



**Investing in Spaces and
Places
How to apply**



Contents

How to Register	3
How to Complete your Organisation Profile	5
How to make an application	7
Troubleshooting	13

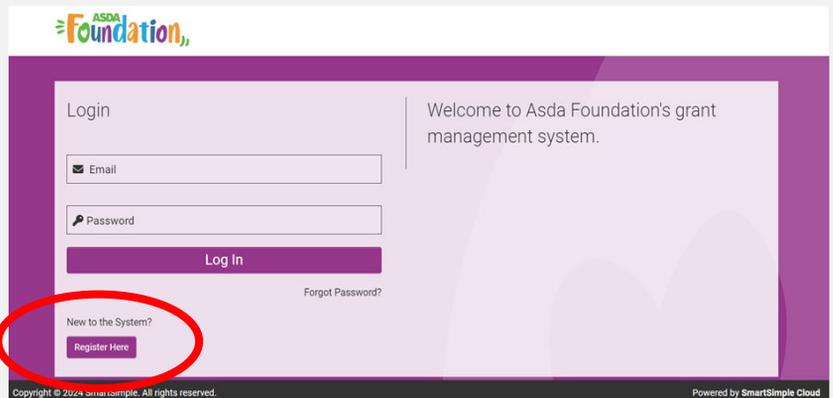
How to Register

- This guide will show you how to register to Asda Foundation's Grant Management System.
- Once registered you will be able to use this account to make an application for our Investing in Space and Places Grant and our future Grant streams.

You must register first in order to start an application unless you have registered on the Grant Management System before.

Step 1

Press "Register Here".



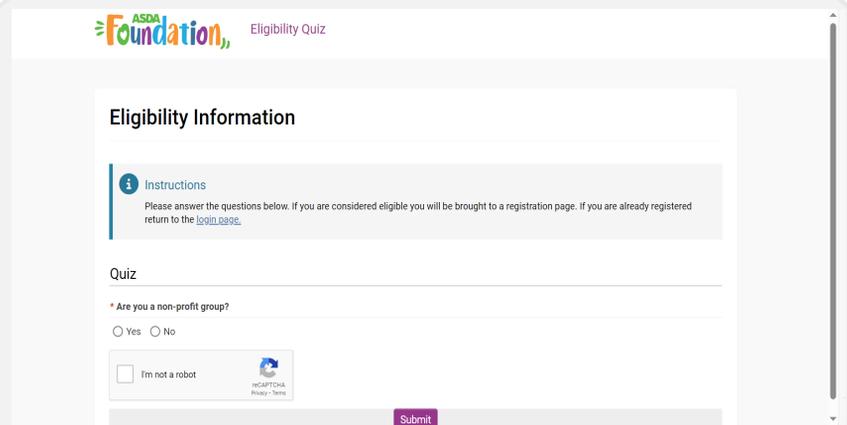
The screenshot shows the Asda Foundation login page. It features a purple header with the Asda Foundation logo. Below the logo is a 'Login' section with fields for 'Email' and 'Password', and a 'Log In' button. To the right, there is a welcome message: 'Welcome to Asda Foundation's grant management system.' Below the login fields, there is a 'New to the System?' section with a 'Register Here' button, which is circled in red. At the bottom, there is a 'Forgot Password?' link. The footer contains copyright information: 'Copyright © 2024 SmartSimple. All rights reserved.' and 'Powered by SmartSimple Cloud'.

Step 2

Fill in the eligibility information. A new question will appear below once you have filled in the previous one.



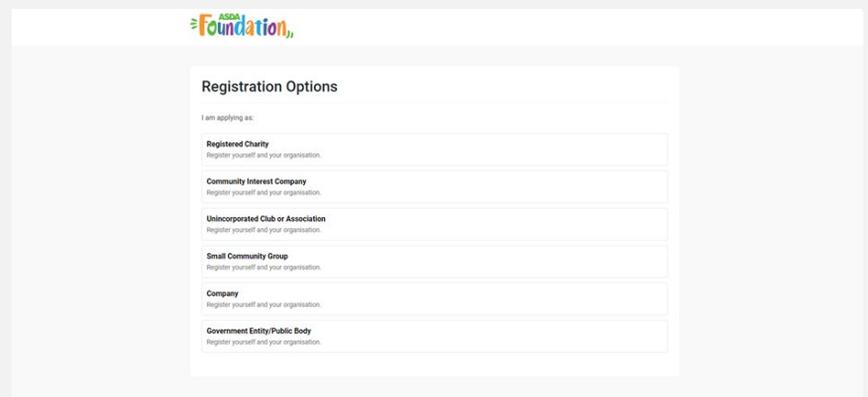
Tip: Fill in questions before authenticating you are not a robot. Then press submit.



