



## How to Apply Guide – Grassroots Grants

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# Connect with your Community and Customer Champion

Our Grassroots Grants program is led by our in-store Community and Customer Champions, who are based in Asda Superstores. Our Champions are there to understand the needs of their local communities and provide support in multiple ways.\*

One of the ways they can support is by nominating groups for our Grassroots Grants program. If you have read the criteria on our website and believe you are eligible to apply, please reach out to your local Champion to discuss your needs. You can find your local Champion and their contact details using our store locator tool [here](#). Please bear in mind that Champions work part time hours.

Your Champion will contact you to discuss your needs. If they are able to nominate you for a Grassroots Grant, they will let you know and will tell you the specific amount they are nominating you to apply for. Please ensure your Champion knows the best email address to contact you on.

Once your Champion has nominated you, you will receive a nomination email from the Asda Foundation inviting you to apply for a Grassroots Grant on our grant management system.

The email will contain:

- Store name
- Grant Value
- Link to our grant management system
- Passcode to submit an application

You will need all of this information, plus a saved copy of the nomination email to apply for the grant.

Please read on to follow the steps to complete an application for a Grassroots Grant.

*\*Please remember that Champions work with many groups in the community and have a limited grant budget each round. They may not always be able to support you with a Grassroots Grant, but they have many other ways they can help including:*

- *Donating goods*
- *Donating space in store for you to fundraise*
- *Donating their time to your group through outreach work*

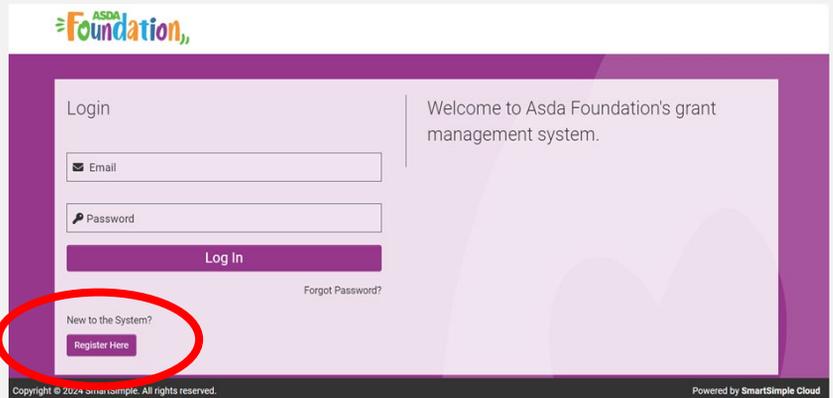
# How to register

- This guide will show you how to register with Asda Foundation's Grant Management System.
- Before applying for any grant, you must register and then complete your organisation profile.
- If you have already applied for a grant using our grant management system you do not need to register again, just log in using your details and look in the "Funding Opportunities" section.

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".



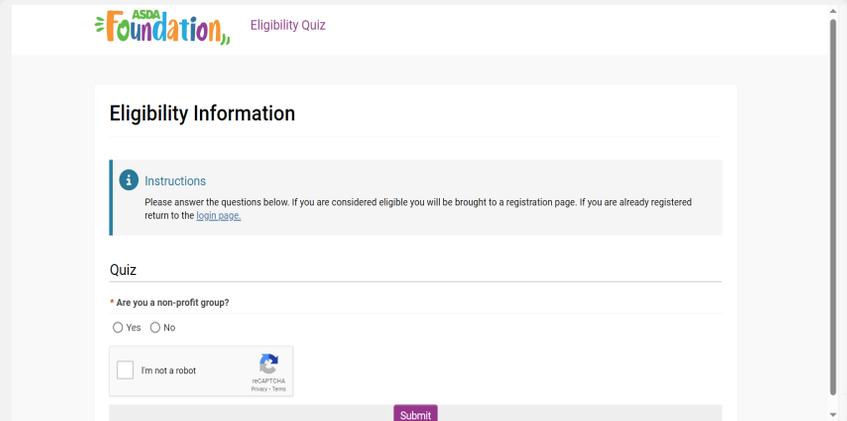
The screenshot shows the Asda Foundation login page. It features a purple header with the Asda Foundation logo. Below the logo is a 'Login' section with fields for 'Email' and 'Password', and a 'Log In' button. To the right, there is a welcome message: 'Welcome to Asda Foundation's grant management system.'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



