

Windrush Day Grant Scheme 2024: Frequently asked questions

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1. What is the Windrush Day Grant Scheme?

In order to mark the anniversary of the MV Empire Windrush docking in the UK, DLUHC is offering up to £500,000 in grant funding to support a new cohort of impactful and ambitious projects. As of today, HM Government has dedicated £4.25 million in funding toward honouring the Windrush legacy. This includes £3.25 million across six years of the Windrush Day Grant Scheme, and £1 million allocated to the National Windrush Monument, which stands as a fitting tribute to the contributions of the Windrush passengers and their descendants to the UK.

2. What do you mean by ‘Windrush generation’?

In line with the advice of UK Caribbean community stakeholders who have worked on previous iterations of the scheme, we define the Windrush generation as those people who emigrated from the Caribbean to the United Kingdom between the arrival of the MV Empire Windrush on 22 June 1948 and the Immigration Act 1971, their descendants and the wider UK Caribbean community.

The MV Empire Windrush arrived at the Port of Tilbury on 21 June 1948 and its passengers disembarked a day later. The ship carried several hundred Caribbean migrants, many of them veterans of the Second World War. Since then, the Windrush has come to symbolise the first movement of mass migration to the United Kingdom in the post-war era.

3. What type of projects/events will you fund?

We are keen to build on the work that organisations up and down the country have done so far across the previous five iterations of the DLUHC grant scheme. We are looking for unique and exciting proposals that engage with the Windrush story and Windrush communities in powerful, enterprising and thoughtful ways.

Proposals could be designed to fund activities such as the following illustrative examples (**please note that this list is not exhaustive – we encourage innovation provided that the aims of the scheme are met**):

- Commemorate National Windrush Day – the anniversary of the MV Empire Windrush docking in the UK
- Bring together local partners and communities to create a unique project
- Run a scheme that supports young people to improve their academic, vocational or entrepreneurial skills – and demonstrate how the scheme has made an impact
- Deliver a high-quality artistic performance or series of performances that celebrate the Windrush legacy
- Run novel activities in partnership with local schools, for example, through assemblies, workshops, educational trips and project work

Some additional or supplementary activities for achieving the aims of the scheme could be:

- Educational events, seminars and lectures
- Education through culturally relevant activities and events
- Exchange visits and programmes
- Religious services
- Public celebrations and community activities
- Performance arts projects
- Cultural programmes and community arts projects

While previous iterations of the Windrush Day Grant Scheme have proudly supported ambitious projects, there is a need to be realistic about what is achievable within the scheme's timeframe. Therefore, this year we are strongly encouraging proposals to set out manageable deliverables.

Applicants will need to provide assurance that their organisations have the capacity to keep to their proposed delivery timetable and that they are able to commit to providing regular updates on their progress, including (but not limited to) project monitoring, evaluation forms and participant feedback forms, as required by DLUHC to assess the impact of the scheme. The project lead will also be required to take charge of informing the Department of progress.

We also ask that proposals demonstrate clearly how their project will work with local partners. These might include organisations such as museums, libraries and schools.

4. What type of projects will not be funded?

We will be looking for projects that achieve all the outcomes of the Windrush Day Grant Scheme.

Organisations must ensure that projects do not engage in political or extremist activity, do not promote partisan political views, and that they provide value for money.

‘Political activity’ is defined as using a grant to fund lobbying in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity; or attempting to influence legislative or regulatory action.

5. Is my organisation eligible to receive this grant?

Organisations are eligible to apply if:

- a. They are registered:
 - a. Charities
 - b. Exempt charities
 - c. Community interest companies/Community Interest Organisation
 - d. Social enterprises

- e. Community benefit societies

OR:

- b. They meet all the following criteria as demonstrated by submitting additional supporting documents:
 - a. They are established for charitable, benevolent or philanthropic purposes
 - b. They have a governing body with at least three members
 - c. They have a governing document which they can produce
 - d. They can provide accounts demonstrating good financial health across both of the last two financial years

OR:

- c. They are a local authority

Local authorities may include a county council; a district council; a parish council; a combined authority; a London borough council; or another organisation set out in Section 33(1) of the Local Government Act 2003. We encourage schools, libraries and other local authority organisations to submit bids in conjunction with their local authority.

If your organisation's charitable status is unconfirmed or unregistered, it may still meet the second set of eligibility requirements. This is also the case for many other types of organisations such as exempt charities and credit unions. Documents or copies of documents may be provided in physical or digital form, provided that any copies or scans are legible.

