



Empowering Local Communities Grant

Guidance & Criteria for Applicant Groups 2024 Grant Round 1

Applications open: 15th January to 1st March 2024
Funding for activities & events: up to 1st September 2024

Contents

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

| | |
|--------------------------------------|-------|
| Introduction | 3 |
| How do Asda Foundation grants work? | 3 |
| When can I apply? | 3 |
| What we wouldn't fund | 4 |
| Criteria | 5-7 |
| Grant options & examples | 8-10 |
| How to apply for this grant | 11-12 |
| What happens after submission? | 13 |
| Frequently Asked Questions | 14-15 |
| How to complete the application form | 16-18 |
| Example application form | 19-27 |

Empowering Local Communities Grant Overview

Introduction

Asda Foundation's goal is to build resilient communities by empowering local groups to make a positive difference, addressing local challenges and social needs. We aim to achieve this by providing funding to local grassroots community groups to enable them to meet the diverse needs of their community and to help them thrive and grow.

The Empowering Local Communities (ELC) grant is one of three grants within our 'Grassroots Grants' programme, our broadest grant programme which aims to empower our Community Champions and grassroots groups to apply for what's important in local communities. It is designed to support a broad range of activities helping to transform communities and improve lives.

We know every community need is different and therefore we will support and fund what is needed and important to your community. What do local groups in your area need support for? What would make the biggest difference for the people in your community?

How do Asda Foundation grants work?

Applications need to have the endorsement of an Asda Community Champion, who work out of Asda's largest stores* across the UK. They have a set budget made available to them to support a range of groups in their local community during each grant round. Asda Community Champions work for Asda and their time is gifted to Asda Foundation to support our grants process.

*Your nearest Asda store may be a smaller 'supermarket', Asda Living or Asda Express store; these stores do not have Community Champions and so you may need to look a bit further afield to find your nearest Community Champion. Please use the Asda Store Locator [here](#) to contact your local store and speak to your Community Champion about how we might be able to support you.

Community Champions have a limited grants budget and may not always be able to support an application for funding, but they will be able to discuss other support available.

When can I apply?

- Groups may apply for one Grassroots Grant per year.
- There are three grant rounds taking place in 2024. This guidance relates to Round 1; further details including dates and guidance for future rounds will be released in due course.
- Round 1 applications may be submitted to your local Community Champion between 15th January – 1st March 2024, and activities must begin within six months of the application window closing date (i.e. by 1st September 2024).
- **Applications should be submitted to Asda Foundation at least 6 weeks before your activity to give enough processing time. Please give the Community Champion sufficient time.**

What we wouldn't fund

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

We're here to support a wide range of activities but sometimes we have to say no.

Below is a list of what we don't fund under our Grassroots Grant programme. 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 visibly demonstrate charitable work in the local community.
- Are third party grant making organisations (grantees must directly deliver the service/activity).
- Have annual income above £1 million.
- Promote 'Pub Culture'
- Do not have a valid Safeguarding Policy in place or are unable to provide evidence of this.
- Are schools (PTAs with their own bank account are welcome to apply)
- Have a clear affiliation with a particular political party.

Grant money cannot be used for the following:

- Part funding as a contribution towards an item that costs more than the amount applied for. Items requested must be purchased and costed in full.
- Projects which are only for the benefit of one individual person.
- Equipment which will be kept by individuals, rather than the organisation applying or equipment that is not essential to the activity taking place.
- Transport costs (unless it's a vital part of your core service, e.g. food provision delivery, volunteer travel costs to deliver essential food and services).
- Ongoing salaries
- Work considered a core state responsibility e.g. school lessons, social care.
- Short term rental of items
- Promotional or advertising costs (unless this is in relation to volunteer recruitment).
- Raffle prizes / Trophies / Gifts / Alcohol / Vouchers / Easter Eggs
- Excursions / Day Trips / Restaurant Meals / Overseas Travel
- Memberships / Insurance
- Projects where a high attendance fee is charged. We want to fund inclusive projects.
- Sponsorship / Fundraising / Fundraising only events
- Promotion of religion or political lobbying.
- Volunteer / staff only celebration events
- Projects which could negatively impact the reputation of Asda Foundation.