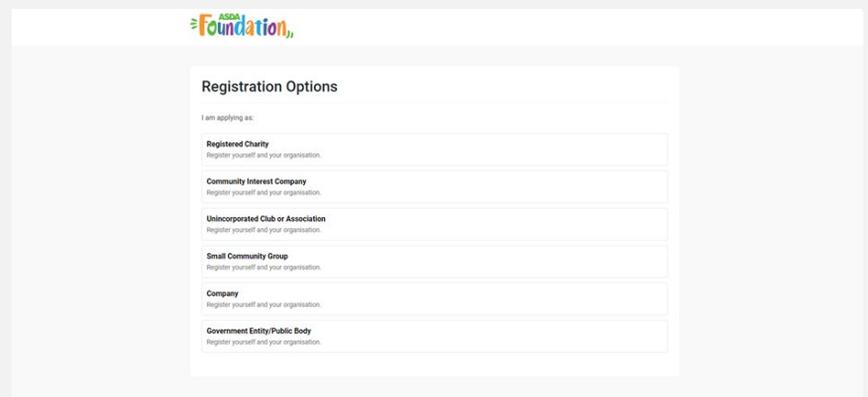
Tip: Fill in questions before authenticating you are not a robot. Then press submit.



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: 'Registered Charity: Register yourself and your organisation.', 'Community Interest Company: Register yourself and your organisation.', 'Unincorporated Club or Association: Register yourself and your organisation.', 'Small Community Group: Register yourself and your organisation.', and 'Company: Register yourself and your organisation.'. There is also a 'Government Entity/Public Body' option with the description: 'Register yourself and your organisation.'.

# How to register

## 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. The form includes fields for 'Organisation Name', 'Your organisation's aim and your main activities' (with a 200-word limit), 'Area' (a dropdown menu), and 'Charity Number'. A 'Login' link is visible in the top right corner.

## Step 5

Fill in your contact information and submit.

The screenshot shows the 'Contact Information' form, which includes fields for 'First Name', 'Last Name', 'Your role/ position within the organisation', 'Email', 'Phone', 'Year of Birth', and 'City or Town of Residence'. There is a 'Submit' button at the bottom right and a 'I'm not a robot' checkbox with a CAPTCHA image.

## Step 6

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

The screenshot shows the 'Registration Complete' confirmation page. It features the ASDA Foundation logo and a message: '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.

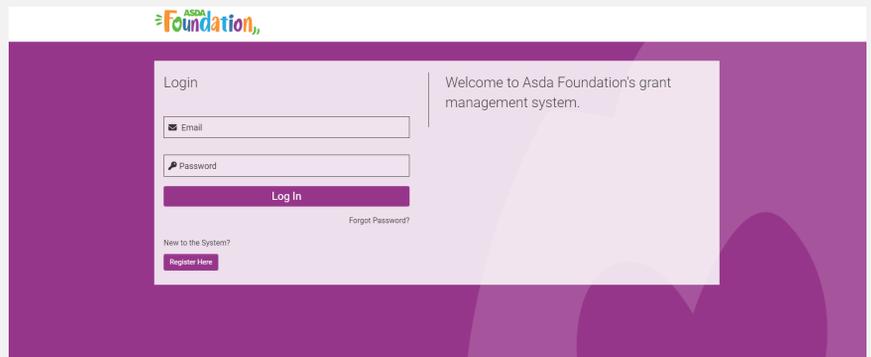
The screenshot shows the 'Account Activation' form. It includes fields for 'New Password' and 'Confirm Password'. Below these fields is a 'Policy' section with five requirements: 'Password must have at least 8 characters', 'Password must have at least one lowercase letter', 'Password must have at least one uppercase letter', 'Password must have at least one number', and 'Password must have at least one special character'. There is a 'Submit' button at the bottom right and a 'I'm not a robot' checkbox with a CAPTCHA image.

