

## **Bringing Communities Back Together Grant**

### **Phase 2**

### **How to Complete Our Non-Government Entity Application Form**

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**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 Organisation**

**What do we need to know about your group?**

To be eligible to apply you must be one of the following.

- A Charity
- a not for profit company
- a Community Interest Company (CIC)
- an unincorporated Club or Association.

**And**

- Be able to provide clear rationale for how the grant money will be used
- be able to provide a bank statement or deposit slip matching the application form
- provide the accepted documents as per the eligibility table below.

Type of Group	Accepted Documents
A registered Charity	Charity number Constitution
A registered Company	Company number Memorandum of Association and Articles of Association
Community Interest Company (CIC)	Company number Constitution Memorandum of Association and Articles of Association
Unincorporated Club or Association	Constitution Club Rules

We need you to provide the above supporting documents to confirm your groups legitimacy.

**Question 2.1** - This is the name your group are known by and should match the charity commission name or company name and be the same name as shown in your supporting documents. If the name of the group is different to that which is on the documentation, please provide further evidence showing the connection between the documentation and your group.

**Question 2.2** – We need to understand what type of group you are for the Asda Foundation to assess your eligibility to receive a grant. We will check things such as is your group active in your local community, your group is not for profit group and that your group activities are improving the lives of those who attend.

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

**Question 2.4** – We ask how many people are involved in the 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 2.5** – We need to understand what the main activity of your group is to better understand how the grant will make a positive difference and that the requested items match your activity plan. What activities your group do is important to us, as we need to know what your group is all about and how you make a positive impact in your local communities. 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.

**Question 2.6** - How is the Asda Community Champion involved in your group? Are they a member or have a family member attend your group? Do they support your events and initiatives and how do they do this? A brief explanation is fine.

### Section 3 – About the Grant

**Question 3.1** Which grant are you 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. E.g., Sandwiches (include the cost of bread, cheese, ham, salad, mayonnaise etc)

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. We ask for this only to validate the correct payee name, we do not need to see any financial information. If your application is successful, your funding will be sent to you via cheque. If your bank does not accept cheques, we will be unable to support your group.

\*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. E.g., 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. E.g., 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 – Financial Information**

**Question 5.1** – We are asking if there are any other partners involved in funding your group, this could be a one-off activity or a recent grant or an ongoing partnership where funding is provided to your group. Please give as much detail as possible.

**Question 5.2** – If you answered “Yes” to 5.1, you will need to complete this table. This is only for our due diligence process and will not have an impact on the final decision for funding.

#### **Section 6 – Governance Structure**

A Government Entity includes any government department, agency, or public body. For example, a state school, university, 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 9, please speak to your Asda Community Champion if you have any questions.

Immediate family members include parents, children, siblings, spouses, and partners.

**Question 6.1** – 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.

**Question 6.2** – You only need to complete this section if you answered YES to question 6.1. Otherwise leave blank.

## Section 7 – Previous Grants

**Question 7.1** Asda Foundation activities you may have received funding for include: Green Token Giving, TCIL Grants (e.g., Feeding Communities Grant, Supporting Communities Grant, C19 Summer grant), Larger Value Significant Grant.

**Question 7.2** – If yes, please let us about the last Asda Foundation activity you received funding for. \*

\*Each grant will be assessed on its own merit and a previous grant will not influence the outcome of an application.

## Section 8 – Government Connections

**Question 8.1** – Did a government official, who is either part of your group or not part of your group, suggest or request that you apply for this grant? If so, we need clarification on the name of the person who requested that you apply for the grant and where they are affiliated. This is for our compliance procedures and to ensure that the grant, the application, and the purpose is completely ethical.

## 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. If you have any queries, please contact your local Community Champion.

## Section 10 – Group Declaration and Signature

**Question 10.1** - This is your opportunity to review the information on the form and confirm that all the information you have provided is accurate.

Please ensure you have read and understood the 6 statements you are agreeing with. If you are unable to agree with all 6 statements, please provide your reason for this and attach any supporting documents.

For definitions of **Government Entity** and **Government Official** please refer to terms and conditions in Section 9. Additionally, please note:

A **Close Business Associate** includes any person who:

- (a) Is a current or former business partner, co-owner, co-investor, or joint venture with a Government Official.
- (b) Is a consultant or advisor to a Government Official.
- (c) Has any other common financial interest or significant personal relationship with a Government Official.

**Immediate family members** include parents, children, siblings, spouses, and partners.

We then need you to sign, date and provide basic information including the applicants date of birth \* and the address where your group meets. The address in this section will also be where the cheque is sent to providing your application is successful.

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 date 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.

**Your checklist:**

- |  |                              |
|--|------------------------------|
| All Questions in sections 2 – 10 have been completed | Yes <input type="checkbox"/> |
| Redacted bank statement or payee slip                | Yes <input type="checkbox"/> |
| Governing documents or Constitution included         | Yes <input type="checkbox"/> |
| You have signed and dated the form                   | Yes <input type="checkbox"/> |
| Handed the form to your Community Champion           | Yes <input type="checkbox"/> |

**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 the necessary supporting documentation to your Community Champion who will proceed with your application.