



# Cost of Living Grant

## Group Guidance & Criteria Grant Round 2

Applications open: May - July 2023

Funding for activity between: June – September 2023

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# Cost of Living Group Guidance

## 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 provide funding to local grassroots community groups to enable them to meet the diverse needs of their community and to help them thrive and grow.

We know communities and grassroots groups have been impacted by the Cost of Living crisis. Many have seen a rise in demand for their services at the same time as a decline in income and rising costs.

This grant is one of three grants underneath our 'Grassroots Grants' programme and aims to support the increased running costs groups are facing because of the Cost of Living crisis, along with essentials.

There are three phases under this grant and this guidance is applied to phase 2 only.

## How do Asda Foundation grants work?

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

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

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.
- Round 2 applications must be submitted to your local Community Champion between 29<sup>th</sup> May – 21<sup>st</sup> July and activities must start/take place before 1<sup>st</sup> October 2023.
- 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, you'll firstly need to make sure your group and project meets the eligibility criteria below.**

We're here to support a wide range of activities but sometimes we have to say no. We've included a list of things we wouldn't fund under this grant first to save you time. 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
- Are third party grant making organisations (grantees must directly deliver the service/activity)
- Are schools (PTAs with their own bank account are welcome to apply)
- Cannot provide a safeguarding contact within the organisation

## **Grant money cannot be used for the following:**

- Projects which are only for the benefit of one individual person
- Equipment which will be kept by individuals, rather than the organisation applying
- Insurance
- Transport costs (unless it's a vital part of your core service, e.g. food provision delivery, volunteer petrol costs to deliver essential food)
- Salaries and running costs
- General utility bills (however we can fund the *increase* in bills due to rising costs)
- Work considered a core state responsibility e.g. school lessons, social care
- Short term rental of items
- Promotional or advertising costs
- Alcohol
- Raffle prizes / trophies / gifts
- Excursions/Day Trips/Restaurant Meals/overseas travel
- Memberships
- Vouchers
- Projects where a high attendance fee is charged. We want to fund inclusive projects
- Sponsorship
- Promotion of religion or politics
- Fundraising and volunteer only events
- Projects which could negatively impact the reputation of Asda Foundation
- For events and/or activities that have already taken place

# Criteria

Your group must meet the eligibility criteria below. Please check carefully before applying.

## Group Criteria

1. The group is not for profit
  2. The end beneficiaries are community groups of *people*
  3. The group has a presence locally and its work benefits the local community
  4. The group has a bank account in its group name and can provide proof
  5. The group has suitable governance to be able to manage funds from Asda Foundation. E.g., Financial reporting, committee meetings
  6. The group has a live safeguarding policy and can provide contact details of a safeguarding lead.
  7. There is no minimum timescale for how long the group has been in existence
  8. Groups can apply for a maximum of one Grassroots Grant per year (in round 1, 2 or 3). *Grassroots Grants are: Empowering Local Communities, Under 18s Better Starts and Cost of Living. This year's Grassroots Grants started at the end of Feb. If groups received a grant in Round 1 2023, they cannot apply again this year. Groups must not apply to multiple stores, they should work with one store only.*
- 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.*

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.

# Criteria

## **Activity Criteria**

1. 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 8-9.*
2. Applications must be received by Asda Foundation no less than six weeks before the event date.
3. Activities for round 2 applications must already be in place or have started before 1<sup>st</sup> October 2023.
4. One day events must have taken place before 1<sup>st</sup> October 2023.
5. Any equipment funded is the property of the group and is not for individual use.
5. Groups that are supporting refugees must be focusing on support that is integrating them within society.

## **Finance Criteria**

1. 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.
2. We will continuously review uptake on this grant stream. As well as the individual store budget, there is also an overall financial budget cap. If it is reached, the grant round may close early.
3. There are no income limits for groups applying.
4. Groups which charge more than a nominal fee to participate (i.e. membership charges) are ineligible from applying.
5. If items are applied for which do not meet criteria, they may be removed, and the application may be unsuccessful.

