



How to Apply Guide

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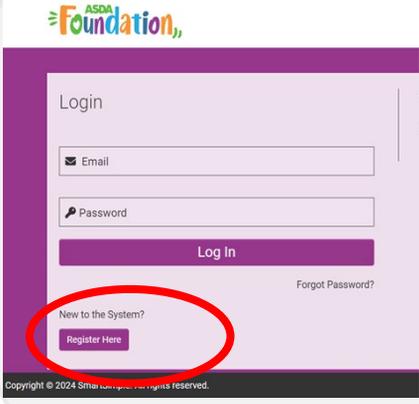
This guide will show you how to register with Asda Foundation's Grant Management System and complete a grant application. Before accessing the grant management system, you must read the criteria for the relevant grant programme on our website and complete the eligibility check.

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.

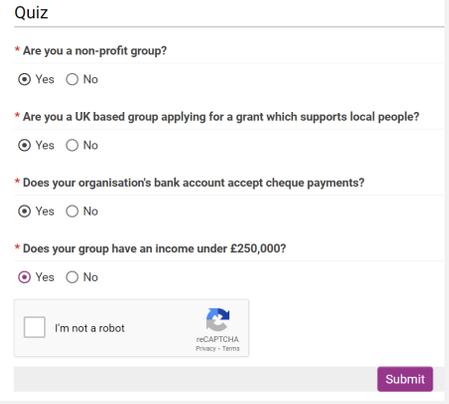
Registration

Step 1

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



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



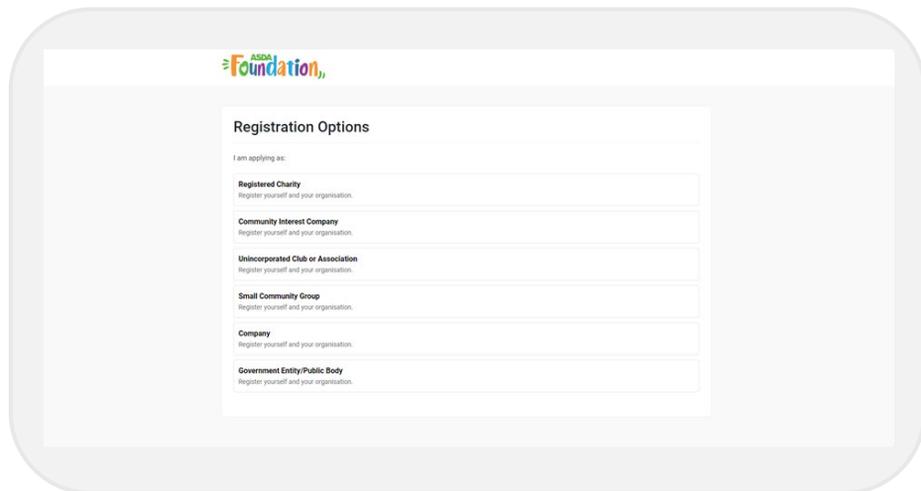
The screenshot shows the eligibility quiz form. It contains four questions, each with radio button options for 'Yes' and 'No':

- * 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

At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a 'Submit' button.

Step 2

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



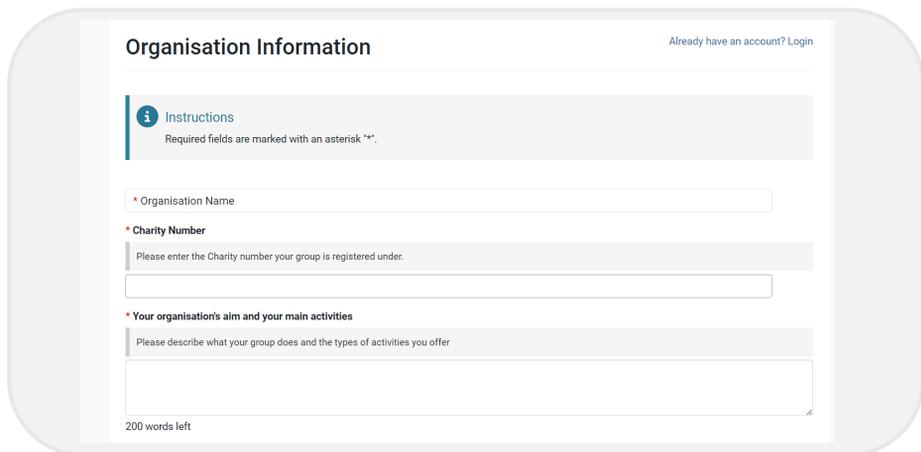
The screenshot shows the 'Registration Options' page. It lists several organisation types, each with a 'Register yourself and your organisation' link:

- 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 three main sections:

- * 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.

A '200 words left' indicator is visible at the bottom of the text area.

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.