****This is not an exhaustive list. All applications will be judged on merit and the impact and value they add to your local community. Reach out to your local Community Champion if you require any support or would like to discuss anything specific.***

Group Criteria (Terms & Conditions)

There is no minimum timescale for how long a group has been in existence before they can apply for an Asda Foundation Grassroots Grant; however, they **MUST** be able to meet all of the following criteria:

Non-profit status & governing documents

- The group must be not-for-profit and able to provide clear evidence of this. This evidence (usually in the form of a signed constitution or Articles of Association) must include wording outlining that the organisation is a not-for-profit entity, and details of a winding-up plan in the event of the group's dissolution.
- The group must demonstrate that it has suitable governance to be able to manage funds from Asda Foundation. E.g., Financial reporting, committee meetings.
- The group must provide contact details of their Safeguarding Lead, and a copy of the Safeguarding Policy that their group uses (more details on page 7 of this document)
- The group must have a presence locally and be able to demonstrate their active work within the community.
- The end beneficiaries should be community groups of *people*.
- All applications, documents and communication must be in English.

Group bank accounts

- The group must have a bank account in its own (group) name and be able to provide proof, in the form of a redacted bank statement or paying in slip which clearly shows the payee name.
- We are unable to accept applications where an individual person's bank account has been listed as the payee's name.
- If the group uses an umbrella bank account (i.e. is a branch of a larger group) we'll require a ring-fence email from the treasurer stating the money will only be used for the purpose in the application form.
- Cheques are the only payment option that we currently have – online transfers or BACS are not possible. **As well as having their own bank account, the group's bank must also be able to accept cheques.**

How often groups can apply

- Groups can have a maximum of **one** successful Grassroots Grant **per calendar year**. Grassroots Grants are: Empowering Local Communities, Under 18s Better Starts and Cost of Living.
- Groups must **not** apply to multiple stores; they should work with one store only.
- If groups are unsuccessful during one Round they cannot apply again until the next Round commences.
- **If an organisation has more than one group in the same community, Asda Foundation will only be able to support the organisation once per year.**
 - *E.g., A football organisation with multiple teams can only apply for one Grassroots grant per calendar year.*

Application Criteria

Activity Criteria

- Each grant has its own funding options and applications must fall into at least one of these options or areas. More detail can be found on pages 8-10.
- Applications must be received by Asda Foundation **no less than six weeks before the event date.**
- Activities for round 1 applications must begin by 1st September 2024; one-day events must have taken place before this date.
- Any equipment funded must remain the property of the group (and not be kept for individual use).

Finance Criteria

- Minimum £400 per grant. Maximum £1,600 per grant. Please check with your Community Champion about how much they have allocated for your group before completing an application form as they have a limited grants budget.
- Groups must have an income under £1 million per year in order to apply for our grassroots grants. Asda Foundation aims to support and prioritise local grassroots groups with low income where our funding will make a bigger difference.
- Groups which charge more than a nominal fee to participate (i.e., membership charges) are ineligible from applying. For example, membership or participation fees which may be a barrier or prevent local people from being able to attend.
- If items are applied for which do not meet criteria, they will automatically be removed. If ineligible items are applied for, you risk the application being unsuccessful.
- Certain elements of criteria have caps on the amount that can be applied for. Make sure to review the full criteria for each grant type:

| Grant Caps | Grant Values |
|--|--|
| Single-day events: £400 | Minimum grant value: £400 Maximum grant value: £1,600 |
| • Entertainment, Decorations & Single Use Items: £100 Total | |
| • Meals: £12.50 per person | |
| Sports kit (basic clothing items such as tops, tracksuits): £400 | |
| Volunteering training: £120 per person | |

Additional Criteria

Safeguarding Requirements

1. As part of our ongoing commitment to safeguarding, we require groups to have a live safeguarding policy in place and provide a copy of this policy when submitting their application.
2. Groups must also have a safeguarding lead in place and provide their contact details as part of the application.
3. We would *consider* an application requesting a contribution towards safeguarding training from a small grassroots organisation to achieve points 1 and 2 above. We are unable to accept applications from large well-established organisations for specific safeguarding training as we would expect them to already have points 1 and 2 in place.