# How to complete your organisation profile

- Now you have registered, you will need to complete your organisation profile before applying for a grant.
- To complete your organisation profile you will need to upload all the supporting documents which are outlined on our website under [essential criteria](#).

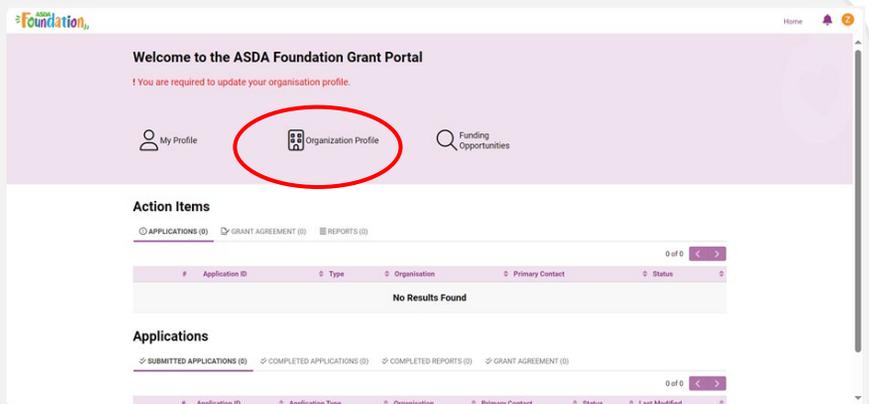
## Step 1

Login using your email and password.



## Step 2

Press "Organisation Profile".



## Step 3

Fill in the remaining information about your organisation.

Phone:

Website:

# How to complete your organisation profile

## Step 4

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

The screenshot shows the 'Web Links' section of the application profile form. It includes input fields for Facebook Handle, Instagram Handle, and Twitter Handle. Below these is a section for 'Other Evidence' with a text box and a file upload area labeled 'Drop files here or browse files' with a maximum file size of 2 GB. A 'JUMP TO' menu on the right lists: Cheque Payment Details, Safeguarding, Web Links, Supporting Documents, and Declaration.

## Step 5

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

The screenshot shows the 'Supporting Documents' section. It features three document upload areas: 'Safeguarding Policy', 'Governing Document', and 'Bank Statement'. Each area has a 'Drop files here or browse files' button and a maximum file size of 2 GB. A 'Save' button is visible at the bottom right. A 'JUMP TO' menu on the right lists: Cheque Payment Details, Safeguarding, Web Links, Supporting Documents, and Declaration.

## Step 6

Tick the Declaration and then press "Save".

The screenshot shows the 'Declaration' section. It includes a table of uploaded files: 'Constitution.docx' (26.6 KB, 04/07/2024 11:38 AM) and 'Bank\_statement.docx' (26.6 KB, 04/07/2024 11:38 AM). Below the table is a 'Declaration' section with a checkbox and the text 'I confirm that the information provided is up-to-date, accurate and complete'. A 'Save' button is located at the bottom right. Red circles highlight the checkbox and the 'Save' button. A 'JUMP TO' menu on the right lists: Cheque Payment Details, Safeguarding, Web Links, Supporting Documents, and Declaration.

## Step 7

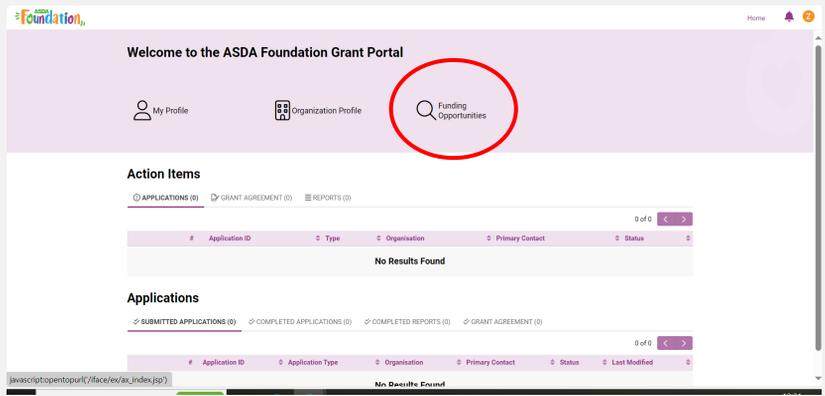
Press Home in the top right of the screen.

