



Foodbank Fundamentals Guidance & Criteria 2024

Applications open: 5th August - until funds allocated
Grants Valued at £500 or £1,000 only

This funding must be used by a food distributor for provisions or equipment so it can continue to offer its service for local disadvantaged people. This grant aims to provide support and increase wellbeing.

| Contents | Page |
|--------------------------|------|
| Overview | 2 |
| Essential Group Criteria | 3 |
| Application Process | 4 |

**Asda Foundation will continuously review uptake of this grant programme and will close the grant once the budget is reached. If the volume of applications exceeds our budget we will close applications early. If we are over subscribed in your area of operation, we may choose to close individual areas before closing the total grant program. We will communicate with applicants to advise on next steps if this happens.*

Overview

Introduction

Asda Foundation's goal is to build resilient communities by addressing local challenges and social needs. We aim to achieve this by providing funding to local grassroots community groups to enable them to meet the diverse needs of their local area.

We recognise that the cost-of-living crisis is still a reality for many, and that the reliance on the vital support of local foodbanks, community pantries and other organisations is still very high. We have designed this grant program to provide support to these groups with the challenging costs they face.

Whether it's stocking up on essential food items that your group struggles to cover with regular donations, investing in new appliances that will increase the number of people your group can support each week, or being able to remunerate the volunteers that keep your service going, the Foodbank Fundamentals grant is here for you.

| Funding must be used exclusively for the following: | We are unable to fund the following through this grant: |
|---|--|
| Food | Membership fees (e.g. FareShare subscriptions) and running costs |
| Basic household/hygiene items (inc. toiletries, nappies and baby wipes) | Refreshments for one-off events, or regular social activities |
| White Goods (e.g. fridge, freezer) | Promotional/advertising/ fundraising costs |
| Storage and essential fixtures/fittings (i.e. containers, shelving) | Grants which will benefit only one person |
| Fuel costs for delivering food provisions to isolated members of the community | Projects which could negatively impact the reputation of Asda Foundation |
| * If your funding needs are NOT covered by the above, please consider our other grant programmes as and when they are available. | * Please note this is not an exhaustive list. All applications will be judged on merit and the impact and value they add to your local community. |

This grant is directed at groups whose core focus is providing food aid to their service users; for example: foodbanks, community pantries, social supermarkets, soup kitchens, breakfast clubs.

We do not accept applications from:

- Organisations based outside the UK or benefitting people/communities outside of the UK
- Third party grant making organisations (grantees must directly deliver the service/activity)
- Public / Government bodies (incl. schools and academy trusts, although PTAs are eligible)
- Groups who have a clear affiliation with a particular political party
- Animal charities or groups which have animal welfare as their main focus

Essential Group Criteria

| You must have... | Details |
|--|--|
| A total income under £1 Million | <p>Your organisation must have an income under £1 Million. You will be asked to confirm your income level on the application form. You may be asked to provide evidence of your annual accounts.</p> <p>Ringfencing won't be accepted for smaller branches of national organisations, or smaller projects/groups which are managed and run by a parent organisation whose income exceeds £1m. These groups must be able to demonstrate separate finances, accounts and governance to be able to apply.</p> |
| Governing documents* | <p>This can be a Constitution or Memorandum and Articles of Association. Your documents should be signed and outline your non-profit status and what would happen to your assets upon dissolution.</p> |
| A Safeguarding Policy | <p>Your policy should be up to date and specific to your group. Further details on our safeguarding guidelines can be found here: https://asdafoundation.org/wp-content/uploads/2024/04/asda_foundation_safeguarding_guidance.pdf</p> |
| A bank account that accepts cheques, and a bank statement which verifies the payee name | <p>We can only pay out grants <i>by cheque</i>; we are unable to make payment any other way. You must have an account in the name of the group. We can't make payments to individual people, i.e. personal accounts.</p> <p>*If the payee group named is different from the applicant group, you will need to upload a letter or email from the treasurer of the payee group confirming that the money will be ringfenced for your group and will only be used for the purpose outlined in your application*.</p> |
| Suitable governance | <p>Your group must be able to demonstrate suitable governance for managing any funds received from Asda Foundation. E.g., Financial reporting, Safeguarding, committee meetings.</p> |
| Visible local presence | <p>There must be information available online which shows your active work within the community.</p> |
| Human Beneficiaries | <p>The end beneficiaries should be community groups of <i>people</i>.</p> |

*All applications, documents and communication must be in English.

If your organisation has more than one branch or sub-group in the same community, Asda Foundation will only be able to support **one of these groups with a Foodbank Fundamentals grant.

Application Process

Below is a summary of our application process:

| | |
|--|--|
| 1. Read Guidance | Read this guidance document in full. |
| 2. Gather your supporting documents | When you submit your application, you will need to upload copies of your group's governing document, your safeguarding policy, and a redacted bank statement. |
| 3. Register | Complete the Eligibility Check on our website, and then complete the online registration. Once you have registered you will need to complete your Organisation Profile by uploading your supporting documents. |
| 4. Complete Application | In the 'Funding Opportunities' section of your homepage portal, select and then complete the Foodbank Fundamentals application form.* |
| 5. Await Outcome | You will receive an update from us within 8 weeks. |

***Only fully completed applications will be considered – this includes a fully completed Eligibility Check, registering your organisation and completing your Organisation Profile on our grant management system, and completing and submitting the online application.**

Asda Foundation aims to process an application within 8 weeks of submission. You will receive an email once there are any significant updates regarding your application; alternatively you can log in to your SmartSimple account to view the current status of your application.

When you register with our grant management system you will be required to enter up-to-date and accurate contact details. If we require further information on your application we will contact you using these details; if our team are unable to get a response from you within two weeks, your application will be at risk of being unsuccessful, so please ensure your details are correct.

Approved grants

Once a grant has been approved by Asda Foundation, you will be notified by email. A cheque will then be posted to the address you provided during registration. You will also receive an email on the day the cheque is sent out.

Unsuccessful grants

We receive a lot of applications and sometimes we must make difficult decisions. The decision of Asda Foundation is final and at our discretion.

If a grant is unsuccessful, you will be notified by email and given feedback. You will be unable to submit a new application during the same grant round but are welcome to try again in any future grant round (provided that any concerns raised by Asda Foundation have been addressed, and subject to any new criteria and guidelines for those future grant rounds).

If your application is missing information or we do not receive a reply from you regarding any additional information that is required within a set timeframe, the grant will be unsuccessful.