Organisations which meet neither set of requirements should, in the first instance, contact their local authority and request to be included as part of a bid from the local authority. Alternatively, your local authority may be able to provide connections with other similar organisations which are eligible.

6. Is the scheme only open to projects in England?

The scheme is open to applications from projects in England and Northern Ireland.

7. Is it possible to apply for funding as a group of bidders?

A group of bidders can apply. If applying as a consortium, organisations must have agreed a lead partner and project lead (individual) from one of the organisations to manage the programme. A Memorandum of Understanding (MoU) must also be established for dividing the work and funds between partners and for managing performance. The lead partner must be a charity, a community group with a charitable purpose or a local authority.

8. Is there a limit on the number of organisations that can be involved in a consortium bid?

There is no limit on the number of organisations that can be involved in a consortium bid; however, there is a maximum limit on the amount a bid can request, which is £50,000. For consortium bids there must be a designated lead partner to manage the programme, and a system for dividing the work and funds appropriately and effectively. The lead partner must be eligible to apply for the scheme as specified in the Guidance for Applicants. Multiple local authorities working together, or organisations working together across multiple local authority areas, may be considered as part of a consortium bid.

9. My organisation has received funding through the Windrush Day Grant Scheme in previous years. Can I apply for the 2024 scheme?

Yes. Where Windrush Day Grant Scheme funding has been received in the past by an organisation, all previous conditions of that funding must have been met in order for organisations to be eligible for funding from the 2024 scheme.

10. How do I apply?

You can apply to the scheme via the application form on our administrator Near Neighbours website here:

<https://www.near-neighbours.org.uk/windrush-homepage>

Applications must be completed by 23:59 17 December 2023.

11. When is the deadline for applications and when will I find out if my bid has been successful?

We opened the application process for proposals on 1 November 2023 and the application period closes at 23:59 on 17 December 2023. We will inform applicants of the outcome of their bids in February 2024.

12. How much funding is available and how much can I apply for?

We have a budget of up to £500,000 available to fund events and projects across the country. This year, there are two tiers of funding:

- Tier 1: smaller projects, of a value of between £5000 and £24,999
- Tier 2: larger projects, of a value between £25,000 and £50,000

Please see the accompanying Guidance for Applicants for further details. Some bidders may be seeking funding below £5000. In this case, they should contact their local authority to explore the possibility of inclusion in a larger bid.

13. Can project events take place before or after National Windrush Day?

22 June each year marks National Windrush Day and **projects must include a lead event or activity on this date**. This will ensure that the 2024 Windrush Day Grant Scheme celebrates the anniversary of the arrival of the MV Empire Windrush docking in the UK.

All further events and activities must take place within the 10-week period of 8 June 2024 to 31 August 2024.

Project events and activities taking place after the 22 June 2024 must demonstrate one or more of the following:

- Clearly demonstrate how a proposal can help build community cohesion between people of different age groups and ethnic backgrounds
- Have a lasting social impact beyond the funding period
- Help develop the educational and entrepreneurial skills of young people across this period

We are keen to build on the experiences and work that organisations up and down the country have done so far across the previous four years of the grant scheme. We are looking for unique and exciting proposals that engage with the Windrush story and Windrush communities in powerful, enterprising and thoughtful ways.

It should be noted that this funding is available for the 2024 scheme only.

14. When will funding be released?

Funding for all approved projects will be released in April 2024

15. After being awarded funding, how will you monitor our activities?

We will work with all successful applicants to ensure that appropriate monitoring and evaluation procedures are in place to chart the success of your project. An expectation of the evaluation process will be included in the grant funding agreement sent out to successful applicants. It is essential that

evaluation processes are completed for each project. Failure to comply with expectations may impact eligibility for funding in future years.

16. Can we apply for funding to cover the core running costs of our organisation?

This funding will support organisations to deliver projects which they would otherwise not have been able to deliver.

To ensure that Windrush Day Grant Scheme funding supports the work of as many communities around the country as possible, it is important for projects to demonstrate value for money. We will be looking at how organisations would make the most of the grant. Costs should be reasonable and proportionate. We would like to see proposals that involve the sharing of premises, people and equipment.

Organisations should be mindful of the staffing costs associated with their project and make efforts to limit how much of their allocated grant funding is used for this purpose.

