



U18 Better Starts Grant

How to complete a Government Entity
Application Form – Guide

Contents

Section 1 – Contact Details at Asda Store

Section 2 – About your Group

Section 3 – About the Grant

Section 4 – Impact of the Grant

**Section 5 – Government Entity/Public Body
Background Information**

Section 6 – Relationship with Asda Stores

Section 7 – Not applicable

Section 8 – Not applicable

Section 9 – Essential Reading

Section 10 – Group Declaration and Signature

Section 11 – Endorsement and Signature

Section 1 – Contact Details – Asda Store

The information for this section should be provided by the colleague in store who is helping with you with your application and grant.

Section 2 – About your Organisation

Question 2.1 - This is the name your group are known by.

Question 2.2 – We ask how many people are involved in running your group as this helps support our due diligence. Specify the number of paid staff and/or the number of volunteers who have a leadership/organisation role.

Question 2.3 We ask when your group was established as this helps support our due diligence checks.

Question 2.4 – We need to understand what the main activities of your group are to better understand how the grant will make a positive difference to your group and that the requested items match your plans. Tell us in this section how many members you have, how often you get together, where you meet and what you do together, feel free to use bullet points. We also need to know what kind of Government Entity or Public Body you are.

Question 2.5 - How is the Asda Community Champion involved in your group? Are they a member or have a family member attend your group? Do they support your events and initiatives and how do they do this? A brief explanation is fine.

Question 2.6 – We need to understand what safeguarding policies or practices you have in place at your organisation.

Section 3 – About the grant

Question 3.1 Which grant are you applying for? You can apply for a standalone option, or a combination of the four. Read the grant criteria document to understand what you are eligible to apply for.

Question 3.2 You must ensure all your activities comply with government Covid guidelines. You must agree to the statement or we will be unable to provide funding.

Question 3.3 Provide as much detail as possible about what the money will be used for. This will help Asda Foundation process the application and avoid further questions which may cause delays.

Question 3.4 Tell us if there are any charges for people taking part in or attending this activity.

Question 3.5 A list of items you wish to purchase must be included. Undertake some research before completing this section. Include quantities if possible and use one line to cover grouped items. E.g., Sandwiches (include the cost of bread, cheese, ham, salad, mayonnaise etc). You **do not** need to provide any quotes or additional documentation. Ensure you add up and complete the total box at the bottom on the table. If you need addition space, add more columns, or include an additional sheet of paper in your application submission.

Question 3.6 This must be a group bank account*. We cannot make payment to personal accounts. You'll need to submit a redacted bank statement or pay in slip with your application. We ask for this only to validate the correct payee name, we don't need to see financial information. If your application is successful, funding will be sent to you via cheque. If your bank does not accept cheques, we'll be unable to support your group.

*If your group is part of a larger organisation you will need to provide written evidence to explain the link between the two.

e.g., the Group applying for the grant is called Greentown Council Holiday Club. This group does not have a bank account in their group name, so all funds are banked under Greentown Council.

In this instance, we would also need confirmation from a representative at Greentown Council that any funds would be ringfenced for Greentown Council Holiday Club.

Section 4 – Impact of the grant

Question 4.1– Explain how the grant would make a positive difference to your group. Tick up to three boxes which most apply.

Question 4.2 – Tell us how many people will directly benefit from this grant.

Question 4.3 – Tell us how many people will indirectly benefit from this grant. E.g. the carer of children attending your activity.

Section 5 – Government Entity/Public Body Background Information

Question 5.1 – We need to understand if anyone in your group's governance structure and their immediate family members has any association with a Government Entity or Government Official (as described above) who may have decision making power over Asda, or with a political candidate running for office. If you answer **Yes**, identify the Asda colleague and the type of relationship. If you answer **No**, proceed to question 5.2.

- ❖ A Government Entity includes any government department, agency or public body. For example, hospital, local council or political party/campaign. A Government Official is anybody acting in an official capacity on behalf of a Government Entity This list is not exhaustive and full definitions are included in the terms and conditions within Section 8, please speak to your Asda Community Champion if you have any questions
- ❖ Immediate family members include parents, children, siblings, spouses, and partners

Question 5.2 – If you answered **Yes**, identify the recipient. If you answered **No**, proceed to section 6.

Section 6 – Your relationship with Asda Stores

Question 6.1 – Explain how you first heard about this grant/who first made you aware.

Question 6.2 - To your knowledge, does the Government Entity/Official requesting this donation have any pending business or regulatory decisions relating to Asda or Asda Foundation and is the Grant intended to induce the Government entity or official to take any action or refrain from taking any action? Provide full disclosure if the answer is Yes. If the answer is No, proceed to question 6.3.

Question 6.3 - Has your group received a grant from Asda Foundation in the past 5 years? Provide details of the grant awarded including amounts and the year you received the funding.

Question 6.4 - Has your group ever had an unsuccessful grant application with Asda Foundation? Provide full disclosure if the answer is Yes, giving details of dates and reasons for the application not being successful; otherwise mark as n/a.

Section 7 – Not Applicable. *Nothing to complete for this section*

Section 8 – Not Applicable. *Nothing to complete for this section*

Section 9 – Essential Reading

Ensure you fully read and fully understand the terms and conditions which you are adhering to as part of your application. If you have any queries, contact your local Community Champion.

Section 10 – Group Declaration and Signature

Provide the contact information requested sign and date the application*.

If you are unable to sign this section of the application by hand, ensure that you confirm the following statement in a follow up email to your Community Champion.

“Please accept this email as substitution for manual signature in Section 10 of the attached application form for a grant from the Asda Foundation to declare that I have read, understood and accept all the statements, terms and conditions outlined in Sections 9 and 10”.

*We ask for your year of birth as part of our compliance and screening processes. This information helps us to eliminate any false positives for example, if Joe Bloggs was convicted of bribery and born in 1978 but the applicant with the same name was born in 1960 then we know that we can dismiss the alert as an invalid match.

Your checklist

- 1) All questions in sections 2-10 have been completed
- 2) Redacted bank statement or payee slip provided
- 3) You have signed and dated the form
- 4) You have provided the email statement if the form has been signed electronically
- 5) Handed / sent form to Community Champion

Section 11 – Endorsement and Signature

This section must be completed by the Asda Community Champion and General Store Manager.

There are no further sections for you to complete. Please ensure you pass your application along with the necessary supporting documentation to your Community Champion who will proceed with your application.