## **Group bank accounts**

- All applications must include proof of payee name (E.g. redacted bank statement/paying in slip. We do not need to see transactions).
- 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 head office stating the money will only be used for the purpose in the application form.
- If the group doesn't have a bank account in their group name and uses another associated organisations account, we will require a ring fence email from the account holding organisation stating the money will only be used for the purpose in the application form.
- We are unable to accept applications where an individual person's bank account has been listed as the payee name.

# Safeguarding

## Safeguarding

1. As part of our ongoing commitment to safeguarding, we require confirmation groups have a live safeguarding plan in place.
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.
4. 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 within the FAQs on the Asda Foundation website here: <https://www.asdafoundation.org/how-to-apply>

# Cost of Living - Grant Options

We know communities and grassroots groups have been impacted by the Cost of Living crisis. Many have seen a rise in demand for services at the same time as a decline in income and rising costs. We know groups are worried about how they will pay bills, keep the doors open and continue vital services and activities.

This grant is designed to support the *increased* running costs groups are facing because of the crisis, including rent increases and electricity cost rises. Funding can cover increased costs for a maximum of four months after application submission. The term 'warm banks' has emerged in recent months encouraging community locations to remain open for longer to provide people with a warm, safe place to be rather than heating homes or living in a cold property.

Below you can see a list of options including examples of the kind of things we would fund (not exhaustive). You group will be asked to select at least one option when completing the Cost of Living application form. You can apply for one option, or a combination.

Increased Rent & Utilities	Increased Food Costs	Other Essentials
<p>Funding to help with the <i>increase</i> in rent or utility bills. This option helps bridge the gap by providing funding for the increase (the <i>difference</i>)</p>	<p>Funding for groups supporting those impacted most through the provision of basic food</p>	<p>Funding for the basic essentials to address an immediate need and/or situation</p>
<p><b>What we would fund:</b>            Increase in heating costs for a community group providing a warm bank</p> <p>Increase in rental costs for community organisation supporting a wide number of groups from the local area</p> <p>Increase in electricity costs for a community hub</p>	<p><b>What we would fund:</b>            Food provision for those in need</p> <p>Food parcels and family food boxes</p> <p>Ingredients for soup kitchen / community café to be able to make hot meals</p>	<p><b>What we would fund:</b>            Items to deliver your warm bank offer</p> <p>Basic clothing for a clothes/baby bank</p> <p>Portable heater for warm bank</p> <p>Personal hygiene items</p>

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.



# Cost of Living - Grant Examples

## Increased rent and utilities

**Funding to help with the *increase* in rent or utility bills. This option helps bridge the gap by providing funding for the increase (the *difference*)**

### Scenarios:

- A community centre is opening their doors in response to local need. The main hall will be made available three days a week to anyone who wants a warm safe place to spend time. People can use the space for whatever they need. Asda Foundation is supporting them with a grant for £1200 to support the additional heating costs from July to October (An increase of £300 per month).
- A group runs craft mess afternoons for toddlers and parents in the local community. The toddlers play with paint, crayons etc and the parents can socialise and meet other parents. The area has high level of deprivation and poor mental health amongst young people. The group is struggling to continue as their rent costs have increased significantly due to the building they use experiencing high costs they have had to pass on. Asda Foundation is supporting them with a grant to support the rent increases for April, May and June.

## Increased Food Costs

**Funding for groups supporting those impacted most through food provision**

### Scenarios:

- A community centre is usually open three afternoons a week to offer a social café to the local community. People come for a coffee and socialise with people; most attendees would otherwise be home alone. Due to cost-of-living increases, attendees have raised their concerns about being able to afford food on other days of the week, the café is a lifeline for them. As a result, the community centre is going to open 7 days a week, they have the willing volunteers to run the café but can't afford the extra food provision. Asda Foundation is providing a grant to fund the cost of extra food until the end of August.

## Other Essentials

**Funding for the basic essentials to address an immediate need and/or situation**

### Scenarios:

- A foodbank has seen a rise in refugees using their services. The foodbank is already applying for a grant towards food, but also needs funding towards hygiene items to include in the essential packs for refugees and others in need.