The screenshot shows the application home screen. At the top right, there is a 'Home' button circled in red, along with notification and search icons. Below is a table of files: 'Constitution.docx' (26.6 KB, 04/07/2024 11:45 AM). A 'JUMP TO' menu on the right lists: Cheque Payment Details, Safeguarding, Web Links, Supporting Documents, and Declaration. A 'Total Files: 1' indicator is also present.

# How to make an application

## Step 8

Press “Funding Opportunities”.



## Step 9

Press “Apply Now”.

### Opportunity Details

#### Grassroots Grants

Deadline: 26/10/2024 12:00 AM

[Apply Now](#)

## Step 10

Press “Save Draft”.

### New Grant

Please click “Save Draft” before completing this form

#### ELIGIBILITY

\* Is your group's annual income under £1 Million?

Yes  No

\* Have you been invited to apply for this grant via a nomination email from Asda Foundation?

As part of your application you will need to upload your nomination email.

Yes  No

\* Enter passcode to apply

#### \* Funding Options

Please select which of the options below best suits your funding request. Community events such as Diwali, Christmas, Eid, or general one-off community events are capped at £400.

Food, basic essentials, rent and/or utilities, volunteering or other items to improve or maintain services.

A Community event.

[Save Draft](#)

[Submit](#)

## Step 11

Complete the Grassroots Grant eligibility questionnaire. You will need the passcode from your nomination email to apply.

Please indicate if you are applying for a community event.

### New Grant

Please click “Save Draft” before completing this form

#### ELIGIBILITY

\* Is your group's annual income under £1 Million?

Yes  No

\* Have you been invited to apply for this grant via a nomination email from Asda Foundation?

As part of your application you will need to upload your nomination email.

Yes  No

\* Enter passcode to apply

#### \* Funding Options

Please select which of the options below best suits your funding request. Community events such as Diwali, Christmas, Eid, or general one-off community events are capped at £400.

Food, basic essentials, rent and/or utilities, volunteering or other items to improve or maintain services.

A Community event.

[Save Draft](#)

[Submit](#)

# How to make an application

Once you have completed the Grassroots Grant eligibility questionnaire, you will be directed to complete the full application form. Please complete all sections and submit your application. If you are not ready to submit, please make sure to save a draft of your application.

In the "Amount Requested" field, you must select the amount which is shown in your nomination email.

You will also be prompted to upload your nomination email. Applications without a nomination email uploaded will be marked as unsuccessful.

The screenshot shows a web application interface for a Grassroots Grant application. On the left is an orange sidebar with 'Notes' and 'Approving Store' options. The main content area is titled 'Application Summary' and has a navigation bar with 'GROUP DETAILS', 'YOUR PROJECT' (selected), 'YOUR SERVICE USERS', 'DECLARATIONS', and 'ELIGIBILITY'. The 'YOUR PROJECT' section contains three main parts: 1) 'Please select which Grassroots grant you are applying for' with radio buttons for 'Empowering Local Communities', 'Under 18 Better Starts', and 'Cost of Living'. 2) '\* Amount Requested (£):' with a text box 'Please select the amount your local Community and Customer Champion has nominated you for' and radio buttons for 400, 500, 800, 1000, 1200, 1600, and 2000. 3) '\* Funding Category' with a text box 'Please select which options below best fit your funding request. You select more than 1 option. You will then be prompted to enter the amount of funding you'd allocate to each category (based on the total amount selected above).' and checkboxes for 'Food', 'Basic Essentials', 'Rent and/or Utilities', and 'Volunteering'. At the bottom, there are buttons for '< BACK', 'Save Draft', 'Submit', and 'Withdraw', along with a 'NEXT >' link.

Notes

Approving Store

Application Summary

GROUP DETAILS **YOUR PROJECT** YOUR SERVICE USERS DECLARATIONS ELIGIBILITY

\* Please select which Grassroots grant you are applying for

Empowering Local Communities  Under 18 Better Starts  Cost of Living

\* Amount Requested (£):

Please select the amount your local Community and Customer Champion has nominated you for

400  
 500  
 800  
 1000  
 1200  
 1600  
 2000

\* Funding Category

Please select which options below best fit your funding request. You select more than 1 option. You will then be prompted to enter the amount of funding you'd allocate to each category (based on the total amount selected above).

