



## How to Apply Guide

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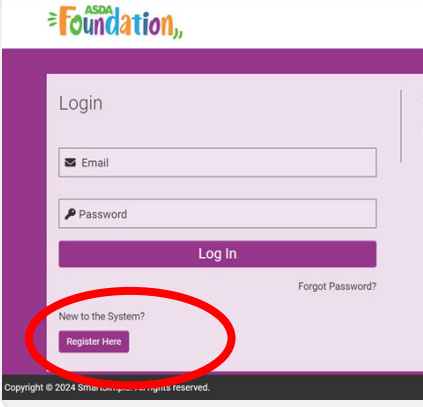
This guide will show you how to register with Asda Foundation's Grant Management System and complete a grant application.

If you have previously 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 "Apply for a Grant" section.

# Registration

## Step 1


Click "Register Here", then complete the eligibility quiz.



The screenshot shows the ASDA Foundation login page. It features a 'Login' section with fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot Password?' link. A 'New to the System?' section contains a 'Register Here' button, which is circled in red. Below the login form is a copyright notice: 'Copyright © 2024 Small Community Group. All rights reserved.'

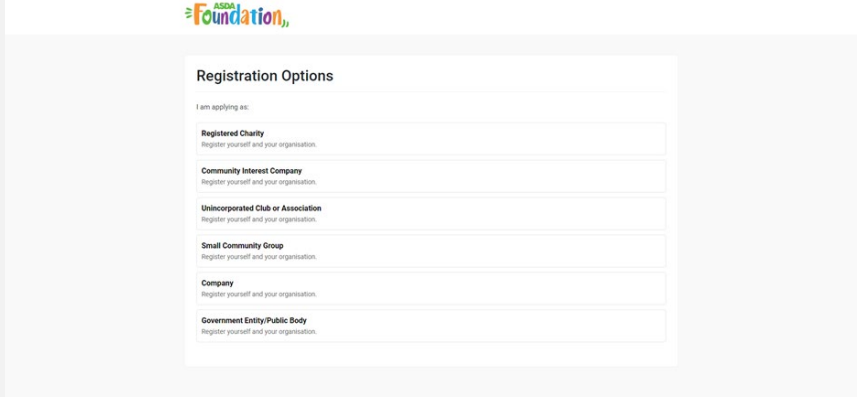
Quiz

- \* Are you a non-profit group?  
 Yes  No
- \* Are you a UK based group applying for a grant which supports local people?  
 Yes  No
- \* Does your organisation's bank account accept cheque payments?  
 Yes  No
- \* Does your group have an income under £250,000?  
 Yes  No

I'm not a robot 

## Step 2

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




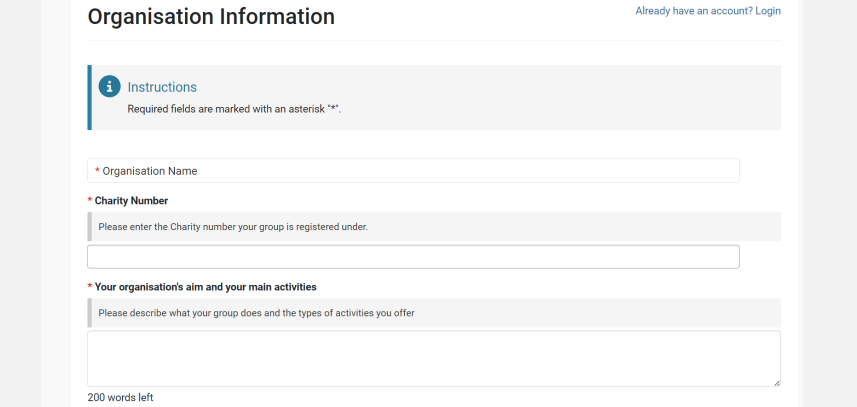
The screenshot shows the 'Registration Options' page. It lists several organisation types with a 'Register yourself and your organisation' link for each:

- Registered Charity**
- Community Interest Company**
- Unincorporated Club or Association**
- Small Community Group**
- Company**
- Government Entity/Public Body**

## Step 3

Fill in your organisation's information. Take care to ensure details are accurate and your email address is correct.