Further details on our safeguarding guidelines can be found on the Asda Foundation website:
https://www.asdafoundation.org/documents/asda_foundation_safeguarding_guidance.pdf

Asda Foundation Considerations

We value every penny that we spend. Applications which Asda Foundation considers do not provide best impact for money may be unsuccessful.

- We receive a lot of applications and sometimes have to make difficult decisions.
- Asda Foundation reserves the right to make a judgement call in relation to the criteria outlined in this document.
- Asda Foundation funding is at our own discretion. Please note, the decision of Asda Foundation is final.

We appreciate that each group and the need in each local area is different; however, there 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. |

The 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. The Empowering Local Communities Grant is designed to support a broad range of activities helping to strengthen local communities.

This grant is for groups who are supporting people over the age of 18 in your community, or a mixture of children and adults. If the activity being delivered *solely benefits under 18s* then it would be an Under 18s Better Starts Grant: please find details of this grant programme at <https://www.asdafoundation.org/how-to-apply>

Below you can see a list of options including examples of the kind of things we would fund (N.B. this list is **NOT** exhaustive).

| Essentials | Transform/Improve | Connect Together | Volunteering |
|---|---|---|---|
| Funding for the basic essentials to address an immediate need and/or situation | Funding to transform and/or improve a space/activity | Funding to bring people together, encouraging community connections £400 max for one off events | Funding to support Volunteer costs enabling them to continue supporting their groups and communities |
| What we would fund: <ul style="list-style-type: none"> Food and hygiene items Blankets, bedding and essential clothing | What we would fund: <ul style="list-style-type: none"> Furniture and long-term fixtures Decorating items Items and equipment for group activities – this should be for service users only Training, upskilling one off costs for service users | What we would fund: <ul style="list-style-type: none"> One off workshop costs Essential sports clothing (£400 max) Board games, food and refreshments for community activities and events Celebration events and meals (max £12.50 per person food costs). A total of £100 can be spent on decorations, entertainment and single use items | What we would fund: <p>Recruitment and training</p> <ul style="list-style-type: none"> DBS checks Essential training course costs (capped at £120 per person) <p>Ongoing volunteer costs</p> <ul style="list-style-type: none"> Travel costs to the volunteering location and for delivering services Refreshment costs (e.g. tea coffee etc) Non-electronic equipment, materials, clothing/uniform |

This is not an exhaustive list. If you have any concerns or want to discuss something specific, please speak to your local Community Champion who will be happy to help.

ELC Grant: Application Scenarios

Providing Essentials

Providing the essentials to address an immediate need and/or situation

Scenario:

- A local group are helping refugees to integrate within the local community. As the refugees are arriving, they only have limited items with them. The group would like to provide them with a 'welcome pack' to help them settle. They would like funding totalling £500. This will enable them to provide 50 packs worth £10 each, which include essential toiletries and food items from their home nation.

Transform / Improve

Funding to transform and/or improve a space/activity

Scenario:

- A Community kitchen would like to expand their service and provide more meals for people in need. They require more equipment in order to do this, such as a food mixer, coffee maker, kettle, cutlery and plates. In total, the funding request is for £400.

Connect Together

Bringing people together and encouraging community connections

Scenario:

- A local community football team is increasing its number of women's football training sessions. The club needs new equipment such as balls, posts, cones and nets. The club has requested £1,000 in total, enabling them to support up to 100 people, including players and coaches across 5 teams.

Volunteering

Funding for groups to strengthen and boost their volunteer networks

Scenario:

- A local group wishes to strengthen its Safeguarding governance and would like to send two volunteers on a Safeguarding training course. In addition, they would also like to obtain food and hygiene items for their foodbank.

ELC Grant: Application Examples

Below you can see several application examples, and how they fit into each ELC category. Note that applications can fall into more than 1 category.

Transform / Improve

A community centre which needs to install a wheelchair ramp and handrails.

A mental health support group who want to set up cooking classes and need to buy pots and pans and other kitchen equipment.

A new mens shed group who need to buy new woodworking tools.

A food panty would like a tea/coffee urn and mugs to be able to give out hot drinks. They also need food to restock the pantry.