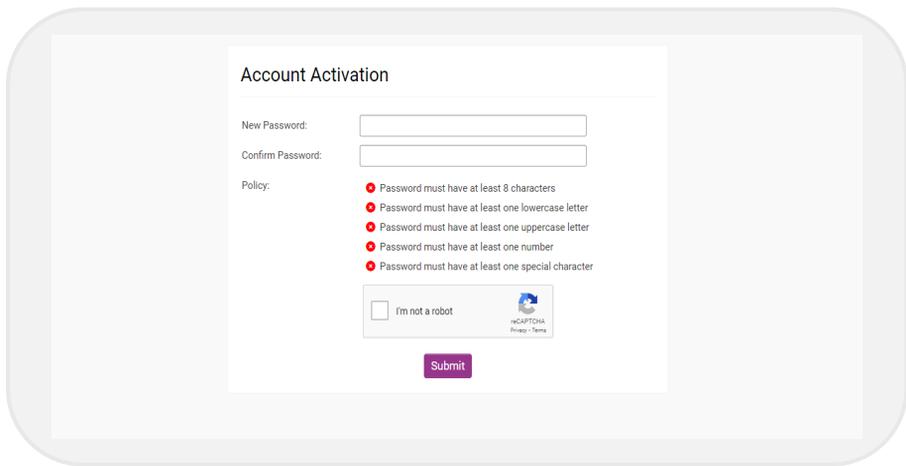
Registration Complete

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](#)

Step 5

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

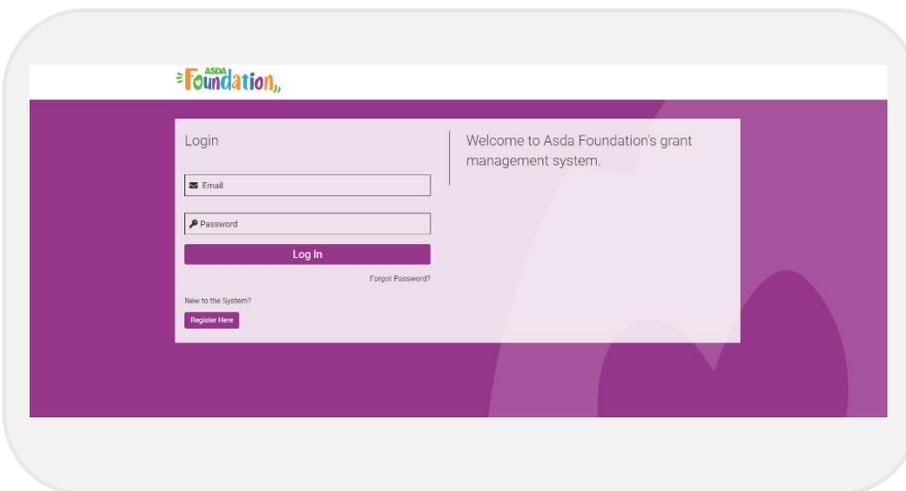


Your Registration is now complete. Please use the second link provided in your registration email to access the grant management system and log in using your chosen credentials.

Completing an Application

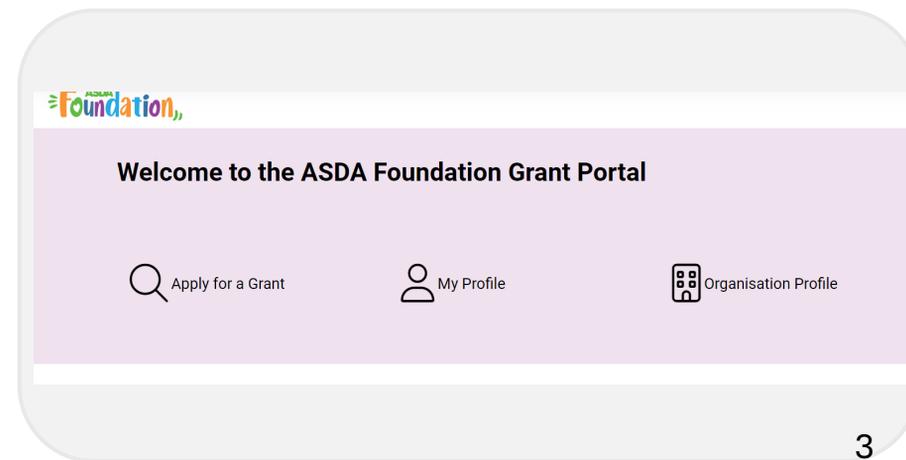
Step 6

Login using your email and password.



Step 7

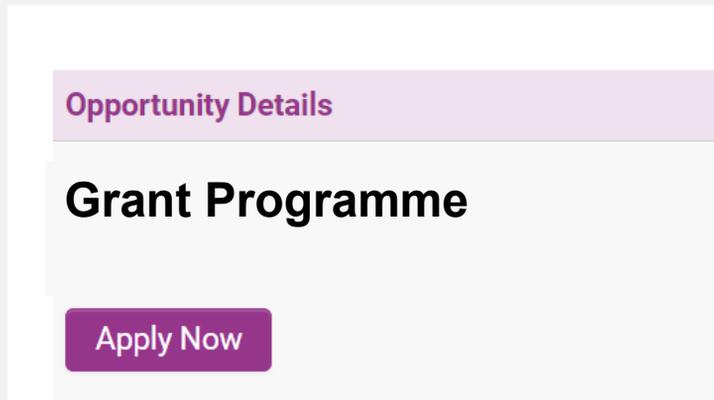
Click on “Apply for a Grant” to see available grant opportunities.