The screenshot shows the Asda Foundation Eligibility Quiz page. It features a purple header with the Asda Foundation logo and the text 'Eligibility Quiz'. Below the header is a section titled 'Eligibility Information' with an 'Instructions' box that says: 'Please answer the questions below. If you are considered eligible you will be brought to a registration page. If you are already registered return to the [login page](#).' Below this is a 'Quiz' section with a question: '* Are you a non-profit group?' with radio buttons for 'Yes' and 'No'. There is also a checkbox for 'I'm not a robot' and a reCAPTCHA widget. A 'Submit' button is at the bottom right.

Step 3

Select the type of your organisation. Once selected you will automatically be redirected to the next page.



The screenshot shows the Asda Foundation Registration Options page. It features a purple header with the Asda Foundation logo. Below the header is a section titled 'Registration Options' with the text 'I am applying as:'. There are five radio button options: 'Registered Charity', 'Community Interest Company', 'Unincorporated Club or Association', 'Small Community Group', and 'Company'. Each option has a sub-label and a description: 'Register yourself and your organisation.' Below these options is a 'Government Entity/Public Body' option with the same sub-label and description. A 'Submit' button is at the bottom right.

Step 4

Fill in your organisation's information.



You must type at least 40 words in your organisation's aim and main activities section.

The screenshot shows the 'Organisation Information' form on the ASDA Foundation website. At the top, it says 'ASDA Foundation, Registered Charity' and 'Already have an account? Login'. Below this is an 'Instructions' section stating 'Required fields are marked with an asterisk *'. The form includes several sections: 'Organisation Name' with a text input field; 'Your organisation's aim and your main activities' with a large text area and a '230 words left' indicator; 'Area' with a dropdown menu for selecting the area of operation; and 'Charity Number' with a text input field for the charity's registration number.

Step 5

Fill in your contact information and submit.

The screenshot shows the 'Contact Information' form. It contains several required fields: 'First Name', 'Last Name', 'Your role/ position within the organisation', 'Email', 'Phone', 'Year of Birth' (with a 'YYYY' placeholder), and 'City or Town of Residence'. At the bottom, there is a checkbox for 'I'm not a robot' and a 'Submit' button.

Step 6

Your initial registration is now complete. You will receive an email within 5 minutes.

The screenshot shows the 'Registration Complete' page. It features the ASDA Foundation logo and the text 'Registration Complete'. Below this, a message states: 'Thank you for registering. You will receive an email with a link to create a password and login within the next 5 minutes. If you do not receive this email, please check your spam folder.' There is a 'Login here' link at the bottom.

Step 7

Press the link on your email. Reset your password.

The screenshot shows the 'Account Activation' form. It has two text input fields for 'New Password' and 'Confirm Password'. Below these is a 'Policy' section with five red circular icons and corresponding requirements: 'Password must have at least 8 characters', 'Password must have at least one lowercase letter', 'Password must have at least one uppercase letter', 'Password must have at least one number', and 'Password must have at least one special character'. At the bottom, there is a checkbox for 'I'm not a robot' and a 'Submit' button.

How to complete your organisation profile

- This guide will show you how to make an Investing in Spaces and Places grant application on the Asda Foundation grant management system.
- **Before you start, you will need to complete your organisation profile** by uploading all the supporting documents which are outlined on our website under [essential criteria](#).

Step 1

Login using your email and password.

Step 2

Press "Organisation Profile".

Step 3

Fill in the remaining information about your organisation.

Phone:

Website:

Step 4

If you do not have web links. Please upload other evidence to show your groups existence.

Web Links

Facebook Handle

Instagram Handle

Twitter Handle

Other Evidence

As part of Asda Foundation's review of all applications, we need to carry out due diligence checks. To do this we review the online presence of your group to verify the work you carry out in your community. If your group doesn't have an online presence, please upload other evidence of your groups activities. This can be newspaper articles advertising/showcasing the work you do.

Drop files here or browse files
Maximum file size: 2 GB

JUMP TO

- Cheque Payment Details
- Safeguarding
- Web Links
- Supporting Documents
- Declaration

Step 5

Upload your documents. This can be done by dragging from files or pressing browse files and selecting the document.

Supporting Documents

If you want to delete an uploaded document please click save, select the document to delete and then select the 'bin' icon.

Safeguarding Policy

Drop files here or browse files
Maximum file size: 2 GB

Governing Document

Please upload a signed governing document which contains evidence of your not-for-profit status. I.e., a Constitution, or Memorandum & Articles of Association. You can refer to our website for further details. Insufficient documentation may result in an unsuccessful application.

Drop files here or browse files
Maximum file size: 2 GB

Bank Statement

Please upload a bank statement which verifies the payee name of your group. The account name should be clearly visible.

Drop files here or browse files

Save

JUMP TO

- Cheque Payment Details
- Safeguarding
- Web Links
- Supporting Documents
- Declaration

Step 6

Tick the Declaration and then press "Save".