A women's refuge who provide packs of essential toiletries, clothing, to women who have had to escape domestic violence.

A foodbank would like to give out food and essential pack to homeless people. They also want to cover the fuel costs of volunteers.

Providing Essentials

Connect Together

A village community group organising a free summer fete and requesting £400 for food and refreshments.

A disability support group want to provide a family event with food and games. They also want to purchase t- shirts for the volunteers to wear at this and future events so they are easy to find amongst the crowd.

A recently formed group would like to give all regular volunteers basic safeguarding training.

Volunteering

How to apply for this grant

How can my group apply?

If you have an activity in mind that could benefit from funding, and your group and activity meets all the criteria outlined above, you are welcome to contact your local Community Champion to discuss your funding needs. You can use the [Asda Store Locator](#) to find the details for your local Champion superstore (*superstores* have a dedicated Community Champion).

We cannot accept applications that are sent directly to Asda Foundation: you must have spoken to your local Community Champion and gained their endorsement before completing an application, and submit the application form and supporting documents to your Community Champion. They will also be able to answer any questions you may have with regards to this grant.

To manage expectations, each Community Champion has a limited budget available to support their community in the best way possible. If your group isn't eligible for this grant or is unsuccessful, you might be able to apply again in the future or your group may be eligible for other grants or areas of support.

When completing an application form, please utilise this guidance document and follow the steps below. You may also wish to refer to a step-by-step guide to how our grants review process works, available via our website: https://www.asdafoundation.org/documents/dec-2023/how_do_i_apply_for_a_grassroots_grant.pdf

1. Contact your local Community Champion to discuss the grant.
2. Plan your application, by reading this guide and considering how this grant could help your group.
3. If your group and project is eligible to apply, complete an application form (available on request from your Community Champion), gather copies of the relevant supporting documents (see section on following page for more details), and return these to your Community Champion.
4. If your application fits criteria and has all the right supporting documents, your Community Champion will submit it to the Asda Foundation team, who will review the application and carry out background due diligence checks on your group.

How to apply for this grant

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. Screenshots from online/mobile banking are not acceptable as evidence; an official bank statement or paying in slip is required.
 - Ringfencing confirmation (if group name and payee name are different).
- Group documents – constitution, club rules, etc. (*Evidence of not-for-profit status and dissolution plans must be included within governing documentation*).
- Your group's Safeguarding policy. If your group follows the policy of another parent/umbrella organisation, please provide a copy of this document and a brief explanation of how your group operates within this policy.
- 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 handwritten signature). All signatures should be handwritten – 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.
- 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 below.

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 unexpected circumstances arise beyond our control, this grant round may be paused, or criteria amended. We will communicate with applicants and Community Champions to advise on next steps if this happens.
- 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?

What happens after submission?

Asda Foundation aims to process an application within 6 weeks of receiving an application from the Community Champion. While we encourage you to stay in touch with your Community Champion throughout the process, we kindly ask that you do not keep asking them for regular updates while Asda Foundation endeavour to process your application within a 6-week timeframe.

If Asda Foundation requires further information, we will get in touch with you using the contact details provided in your application form; your Community Champion will also have sight of this communication. Please ensure that your contact details are accurate; if our team are unable to get a response from you within two weeks, you risk the application being unsuccessful.

If any amendments or reductions need to be made to your application (for example, if some of the items for which you have requested funding do not meet our criteria) we will notify you by email prior to your application being approved.

Approved grants: Once a grant has been approved by Asda Foundation, your Community Champion will be notified by email, so they can get in touch with you to deliver the good news! Your grant will then be sent directly to you (to the address provided on the application form) in the form of a cheque and accompanying letter, and your group representative will also be notified by email on the day the cheque is sent out.

Your Community Champion may wish to arrange a visit with your group to see the impact of our funding in action, and to get a better understanding of the impact our support has had. They may also want to take some pictures of the activities taking place (subject to you and your members' permission), to celebrate the success of your funding application.

Unsuccessful grants: If a grant is unsuccessful, you will be notified by the Asda Foundation team and given feedback; this will be shared with your Community Champion. You will be unable to submit a new application during the same grant round but are welcome to try again in any future grant round (provided that any concerns raised by Asda Foundation have been addressed, and subject to any new criteria and guidelines for those future grant rounds, as these are updated on a round-by-round basis).