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



The screenshot shows the 'Organisation Information' form. It includes an 'Instructions' section stating 'Required fields are marked with an asterisk \*'. The form has the following fields:

- \* Organisation Name
- \* Charity Number  
Please enter the Charity number your group is registered under.
- \* Your organisation's aim and your main activities  
Please describe what your group does and the types of activities you offer.  
200 words left

Already have an account? [Login](#)

## Step 4

Your initial registration is now complete. You will receive an email within 5 minutes to verify your email address. Please check your spam folder.

## Registration Complete

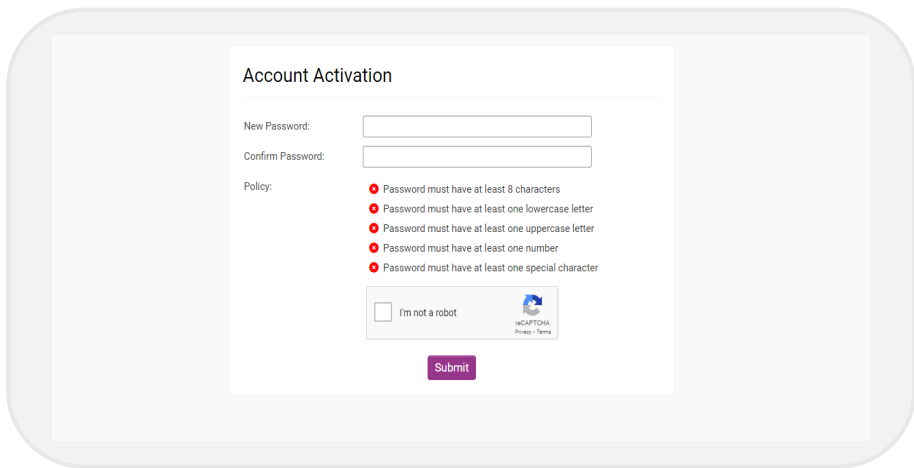
Thank you for registering. You will receive an email with a link to create a password and login within the next 5 minutes. If you do not receive this email, please check your spam folder.

[Login here](#)

# Registration

## Step 5

Follow the link in your registration email to finish setting up your account. You will need to create a password.



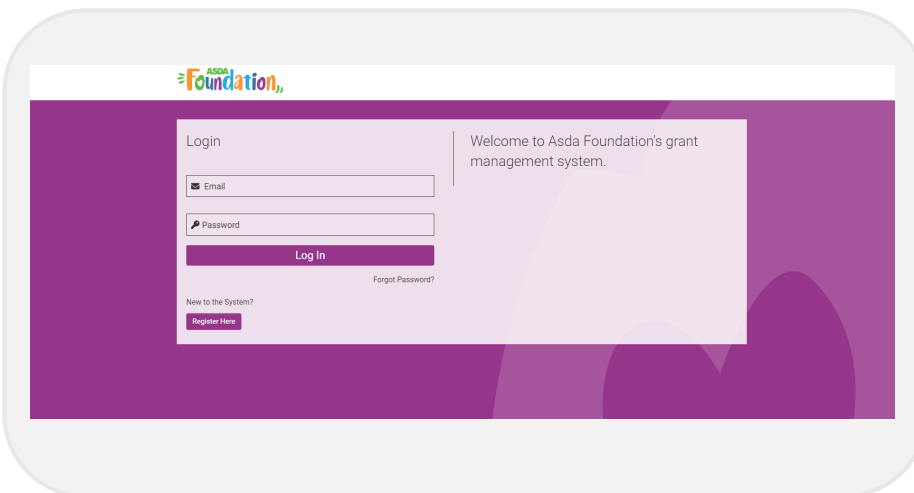
The screenshot shows a web form titled "Account Activation". It contains two input fields for "New Password:" and "Confirm Password:". Below these is a "Policy:" section with five red circular icons and text requirements: "Password must have at least 8 characters", "Password must have at least one lowercase 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 left is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo to its right. A purple "Submit" button is located at the bottom center.

Your Registration is now complete. Your registration email contains a link to the grant management system. Please follow this link to log in and get started.

