age groups are supported then tick multiple options.

4.8 – Please estimate the start and end dates for your project. Bear in mind the expected timeline given in italics.

## Section 5 – Project Finances

5.1 – This question may not apply to all applicants. Some projects may be a smaller part, or a specific phase, of a larger development. E.g., your whole building may be undergoing a renovation, in phase 1 you rewired and had a new boiler fitted. For phase 2 you are asking Asda Foundation to fund the installation of a new disabled toilet and a new kitchen. For phase 3 you will be seeking funding from other providers to replace the windows and doors.

If your project is a standalone development and not part of a wider project please answer “n/a” and move to the next question.

5.2 – In this section please list out the different elements of your project, see the example application form on the Asda Foundation website for further guidance on this if needed.

5.3 - You do not need to complete this question if your reserves are under £100,000.

5.4 – If you have not yet secured any funding you do not need to answer this question. If you have secured funding please let us know how you achieved this (i.e. other grants, fundraising, savings etc)

5.5 – If you have already secured all additional funding you do not need to answer this question. If you still have funds to raise tell us what you have planned to achieve this (e.g. other grants, fundraising, pledges, etc)

5.6 – Asda Foundation can only make payments via cheque, we are unable to pay in any other way. Please ensure your bank account can accept cheques.

5.7 – If the payee name you have given is different from the group named in section 3, we will need confirmation from the treasurer/accountant of the payee that funds will be ringfenced to the organisation named in section. In addition, if the group named in section 3 is part of a larger organisation with other branches outside of the area local to the project, we will need confirmation from the treasurer/accountant of the payee that funds will be ringfenced to the area local to the project.

## Section 6 – Governance Structure

If you are a government entity. you don't need to complete this section, all other entities must complete this section. Government entities are mostly funded by a local authority or the Government. E.g. schools, hospitals.

## Section 7 – Essential Reading

You must read all of this section.

## Section 8 – Applicant details

Please complete as directed

## Section 9 – Store Endorsement

This must be completed by your local community champion.

**Investing in Spaces and Places Grant Application**

# EXAMPLE APPLICATION FORM

**Section 1 – Eligibility Checklist – Group to Complete**

1.1 Have you read and understood the **Investing in Spaces and Places Group Guidance** and **How to Apply Guidance** document on the Asda Foundation website?

Yes  No

1.2 Does your project align with at least one of our aims below? *Full details in the guidance*

- *Create and/or develop safe and inclusive community space for groups to meet and bring people together.*
- *Create or improve a space which can be used by a range of groups on a regular basis.*
- *Support you to deliver a long-lasting project focused on long-term community impact.*

Yes  No

1.3 Does your project fall into at least one of the following categories?

**1) Building Repair 2) Building Development 3) Outdoor Development**

Yes  No

1.4 Will your space be used by a range of groups and activities on a regular basis?

Yes  No

1.5 Does your group own the property/land where the project will take place, or have a lease of over 5 years?

Yes  No

1.6 Are you applying to the Asda Foundation for between 25% - 75% of the total costs of your project?

Yes  No

1.7 Do you have a robust plan to secure the remaining funding, or already have the funding in place?

Yes  No

1.8 Was your annual income last financial year less than 250k?

Yes  No

1.9 Subject to successful funding (early Summer 2023), would your group be in a position to begin work before the end of 2023?

Yes  No

1.10 Does your group have suitable governance to be able to manage funds from Asda Foundation? E.g. Financial reporting, committee meetings, etc

Yes  No

1.11 If your application is successful, Asda Foundation will keep in touch with you along the way; will you be able to report back on progress throughout the project?

Yes  No

**NEXT STEPS**

- If you have answered ‘yes’ to all of the questions in section 1, you are eligible to apply for this funding. Please continue completing the application form below.
- If there are any ‘no’ answers, your group doesn’t meet our eligibility criteria and therefore your application cannot be progressed. Please get in touch with your local Community Champion to explore other community support options that may be available to your group.

**Section 2 - Contact Details – Asda Store to Complete**

Store Name and Store Number:

Newtown - 9876

Contact Name at Store:

Christine Peters

**Section 3: About your Organisation – Group to Complete**

3.1 Legal Name of Organisation:

Newtown Women Empowerment

3.2 Registered Address (or location of where the group meets)

1 Newtown Street, Newtown, NT1 1AB

3.3 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 <b>MUST</b> include. We cannot process your application without these:	Charity/Company Number
Registered Charity		<ul style="list-style-type: none"> <li>Governing Documents</li> <li>Bank Statement</li> </ul>	*
Company		<ul style="list-style-type: none"> <li>Memorandum and Articles</li> <li>Bank Statement</li> </ul>	*
Community Interest Company CIC	<b>X</b>	<ul style="list-style-type: none"> <li>Governing Documents</li> <li>Bank Statement</li> </ul>	*
Unincorporated Club or Association		<ul style="list-style-type: none"> <li>Constitution or Rules of the Club</li> <li>Bank Statement</li> </ul>	
Small Community Group		<ul style="list-style-type: none"> <li>Written Letter confirming the group is not for profit.</li> <li>Bank Statement</li> </ul>	
Government Entity/Public Body		<ul style="list-style-type: none"> <li>Bank Statement</li> </ul>	