# How the process works

## How can my group apply?

- Contact your local Community Champion to discuss the grant.
- If your group and project is eligible to apply, complete an application form available from your local Community Champion by hand or digitally. Complete sections 2 to 6.
- We have created an editable PDF application form which is much easier to complete digitally. It can still be printed and completed by hand if you're not able to complete digitally.
- All signatures should be physical – if possible. If a digital or typed signature is used, then you must agree to the statement (in section 6) and send it in an email to the Community Champion when you submit the application form.
- Read the step-by-step guide available below for guidance on completing the application form.
- Once you have completed the application form, return it to the Asda Community Champion. If criteria is met, they will sign and submit to the Asda Foundation.

## What to include

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

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

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

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

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

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

# How to 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 [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.

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

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 unsuccessful, you might be able to apply again in the future or your group may be eligible for other grants or areas of support.

## 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](http://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 devices 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.

**Section 1** – This will be completed by your 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 – 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.

2.4 – 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.

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

# How to apply

## 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 Cost-of-Living Criteria page

3.2 - 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.

3.3 - 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.

3.4 This table is important so we can understand how your costs have changed, we are only able to fund the increase in costs. Complete this section with the cost increases of the elements you are going to ask for our help with, if this section is not completed your application will be returned to you.

E.g. A community centre have seen a rise in the cost of rent and electric over since the energy price cap was removed. They also provide hygiene packs to those who need them.

	Detail of previous cost(s) per month	Detail of new cost(s) per month	Increase per month
Rent	400	450	50
Gas			
Electric	600	800	200
Food			
Other: Hygiene Items	200	250	50
Other:			

3.5 - Use this section to give a breakdown of the funding you are requesting. This should directly relate to the figures you have given in section 3.4. Asda Foundation can offer **up to 4 months** support with cost **increases**.

E.g. Based on the example given in 3.4 above, the group want to use Asda Foundation funding to help with 4 months of cost increases

Items	Increased Rent & Utilities Support	Increased Food Costs Support	Other Essentials Items
Gas for 4 months	£600		
Electricity for 4 Months	£200		
Food for 4 Months	£300		

# How to apply

3.6 – 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.

3.7 – If the payee name you have given is different from the group named in section 2, 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 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 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 – In this section consider the age groups this funding will support. 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 under 18s and over 18s 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 may last 12 months.*

*You can put “ongoing” in this section if the items requested will be continuously used for the foreseeable future.*

## 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.

## Section 7 – Store Endorsement

This must be completed by your local Community Champion.

## Cost of Living Grant

### 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**. Please ensure your bank can accept cheque payments.

**Section 1 - Contact Details – Asda Community Champion to Complete**

Store Name	Newtown	Contact Name at Store	Christine Peters
Store Number	9864		

**Section 2: About your Organisation – Group to Complete**

2.1 Legal Name of Organisation:

Newtown Pantry

2.2 Registered Address (location of where your group meets)

1 Newtown Street, Newton, NT1 1AB

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

Type of Group, please tick		Documents you <b>MUST</b> include. We cannot process your application without these:	Charity/Company Number
Registered Charity	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Governing Documents</li> <li>Bank Statement</li> </ul>	
Company	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Memorandum and Articles</li> <li>Bank Statement</li> </ul>	
Community Interest Company CIC	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Governing Documents</li> <li>Bank Statement</li> </ul>	9328492
Unincorporated Club or Association	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Constitution or Rules of the Club</li> <li>Bank Statement</li> </ul>	
Small Community Group	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Written Letter confirming the group is non profit.</li> <li>Bank Statement</li> </ul>	
Government Entity/Public Body	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Bank Statement</li> </ul>	

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

Newtown Pantry offers a food pantry service for local residents in the Newtown area. Service users pay a weekly £4 fee to have access to a range of food and hygiene products worth £25. Our main aim is to support the most in need and help tackle food poverty in Newtown.