# Completing an Application

## Step 6

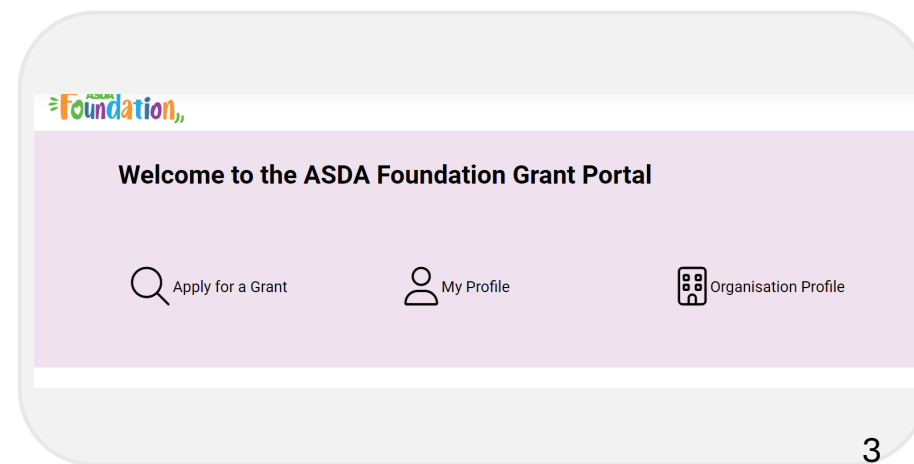
Login using your email and password.



The screenshot shows the login page for the Asda Foundation's grant management system. The header features the "ASDA Foundation" logo. The main content area is a white box with a purple background. It contains a "Login" section with "Email" and "Password" input fields, a purple "Log In" button, and a "Forgot Password?" link. To the right, a message reads "Welcome to Asda Foundation's grant management system." At the bottom left, there is a "New to the System?" section with a purple "Register Here" button.

## Step 7

Click on "Apply for a Grant" to see available grant opportunities.

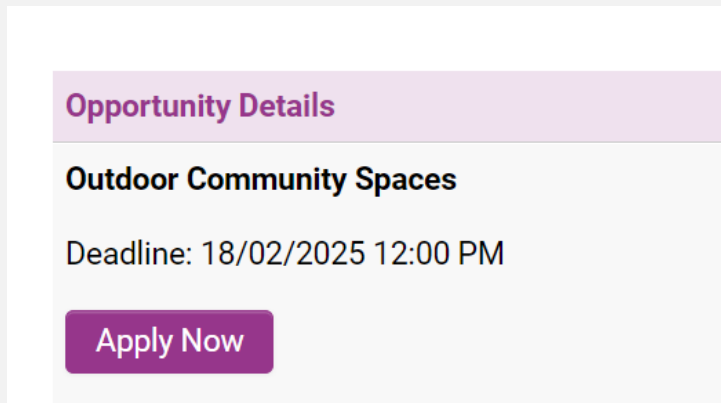


The screenshot shows the home page of the ASDA Foundation Grant Portal. The header features the "ASDA Foundation" logo. Below the header is a purple banner with the text "Welcome to the ASDA Foundation Grant Portal". At the bottom, there are three navigation options: "Apply for a Grant" with a magnifying glass icon, "My Profile" with a person icon, and "Organisation Profile" with a grid icon.

# Completing an Application

## Step 8

Click “Apply Now”.



**Opportunity Details**

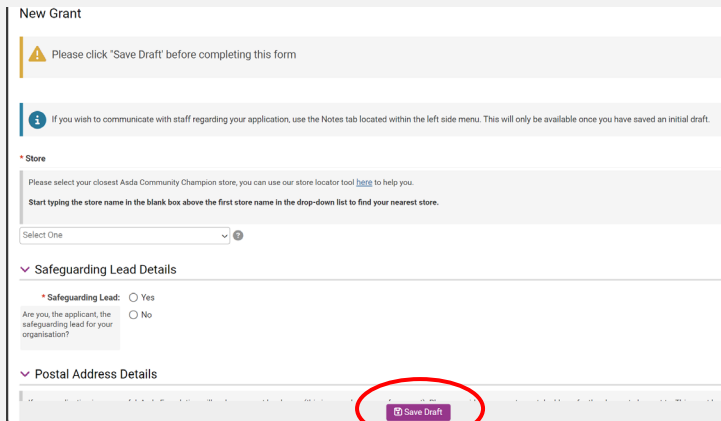
**Outdoor Community Spaces**

Deadline: 18/02/2025 12:00 PM

**Apply Now**

## Step 9

Click “Save Draft” before beginning to complete your application. You will not be able to see all fields properly until you have saved a draft version.



