

## **Covid-19 Grant** **Criteria Guidance for Groups**

The Asda Foundation grants programme is designed to support grass roots organisations in the heart of our stores communities.

This guide is to assist and support you through the application process. The Community Champion in your local store is also able to support you filling in your application.

The document contains information relating to:

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## 1. How Asda Foundation grants work

Each year, Asda Foundation support local grass roots organisations to transform communities and improve the lives of people living within the Asda community.

We welcome applications from groups asking for funding which:

- Benefits the community
- Is local to an Asda store
- Brings people together
- Ensures everyone has an equal opportunity to be involved

Each store has a Community Champion, their role is to support projects within the community and support bringing people together. They manage all applications for Asda Foundation grants. The Asda Foundation do not accept applications direct from community groups.

Please use the store locator link on the Foundation website to get in touch with your local store and speak to your Community Champion about how we might be able to support you.

## 2. The different types of Covid-19 Grants.

In response to Covid-19, Asda Foundation have developed 2 new grant streams:

- **Hygiene Grant:** This grant is focused on personal hygiene dignity, supporting residents/patients in facilities, who are struggling and unable to provide their own toiletries either through lack of funds or access to family support. We would expect applications from care homes, hospices, hospitals and homeless shelters.
- **Healthy Holiday Grant:** This grant is designed to support groups that typically would be holding summer holiday activities to ensure children are provided with a hot meal. If social distancing is relaxed before school holidays, then standard (Transforming Communities Improving Lives (TCIL) criteria would apply (Option 1). If social distancing hasn't relaxed, we would provide grants for groups to deliver provisions to children at home (Option 2).

### 3. Is my group eligible for a grant?

To be eligible to apply for a grant, your group must be one of the following;

- a Charity
- a not for profit company
- a Community Interest Company (CIC)
- an unincorporated Club or Association

#### And

You must be able to:

- provide clear rationale for how the grant money will be used
- provide a bank statement or deposit slip
- provide at least one accepted document as per the table below:

Type of Group	Accepted Documents
A registered Charity	Charity number Constitution
A registered Company	Company number Memorandum of Association and Articles of Association
Community Interest Company (CIC)	Company number Constitution Memorandum of Association and Articles of Association
Unincorporated Club or Association	Constitution Club Rules

### 4. How to apply

To apply for an Asda Foundation Covid-19 Grant, you must fill in an application form. There are two different application forms, one for groups who are Government Entity organisations and another for groups who are Non Government Entity.

The application forms are available from your local Asda store. Ask for your local Community Champion and ensure you complete the correct form. We cannot accept applications made on the wrong form.

Please read the step by step guide available on the [Asda Foundation website](#) which takes you through the application questions one by one.

Once you have completed your sections of the form, this **must** be given back to the Asda Community Champion and if all criteria are met, they will send the application to the Asda Foundation team for consideration. Applications received direct from groups to the Asda Foundation will not be considered, all applications must be submitted via the store community champion.

Your application will be considered within 6 weeks from the date your Community Champion submits the application to the Asda Foundation. If your application is successful, all grant payments are made by cheque.

**We are here to support you please do not hesitate to contact you Asda Community Champion if you have any questions about the Grant or the application form.**

## 5. When to apply

Applications for the Covid-19 Grant are open from Friday 15<sup>th</sup> May 2020 and will be the only grant available for the time being. In line with government advice about social distancing, our long term plan is to revert to our standard Transforming Communities and Improving Lives Grants.

## 6. Criteria for Covid-19 Grant

The below would apply in ALL cases:

- Only 1 grant allowed per group across the entire estate.
- Maximum £500 per group.
- Maximum £1,125 per store.
- All requests must include a quote.
- All requests must include a bank statement as proof of payee name.
- All requests must include proof of **Not for Profit** status.
- All requests to be itemised on application forms.
- All payments would be made directly to the service provider i.e. School, Playgroup, Community Group, Charity etc. No payments are to be made directly to individual families.
- **Restrictions** – applications would open to enable due diligence and processing to be completed. Applications would ask for details of both Options 1 and 2. Payment in line with current government guidelines would be made two weeks prior to activity.

- **Healthy Holidays Grant**

Option 1.

Supporting groups that provide nutrition for children during the school holidays. This situation would apply once lockdown is lifted.

*Example – An afterschool club want to extend their activities to support children during the school holidays. They want to provide a meal and activities 3 days per week which will benefit 100 children per week. This will ensure that children have access to a nutritious meal and are able to socialise and have structured play sessions during the school holidays.*

Option 2.

Supporting deprived children and their families in an area close to store, who are struggling for regular meals during the school holidays. This situation would apply during lockdown.

*Example – A local rotary club are looking to prepare ready meals in a community centre. These would then be distributed to deprived children and families in their area. The group would make, pack and deliver each meal.*

(Please note successful Healthy Holiday applications will be notified once a decision is reached but payment will only be made 2 weeks prior to the activity date, in line with the government guidance at that time. Asda Foundation will follow each government's individual decision across England, Wales, Scotland and NI).

- **Hygiene Grant**

**Care Homes**

To support those residents who are unable to provide their own toiletries either through lack of funds or access to family support.

*Scenario: A care home has 70 residents, all of whom are unable to receive visitors. They are struggling to source consumables due to lack of access and funds – many have dementia and do not have responsibility for their own finances. Toiletries could be bought in bulk via a grant and delivered direct.*

**Hospices**

To support terminally ill patients who are already suffering through ill health and separated from their loved ones at a time when they need them most. This would also assist the Hospices, many of whom are charitable organisations and struggling for funds under the current climate.

*Scenario: A hospice has 14 beds, and all its residents are terminally ill. Some staff members may be volunteers, and some may also fall into the vulnerable category. A grant would remove some of the pressure from the remaining staff, help to provide comfort to the patients, and ease the burden of family members separated from their loved ones at a sensitive time. Toiletries could be bought in bulk via a grant and delivered direct.*

## **NHS Hospitals**

To support patients who cannot access items due to restrictions, and those who are dependent on a network of support. This would apply to ALL vulnerable patients – not just those diagnosed with Covid-19.

*Scenario: A hospital has various wards, which due to lockdown restrictions remain out of bounds to visitors. Patients are fragile and deprived of their usual support network. A grant – payable to the hospital trust - could be utilised for the benefit of such people. Toiletries could be bought in bulk via a grant and delivered direct.*

## **Homeless Shelters**

To help support those who are in lockdown without a home, friends or family, during the Covid-19 crisis.

*Scenario: A shelter, catering for those without a home or family, are struggling to provide the basic hygiene necessities and items for the people they support. A grant – payable to the shelter or parent charity - could be utilised for the benefit of such people. Toiletries could be bought in bulk via a grant and delivered direct.*