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

*Please also take into account any income from one-off voluntary donations and fundraising.*

Under £10,000

Between £10,001 - £100,000

Between £101,000 - £1 Million

Between £1 Million - £10 Million

Between £10 Million - £100 Million

Over £100 Million



**Section 3: About the Grant – Group to Complete**

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

- Increased Rent & Utilities    
  Increased Food Costs    
  Other Essential Items

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

3.2 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*

**Increased Rent and Utilities:** As a result of the increase in gas and electricity costs, it is costing us more to keep our building warm and welcoming for our service users. Also, as the need for our service has increased, we are staying open for longer. We would use the funding to cover the increase in utility costs we have seen, enabling us to continue to offer our food bank service.

**Increased Food Costs:** We rely on food donations from local people and businesses to stock our pantry. As the amount we are donated has reduced we are having to meet this shortfall by purchasing food ourselves. We would use this funding to cover this additional cost to us, as food prices and demand have increased in recent months.

**Other Essential Items:** We purchase hygiene items to stock in our pantry. In recent months, the costs and demand for items has increased. Funding would cover this increase in cost.

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

*Give as much detail as possible, this might be a one-off charge, annual membership fee or both etc*

Description: Service users can pay £4 a week to access £25 worth of food each. If people are unable to pay this, they can access the service for free.	Amount: £4
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3.4 If you are applying for support with increased costs, please provide detail on how your costs have increased monthly.

*We will support an **increase** in costs, **not the overall** costs. E.g. We can contribute towards the amount your costs have increased by.*

	Detail of previous cost(s) per month	Detail of new cost(s) per month	Increase per month
Rent			
Gas	300	400	100
Electric	200	250	50
Food	500	750	250
Other: Hygiene Items	50	150	100
Other:			

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	Increased Rent & Utilities Support	Increased Food Costs Support	Other Essentials Items
Gas	300		
Electricity	150		
Food		250	
Hygiene Items			100
<b>Total</b>	450	250	100
<b>Grand Total</b> <i>(add together the total from the row above)</i>	800		

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

Newtown Food Bank

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

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

Newtown Pantry was originally called Newtown Food Bank and our banking is still in this name. They are the same entity.

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

**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 funding will allow us to continue to offer our vital service to local residents. We will be able to focus on continuing to provide our service, and not worry about paying bills that we are unable to afford. The area local to our food bank has a high level of food poverty and social deprivation. By providing support, this will help support this social need and help reduce food poverty for Newtown residents.

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	How many months support
Children ( <b>under</b> the age of 18):	200	3
18 and <b>over</b> :	200	

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

**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	Catherine Smith	Role/Position within organisation	Director
Year of Birth	1965	Town/City of Residence	Newtown
Email Address	Catherine@email.com	Phone Number	0973278924
Group Postal Address for cheque payment <small>If using a residential address, please indicate how it is linked to your group)</small>	1 Newtown Street, Newtown, NT1 1AB		

**Use of Personal Data**

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.

The information will be collected from you and other sources by Dun & Bradstreet, Inc., with registered business address at 101 John F. Kennedy Parkway, Short Hills, New Jersey, 07078 USA, acting as a data processor on behalf of ASDA.

For further information on how we handle personal data please see our privacy notice at <https://www.asda.com/privacy/your-information/supplier>.

**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 form is true and accurate to the best of my knowledge and belief. I further agree to the terms and conditions attached to this form.

Name	Catherine Smith	Date Signed	1/5/23
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**If you are providing a typed, or image of a signature please send an email to your Community Champion with the application form, quoting the following statement:**  
*As I have provided a digital signature, please accept this statement to confirm I have read and agree to the Declaration statement in the application form.*

Signature	Catherin Smith
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**Group Details**

Group Website URL	www.newtownpantry.org
Facebook Handle	www.facebook.com/newtownpantry
Instagram Handle	www.instagram.com/newtownpantry
Twitter Handle	

**Safeguarding**

Please give the name and number of the person in your organisation who coordinates the safeguarding policy.

Name	Charles White	Mobile Number	928374928347
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Please confirm that we can contact this person  I confirm

**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 Please confirm the Red Flag checklist has been completed.

I confirm

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

7.3 Are any colleagues directly linked with the project?

Yes  No

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

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

Proof of payee name received (bank statement or paying in slip)

Governing documents (check the documents required by group type in Q 2.3)

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 Name:		Date:
GSM Name:		