



# Empowering Local Communities Grant

**Group Guidance & Criteria**

**Grant Round 1  
February – April 2023**

# Empowering Local Communities 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.

This grant is one of three grants underneath our 'Grassroots Grants' programme and is designed to support a broad range of activities helping to transform communities and improve lives. We know every community need is different and therefore we will support and fund what is needed and important to your community. What do local groups in your area need support for? What would make the biggest difference for the people in your community?

There are three phases under this grant and this guidance is applied to phase 1 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.

## How much can I apply for and when?

- Groups may apply for one Grassroots Grant per year to a maximum value of £1600 and minimum value of £400.
- Round 1 applications must be submitted to your local Community Champion between 27<sup>th</sup> February – 21<sup>st</sup> April and activities must start/take place before 2<sup>nd</sup> June 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.

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

- **What we wouldn't fund – page 3**
- **Criteria – pages 4-5**
- **Grant options & examples – pages 6-7**
- **How the process works – page 8**
- **What happens after submission? - page 9**
- **How to fill out an application – pages 8-10**
- **Example application – pages 11-19**

# 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)

**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
- Utility bills (if you are applying to cover the *increase* in bills due to rising costs – see our Cost of Living grant on [www.asdafoundation.org](http://www.asdafoundation.org))
- 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
- 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 (including Easter Eggs)
- 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
- Activities for *solely* under 18s. Please review the guidance for our Better Starts Grant to support children
- 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. There is no minimum timescale for how long the group has been in existence
7. 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 a group applied for a Cost of Living grant in Jan/Feb 2023, they can apply again for a Grassroots Grant in 2023. 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 6-7.*
2. Applications must be received by Asda Foundation no less than six weeks before the event date.
3. Activities for round 1 applications must already be in place or have started before 2nd June 2023.
4. One day events must have taken place before 2nd June 2023.
5. Any equipment funded is the property of the group and is not for individual use.
6. 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.
2. We will continuously review uptake on this grant stream. There is a 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

# Empowering Local Communities

## Grant Options

The Asda Foundation is committed to supporting local communities through grant giving and we believe it takes a whole community working together to improve people's lives.

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

Below you can see a list of options including examples of the kind of things we would fund (not exhaustive). There are four options to choose from under this grant. You must be clear from the outset which one you are applying for within the application form. You can apply for one option, or a combination.

This grant is to support groups supporting over 18s in your community, or a mixture of children and adults. If the activity being delivered *solely benefits under 18s* then it would be an Under 18s Better Starts Grant (*please see the guidance on [www.asdafoundation.org](http://www.asdafoundation.org)*).

Essentials	Transform/Improve	Connect Together	Coronation
Funding for the basic essentials to address an immediate need and/or situation	Funding to transform and/or improve a space/activity.	Funding for bringing people together and encouraging community connections	Funding for celebration events for the King's Coronation <b>£400 max for Coronation celebration events</b>
<b>What we would fund:</b> Foodbank items  Hygiene items  Blankets for warm bank  Bedding, food and refreshments for homeless shelter  Essential items for refugee welcome packs	<b>What we would fund:</b> Table, chairs, long-term fixtures/fittings  Redecorating items: paint, curtains etc  Items for the group activity: sewing machine, wood for Men's Shed, Computers (must be for service users, not office/admin use)  Training, upskilling one off costs  Items needed for a community clear up	<b>What we would fund:</b> Food for a get together (max £12.50pp)  Decorations and entertainment (£100 max)  One off workshop costs  Basic sports kit and equipment (£400 max)  Board games, food and refreshments for community social clubs	<b>What we would fund:</b> Food for a get together (max £12.50pp)  Decorations and entertainment (£100 max)

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

# Empowering Local Communities

## Grant Examples

### Providing Essentials

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

#### Scenarios:

- A local street kitchen needs food to make hot meals for local people in need. They also make up food parcels and deliver to people unable to leave the house.
- A homeless shelter needs extra sleeping bags, blankets, pillows and basic food for people staying at the centre.

### Transform / Improve

**Funding to transform and/or improve a space/activity.**

#### Scenarios:

- Equipment in a community kitchen to enable the centre users to use the kitchen more. Food mixer, coffee maker, kettle, cutlery, plates, freezer etc.
- Decorating items to enable a community centre to revamp an unused room so it can be used by new groups, including a local women's group and knit and natter.

### Connect Together

**Bringing people together and encouraging community connections**

#### Scenarios:

- A local Men's Shed group is throwing its annual Spring get-together, bringing people together to make friends, relax and have fun. The event is open to all but with a particular focus on including isolated elderly people.
- A local community centre is helping to integrate refugees by providing language workshops, cooking classes and access to sport.

### Coronation Events

**Celebration events for the King's Coronation (*£400 max for Coronation event applications*)**

#### Scenarios:

- A local Veteran's Club is celebrating by holding a 'Coronation Big Lunch' on Sunday 7th May. This is a national event which the club is bringing to local veterans in the community.

# 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.
- 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 government guidelines change, this grant round may be paused, or criteria amended. We will communicate with applicants and Community Champions to advise on next steps.
- 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.

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

Please email any photos of the activity/event (with suitable permissions) that was made possible with the funding from Asda Foundation to [asdafoundation@asda.co.uk](mailto:asdafoundation@asda.co.uk)

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.

