

# Under 18s Better Starts Grant



## 2024 Guidance & Criteria for Applicant Groups Grant Round 2

**Applications open: 25<sup>th</sup> March to 24<sup>th</sup> May 2024\***  
**Funding for activities & events up to the end of  
November 2024**

**Minimum Grant Value £400**  
**Maximum Grant value £2,000**

*\*Asda Foundation will continuously review uptake of this grant stream and reserves 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.*

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## 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 Under 18s Better Starts (U18 BS) 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 help give children the best start in life, tackling poverty, addressing inclusion and boosting wellbeing.

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.

# What We Would Fund

This grant is for groups who support solely under 18s in your community (for example, school holiday clubs and youth groups). If the activity being delivered benefits a *mix of children and adults*, then it would be an Empowering Local Communities 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 essentials to address an immediate need and/or situation	Funding to transform and/or improve a space/activity	Funding to bring children together, encouraging community connections <b>£400 max for any one-off event, 1 event per group.</b>	Funding to support Volunteer costs enabling them to continue supporting their groups and communities <b>£120 cap per volunteer</b>
<b>What we would fund:</b> <ul style="list-style-type: none"> <li>• Food and hygiene items</li> <li>• Blankets, bedding and essential clothing</li> </ul>	<b>What we would fund:</b> <ul style="list-style-type: none"> <li>• Furniture and long-term fixtures</li> <li>• Decorating items</li> <li>• Items and equipment for group activities – this should be for service users only</li> <li>• Training, upskilling one off costs for service users</li> </ul>	<b>What we would fund:</b> <ul style="list-style-type: none"> <li>• One-off workshop costs</li> <li>• Essential sports clothing (£400 max)</li> <li>• Board games, food and refreshments.</li> <li>• 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</li> </ul>	<b>What we would fund:</b> <ul style="list-style-type: none"> <li>• DBS checks</li> <li>• Essential training course costs</li> <li>• Travel costs to the volunteering location and for delivering services</li> <li>• Refreshment costs</li> <li>• Stationary, clothing/uniform</li> </ul>

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

# What we wouldn't fund

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 don't accept applications from groups which:

- Are based outside the UK or benefit people/communities outside of the UK.
- Have animal welfare as their main focus.
- Are third party grant making organisations (grantees must directly deliver the service/activity).
- Promote 'Pub Culture'.
- Are schools (PTAs with their own bank account are welcome to apply).
- Have a clear affiliation with a particular political party.

## Grant money can't 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.
- Specific support for utility bills and/or rent can form part of a Cost-of-Living grant application but should not be part of an ELC/BS application.
- 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).
- Admin/ core running costs (e.g. overheads and wages).
- 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 / Eating out/ Overseas Travel.
- Memberships / Insurance/ Subscriptions.
- 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 Regional Coordinator if you require any support. Reach out to your local Community Champion if you require any support or would like to discuss anything specific.***

# Essential Group Criteria

You must have...	Details
<b>A total income under £1 Million</b>	Your organisation must have an income under £1 Million. You will be asked to confirm your income level on the application form. You may be asked to provide evidence of your annual accounts. Ringfencing won't be accepted for smaller branches of national organisations, or smaller projects/groups which are managed and run by a parent organisation whose income exceeds £1m. These groups must be able to demonstrate separate finances, accounts and governance to be able to apply.
<b>Governing documents*</b>	This can be a Constitution or Memorandum and Articles of Association. Your documents should be signed and outline your non-profit status and what would happen to your assets upon dissolution.
<b>A Safeguarding Policy**</b>	Your policy should be up to date and specific to your group. Further details on our safeguarding guidelines can be found here: <a href="https://www.asdafoundation.org/documents/asda_foundation_safeguarding_guidance.pdf">https://www.asdafoundation.org/documents/asda_foundation_safeguarding_guidance.pdf</a>
<b>A bank account that accepts cheques, and a bank statement which verifies the payee name</b>	We are unable to make payment any other way. You must have an account in the name of the group. We can't make payments to individual people, i.e. personal accounts. If the payee group named is different from the applicant group we will need a ring fence email from the treasurer of the payee group stating the money will only be used for the purpose in the application form.
<b>Suitable governance</b>	Be able to demonstrate that you have suitable governance to be able to manage funds from Asda Foundation. E.g., Financial reporting, Safeguarding, committee meetings.
<b>Visible local presence</b>	There must be information available online which shows your active work within the community.
<b>Human Beneficiaries</b>	The end beneficiaries should be community groups of <i>people</i> .
<b>No other Grassroots Grants this calendar year</b>	Groups can only have 1 successful Grassroots Grant each year. And must not apply to multiple stores.*** If you are unsuccessful in your application, you may apply again in the next round.
<b>Reasonable fees for your activity/event</b>	Groups which charge more than a nominal fee to participate (i.e., membership charges) are ineligible from applying. This can vary from group to group depending on the nature of the service you provide. If in doubt, contact your Community Champion for advice.