Retired grants: If Asda Foundation is missing information or does not receive a reply from the applicant group regarding any additional information that is required within a set timeframe, the grant will be retired. As above, you would be unable to submit a new application during the same grant round but would be free to reapply in future grant rounds.

Frequently Asked Questions

How do I contact my nearest Community Champion?

Community Champions work in all Asda superstores (but not smaller shops including Asda Living, Asda Express, or petrol stations). To find your nearest Community Champion, please use our Store Locator tool via the following link: <https://storelocator.asda.com/>. If you click on the store and scroll down the page to where it says "Community Champion" you will be able to find contact details for that store's Community Champion. Please note that some of our smaller stores do not have a Community colleague, so if this is the case please try the next nearest store.

What if I can't contact my Community Champion?

If you have not had a response within a couple of weeks (please bear in mind that our Community Champions work part-time, spend a lot of their working hours out in the community and away from their stores, and may be on leave that week), you may wish to consider approaching your next nearest store for support. If you are still struggling to make contact with anyone, or have a concern to raise, please consult the [Asda Foundation Concerns Policy](#) on our website.

How do store budgets work?

Asda Foundation has a set budget for each calendar year (funded by an annual donation from ASDA Stores) and we want to ensure that our grants reaches as many parts of the country as possible. By allocating a set budget for each of Asda superstore for each grant round, we feel we can maximise the reach and impact of our funding.

Unfortunately this does mean that sometimes Community Champions are unable to support every group which requests funding through their store. You can discuss other means of support from your Community Champion (e.g. goods donations, in-store fundraising days) or you could try approaching another nearby store.

What is the deadline for sending my application to an Asda Community Champion?

Friday 1st March is the deadline for any completed application to be received by Asda Foundation; this means that Community Champions need enough time to be able to review the application themselves before submitting it to us. Therefore we advise you ensure your application and supporting documents are submitted to a Community Champion no later than Friday 23rd February, any later and the Community Champion may not have sufficient time to meet the overall deadline.

Frequently Asked Questions

Can my school apply for funding even if they don't have a PTA?

We can accept applications from non-profit groups such as school PTAs, Parent Councils, "Friends of..." groups, etc. (they go by many names!), provided they can prove they are a separate entity and have their own bank account. However, Asda Foundation cannot make payments directly to school or academy trust accounts.

£400 is too much funding for our group; are we able to apply for a smaller grant?

We are unable to accept applications for amounts below £400 through this grant programme. However, we are happy for applications to cover more than one project, event or activities that your group is carrying out (provided it still fits our other criteria) if this helps it surpass the £400 minimum. Furthermore, our grant programmes are not the only type of support that may be available to you, so please ask your Community Champion to discuss other opportunities which may be more appropriate to your group's needs.

My bank won't accept cheques, can you pay our grant by BACS or make the cheque payable to our treasurer instead?

Asda Foundation can currently only make grant payments by cheque to the applicant group; we cannot make these payments to individuals or personal accounts. Please ensure your bank is able to receive cheque payments before you complete your application.

I'm not sure what you mean by 'ring-fence email'?

If your grant needs to be payable to a parent organisation (for example, a foodbank which doesn't have its own bank account but is run and funded by a church), we would need an email or letter from the treasurer of the recipient organisation, who can provide assurance that the funding would be correctly allocated to your group.

Can we use your logo to publicise the grant you have awarded us?

Yes, absolutely! Please use the Asda Foundation logo (which is different to the ASDA logo) to highlight any funding that we have awarded to your group. Details of where to find our Asda Foundation logo will be provided once a successful grant has been awarded.

How to complete the Application Form

Our Application forms are available in an editable PDF format, your Community Champion will email this to you once you have discussed your needs. If you don't have Adobe installed on your device, you can download this for free by visiting www.get.adobe.com/uk/reader and clicking on 'Download Adobe Reader' and following the installation instructions.

Alternatively, if you wish to complete the form via an Apple or Android Smartphone, you will need to install the Adobe app from your device's app store.

