

## FAQ's

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### Tesco Little Helps

Tesco is banishing Blue Monday, traditionally known as the most depressing day of the year, by launching a campaign to give 60 charities and community projects a £300k boost.

Over the next three weeks, we are calling for applications from groups across the UK that would benefit from a £5000 grant to help them to make a difference in their communities.

Priority will be given to projects that provide food and support to young people, with examples including:

- A local school needing support to buy food for a children's breakfast club,
- A voluntary organisation working with families to run a food bank,
- A charity supporting young people with specialist advice to manage mental health,
- A brownie or scout group needing new camping equipment,
- Kitchen equipment for a youth project to set up a holiday club,
- Supporting a community centre wanting to put on a celebration lunch or Meals on Wheels service,
- A healthy eating project that supports families to cook healthy meals on a budget,

Applications will be accepted from a wide range of organisations including: voluntary/community organisations, registered charities, social enterprises, Community Interest Companies (please note, CIC's must have been running for a minimum of two years and we can consider CICs limited by guarantee but not those limited by shares), community councils, mutuals, and housing organisations.

## Can our organisation submit a Tesco Little Helps application and Tesco Community Grants?

Yes, eligible organisations can submit an application to both schemes.

## Can our organisation apply for more than one Tesco Little Help Award?

No, only **one application** can be submitted from each organisation.

## I have already applied and/or received funding for Tesco Community Grants. Can our organisation submit a Tesco Little Helps application?

Yes, you can submit one Tesco Little Helps application.

## What is the deadline for Tesco Little Helps applications to be submitted?

The Tesco Little Helps competition is open for applications between 17th January 2022 and will close at midnight on 6th February 2022. Note that [Terms and Conditions apply](#). Applications received after 6th February will not be considered for the Tesco Little Helps competition.

## How soon after the competition closes will we know if we have been successful?

We will notify applicants 60 days after the voting closes.

## How will eligible organisation Tesco Little Helps competition winners be decided?

Eligible applications will then be shortlisted by Tesco and Little Helps to ensure that funding will benefit organisations delivering vital support for local communities. A shortlisting expert panel will decide upon each of the winners who will be notified, 60 days after the competition has closed.

## I have made an application. What happens next?

You should receive an email acknowledging receipt of your application. Please check your Junk/Spam or Trash folder in your email if you've not received it within 24 hours. If you still haven't received an acknowledgement please get in touch.

## What is a constituted group?

We can only accept applications from non-profit making constituted groups or organisations. This is an organisation or group with a governing document (eg a constitution or Memorandum of Articles).

A constituted group could be a 'Friends of Group', a Tenants and Residents Association, a Development Trust, a Community Interest Company, a Social Enterprise, a Industrial Provident Society or a local charity.

To apply for a grant you need to provide a copy of your governing document (eg a constitution, Memorandum of Articles, etc) with your application. This must contain a dissolution or winding up clause that satisfies our assessment requirements.

**Your application will not be considered if this information is not included.**

Your Local Authority will also have details of local constituted groups:

<http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1>

### **Why am I being ask to provide proof of identification?**

As part of our updated grant administration process, we are now asking for ID verification checks if your organisation is NOT a registered charity or a registered company, OR if you are NOT a public sector organisation. We will require proof of name and proof of address from the main contact of the application. The second contact in the application MUST be a bank account signatory for the organisation account, or for the organisation that you will use if using an Accountable Body.

- 1) Home Addresses for both the Main and Alternate contacts.
- 2) The Main contact to provide two forms of ID in the upload fields - one for proof of name and the other for proof of address.
- 3) The alternate contact MUST be a Bank Account Signatory for the bank account you will use if you are successful in receiving a grant.

If your organisation is a registered charity or a registered company, and/or if you are a public sector organisation, we DO NOT require this information from you. You may provide home addresses if you wish to do so but it is not a requirement and you may provide your organisation office address for both contacts.

For further guidance on our risk checks and why we are asking for this information please see the following document by clicking [HERE](#).

### **FORMS OF IDENTIFICATION GUIDANCE**

You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

**Proof of Name** - please upload a document, such as your Current signed passport; a Current UK or EEA photocard driving licence; or Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces).

**Proof of Address** - please upload a document, such as a Utility bill (gas, electric - issued within the last three months, UK water bill; Local authority council tax bill for the current council tax year; Tenancy agreement from a housing association or a council; Current UK driving licence (but only if not used for the name evidence).

You can take a picture of your document with your mobile phone or you can scan your document and then upload to the attachment.

## **We want to apply but we are not a constituted group. How do we become one?**

We can only accept applications from constituted groups or organisations. You will need to provide a copy of your governing document (eg a constitution, Memorandum of Articles, etc) with your application.

Here are some useful resources for getting your organisation or group constituted.

Your local Council for Voluntary Services will be able to offer you some guidance or you can find guidance online.

Creating governing documents in England:

<http://knowhownonprofit.org/how-to/how-to-write-a-governing-document-guide>.

Creating governing documents in Scotland: <http://www.scvo.org.uk/setting-up-a-charity/>

Creating governing documents in Wales:

<http://www.wcva.org.uk/advice-guidance/getting-started>

Also, if you want to become a charity too, here's how to do that in England and Wales:

<https://www.gov.uk/setting-up-charity/set-up-a-charity> and in Scotland:

<http://www.scvo.org.uk/setting-up-a-charity/>

## **Can I include VAT in my application?**

You may need to pay VAT on purchases made as part of your project and we can pay for this within our grant. Make sure you check whether VAT needs to be included when you develop your budget. The amount you request should only include VAT where you do not intend to or cannot recover at a later date. If you later find that VAT claimed under the grant becomes recoverable, you must repay this amount to us.

More information on the HMRC website:

<https://www.gov.uk/government/organisations/hm-revenue-customs/contact/vat-enquiries>

## **Can my school apply for a grant?**

Yes. Schools are eligible to apply for grants to support local activities that benefit the community.