# 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 criteria page of the Empowering Local Communities guidance document.

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

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 – Please give the annual income of your group

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

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

Items	Essential Support	Improve and/or Transform	Connect Together	Coronation
Food items to replenish pantry	600			
Ingredients for Cooking Class		200		
Utensils for Cooking class		300		
<b>Total</b>	600	500		
<b>Grand Total</b> <i>(add together the total from the row above)</i>	1100			

# How to apply

3.7 – 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.

3.8 – If the payee name you have given is different from the group named in section 3, 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 3 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 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

## Section 7 – Store Endorsement

This must be completed by your local community champion.

## Empowering Local Communities

### Application Form

**How to Apply:**

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

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

Store Name  
and Store  
Number:

Sunnytown  
1234

Contact  
Name at  
Store:

J.R Jones

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

2.1 Legal Name of Organisation:

Sunnytown Community Centre

2.2 Registered Address (location of where your group meets)

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

2.3 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>	
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 not for 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 (up to 200 words).

Sunnytown Community Centre aims to support everyone in the local community by providing a range of activities for multiple groups. Our overall aim is to boost the health and wellbeing of our community in a safe and inclusive way.

We run several different groups through the week, including:  
 Foodbank - Monday - Thursday  
 Dementia Cafe - Wednesdays  
 Mum and Toddler group - Tuesdays  
 Youth Group - Thursdays

**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
  Coronation

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

3.2 For specific events, please let us know the event start date:

n/a

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

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

We would like to purchase a fridge and a cooker, along with ingredients to be able to cook hot meals for those who need it. Many in our community are currently struggling to feed themselves nutritious meals which is having a knock on effect to the health of the community.

We'd also like to combine this with cooking classes for small groups, so people can also understand how to cook healthy meals on a budget. We'd like to use some of the funding to purchase basic cooking utensils.

3.4 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:	Amount:
We'd charge £1 per meal and use this money to purchase more ingredients to be able to sustain the service longer. We'd charge £2 for the cooking classes. (Those attending the class will eat for free)	£ 2

3.5 What is the annual income of your group? £17,000

3.6 Please provide a breakdown of your funding request. A detailed example of how to complete this table can be found on "How To" guidance document on our website, please ensure you have read and understood this before continuing.

Items	Essential Support	Improve and/or Transform	Connect Together	Coronation
Utensils for cooking class			75	
Cooker		300		
Fridge		300		
Ingredients			100	
<b>Total</b>		600	175	
<b>Grand Total</b> <i>(add together the total from the row above)</i>	775			

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

Sunnytown Community Centre

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

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

n/a

\*\* 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? (up to 150 words)

This will help our group make a huge difference to those who need additional support. Ensuring that people can get a nourishing and warm meal when needed and be able to connect with other people in a similar situation.

The cooking classes will bring people together but also provide a valuable skill that they will be able to share with their families and friends.

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):	15	2
18 and <b>over</b> :	30	3.5

*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	
Your Name:	John James
Role/Position with organisation:	Treasurer
Year of Birth:	12/12/1991
Town/City of Residence:	Sunnytown
Email Address:	SCC@Hotmail.co.uk
Telephone Number:	01234 56789
Group Postal Address for cheque payment: (This may be a nominated trustee/director home address, please indicate how this address is linked to your group)	23 Sunnyslane, Sunnytown, SC12 1AB This is my personal address
Use of Personal Data	
<p>Before engaging with any contractor (including any potential donation recipient) or supplier, ASDA Stores Limited including its subsidiaries, affiliates and charitable foundation – ASDA Foundation, (“ASDA”, “we”, “us”), conducts due diligence to assess the risks of non-compliance with the UK Bribery Act (or other applicable anti-corruption and compliance laws) associated with each potential contractor or supplier. This due diligence may include carrying out background searches on the internet or other public sources of information and may include using personal information such as name, address, year of birth, email address and phone number as search inputs, and which may result in ASDA receiving certain sensitive information such as criminal history, ethnicity or political affiliations.</p> <p>The information will be collected from you and other sources by Dun &amp; 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.</p> <p>For further information on how we handle personal data please see our privacy notice at <a href="https://www.asda.com/privacy/your-information/supplier">https://www.asda.com/privacy/your-information/supplier</a>.</p>	
Declaration	
<p>To be completed by the Key Contact or a Legal representative of your organisation.</p> <p>If you are not providing a hand-written signature, please send an email to the Community Champion with the application form, quoting the following statement*: <b>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.</b></p> <p>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.</p>	
Name: John James	Role/Position within organisation: Treasurer
Signature*: John James	Date: 15/02/23
Group Details	
Group Website URL	www.SCC.co.uk
Group Facebook handle	Sunny Community
Group Instagram handle	n/a

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

**Community Champion:**

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.

Yes  / No

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.

**Checklist – Community Champion please circle/delete as appropriate to confirm all statements verified:**

Application form signed and dated by Group, and approved by Community Champion	<input type="checkbox"/>
Proof of payee name received (bank statement or paying in slip)	<input type="checkbox"/>
Governing documents (check the documents required by group type in Q 2.3)	<input type="checkbox"/>

7.4 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:		

**Community Champions:** You no longer need to sign the application form, but you must send the application to Asda Foundation from your work email address. This is a compliance requirement. Asda Foundation is unable to accept direct from scanner or from a personal email address.