If you're having trouble completing the form digitally you can print the form, complete by hand, and scan it back to your Community Champion. Remember, you **MUST** send your completed application (and supporting documents) to your Community Champion before it can be considered further; applications which skip this step and are sent directly to Asda Foundation will be rejected instantly.

Section 1 – This will be completed by your local Community Champion

Section 2 – About your Organisation

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

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

2.3 – This is the payee name we will put on your cheque if your grant application is successful. 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.

2.4 – If the payee name you have given is different from the group named in section 2.1, 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 2.1 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.

2.5 – 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.

2.6 – 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. This section should describe what your group does on a day-to-day basis, rather than just what it would do with our funding, although you are welcome to allude to this if it would provide additional information.

2.7 – Please select which income band best reflects your annual income. Take into account any informal donations, fundraising and grants you receive. If your group has only formally registered in the last financial year, please estimate what your income is expected to be.

How to complete the Application Form

Section 3 – About the Grant

3.1 – Please select which category your request mainly falls into; you can tick multiple boxes if your request clearly spans multiple categories. Further detail can be found in the examples on the criteria page of this guidance document.

3.2 – If you are applying for funding for a specific event, e.g., a summer celebration, please let us know the date this event will be happening (if the event spans multiple dates, give the date of the first event). This is so we can try to ensure your application is reviewed in plenty of time before your event takes place. It should be in the format dd/mm/yy. Applications must be submitted to Asda Foundation at least 6 weeks before the event date.

3.3 – Please use this section to describe why this activity is needed in your community and what you are aiming for it to achieve – see our example application form for a model answer. This should include specific details of the project.

3.4 – If you charge users to attend your group or/and you are going to charge for the activity outlined in section 3.3 please let us know what this costs is and how often it is charged.

E.g., you charge users of your group £3 each session. Or users pay an annual membership fee of £15.

3.5 – Use this section to give a breakdown of the funding you are requesting. You don't have to provide an itemised quote or shopping list, but a general list of the elements that make up your request.

E.g., A Youth Group requesting food items to replenish their current stock, they also want to buy a range of utensils and ingredients to be able to run a cooking class onsite.

How to complete the Application Form

Section 4 – Impact of the grant

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

4.2 – The Empowering Local Communities grant can be for people of all ages, however Asda Foundation take a keen interest in tracking the way we support under 18s as well as the general population. Please provide a breakdown of the number of over 18s AND under 18s you would expect to benefit from this funding.

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 this funding will support each month. If the numbers differ from month to month, please give an average.

Please also give a rough figure of how many months this funding will last.

E.g. Funding for food for a foodbank may last for 1 month, sports kit for a community sports team may last 12 months. You can put “ongoing” in this section if the items requested will be continuously used for the foreseeable future.

4.3 – If you are applying for a grant which will benefit volunteers, please indicate the number of volunteers who will benefit and how long this support will last (as above).

Section 5 – Essential Reading

You must read all of this section.

Section 6 – Applicant details

Please complete as directed

Please ensure you have completed the declaration box in full and if you are providing a typed signature, or image of a signature, please send an email to your Community Champion with the application form, quoting the declaration statement outlined.

Groups must have a safeguarding lead in place and provide their contact details as part of the application. If your group's Safeguarding Policy mentions specific people by name, we would expect to see a match between this and the person detailed on the application form.

Section 7 – Store Endorsement

This must be completed by your local Community Champion.

Empowering Local Communities

Application Form

How to Apply:

1. Read the guidance document on The Asda Foundation website to check you are eligible to apply for this grant.
2. Complete all questions from 2 - 6 in the application form. **Incomplete applications will be returned.**
3. Once complete, email this form **along with all supporting documents** to your local Asda Community Champion who will review your application, complete sections 1 & 7, and submit to Asda Foundation.
4. We aim to review all applications within 6 weeks.
5. If successful, payment will be made via **cheque** only. Please ensure your bank can accept cheque payments.

