|  |
| --- |
| **U18 Better Starts Grant Round 1 – (February – April 2022)** |

**Government Entity
Application Form**

We are Asda’s charity, Asda Foundation. We operate independently of Asda Stores but work very closely with Community Champions in Asda’s superstores. Our mission at the Asda Foundation is to **Transform Communities and Improve Lives** through a range of grant programmes. Each year we invest over £3m in Asda communities.

Asda Foundation U18 Better Starts Grant is only applicable for activities which benefit people under the age of 18. There are key criteria to be met for an application to be successful. It is essential groups read the criteria guidance to give your application the best chance of being successful.

This application form is for **Government** entities that wish to apply for a U18 Better Starts Asda Foundation grant. **A summary of key processes is below:**

**Groups**

* To apply for a grant, fully complete sections 2 to 10 of this form, remembering to include **all** relevant supporting documentation.
* Follow the grant group guidance document on Asda Foundation website to ensure your application meets criteria and is completed fully. Failure to follow the guidance may result in an unsuccessful application.
* **Ensure all Health and Safety guidelines/Government guidelines are adhered to whilst your event is taking place as the Asda Foundation cannot be held responsible for any breaches of Covid regulations that occur because of an event funded by an Asda Foundation grant.**
* Submit to the Community Champion (Asda Foundation **do not** accept applications directly from Groups)

**For Asda Store Community Champions:**

*(full guidance can be found on One Asda)*

* Check that the form has been fully completed and signed by the group and that all supporting documentation has been received.
* Conduct red flag checklists and assess the application against the grant criteria and your available budget.
* Complete sections 1 and 11 and ensure that yourself and the GSM have signed & dated. NB: Forms should only be signed when the group has fully completed the form and stores are endorsing the application therefore your signatures should always be dated after that of the group.
* Submit to Asda Foundation from your Asda email address. asdafoundation@asda.co.uk

**Asda Foundation Promise**

* Asda Foundation will review the application and aim to communicate the outcome within 6 weeks of receipt from the Community Champion.
* Asda Foundation will communicate with the Community Champion in first instance but may contact the group directly.

**Please note that incomplete applications will be returned as unsuccessful.**

|  |
| --- |
| **Mandatory Information**  |
| Please ensure that you have checked your application form before submitting by ensuring that all mandatory questions have been answered and supporting documents have been included. - The Group must complete sections 2 to 10- The Asda Community Champion and GSM must complete sections 1 and 11 **ONLY**Asda Foundation do not fund third party grant making organisations. The Grantee must directly deliver the service / activity. Successful applications will be paid by cheque. Asda Foundation do not pay individuals, cheques are always made payable to the group. |

|  |
| --- |
| **Section 1 - Contact Details – Asda Store to Complete** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Store Name and Store Number:  |  | Contact Name at Store: |  |

 |

|  |
| --- |
| **Section 2: About your Organisation – Group to Complete** |

**Prior to completing this application, please confirm below that you have read the criteria and guidance on how to apply for a grant, available on our website** [**www.asdafoundation.org**](http://www.asdafoundation.org)

[ ]  Yes [ ]  No

Please place a cross in the correct box.

2.1 Your Organisation Name:

|  |
| --- |
|  |

2.2 How many of the following are involved in the organisation (numbers)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full time staff:** | **Part time staff:** | **Board/Management Committee:** | **Volunteers:** | **Members:** |
|  |  |  |  |  |

2.3 When was your organisation established?

|  |  |
| --- | --- |
| Date:  |  |

2.4 Please describe the purpose of your organisation, what type of Government entity or Public Body you are and your main activities.

|  |
| --- |
|  |

2.5 Please explain how Asda and Asda’s Community Champion is involved with your group

|  |
| --- |
|  |

2.6 Does your group have a safeguarding policy / statement that you adhere to?

[ ]  Yes [ ]  No

**Section 3: About the grant – Group to Complete**

3.1 Which grant(s) are you applying for?
(Please cross the correct box(es))

[ ]  Supporting Essentials

 [ ]  Being Active

 [ ]  Improving Wellbeing

[ ]  Celebrating and Bringing Children Together

Date of Event (if applicable): ……………………………………………..
***Please Note:*** *Applications can take up to 6 weeks to process from receipt of a complete application form. There is no guarantee applications submitted with less than 6 weeks’ notice will be processed.*

3.2 Please ensure you have understood the current guidance regarding your planned activities and that they comply with Government Guidelines relating to Covid-19.