New Grant

Please click "Save Draft" before completing this form

If you wish to communicate with staff regarding your application, use the Notes tab located within the left side menu. This will only be available once you have saved an initial draft.

\* Store

Please select your closest Aida Community Champion store, you can use our store locator tool [here](#) to help you.

Start typing the store name in the blank box above the first store name in the drop-down list to find your nearest store.

Select One

▼ Safeguarding Lead Details

\* Safeguarding Lead:  Yes  No

Are you, the applicant, the safeguarding lead for your organisation?

▼ Postal Address Details

**Save Draft**

## Step 10

Complete the application form, taking care to enter accurate information. A copy of the application questions can be found at the end of this document.

**Once complete, please submit your application. You will receive a PDF copy via email.**

# Outdoor Community Spaces Application Questions

So that you can prepare before starting your application, below are the questions that you will be asked to complete within our grant management system.

## Group Details

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### Store

Please select your closest Asda Community Champion store, you can use our store locator tool [here](#) to help you.

**Start typing the store name in the blank box above the first store name in the drop-down list to find your nearest store.**

## Safeguarding Lead Details

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**Safeguarding Lead:**  Yes

Are you, the applicant, the safeguarding lead for your organisation?

No

## Postal Address Details

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If your application is successful, Asda Foundation will make payment by cheque (this is our only means of payment). Please provide an accurate postal address for the cheque to be sent to. This must be an address with a letterbox, accessible to Royal Mail and is regularly checked for incoming mail.

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Address Line 4:**

**Address Line 5:**

## Address Check

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Please confirm that this postal address is checked regularly for mail and won't change for at least the next 12 weeks.

## Payee Details

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### Payee Name

Successful application will receive payment by cheque as this is our only means of payment. Please enter the payee name of your group as it appears on your bank account. Please note we can only make payments to group accounts, we cannot make payment to individuals or personal bank accounts.

### Bank Check

Please confirm that your bank accepts cheque payments.

## Your Project

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### Project Scope

### Grant Objective

Please select which funding objective(s) your project will meet.

### Funding Purpose

Please give an overview of what Asda Foundation funding would be used for.

### Identified Need

How have you identified that this activity/project is needed in your community?

### Amount Requested (£):

Please select the amount of funding required. Please note that we reserve the right to request receipts to evidence your use of funding.

## Impact

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### Beneficiaries

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How many people will benefit directly from this funding? Please enter a numerical value.

### Age Demographic

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Please select the main age demographic of the beneficiaries of this funding. You can select up to 2.

### Volunteers

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Will volunteers be involved in delivering this project/activity?

## Impact

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What positive differences do you expect the funding will make? Please include the difference it will make for  
a) your group b) the people you support and c) your local community.

## Other

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### Event Date

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If your community clean up is occurring on a specific date, please let us know what this date is.

### Fees

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Do you charge any fees to access your service and/or this particular activity?

## Declarations

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### Conflict of Interest

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If there is an Asda colleague who is associated with your organisation as a trustee, treasurer, or any other key decision maker please indicate this here.

**PLEASE NOTE: If your local Community Champion volunteers at your group as part of their Asda role, you do NOT need to declare this here.**

### Other Support

Have you received prior funding or support from Asda/ Asda Foundation?

### Other Opportunities

Would you be happy to be contacted in relation to other funding opportunities and information?

### How Did You Hear

How did you hear about this grant? Tick which best applies.

### Documents

#### Proof of Payee Name

Please upload an official document that verifies your group's payee name – this could be a recent bank statement, paying in slip or bank letter. The payee name must be clearly visible.

#### Governing Document

Please upload your governing document here. The governing document sets out your group's charitable purposes and how it should be managed and run. It could be called a constitution, rules, memorandum or articles of association, trust deed etc. It's important that your governing document contains evidence of your not-for-profit status and what would happen if your group was to close.