Food  
< BACK ems to improve or maintain services

Basic Essentials  Rent and/or Utilities  Volunteering ?

Save Draft Submit Withdraw

NEXT >

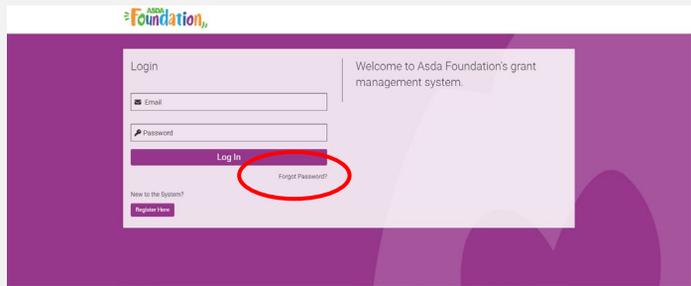
# Troubleshooting

- 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](mailto:asdafoundation@asda.co.uk).

I did not receive an email after I registered.

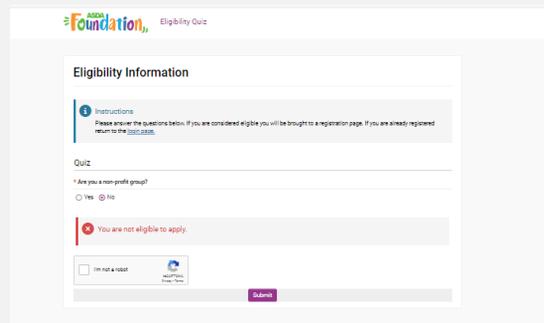
Please check your spam folder in your emails. If you believe you may have made an error when entering your email address, please email [asdafoundation@asda.co.uk](mailto:asdafoundation@asda.co.uk).

I have forgotten my password.



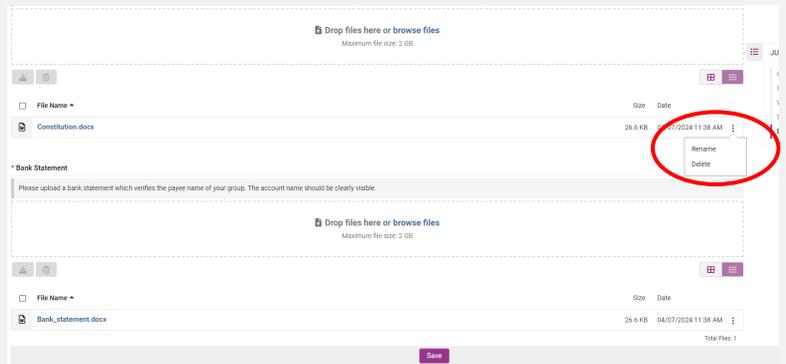
Click “Forgot Password”, you will then type in your email. You will receive an email with a link to reset.

It will not let me progress with my application.



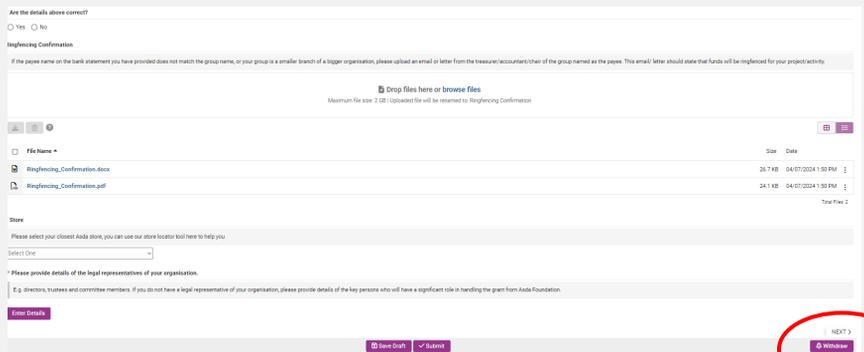
If you are not eligible, you will not be able to register/progress further.

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” .