**Declaration:**

**On behalf of my group, I agree to ensure appropriate steps are taken in line with government guidelines to comply with Covid-19 health and safety measures and that these guidelines will be reviewed again prior to the group’s activity taking place.**

[ ]  I Agree

3.3 What will you use this money for?

***(Please describe the activity, be specific)***

|  |  |
| --- | --- |
|  |  |

3.4 Please tell us what you charge people to attend this activity.
**(Please give as much detail as possible, this might be a one of charge, an annual membership fee or both etc)**

|  |  |
| --- | --- |
|  |  |

3.5 Please provide a brief list of the item you will purchase to make your activities possible:

*Example:*

|  |  |
| --- | --- |
| *Item* | Cost |
| *Example: Meal Celebration (items to cook spaghetti Bolognese and apple crumble)* | *£80.00* |
| *Example: Craft items to make cushions* | *£125.00* |
| *Example: Veg patch gardening tool (spades, water cans etc)* | *£150.00* |
| *Example: Shampoo, Conditioner, Shower Gel (50 sets)* | £150.00 |
| ***Total*** | ***£505.00*** |

***Please Note:*** *1) Ensure you include an overview of items requested for all aspects of your activity.
2) We do not expect a shopping list, for example onions, mince, pasta, tin tomatoes. Cooking Spaghetti Bolognese is sufficient.*

|  |  |
| --- | --- |
| Item | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** (add together the total from the rows above) | **£** |

* 1. If your application is successful. State the account name the cheque needs to be made payable to? \*

|  |
| --- |
|  |

 **\*Please Note:** applications must include evidence of your group’s payee name for the cheque payment. E.g., Redacted bank statement or paying in slip. **Applications without this evidence will not be processed.**

|  |
| --- |
| **Section 4: Impact of the Grant – Group to Complete both boxes below** |

4.1 Please share how this money will make a positive difference to your group
(Choose maximum three, if more apply, choose the three most important to your group)

1. [ ]  Enable you to create a new service / activity.
2. [ ]  Increase the amount of people your existing service supports
3. [ ]  Improve the quality of a service you provide
4. [ ]  Provide additional equipment for your service users
5. [ ]  Enable you to deliver an event / activity that would have otherwise not happened
6. [ ]  Allow you to support / enhance an existing community event / activity.
7. [ ]  Enable your group to continue to operate / survive.

If you have further details about the positive difference, please outline in the box below:

|  |
| --- |
|  |

4.2 How many people will benefit directly from this grant?

(E.g., A child attending a cookery class and learning to make a meal will learn a skill and benefit directly)

|  |
| --- |
|  |

4.3 How many people will indirectly benefit from this grant?

(E.g., The family of the child attending the cookery class will benefit indirectly as the child will be able to cook a meal for the family)

|  |
| --- |
|  |

**Section 5: Government Entity/Public Body Background Information – Group to Complete**

5.1 Does the Government Official, (please refer to terms and conditions in Section 9 for definitions of Government entity and Official but this could be a council run community group or any other body that is funded by a public authority), requesting the donation have a close family or personal relationship with anyone at Asda?

[ ]  Yes [ ]  No

If you answered **Yes**, please identify the Asda colleague and the type of relationship

If you answered **No**, please proceed to question 5.2

|  |
| --- |
|  |

5.2 Is the intended recipient of the donation different to the entity named in Section 2?

[ ]  Yes [ ]  No

If you answered **Yes**, please identify the recipient

If you answered **No**, please proceed to section 6

|  |
| --- |
|  |

|  |
| --- |
| **Section 6: Relationship with Asda Stores – Group to Complete** |

6.1 Please advise how this grant application arose and how you heard about the Asda Foundation Grants?

|  |
| --- |
|  |

6.2 To your knowledge, does the Government Entity/Official (please refer to terms and conditions in Section 9 for definitions of Government entity and Official but this could be a council run group or any other body that is funded by a public authority), 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?

