



# **Empowering Local Communities Grant**

**How to complete an Application Form  
Group Guide**

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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
- small community group
- Government Entity / Public Body

#### And

- Be supporting people aged 18 and over
- 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 to confirm your groups legitimacy.

Type of Group	Accepted Documents
A registered Charity	Governing Documents Bank Statement
A registered Company	Memorandum of Association and Articles of Association Bank Statement
Community Interest Company (CIC)	Governing Documents Bank Statement
Unincorporated Club or Association	Constitution or Club Rules Bank Statement
Small Community Group	Letter/email confirming group is not for profit Bank Statement
Government Entity / Public Body	Bank Statement

**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 you to provide the registered address of the organisation in order to carry out due diligence.

**Question 2.3** – 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 2.4** – We ask about the main purpose of your group so we can understand the types of groups applying to the Asda Foundation for funding. You may support across multiple areas but please just select the main purpose of your group.

**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.

## Section 3 – About the grant

**Question 3.1** Which grant are you applying for? You can apply for a standalone option, or a combination of the four. Please read the grant criteria document to understand what you are eligible to apply for.

**Question 3.2** Please provide as much detail as possible about what the money will be used for. This will help Asda Foundation process the application and avoid further questions which may cause delays.

**Question 3.3** Please tell us if there are any charges for people taking part in or attending this activity.

**Question 3.4** 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 don't need to see financial information. If your application is successful, funding will be sent to you via cheque. If your bank does not accept cheques, we will be unable to support your group.

**Question 3.5** - If your group name is different to payee name or 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. In this instance, we would also need confirmation from a representative at Greentown Community Centre that any funds would be ringfenced for Greentown Holiday Club.

**Question 3.6** - 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 additional space, add more columns, or include an additional sheet of paper in your application submission.

#### Section 4 – Impact of the grant

**Question 4.1**– Please explain how the grant would make a positive difference to your group. Tick up to three boxes which most apply.

**Question 4.2** – Please tell us more about the positive difference funding would have on your group and the people you support. .

**Question 4.3** – Please tell us how many people will directly benefit from this grant.

**Question 4.3** – Please tell us how many people will indirectly benefit from this grant. E.g. the main carer of an older person attending your activity.

#### Section 5 – 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 6 – Group Declaration and Signature

This is your opportunity to review the information on the form and confirm that all the information you have provided is accurate, before providing your details and signing it off.

We then need you to sign, date and provide basic information including the applicants year 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.

**“As I have provided a digitally typed signature, please accept this statement to confirm I have read and agree to the Declaration statement in the application form.”**

\*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.

### Your checklist

- 1) All questions in sections 2-6 have been completed
- 2) Redacted bank statement or payee slip provided
- 3) Government documents or constitution included
- 4) You have signed and dated the form
- 5) You have provided the email statement if the form has been signed electronically
- 6) Handed / sent form to Community Champion

## Section 7 – Store Endorsement

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.