File Name	Size	Date
Constitution.docx	26.6 KB	04/07/2024 11:38 AM

Total Files: 1

Bank Statement

Please upload a bank statement which verifies the payee name of your group. The account name should be clearly visible.

Drop files here or browse files
Maximum file size: 2 GB

Declaration

I confirm that the information provided is up-to-date, accurate and complete

Save

JUMP TO

- Cheque Payment Details
- Safeguarding
- Web Links
- Supporting Documents
- Declaration

Step 7

Press Home in the top right of the screen.

Home

JUMP TO

- Cheque Payment Details
- Safeguarding
- Web Links
- Supporting Documents
- Declaration

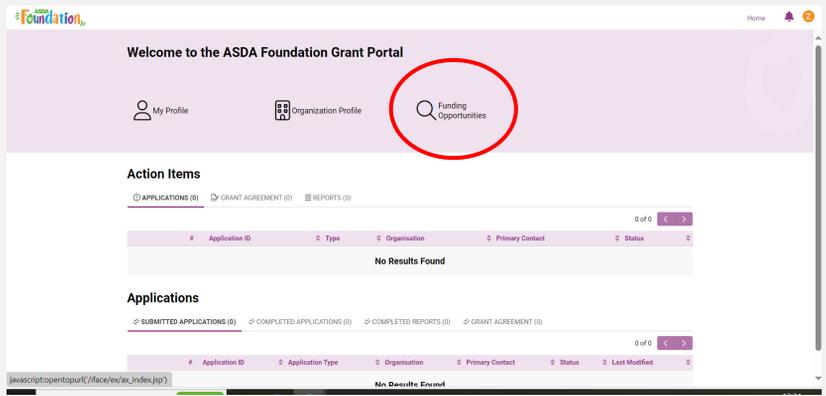
Size	Date
26.6 KB	04/07/2024 11:45 AM

Total Files: 1

How to make an application

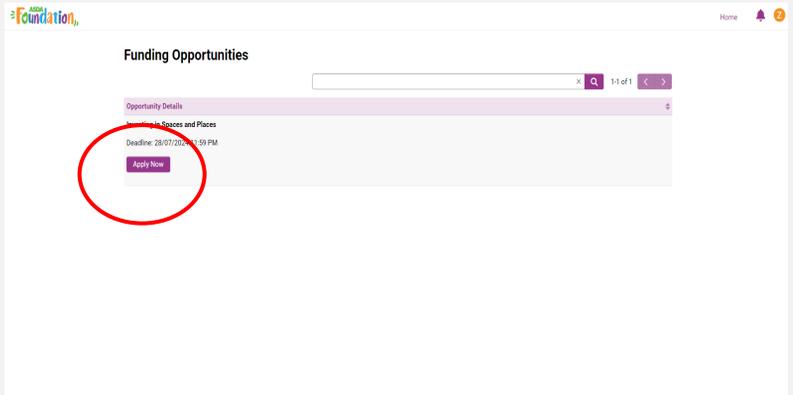
Step 8

Press “Funding Opportunities”.



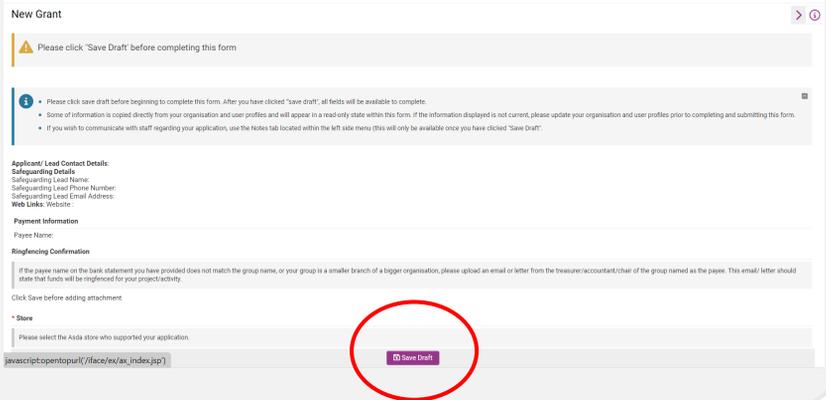
Step 9

Press “Apply Now”.