[ ]  Yes [ ]  No

If you answered **Yes**, please provide further detail below

If you answered **No**, please proceed to section 6.3

|  |
| --- |
|  |

6.3 Has your group received a grant from Asda Foundation in the past 5 years?

[ ]  Yes [ ]  No

If you answered **Yes**, please complete the table below

If you answered No, please proceed to section 6.4

|  |  |  |
| --- | --- | --- |
| **Year** | **Grant Type**  | **Amount £:** |
|  |  |  |

6.4 Has your group ever had an unsuccessful grant application with Asda Foundation? (Please give details below specifying dates and reasons for the application not being successful; otherwise mark as n/a):

|  |
| --- |
|  |

**Section 7: Not applicable with this application form**

**Section 8: Not applicable with this application form**

There is nothing to complete in this section. Please proceed to Section 9.

|  |
| --- |
| **Section 9 – Essential Reading – Group to Complete** |

|  |
| --- |
| **TERMS AND CONDITIONS FOR ANY DONATION TO A GOVERNMENT ENTITY**1. Interpretation

In these Terms and Conditions:-**“Anti-Corruption Policy”** means the Asda Stores Limited Anti-Corruption Policy adopted by The Asda Foundation and available upon request;"**ASDA**" means Asda Stores Limited registered in England and Wales with company registration number 00464777 whose registered office is at Asda House, South Bank, Great Wilson Street, Leeds LS11 5AD; "**Asda Foundation**" means The Asda Foundation, a charity registered in England and Wales with charity number 1124268 and company registration number 6480049 whose registered office is at Asda House, South Bank, Great Wilson Street, Leeds LS11 5AD; "**Donation**" means any grants or donations made to the Grantee by ASDA Foundation; "**Government Entity**" includes but is not limited to: (i) any government department, agency, ministry, instrumentality, or entity, whether federal, state, or municipal, including the administrative, judicial, and legislative bodies; (ii) any political party or political campaign; (iii) any state-owned or state-controlled department, company, corporation, partnership, enterprise, public institution or civil association; (iv) any public international organisation, such as the United Nations, the World Bank, and the International Monetary Fund; and (v) any recognised traditional or tribal council, governing body, or authority, or any recognised traditional or royal family; "**Government Official**" includes but is not limited to: (i) any officer or employee of a Government Entity; (ii) any person acting in an official capacity for or on behalf of a Government Entity; and (iii) any candidate for a public office position or any person acting in an official capacity for or on behalf of the candidate; "**Grantee**" means the requesting organisation or person identified in [Section 2] of the Request;"**Request**" means the request for a grant or donation signed by the Grantee and submitted to Asda Foundation;**“Service Project”** means Volunteer activities by Asda associates to benefit charities, local communities, or national causes for the public good. "**Terms and Conditions**" means these terms and conditions.1. Formation of contract
	1. A Request is deemed to be approved by Asda Foundation on written or e-mail confirmation by Asda Foundation to the Grantee that the Request is approved.
	2. Following approval of the Request by Asda Foundation, Asda Foundation shall make the Donation to the Grantee.
	3. By accepting the Donation, the Grantee agrees to be bound by these terms and conditions to the entire exclusion of all other terms and conditions (including the Grantee's terms and conditions or those implied by trade, custom or practice).
2. **Grantee's responsibilities**
	1. The Grantee agrees that the purpose of the Donation and how it is to be used by the Grantee is as set out in Section 3 of the Request (the "**Purpose**").
	2. The Grantee acknowledges and agrees that the Donation is to be used solely for the Purpose and for no other purpose. The Grantee further agrees that if the Donation is used for any purpose other than the Purpose then it acknowledges and agrees that Asda Foundation can require the Grantee to repay/return (as appropriate) the full amount of the Donation or, at the discretion of Asda Foundation, such element of the Donation which has been used for the alternative purpose.
	3. The Grantee acknowledges and agrees that if it wishes to use ASDA or Asda Foundation's logo on its website or any promotional material, it must first let ASDA and/or Asda Foundation (as applicable) know where and how it will appear and obtain the consent of ASDA and/or Asda Foundation (as applicable) in advance.
	4. The Grantee agrees that it shall not do anything which would in the reasonable opinion of Asda and/or Asda Foundation bring the reputation of ASDA or Asda Foundation into disrepute.