3.4 Please describe the aims of your organisation, and your main activities. (Up to 200 words)

Newtown Women Empowerment is a social enterprise company with a philosophy to empower women through creativity. We strive to support women with engaging and creative activities in a safe, welcoming space. We achieve these aims by hosting a weekly 'knit and natter' session, a warm bank for local people to visit and creative experiences to develop new skills and improve people's sense of purpose, social skills, and life chances.



**Section 4: Tell us About your Project – Group to Complete**

4.1 Which category does your project relate to? (tick all which apply)

Building Repair       Building Development       Outdoor Development

4.2 Please describe the project you are asking us to fund (up to 150 words)

*(Please provide specific details on your project, not your group)*

We would like to improve the communal space that we have by making it more welcoming and accessible to all. This includes:

- Installing new accessible toilets
- Removing our out-of-date kitchen to create a new, fit-for-purpose kitchen that can be used to provide food for homeless people and refreshments for warm bank visitors
- Redecorating and installation of new radiators for the communal space
- Clearing of waste land in front of church building and creating raised vegetable beds in the sensory garden

4.3 Why is this project needed in your community and what social issues are you aiming to address? (up to 150 words)

We are based in an increasingly deprived area, with homelessness becoming more prominent. This project will enable us to help tackle this social issue by providing free food from our building window. By doing this, we can ensure safety for our volunteers, as well as increase availability for service users. Equality is a social issue that we strive to tackle as an organisation. By improving our quality of services that we offer, we will be able to empower more women in Newtown.

4.4 How will your project help to meet our aims as outlined in the criteria? (up to 150 words)

This project will enable us to further develop our community space to make it more inclusive and safer. This will be achieved by installing accessible toilets, meaning that we can welcome all people to our space. By redecorating and installing new radiators, we will be able to future-proof our space and continue to offer our services long into the future, with this space available to multiple different groups (women empowerment, 'knit and natter' and warm bank).

4.5 What positive differences do you expect your project will make to your group? (up to 150 words)

This project will enable us to expand our knowledge and skill base as we build on existing project managing experience. The combination of project works outlined will all contribute to improving the quality of service that we offer to all local groups that take advantage of our space. With a fit-for-purpose space, developed to the needs of the local grass roots groups, our position for further grant applications is strengthened. Finally, by redeveloping the outside space, local groups will be more likely to enquire about our services as the building will be more inviting and accessible.

4.6 Roughly how many people currently use the space on a monthly basis? \_\_\_\_100\_\_\_\_

*(This is the overall **footfall** through the space)*

4.7 What age group will benefit from your project? (tick all which apply)

- Under 11's
- 12-18
- 19-25
- 26-40
- 41-60
- 61+

4.8 Timelines.

What date do you expect the project to start work? <i>(Funding for approved grants will be released in summer 2023)</i>	October 2023
What date do you estimate the project to be completed by? <i>(We would expect the project to be completed by December 2024)</i>	June 2024

**Section 5: Project Finances – Group to Complete**

5.1 If this project is part of a larger renovation or development, please give details of the wider development (up to 100 words). Otherwise move on to question 5.2.

*(Include details such as where this project sits in the overall timeline and how it may be affected by the larger project)*

<p>We are currently beginning work to replace the building roof, to make the building water-tight and remove damp inside the building. Once this has been completed all other work inside the building can commence. We already have funding to complete this part of the project and it will be completed by May 2023.</p>	<p><i>Total Development cost (including this project)</i> £42,000</p>
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5.2 Please use the table below to outline the costs for each element of your project – **not just the elements you are asking Asda Foundation to fund** – as set out in the example in the guidance document.