\*All applications, documents and communication must be in English.

\*\*We would *consider* an application requesting a contribution towards safeguarding training from a small grassroots group.

\*\*\*If your 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.*

# How to Apply

Below is a summary of our application process, if you wish to view our grant review process in detail, you can visit our website here: [https://www.asdafoundation.org/documents/dec-2023/how\\_do\\_i\\_apply\\_for\\_a\\_grassroots\\_grant.pdf](https://www.asdafoundation.org/documents/dec-2023/how_do_i_apply_for_a_grassroots_grant.pdf)

<b>1. Contact your local Community Champion</b>	Applications need to have the endorsement of an Asda Community Champion, who work out of Asda's largest stores across the UK. If you don't live near one of our larger stores, please see our FAQs on page 8 for further instruction. <b><i>You can use the Asda Store Locator <a href="#">here</a> to find your nearest Champion.</i></b>
<b>2. Have a conversation</b>	It all starts with a conversation with your local Champion to discuss your needs. Champions have many avenues of support to offer other than grants. They have a limited grant budget that they carefully allocate to local groups each round. If a grant is right for your group, your Champion will let you know how much of their budget they can allocate to your group.
<b>3. Complete an application form</b>	If your activity/project is eligible, your Champion will provide a digital or printed application form for you to complete. Please read this guide thoroughly before completing the form.
<b>4. Gather your supporting documents</b>	As well as your application, you will need to provide your groups governing document, your safeguarding policy, a redacted bank statement and, where relevant, an email with your digital signature declaration.*
<b>5. Return your application form to your Champion</b>	Asda Foundation cannot accept applications directly. So please return your application to your Champion along with all your supporting documents. If you are applying for a specific event, Asda Foundation must receive these applications at least 6 weeks before the event, so ensure your application reaches your Champion early to give them sufficient time to meet this deadline.
<b>6. Champion Review and Submission</b>	If your application fits criteria and has all the correct supporting documents, your Community Champion will submit it to the Asda Foundation team, who will review the application and carry out due diligence checks on your group. 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 within 6 weeks.

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.

\*All signatures should be handwritten – if possible. However, if a digital or typed signature is used, then you can agree to the statement (in section 6 of the application form) and send it in an email to the Community Champion when you submit the application form. Exact required wording is included in the application form.

# What Happens After Submission?

Asda Foundation aims to process an application within 6 weeks of receipt 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 ask them for regular updates.

If we require further information, we will contact you using the details provided in your application form; 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! A cheque will then be posted to the address you provided on your application form. You will also receive an 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

We receive a lot of applications and sometimes we must make difficult decisions. We reserve the right to make a judgement call in relation to the criteria outlined in this document. The decision of Asda Foundation is final and at our discretion. *We value every penny that we spend.*

*Applications which Asda Foundation considers do not provide best impact for money may be unsuccessful.*

If a grant is unsuccessful, you will be notified by the Asda Foundation team and given feedback. 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 reach as many parts of the country as possible. By allocating a set budget for each Asda superstore for each grant round, we feel we can maximise the reach and impact of our funding.

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

Asda Foundation cannot make payments directly to a school or academy trust account. However, we can accept applications from non-profit groups such as school PTAs, Parent Councils, “Friends of…” groups, etc. provided they can prove they are a separate entity and have their own bank account and constitution.

## 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 accepts 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 will 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.



# Step-by-Step Application Form Guide

Your Champion will provide you with either an editable PDF form, or a printed form to be completed by hand. 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.

If you are completing the form via an Apple or Android Smartphone, you will need to install the Adobe app from your device's app store.

**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 ring fenced to the organisation named in section 2.1.

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 what you would do with our funding.

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.

## 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.

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). It should be in the format dd/mm/yy. Applications must be submitted to Asda Foundation at least 6 weeks before the event date.

# Step-by-Step Application Form Guide

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.

## 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 – Although the Under 18s Better Starts grant should be predominantly for children under the age of 18, we expect some groups may have some crossover in the activities they deliver, and therefore some of the funding may also benefit people over the age of 18. Please provide a breakdown of the number of under 18s AND any over 18s you would expect to benefit from this activity, and how long this support will last.

We appreciate it can sometimes be difficult to put a number on this, please use your judgement to give a rough/average figure.

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 haven't physically signed a paper version of the form, please send an email to your Community Champion with the application form, quoting the declaration statement outlined.