	5. The Grantee agrees that it will, on reasonable notice, provide Asda Foundation with such information, explanations and documents as Asda Foundation may reasonably request to establish that the Donation has been used only for the Purpose.
	6. The Grantee is familiar with Asda’s Anti-Corruption policy (the “Policy”). The Grantee agrees that its use of the Donation received under this Agreement will be in full compliance with all applicable anti-corruption laws and regulations. Accordingly, Recipient acknowledges and agrees that the Donation provided under this agreement shall not be used for the personal benefit or enrichment of any third party including any Government Official or any Family Member or Close Business Associate of a Government Official. Recipient further acknowledges and agrees that in connection with this agreement, it has not received, accepted, or used anything of value in violation of the applicable anti-corruption laws and regulations.
	7. The Grantee shall keep its books, records, and accounts with sufficient detail and precision as to clearly reflect its transactions and the use or disposition of its resources or assets. Grantee agrees that ASDA and Asda Foundation each have the right to audit the transactions related to Grantee’s execution of its obligations under these Terms and Conditions, or its use of funds, goods, or services received under these Terms and Conditions, at any time and upon reasonable notice.
	8. In the event that Asda Foundation determines, in its sole discretion, that the Grantee has engaged in conduct that violates any anti-corruption policy adopted by Asda Foundation or to which Asda Foundation is subject, or the applicable anti-corruption laws and regulations, Asda Foundation immediately shall have the right to suspend future Donations and to suspend or terminate the Terms and Conditions.
	9. All payments under these terms and conditions shall: (i) be made solely by cheque or wire transfer for the benefit of, and to the account of, the Grantee and not to any individual employee or representative of the Grantee; (ii) be denominated in pounds sterling; and (iii) not be in cash or bearer instruments.
	10. The Grantee agrees to provide timely information to Asda Foundation regarding any changes to the representations made in these terms and conditions.
	11. The Grantee agrees to provide assistance and cooperation in any investigations related to the use of Donations received under these terms and conditions.
3. WARRANTIES AND LIABILITIES
	1. The Grantee warrants and represents that it has full power and authority under its constitution and has taken all necessary action and has obtained all authorisations, consents, and approvals to accept the Donation and agree to these Terms and Conditions.
4. **VAT**
	1. Both parties acknowledge and agree that the Donation is inclusive of any VAT whatsoever that may be due and Asda Foundation shall not be obliged to pay the Grantee any amounts relative to VAT in respect of any liability that may fall due as a result of the Grantee carrying out the Purpose.
5. general
	1. The parties agree that any notice issued under the Terms and Conditions must be made in writing (which shall include email) and shall be deemed to have been received 2 days after the date on which it was posted (or in the case of email, at the time of transmission or where the email is received after 5pm on a working day it will be deemed to be received on the next working day). Notices to the Terms and Conditions must be sent to the Company Secretary, Asda Foundation, ASDA House, South Bank, Great Wilson Street LS11 5AD and in the case of e-mail, only on provision of the relevant e-mail address by Asda Foundation to the Grantee.
	2. If a court decides that part of these Terms and Conditions are not enforceable in law, that decision does not alter the enforceability of the rest of the Terms and Conditions.
	3. These Terms and Conditions and the documents referred to in it (including the Request), contain everything agreed between the parties in relation to the Donation.
	4. These Terms and Conditions and any non-contractual obligations arising out of or in connection with it shall be governed by English Law. The parties hereby submit to the non-exclusive jurisdiction of the courts of England and Wales.
	5. We will use the information you give us to help assess your application and administer any grant we award you. We may also use it to analyse our grant making and for our own research or through the Foundation or others. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating our programmes. We may also share information with other organisations providing matched funding. Asda Foundation is a company limited by guarantee registered in England and Wales (company number 6480049 and a registered charity 1124268). Registered Office: Asda House, Southbank, Great Wilson Street, Leeds LS11 5AD.
 |

