

Bringing Communities Back Together
Phase 2

Step by Step Guide – Government Entity Application Form

[Section 1 – Contact Details - Asda Store](#)

[Section 2 – About your Group](#)

[Section 3 – About the Grant](#)

[Section 4 – Impact of the Grant](#)

[Section 5 – Government Entity/Public Body Background Information](#)

[Section 6 – Your relationship with Asda Stores](#)

[Section 7 – Not Applicable](#)

[Section 8 – Not Applicable](#)

[Section 9 – Essential Reading](#)

[Section 10: - Group Declaration and Signature](#)

[Section 11: - Endorsement and signature](#)

Section 1 – Contact Details – Asda Store

The information for this section should be provided by the colleague in store who is helping with you with your application and grant.

Section 2 – About your Group

What do we need to know about your group?

Question 2.1 - This is the name your group are known by.

Question 2.2 – We ask how many people are involved in running your group as this helps support our due diligence. Please specify the number of paid staff and/or the number of volunteers who have a leadership/organisation role.

Question 2.3 – We ask when your group was established as this helps support our due diligence checks.

Question 2.4 – We need to understand what the main activities of your group are to better understand how the grant will make a positive difference to your group and that the requested items match your plans. Please tell us in this section how many members you have, how often you get together, where you meet and what you do together, feel free to use bullet points. We also need to know what kind of Government Entity or Public Body you are.

Section 3 – About the grant

Question 3.1 Please cross the type of grant you are applying for. You can apply for a standalone option, or any combination of the three. Please read the grant criteria document to understand what you are eligible to apply for.

Question 3.2 You must ensure all your activities comply with government Covid guidelines. You must agree to the statement or we will be unable to provide funding.

Question 3.3 Please provide as much detail as possible about what the money will be used for. The more you can provide will help Asda Foundation process the application and avoid further questions which may delay you receiving a funding decision.

Question 3.4 A list of items you wish to purchase must be included. Please undertake some research before completing this section. Please include quantities if possible and use one line to cover grouped items. Eg. Sandwiches (bread, cheese, ham, salad, mayonnaise) You do not need to provide any quotes or additional documentation. Please ensure you add up and complete the total box at the bottom on the table. If you need addition space, add more columns or include an additional sheet of paper in your application submission.

Question 3.5 This must be a group bank account. We cannot make payment to personal accounts. You will need to submit a redacted bank statement or pay in slip with your application.

*If your group is part of a larger organisation you will need to provide written evidence to explain the link between the two.

e.g. the Group applying for the grant is called Greentown Holiday Club. This group does not have a bank account in their group name, so all funds are banked under Greentown Community Centre where they meet.

The Holiday Club will need to provide Greentown Community Centre's bank statement and a written statement from Greentown Community Centre to explain the connection and that the funds from Asda Foundation will only be used for the Holiday Club.

Section 4 – Impact of the Grant

Question 4.1– Please explain how the grant would make a positive difference to your group and local community. Eg. the grant money will enable our community centre to provide more meals at our food kitchen than we current do. This will allow our community to support more homeless people over the summer.

This is your opportunity to really tell Asda Foundation about the incredible work you do and how you are supporting your community.

Question 4.2 – Please tell us about the people your group help. Who will benefit from this grant? And how many? A written explanation is great. Eg. On a Monday we have 15 who regularly participate and a further 20 ad hoc. On Thursday 25 regularly participate and a further 10 ad hoc.

Section 5 – Government Entity/Public Body Background Information

Question 5.1 – We need to understand if anyone in your group's governance structure and their immediate family members has any association with a Government Entity or Government Official (as described above) who may have decision making power over Asda, or with a political candidate running for office. If you answer **Yes**, please identify the Asda colleague and the type of relationship. If you answer **No**, please proceed to question 5.2.

- ❖ A Government Entity includes any government department, agency or public body. For example, hospital, local council or political party/campaign. A Government Official is anybody acting in an official capacity on behalf of a Government Entity This list is not exhaustive and full definitions are included in the terms and conditions within Section 8, please speak to your Asda Community Champion if you have any questions.
- ❖ Immediate family members include parents, children, siblings, spouses, and partners.

Question 5.2 – If you answered **Yes**, please identify the recipient. If you answered **No**, please proceed to section 6.

Section 6 – Your relationship with Asda Stores

Question 6.1 – Explain how you first heard about this grant/who first made you aware.

Question 6.2 - To your knowledge, does the Government Entity/Official requesting this donation have any pending business or regulatory decisions relating to Asda or Asda

Foundation and is the Grant intended to induce the Government entity or official to take any action or refrain from taking any action? Please provide full disclosure if the answer is Yes. If the answer is No, please proceed to question 6.3.

Question 6.3 - Has your group received a grant from Asda Foundation in the past 5 years? Please provide details of the grant awarded including amounts and the year you received the funding.

Question 6.4 - Has your group ever had an unsuccessful grant application with Asda Foundation? Please provide full disclosure if the answer is Yes, giving details of dates and reasons for the application not being successful; otherwise mark as n/a.

Section 7 – Not applicable with this type of application form

There is nothing to complete in this section.

Section 8 – Not applicable with this type of application form

There is nothing to complete in this section.

Section 9 – Essential Reading

Please ensure you fully read and fully understand the terms and conditions which you are adhering to as part of your application. It is also an opportunity for you to review the information on the form and confirm that all the information you have provided is accurate. If you have any queries, please contact your local Community Champion.

Section 10 – Group declaration and signature

Please provide the contact information requested sign and date the application*.

If you are unable to sign this section of the application by hand, please ensure that you confirm the following statement in a follow up email to your Community Champion.

“Please accept this email as substitution for manual signature in Section 10 of the attached application form for a grant from the Asda Foundation to declare that I have read, understood and accept all the statements, terms and conditions outlined in Sections 9 and 10”.

*We ask for your year of birth as part of our compliance and screening processes. This information helps us to eliminate any false positives for example, if Joe Bloggs was convicted of bribery and born in 1978 but the applicant with the same name was born in 1960 then we know that we can dismiss the alert as an invalid match.

Checklist:

- All Questions in section 2 – 10 have been completed Yes
- Attached proof of payee name (redacted bank statement or pay in slip) Yes
- You have signed and dated the form Yes
- Forwarded the form to your Community Champion Yes

Section 11 – Endorsement and Signature

This section must be completed by the Asda Community Champion and General Store Manager.

There are no further sections for you to complete. Please ensure you pass your application along with any supporting documentation to your Community Champion who will proceed with your application.