Step 10

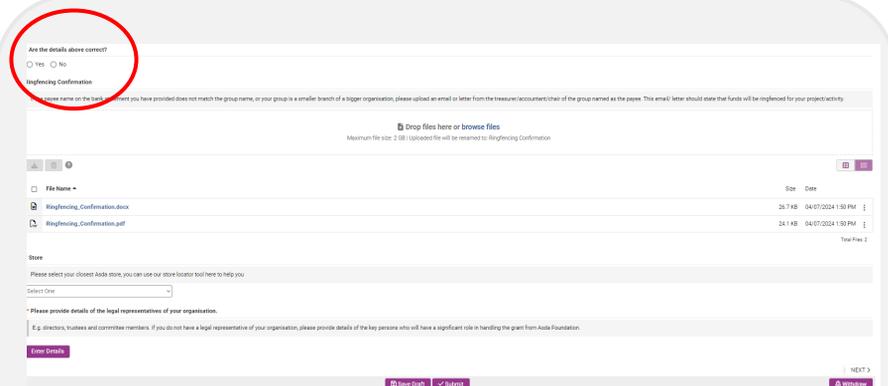
Press “Save Draft”.



Step 11

Check your group details are correct. If they are not correct, update these details on your organisation profile.

Complete the remaining sections and submit.



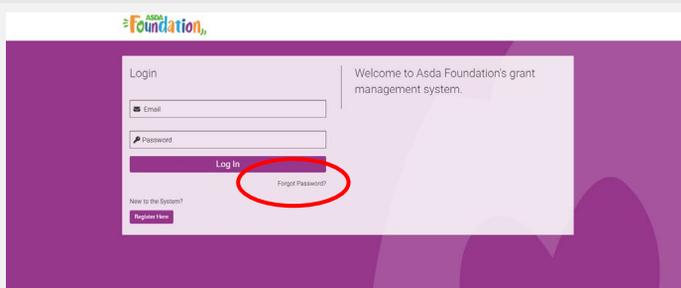
Troubleshooting

- This guide will aim to resolve any issues you have with making an application on our Grant management system.
- If you cannot find a solution to your issue, please email asdafoundation@asda.co.uk.

I did not receive an email after I registered.

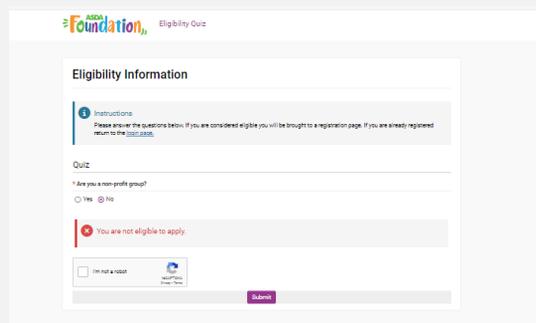
Please check your spam folder in your emails. If you believe you may have made an error when entering your email address, please email asdafoundation@asda.co.uk.

I have forgotten my password.



Click “Forgot Password”, you will then type in your email. You will receive an email with a link to reset.

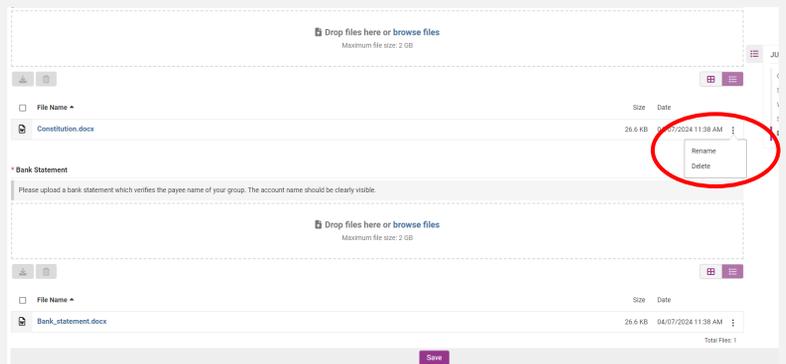
It will not let me progress with my application.



If you are not eligible , you will not be able to register/progress further.

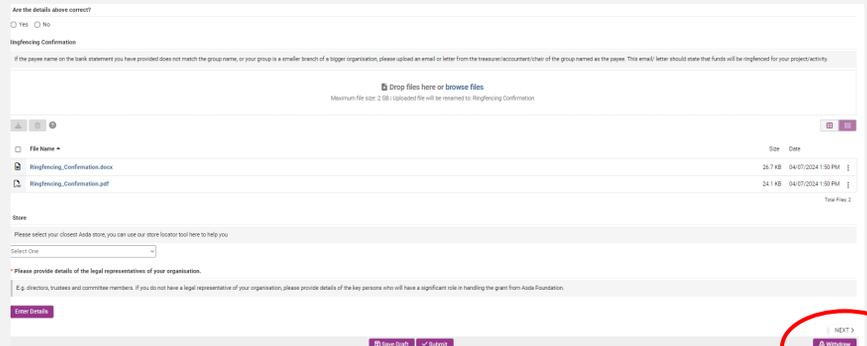
Troubleshooting

I uploaded the incorrect supporting document, and I cannot delete it.



You need to save your organisation profile. Then click the three dots and press “Delete”.

I wish to withdraw my application.



Click “Withdraw”.