17. How will bids be assessed?

Bids will be assessed according to the selection criteria, which can be found in the Guidance for Applicants. They will be made in accordance with HMG's [Code of Conduct for Recipients of Government General Grants](#) and assessed by a board of community stakeholders, whose expertise and knowledge of the Windrush community will advise on the strength of applications and the recommended amounts of funding for successful projects. A final recommendation will then be submitted to the relevant DLUHC Minister for approval.

Financial Due Diligence will be carried out. DLUHC will also perform a due diligence check for links to extremism before funding can be awarded to the grant project.

'Extremism' is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

18. My organisation does not work with groups of Caribbean heritage. Are we still eligible to apply?

Organisations that do not work with groups of Caribbean heritage are still able to apply. However, all projects must ensure that they meet the aims and outcomes of the scheme, as laid out in the Guidance for Applicants.

To support community cohesion, bidders are encouraged to invite members of the community from all backgrounds to engage with their project. Doing so will better enable the whole community to mark aspects of our shared UK identity. Projects should encourage communities to work together across generational, social and ethnic divides. The Windrush generation and their descendants live and work in communities around our country, and events and activities should engage with them as well as with those from different age groups and ethnic backgrounds.

19. How can I find out more?

An overview of the application process and what will be assessed is provided in the Guidance for Applicants document.

Near Neighbours will be holding four bidder workshops in November 2023, which will give an overview of the scheme and an opportunity for bidders to ask questions. These will be held virtually on 7 November, 14 November and 16 November, and in person on 6 November 2023. Please register here to attend one of the workshops:

<https://www.near-neighbours.org.uk/windrush-workshop-signup>

Please direct any queries relating to the grant scheme and the application process to our external administrator Near Neighbours at Windrush
windrush@nearneighbours.org.uk

20. Can we charge fees for our event?

Projects may charge entry fees and/or for refreshments etc. at events that form part of their project. However, to be successful, they must demonstrate that the project will be accessible to the target audience and those living in the local community. Projects could seek sponsorship for their events as part of their additional sources of funding. Please include details on this in the bid application. To maintain the scheme's emphasis on celebrating National Windrush Day and commemorating the Windrush generation, fees charged for entry and/or refreshments at events should be set at a level supporting operational costs of the project.

21. Can funding from the Windrush Day Grant Scheme be used toward a wider programme of work undertaken by an organisation?

Funding provided through the Windrush Day Grant Scheme must be used for projects that specifically commemorate, celebrate and educate people about the arrival of the MV Empire Windrush and the contribution of the Windrush generation to the economic, social and cultural life in the United Kingdom. The funding cannot be used to fund wider work unrelated to the purpose and aims of this grant scheme.

22. With the scheme running for the last four years, will any consideration be made in prioritising awards to organisations or areas of the country that have not previously been funded (for instance, rural areas)?

We encourage proposals from outside London and the South East so that Windrush Day is actively celebrated across England and Northern Ireland. Each bid will be assessed on its own merit.

23. Am I guaranteed to get the full amount of funding that I apply for?

The Department for Levelling Up, Housing and Communities reserves the right to award a funding amount that is less than the amount requested in a project application.

24. Our project has already started. Can we use grant funding for any project costs that have already taken place?

No. Grant funds cannot be used for work that has already taken place. Funding can only be used for work/items that takes place after funding award and subject to due diligence checks. Windrush Day Grant Scheme funding can be spent on upcoming costs for projects that the bidding organisation has already begun to deliver, however it cannot be used to recoup costs that have already been incurred as part of these projects.

25. What hourly staff rates/equipment costs are considered reasonable?

There is no standard rate we consider to be reasonable, as each project will vary in size and cost. Rather, each application will be assessed on its individual ability to achieve value for money and against marketplace value.

Bidders have the opportunity to explain how their proposal achieves value for money as part of the application form.

26. What percentage of funding received can be used for staffing

costs?

Organisations should not allow more than 25% of their bid to cover staff costs associated with running the project. Bidders have the opportunity to explain how their proposal achieves value for money as part of the application form.

27. Do you need to see contracts in place between consortium partners

No. However, we do require consortium partners to have in place a memorandum of understanding which displays the intention of the organisations to work together. The MoU must outline the division of roles, responsibilities and funding split between partners, as well as how performance will be managed.

28. Any other questions?

If you have a question that is not answered here or in the Guidance for Applicants document, please email our external administrator Near Neighbours at windrush@nearneighbours.org.uk

We regret that we are unable to advise on the suitability or strength of your project idea. We will endeavour to update this document with new answers to frequently asked questions as they arise.