*If you answered question 5.1, you do not need to include the costs for the wider project, please only provide a breakdown for the project as outlined in section 4.*

Please list all elements of the project	Cost	Please tick <b>only</b> the elements which Asda Foundation will fund/ contribute to
<i>Levelling hallway, removal, and installation of accessible toilets</i>	£5,000	✓
<i>Removal and installation of new kitchen</i>	£15,000	✓
<i>Redecorating of communal space and new radiators</i>	£7,000	✓
<i>Clearing of overgrown land</i>	£500	
<i>Materials and installation and raised vegetable beds</i>	£4,500	✓
	£	
<b>Total Project Cost:</b>	<b>£32,000</b>	
<b>Amount Requested from Asda Foundation:</b>	<b>£23,000</b>	
How much funding have you already secured for this project?	<b>£5,000</b>	
What is the annual income of your group?	<b>£78,000</b>	
How much funding does your group currently have in reserves?	<b>£20,000</b>	

**\*\*\*The application is not a confirmation of funding. Asda Foundation may reduce the amount requested if successful.**

5.3 If you currently have more than £100,000 in your reserves, please provide further details as to why you are unable to carry out your project using these reserves. (up to 100 words)

N/A

5.4 If you have already secured the remaining funding for your project, where did you get this from? (up to 100 words)

We have already allocated £5,000 of our reserves for this stage of the project. This leaves £4,000 remaining still to gather (aside from the funding requested from Asda Foundation).

5.5 Please provide details on how you are aiming to raise the remainder of the project cost if you haven't done so already. (up to 100 words)

We are currently in the process of applying to two other funders to cover the £4,000 shortfall. If we are unsuccessful with these additional funding bids, we foresee that we will be able to crowdfund and collect locally to make up the remainder.

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

Newtown Women Empowerment

5.7 If the **cheque** payee name is different to the name of your group, please explain the connection \*\*

N/A

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

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



Section 7 – Essential Reading

**TERMS AND CONDITIONS FOR DONATIONS OR SPONSORSHIPS**

**1. INTERPRETATION**

In these Terms and Conditions:-

"**Anti-Corruption Laws**" means all applicable anti-bribery and/or corruption laws and regulations, including but not limited to the UK Bribery Act 2010 (as modified or amended from time to time) and any equivalent laws and regulations in other jurisdictions as may be applicable;

"**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 Foundation House, South Bank, Great Wilson Street, Leeds LS11 5AD;

"**Confidential Information**" means information or data (whether written, oral, visual, electronic, magnetic, digital or in any other form) which has been or is disclosed to the receiving party (whether or not designated as confidential) by or on behalf of the disclosing party (including but not limited to the products, customers, suppliers, pricing, business affairs, services, trade secrets, finances, contracts, operations, methods, know how, plans, techniques, strategies, policies, systems and processes of the disclosing party and or of its associated bodies);

"**Donation**" means any donations to or sponsorships made to the Grantee by Asda Foundation;

"**Grantee**" means the requesting organisation or person identified in the Donation Due Diligence and Request Form;

"**Permitted Purpose**" means internal communications and/or public statements issued by Asda Foundation via any media referencing the Request and/or the Donation;

"**Request**" means the request for donation to or sponsorship signed by the Grantee and submitted to Asda Foundation; and

"**Terms and Conditions**" means these terms and conditions.

**2. FORMATION OF CONTRACT**

- 2.1 A Request is deemed to be approved by Asda Foundation upon written confirmation from Asda Foundation (including by e-mail) to the Grantee that the Request is approved.
- 2.2 Following approval of the Request by Asda Foundation and the Grantee accepting these Terms and Conditions, 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 the Donation Due Diligence and Request Form (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 agrees that it will, on reasonable notice, provide Asda Foundation with such information, explanations and documents as Asda Foundation may reasonably request in order to establish that the Donation has been used only for the Purpose.
- 3.4 The Grantee agrees that its acceptance and use of the Donation (by itself and anyone acting for or on its behalf, e.g. employees) will be in full compliance with the Anti-Corruption Laws.
- 3.5 The Grantee agrees that it shall not do anything which would in the reasonable opinion of Asda Foundation bring the reputation of Asda Foundation into disrepute.
- 3.6 If the Donation is a monetary donation it shall: (i) be made solely by cheque or bank 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 (unless otherwise agreed by Asda Foundation in writing); and (iii) not be in cash or bearer instruments.
- 3.7 The Grantee acknowledges and agrees that if it wishes to use Asda Foundation's name or logo on its website or any promotional material, it must first let Asda Foundation know where and how it will appear and obtain the written consent of Asda Foundation in advance.

**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. SUSPENSION AND TERMINATION**

- 5.1 In the event that Asda Foundation determines, in its sole discretion, that the Grantee has engaged in conduct that violates the Anti-Corruption Laws or has breached any material term of these Terms and Conditions, Asda Foundation has the right to immediately suspend and/or terminate any future Donations to the Grantee.
- 5.2 Asda Foundation is entitled to suspend or terminate any Donation to be made pursuant to these Terms and Conditions in the event of any actual or proposed change to the constitution of the Grantee which is material in nature, including without limitation a material change in ownership or control, or a material change to Grantee's purpose or mission.