**Section 10: Group Declaration and Signature – Group to complete**

10.1 Please read and confirm the statements in this section before signing the application

|  |
| --- |
| I confirm that I am authorised to sign this grant application form on behalf of my organisation. I have reviewed my organisation’s information in this grant application form. I certify that the information provided is true and correct. I agree that this information may be used by the Asda Foundation to determine whether my organisation qualifies to receive Donations from the Asda Foundation. I understand that decisions made by the Asda Foundation are final. I acknowledge and agree that this is only a request for a donation and that Asda Foundation is under no obligation to provide any such donation. I further acknowledge and agree to the Terms and Conditions of the Donation. I further certify that the requested Donation is not for the benefit of or use by any Government Officials in his/her individual capacity or any Family Member or Close Business Associate of a Government Official and that it will be used only as described above. I certify also that the Donation is being made in compliance with all applicable anticorruption laws and regulations.  |
| **Your Name:** |
| **Your position / role within your group:** |
| **Your Year of Birth:** |
| **Your telephone number:** |
| **Your email address:** |
| **Group website:** |
| **Group correspondence address:***If successful, this is where the cheque will be sent. Please ensure this address is checked regularly for post.* |
| **Are you happy to be contacted by Asda Foundation?** Please tick as appropriate **Yes** [ ]  **No**  [ ]  |
| **Group Social Media Link:** E.g. Facebook, Instagram etc |
| **Date:**  |
| **Signature: \****\*Please note that if a digital or typed signature is provided, you must copy the below statement into the email that you send to the Community Champion when you submit this application form:***Please accept this email as substitution for manual signature in Section 10 of the attached application form for a grant from Asda Foundation to declare that I have read, understood, and accept all the statements, terms and conditions outlined in Section 9 and 10.** |

**Section 11: Endorsement and signature - Store to Complete (only when form completed by group)**

**Community Champion:**

11.1 Please explain why you are recommending this group for an Asda Foundation U18’s Better Starts Grant

11.2 Please confirm the Red Flag checklist has been completed. [ ]  I Confirm

If you identified any red flags, please describe them in the box below:

11.3 Are any colleagues directly linked with the project? [ ]  Yes [ ]  No
(If Yes, please detail below) Any declarations do not influence the funding decision.

|  |
| --- |
|  |

**Checklist –** Community Champion please tick to confirm all statements verified:

|  |
| --- |
| Application form signed and dated by Group, Asda Community Champion & Store Manager  |[ ]
| Proof of payee name  |[ ]
| Email if digital or typed signature from Group, GSM, or CC  |[ ]

**I certify that, to the best of my knowledge, the Grant request is not for the benefit of or use by any Government Official (or a Family Member or Close Business Associate of a Government Official) in his/her individual capacity and that it will be used only as described above. I further certify that, to the best of my knowledge, this Grant is being made in full compliance with Asda procedures briefed to me.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Community Champion: |  | Name of GSM: |  |
| Signature: |  | Signature: |  |
| Date of Signature: |  | Date of Signature: |  |
| Store Name and Number: |  | Store Name and Number: |  |
| *If Community Champion or GSM provide a digital or typed signature, an email will need to be provided from each person to confirm you have read and agree to the information submitted. Email must include the below paragraph:***Please accept this email as substitution for my signature in Section 11 of *Asda Foundation U18’s Better Starts Grant*** **application form. I declare I have read the application and endorse this group’s application for funding.** |