#### Safeguarding Policy

Please upload your group's safeguarding policy. If your activities/premises are accessed by both children and adults your policy should cover all age groups. If you have 2 separate policies covering adults and children, please upload both.

#### Photo Upload

We'd love to see the space you are hoping to improve with Asda Foundation funding. Please upload a maximum of 3 photos of this area.



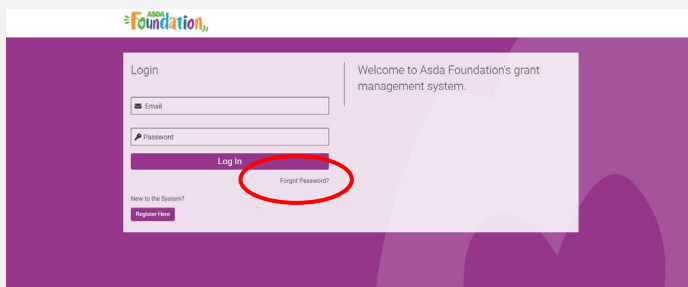
# Troubleshooting

- 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.

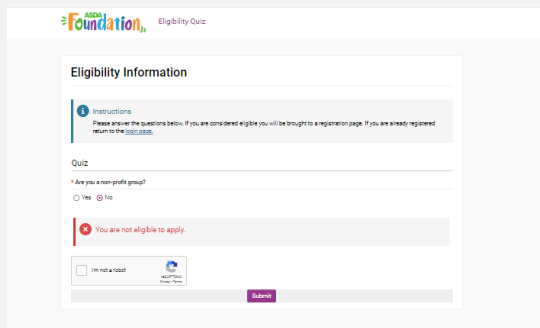
Please check your spam folder in your emails. If you believe you may have made an error when entering your email address, please email [asdafoundation@asda.co.uk](mailto:asdafoundation@asda.co.uk).

I have forgotten my password.



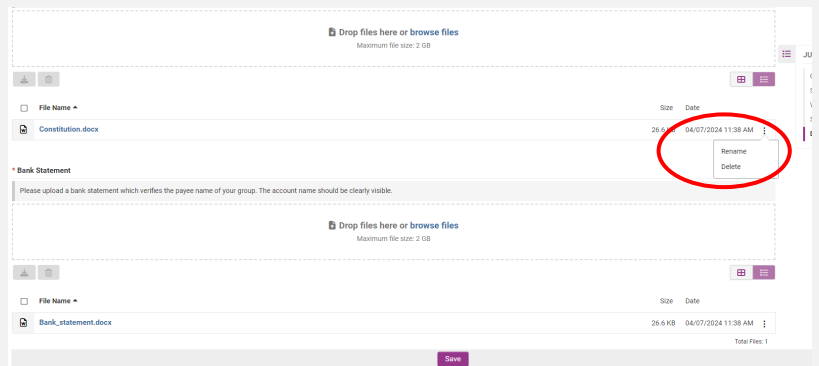
Click "Forgot Password", you will then type in your email. You will receive an email with a link to reset.

I have not passed the eligibility quiz.



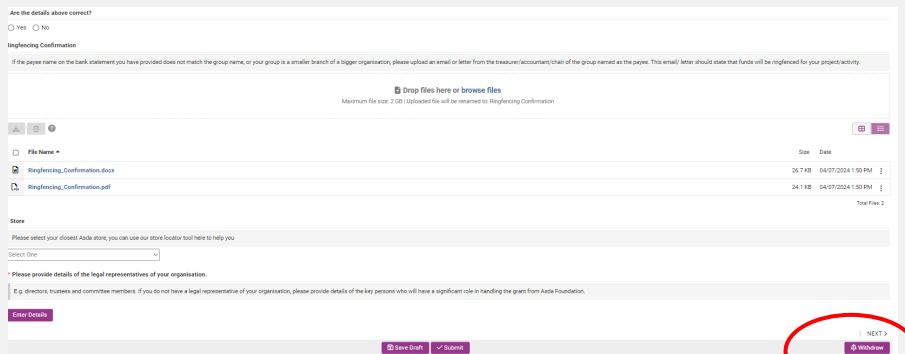
If you are not eligible, you will not be able to register/progress further.

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” .