**6. VAT**

- 6.1 Both parties acknowledge and agree that:
  - 6.1.1 the Donation is not consideration for any taxable supply for VAT purposes from the Grantee to Asda Foundation;
  - 6.1.2 Asda Foundation shall not be obliged to pay the Grantee any amounts in respect of VAT in addition to the amount of the Donation; and
  - 6.1.3 in particular, 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.
- 6.2 The parties acknowledge that the Donation is inclusive of any VAT whatsoever that may be due.

**7. LIMITATION OF LIABILITY**

- 7.1 Asda Foundation shall have no liability in respect of the use of the Donation by the Grantee.
- 7.2 Nothing in these Terms and Conditions shall limit or exclude the liability of Asda Foundation for:
  - 7.2.1 death or personal injury resulting from its negligence; or
  - 7.2.2 fraud or fraudulent misrepresentation; or
  - 7.2.3 any liability which may not be limited or excluded by law.

**8. CONFIDENTIALITY**

- 8.1 Asda Foundation and the Grantee must keep each other's Confidential Information in relation to the Request and these Terms and Conditions confidential and must not use it or disclose it to any third party (or allow anyone else to do so) except as strictly necessary to perform an obligation imposed under these Terms and Conditions. However, that restriction does not apply: (i) to information which is generally available to the public (unless that public availability was caused by the receiving party failing to keep such Confidential Information secret); (ii) to information which was already known to the receiving party (unless the receiving party was already bound by an obligation to keep that information confidential); or (iii) to the extent the receiving party is required by a court order or other legal obligation to disclose such information.

**9. AUDIT**

- 9.1 Asda Foundation has the right, at its own expense, to review and audit the performance of the Grantee in respect of its compliance with these Terms and Conditions and in relation to its use of the Donation (a "Review"). The Grantee shall at the request of Asda Foundation and upon reasonable notice co-operate with the review, including by allowing duly authorised representatives of Asda Foundation, any regulatory authority, or Asda Foundation's external auditors to inspect, copy and/or audit any and all premises, records, IT systems and employees as Asda Foundation shall reasonably require to carry out the Review.
- 9.2 If the Review identifies areas where the Grantee is not complying with these Terms and Conditions, and where such non-compliance is capable of being remedied, the Grantee shall immediately rectify the failure and take all necessary steps to ensure its future compliance with these Terms and Conditions.

**10. GENERAL**

- 10.1 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 Asda Foundation must be sent to the Company Secretary, Asda Foundation, Asda House, South Bank, Great Wilson Street, Leeds LS11 5AD and in the case of e-mail, only on provision of the relevant e-mail address by Asda Foundation to the Grantee.
- 10.2 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.
- 10.3 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.
- 10.4 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.

## Section 8: Group Declaration and Signature – Group to complete

Key Contact	
Your Name:	Catherine Smith
Role/Position within organisation:	Director
Year of Birth:	1965
Town/City of Residence:	Newtown
Email Address:	<a href="mailto:catherinesmith@gmail.com">catherinesmith@gmail.com</a>
Telephone Number:	07123 456789
Group Postal Address for cheque payment: (This may be a nominated trustee/director home address, please state if this is the case)	1 Newtown Street, Newtown, NT1 1AB
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 &amp; 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 <a href="https://www.asda.com/privacy/your-information/supplier">https://www.asda.com/privacy/your-information/supplier</a>.</p>	
Declaration	
<p>To be completed by the Key Contact or a Legal representative of your organisation.</p> <p>If you are not providing a hand-written signature, please send an email to the Community Champion with the application form, quoting the following statement*:</p> <p><b>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.</b></p> <p>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.</p>	
Name: Catherine Smith	Role/Position within organisation: Director
Signature*: Catherine Smith	Date: 06/02/2023
Group Details	
Group Website URL	<a href="http://www.newtownempowerment.org">www.newtownempowerment.org</a>
Group Facebook handle	<a href="https://www.facebook.com/newtownempowerment">www.facebook.com/newtownempowerment</a>
Group Instagram handle	<a href="https://www.instagram.com/newtownempowerment">www.instagram.com/newtownempowerment</a>



**Section 9: Store Endorsement - Store to Complete (only when form completed by group)**

**Community Champion:**

9.1 What difference do you think this project will have on your community:

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

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

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

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

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

Application form signed and dated by Group, and approved by Community Champion	<input type="checkbox"/>
Proof of payee name received (bank statement or paying in slip)	<input type="checkbox"/>
Governing Documents received (check the documents required by the group in section 3.3)	<input type="checkbox"/>

9.4 Store declaration:

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

Community Champion Name:		
GSM Name:		

**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.