**Section 7 – Store Endorsement** This must be completed by your local Community Champion.

## Better Starts

### 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	
Store Number		Name at Store	

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

2.1 Legal Name of your group:

Sunnyside Youth Group

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

Sunnyside Community Centre, Sunnyside Avenue, Sunnyside Town, SU1 8BS

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

Sunnyside Youth Group

**\*\*\*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 checked="" type="checkbox"/>	1234567	<p>Your application <u>must</u> include:</p> <ol style="list-style-type: none"> <li>1) A redacted bank statement or paying in slip which clearly shows your group account name.</li> <li>2) A <u>signed</u> governing document which contains evidence of your not-for-profit status. i.e., a constitution, or Memorandum &amp; Articles of Association*</li> <li>3) A Safeguarding Policy.</li> </ol> <p><b>*Please refer to the group guidance document for details. Insufficient documentation may result in an unsuccessful application.</b></p>
Not For Profit Company	<input type="checkbox"/>		
Community Interest Company CIC	<input type="checkbox"/>		
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 group, and your main activities (under 200 words).

Sunnyside Youth Group (SYG) is a registered charity aiming to tackle the increasing inequalities facing young people in Sunnyside. SYG started in 2015 and has grown considerably since as it seeks to identify the skills and interests of local youth, and provide them with the necessary guidance, resources and opportunities to help them reach their potential.

We work with 5-18yr olds to deliver a range of activities all year round. Some of these are:

- Theatre Arts weekly workshops - Music, Drama, Dance etc
- Gardening Club on Tuesdays – grow seasonal fruit/veg using polytunnels and raised beds
- Sports and recreational activities
- Volunteering and social action group on Saturdays (ages 11+)

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.*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Under £10,000   | <input type="checkbox"/> Between £100,000 - £250,000   |
| <input type="checkbox"/> Between £10,001 - £50,000  | <input type="checkbox"/> Between £250,000 - £500,000   |
| <input type="checkbox"/> Between £50,000 - £100,000 | <input type="checkbox"/> 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: \_\_\_\_\_

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.*

Improve/Transform: Community clean-up Saturdays.  
 We would like to organise a community clean-up that the children can be involved in to make the local area a better place to be. This will also bring young people together to make new friends and enjoy activities together. We feel it will give the children a sense of pride in their community and help to keep the community litter free.

We would like the funds to be able to buy litter pickers, rubbish bags, gloves and refreshments for the children.

Improve/Transform: Theatre Workshop  
 We hold our weekly workshops but a lot of our musical instruments are broken or in need of repair.

We would like funds to be able to purchase new musical instruments.

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.*

Description: There are no fees to attend any of our activities	<b>Amount</b>
	£ 0

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(£)
Litter Pickers X 10		100		
Rubbish Bags		10		
Gloves X 10		20		
Refreshments		100		
Guitar x 2		110		
Violin x 2		160		
<b>Total</b>		500		
<b>Grand Total</b> (add together the total from the row above)	<b>£500</b>			

**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).

The community clean-up will help our children develop their understanding of the world, and their place in it, through the positive difference they make to their environment. They will become more responsible individuals able to find solutions to everyday issues.

The new instruments will help more of our children to be able to play their chosen instruments and give them the opportunity to take home an instrument to practice at home.

2021 gov stats put our area in the 10% most deprived in the country for Income Deprivation Affecting Children (IDACI), so our free activities will make a positive difference for young people in our group from low income households.

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 ( <b>under</b> the age of 18):	110	Ongoing
18 and <b>over</b> :		

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



**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**

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. 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.
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**

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**").
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. 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.
  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.
  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.
  6. If the Donation is a monetary donation it shall: (i) be made solely by cheque 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.
  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**

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**

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.
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**

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**

1. Asda Foundation shall have no liability in respect of the use of the Donation by the Grantee.
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**

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**

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.
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**

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.
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.
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.
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	Margaret Smith	Role/Position within organisation	Fundraising Manager
Year of Birth	1975	Town/City of Residence	Sunnyside Town
Email Address (Mandatory – we may contact you with a query.)	<a href="mailto:margaret@email.com">margaret@email.com</a>	Phone Number	01234 567891
Group Postal Address for cheque payment (If using a residential address, please indicate how it is linked to your group)	Sunnyside Community Centre, Sunnyside Avenue, Sunnyside Town, SU1 8BS		

**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 Limited, with registered business address at The Point, 37 North Wharf Road, London, W2 1AF, 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 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	Margaret Smith	Date Signed	18/01/2024
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**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:**

*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	Margaret Smith
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**Group Details**

Group Website URL	syg.org
Facebook Handle	Sunnyside Youth Group
Instagram Handle	Sunnyside-Youth-Group
Twitter Handle	

**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	Tim Guy	Phone Number	01234 5678910
Email Address:	<a href="mailto:tim@email.com">tim@email.com</a>		