Section 1 - Contact Details – Asda Community Champion to Complete

| | | | |
|--------------|--|-----------------------|--|
| Store Name | | Contact Name at Store | |
| Store Number | | | |

Section 2: About your Organisation – Group to Complete

2.1 Legal Name of Organisation:

Sunnytown Community Centre

2.2 Registered Address (location of where your group meets).

Sunnytown Community Centre, 1 Sunny Street, Sun City, SC1 1AB

2.3 If successful, state the account name the **cheque** needs to be made payable to.

Sunnytown Community Centre

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

2.4 If the **cheque** payee name is different to the name of your group (section 2.1), please explain the connection.

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

2.5 Please indicate what type of group you are.

| Type of Group, please tick | | Charity/Company/CIC Number | Supporting Documents |
|------------------------------------|-------------------------------------|----------------------------|--|
| Registered Charity | <input type="checkbox"/> | | <p>Your application <u>must</u> include:</p> <ol style="list-style-type: none"> 1) A redacted bank statement or paying in slip which clearly shows your group account name. 2) A <u>signed</u> governing document which contains evidence of your not-for-profit status. i.e., a constitution, or Memorandum & Articles of Association* 3) A Safeguarding Policy. <p>*Please refer to the group guidance document for details. Insufficient documentation may result in an unsuccessful application.</p> |
| Not For Profit Company | <input type="checkbox"/> | | |
| Community Interest Company CIC | <input checked="" type="checkbox"/> | 2433525 | |
| Unincorporated Club or Association | <input type="checkbox"/> | | |
| Small Community Group | <input type="checkbox"/> | | |
| Government Entity | <input type="checkbox"/> | | |

2.6 Please describe the aims of your organisation, and your main activities (under 200 words).

Sunnytown Community Centre aims to support everyone in the local community by providing a range of activities for multiple groups.

Our overall aim is to boost the health and wellbeing of our community in a safe and inclusive way.

We run several different groups through the week, including:

A Foodbank - Monday - Thursday

Dementia Cafe - Wednesdays

Mum and Toddler group - Tuesdays

Youth Group - Thursdays

2.7 Please tick the box below which reflects the total annual income of your group.

Please also consider any income from one-off voluntary donations and fundraising.



Under £10,000



Between £100,000 - £250,000



Between £10,001 - £50,000



Between £250,000 - £500,000



Between £50,000 - £100,000



Between £500,000 - £1 Million

If your groups income is over £1 million you are ineligible for this grant stream.

Section 3: About the Grant – Group to Complete

3.1 What funding support are you applying for? (Tick all which apply)

Essential Support ☐ Improve and/or Transform ☒ Connect Together ☒ Volunteers ☐

Further details of each option are available via the group guidance document on the Asda Foundation website.

3.2 If this application is for funding for a specific event/s, please let us know the event start date.

This date must be within six months of the date you submitted your application.

Date of event: 23/03/24

OR

☐ No Activity Date Required (tick if applicable)

***NB* Asda Foundation must receive applications from Community Champions a minimum of 6 weeks prior to an event date. Please ensure your Champion has enough time to review and submit the application within the timeframe.**

3.3 Please provide details on what this funding would be used for.

Describe what this funding will be specifically used for in under 200 words, be as detailed as possible.

We would like to purchase a fridge and a cooker, along with ingredients to be able to cook hot meals for those who need it. Many in our community are currently struggling to feed themselves nutritious meals which is having a knock on effect to the health of the community. We'd also like to combine this with cooking classes for small groups, so people can also understand how to cook healthy meals on a budget. We'd like to use some of the funding to purchase basic cooking utensils.

We would also like to hold a celebration for all the groups to come together on one day to celebrate the 25th anniversary of the Centre opening. We plan to provide snacks and games, to celebrate our tight-knit community as well as offering a celebration meal for those who are struggling. We would like all the groups to meet and forge a bond which will further strengthen each group and our community as a whole.