Completing an Application

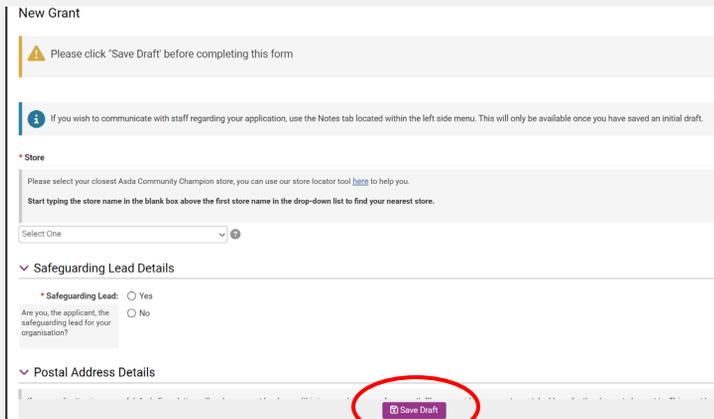
Step 8

Click “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.



Step 10

Complete the application form, taking care to enter accurate information.

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

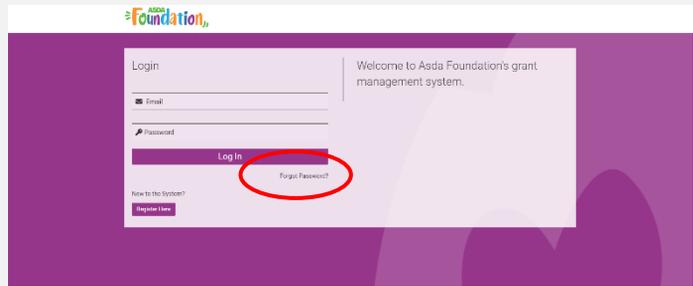
Troubleshooting

- 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.uk.

I did not receive an email after I registered.

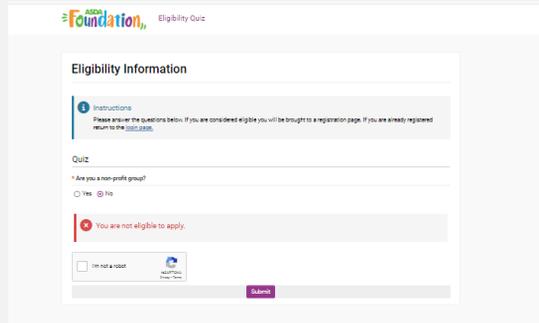
Please check your spam folder in your emails. If you believe you may have made an error when entering your email address, please email asdafoundation@asda.uk.

I have forgotten my password.



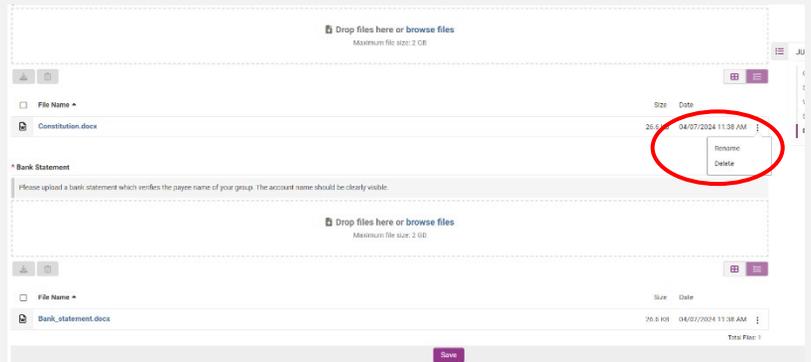
Click "Forgot Password", you will then type in your email. You will receive an email with a link to reset.

I have not passed the eligibility quiz.



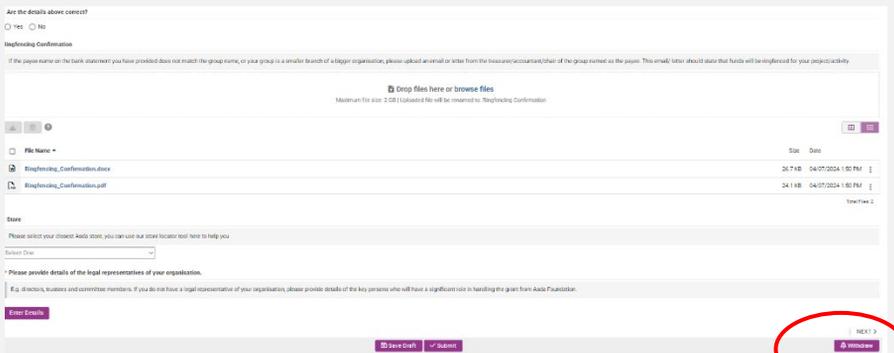
If you are not eligible, you will not be able to register/progress further.

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” .