Foundation,

How to Apply Guide

Contents	Page
Registration	2-3
Completing an Application	3-4
Troubleshooting	5-6

This guide will show you how to register with Asda Foundation's Grant Management System and complete a grant application. Before accessing the grant management system, you must read the criteria for the relevant grant programme on our website and complete the eligibility check.

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. Please complete the eligibility check on the relevant grant criteria page on our website before doing so.

Registration

Step 1

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

Foundation ,,	
Login S Email P Password	
Log in	
New to the System? Register Here	Forgot Password?
Copyright © 2024 Smarton reconciliation of the reserved.	

Quiz	
* Are you a non-profit group?	

Yes O No

* Are you a UK based group applying for a grant which supports local people? • Yes O No

* Does your organisation's bank account accept cheque payments? • Yes O No

recaptch

Submit

* 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.

Foundation,

Registration Options	
am applying as:	
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.	
Company Register yourself and your organisation.	
Government Entity/Public Body Register yourself and your organisation.	

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.

Step 4

Your initial registration is now complete. You will receive an email within 5 minutes of completing this to verify your email address. Please check your spam folder if an email is not received.

Organisation Information	Already have an account? Login
Instructions Required fields are marked with an asterisk **.	
* Organisation Name * Charity Number Places enter the Charity number your provide 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	li li

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.

New Password:		
Confirm Password:		
Policy:	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	
	Password must have at least one special character	
	I'm not a robot	
	Submit	

Your Registration is now complete. Please use the second link provided in your registration email to access the grant management system and log in using your chosen credentials.

Completing an Application

Step 6	≥Foundation,,
Login using your email and password.	Login Emai Password Log In Freque Password? New to the System? Register ? Register ? Register ?
Step 7	
Click on "Apply for a Grant" to see available grant opportunities.	Poundation,, Welcome to the ASDA Foundation Grant Portal
	Apply for a Grant My Profile



copy via email.

Troubleshooting

This guide will aim to resolve any issues you have with making an application on our Grant Management System.

ASDA

If you cannot find a solution to your issue, please email asdafoundation@asda.uk.

I did not receive an email after I registered.

I have forgotten my

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

Login	Welcome to Asda Foundation's grant management system.	
S Froil		
Log In		
Forgot Paseword? New to the System?		
Register Here		

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.

Eligibility information Pressure Press	Eligibility Information Fligibility Information Transmerer as an active through the sequence of a give you will be brught to a regretation gaps. If you are a readed in give you will be brught to a regretation gaps. If you are not adgrete to apply. The area on adgrete to apply. The active addrete to active	Foundation,, Eligibility Quiz		
Presentant P		Eligibility Information		
Quiz Any na nan-print gauget O'Yen (B To	Vulz Var you a son op off group? Ver ⊕ 10	Instructions Please answer the questions below. If you are considered eligning ass.	gble you will be brought to a registration page. If you are already registered	
0 Ye 8 He	The Give To use not eligible to apply. The a state	Quiz * Are you a non-profit croup?		
		O Yes ⊚ No		

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.

	Drop files here or browse files		
	Maximum file size: 2 GB		15
		BE	ĺ.
File Name *		Size Date	
Constitution.docx		26.616 04/07/2024 11:38 AM	
		Rename	1
ink Statement		Delete	/
lease upload a bank statement which verifies the payee name	e of your group. The account name should be clearly visible.	\smile	
	R Drop files here or browse files		
	Maximum file size: 2 6B		
File Name *		Size Date	
Bank_statement.docx		20.8 K8 04/07/2024 11:38 AM	
		Total Place 1	

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

	Are the deals above correct? O tes: O to:	
	Implementing Confirmation	
	If the payee name on the bank assement you have provided does not match the group name, or your group is a smaller branch of a bigger organisation, please upload an email or know the beauser/accountant/blair of the group named as	a the payee. This email/ latter should state that funds will be ringferced for your project/activity.
	Dorp files here or browse files Mannum firstar 2 dd (ubaster file with ensameds they makes	
I wish to withdraw my	Elle Name *	Size Date
I WISH to WILLIU AW HIY	😭 Bingfeneing_Confirmation.docx	26.7 KB 04/07/2024 1:50 PM
application	C Wingtencing_Confirmation.pdf	24.1 HB 04(07/2024 1.50 PM
application.		Tere Fie
	Store	
	Plaate setet you doset Asia store, you can use our store locator too nee to neep you Suiten Due	
	* Dissa sudda denile of the local associative of user constitution	
	E.g. discoss, strates and convertee members. If you do not have a logal expensional of your organisation, please provide details of the key senses who will have a significant role in handling the grant fram. Asks Faundatan.	
	EnerGenik	
	12 tare Dati √ tubrit	A wind
	Click "Withdraw"	