3.4 Please outline any fees you charge people to use your service and/or attend this activity.

This might be a one-off charge and/or weekly/monthly/annual membership fees. Give as much detail as possible.

| | |
|--|------------------------|
| <p>Description: We'd charge £1 per meal and use this money to purchase more ingredients to be able to sustain the service longer. We'd charge £2 for the cooking class. The 25 year celebration would be free.</p> | <p>Amount: £ 2</p> |
|--|------------------------|

3.5 Please provide a breakdown of your funding request. A detailed example of how to complete this table can be found in the criteria section of the guidance document on our website, please ensure you have read and understood this before continuing.

| Items (Please provide a full breakdown of the individual costs involved.) | Essential Support(£) | Improve and/or Transform(£) | Connect Together(£) | Volunteers(£) |
|--|----------------------|-----------------------------|---------------------|---------------|
| Utensils for cooking class | | | 75 | |
| Cooker | | 300 | | |
| Fridge | | 300 | | |
| Ingredients | | | 100 | |
| Snacks | | | 25 | |
| Games | | | 25 | |
| Food for Celebration meal | | | 200 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total | | 600 | 425 | |
| Grand Total (add together the total from the row above) | £1,025 | | | |

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

4.1 What positive differences do you expect the funding will make to your group? (under 150 words).

This will help our group make a huge difference to those who need additional support. Ensuring that people can get a nourishing and warm meal when needed and be able to connect with other people in a similar situation. The cooking classes will bring people together but also provide a valuable skill that they will be able to share with their families and friends.

The celebration and meal will create a sense of togetherness and strengthen the local bond, as well as making sure people in our community do not go hungry and have something to celebrate this year.

4.2 In the table below, please provide figures for how many direct beneficiaries you expect this funding would reach in both age groups, per month. Please also provide a figure for how many months you expect the benefit from this funding to last.

See the example application form on our website for guidance on how to complete this table, the funding does not need to cover both age groups.

| Age Group | Estimate the number of Beneficiaries per month | How many months support |
|---|--|-------------------------|
| Children (under the age of 18): | 15 | Ongoing |
| 18 and over : | 30 | |

4.3 If you are applying for funding for volunteer costs, please tell us how many volunteers will benefit from this funding, and how many months of support this will provide:

| Number of Volunteers | How many months support |
|----------------------|-------------------------|
| | |

Section 5: 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 6: Group Declaration and Signature

| Key Contact from your Organisation | | | |
|---|--|-----------------------------------|------------------------------|
| Name | Sarah James | Role/Position within organisation | Treasurer |
| Year of Birth | 1978 | Town/City of Residence | Sunnytown |
| Email Address (Mandatory – we may contact you with a query.) | sarah@email.com | | Phone Number 01234 899837 |
| Group Postal Address for cheque payment (If using a residential address, please indicate how it is linked to your group) | 23 Sunnyslane, Sunnytown, SC12 1AB (This is my personal address) | | |

| 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 Limited, with registered business address at The Point, 37 North Wharf Road, London, W2 1AF, acting as a data processor on behalf of ASDA.</p> <p>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 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 application and the supporting documents 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 | Sarah James |
| Date Signed | 18/01/24 |
| <p>If you are providing a typed signature, or including an image / digital copy of your signature then please send an email to your Community Champion with the application form, quoting the following statement:</p> <p><i>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.</i></p> | |

| | |
|-----------|-------------|
| Signature | Sarah James |
|-----------|-------------|

| Group Details | |
|-------------------|---------------|
| Group Website URL | www.SCC.co.uk |
| Facebook Handle | n/a |
| Instagram Handle | n/a |
| Twitter Handle | n/a |

| Safeguarding | |
|---|-----------------|
| Please give the name and contact details of the person in your organisation who coordinates the safeguarding policy. We may contact this person for further details on your policy. | |
| Name | Naomi Kay |
| Phone Number | 09387 9528744 |
| Email Address: | naomi@email.com |

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

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

7.2 Have you completed Red Flag checklist?

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

Yes ☐ No ☐

7.3 Are any colleagues directly linked with the project?

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

Yes ☐ No ☐

7.4 Has the group handwritten their signature directly on the application form?

Yes ☐ No ☐

If **No** you will need to ask the group to send an email to you with the following wording before submitting the application to Asda Foundation. You must forward this email along with the application:

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.

Checklist – Community Champion please tick to confirm the statements below are 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"/> |
| A Signed Governing Document, and Safeguarding Policy. | <input type="checkbox"/> |

7.5 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 Full Name: | | Date: |
| Community Champion Mobile Number: | | |
| GSM Full Name: | | |