

**Charities, Community Interest Companies and Community Group Application Form**

2024 Windrush Day Grant Scheme

**This template is for drafting only. Applications will only be accepted through the** [**online form**](https://cuf.tfaforms.net/98)**.**

Further information on how to fill in this application form can be found in the [Guidance for Applicants](https://static1.squarespace.com/static/5a68889a90bade540b4da177/t/653a7d6d2f147a314c208f40/1698332013526/Guidance%2Bfor%2Bapplicants%2B-%2BWDGS%2B2024%2B%282%29.pdf). This guidance will also contain information on the bidder application workshops, which will provide information on how to write a good application.

**Essential criteria**

Your organisation must be a registered charity or community interest company, or it must be able to answer ‘yes’ to the following questions:

* Was your organisation established for charitable, benevolent or philanthropic purposes?
* Does your organisation have a governing body with at least three members?
* Does your organisation have a governing document? *(Please include a copy of this with your application)*
* Can you provide accounts for the organisation both of the last two financial years? *(Please include a copy of this with your application)*

Your project bid must:

* Demonstrate how it contributes to the aims of the Windrush Day Grant Scheme as set out in the Guidance for Applicants.
* Include a lead event or activity on National Windrush Day, 22 June 2024. Events and activities must take place between 8 June 2024 and 31 August 2024, provided that projects can focus on 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 skills and entrepreneurial ambitions of young people.
* Subject to the relevant tier of funding applied for, seek no less than £5000 and no more than £50,000. Projects must provide details of other funding secured.
* Be based in England or Northern Ireland.
* Meet all relevant criteria as set out in the Guidance for Applicants.
* Not make a profit from activities. 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.
* Not utilise funding for the purposes of undertaking political activity nor supporting ideological or extremist causes.[[1]](#footnote-2)

**Desirable criteria**

* We encourage applications from outside Greater London and the Southeast, so that National Windrush Day builds a good profile throughout all regions in England and Northern Ireland.

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| **Organisation** |
| **Eligibility***To be eligible for funding you must be able to answer yes to either question 1.b or all questions from 2.b to 2.e.**Applications without these documents from non-registered charities will not be considered.* |
| **1.a** | **What is the name of your organisation?** |  |
| **1.b** | **Is your organisation a registered charity or community interest company?** | Please delete as appropriate:**Yes / No** |
| **1.c** | **What is your Charity Commission number or registered company number?** |  |
| *Please only answer questions 2.a to 2.d if you answered ‘no’ to question 1.b**If you are applying as a local authority, please use the local authority application form.* |
| **2.a** | **Is your organisation a company, exempt charity, non-profit or trust?** | **Company** **Exempt charity** **Non-profit** **Trust** |
| **2.b** | **Was your organisation established for charitable, benevolent or philanthropic purposes?** | **Yes / No** |
| **2.c** | **Does your organisation have a governing body with at least three members?** | **Yes / No** |
| **2.d** | **Does your organisation have a governing document?***Please include a copy.* | **Yes / No** |
| **2.e** | **Can you provide accounts for the organisation both of the last two financial years?***Please include a copy.* | **Yes / No** |
| **3** | **Further comments** |  |
| **Location** |
| **4.a** | **Where is your organisation based?** |  |
| **4.b** | **In which region(s) will your project take place?*** East of England
* East Midlands
* London
* North West
* North East
* South East
* South West
* West Midlands
* Yorkshire and The Humber
* Northern Ireland
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| **4.c** | **In which local authorities will your project take place?** |  |

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| **About your organisation/ consortium** |
| **5.a** | **Contact name and role:** |  |
| **5.b** | **Address in the UK (including postcode):** |  |
| **5.c** | **Contact telephone no.:****Contact email address:** |  |
| **5.d** | **Organisation’s website:** |  |
| **5.e** | **Organisation’s Facebook, Twitter and/or Instagram username:** |  |
| **5.f** | **Is your organisation a branch of a larger organisation?**If yes, please give details. |  |
| **5.g** | **When was your organisation set up?** |  |
| **5.h** | **How many people does your organisation employ?** | Full time:Part time:Volunteers: |
| **5.i** | **Is this a consortium bid?** | **Yes / No** |
| **5.j** | **If yes, please give the names of the other organisations in the bid:** | 1.2.3. |

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| **Your organisation’s capability** |
| **6** | **Please outline the purpose of your organisation and some of its biggest achievements. Please also outline any experience your organisation has had of delivering projects and working with Windrush communities. If you are applying as a consortium, please also outline the key attributes of your partners.***(250 words)* |
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| *Word count:*  |  |
|  **7** | **Please demonstrate how your organisation’s project lead holds the suitable knowledge and skills to deliver the stated aims of their project. This could be shown through examples of previous work undertaken by core project members. This experience should also align with the required headline aims and outcomes of the scheme. If a project lead does not have experience in delivering events that meet the headline aims and outcomes, please set out how the project lead will aim to do so.**(250 words) |
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| *Word count:* |  |
| **Project proposal** |
| **8** | **Please provide a summary of your proposed project, focusing on how it will accomplish one or more of the following; commemorating, celebrating and educating about the arrival and contribution of the Windrush generation.***(100 words)* |
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| *Word count:* |  |
| **9** | **Please describe your project and/or the projects you will oversee, concentrating on the following questions.***(750 words)*How will your project fulfil at least one of the primary aims of the Windrush Day Grant Scheme (as set out below)?* **To educate people about the Windrush story**, seeking to build awareness of historical facts and deepen understanding about the Windrush generation and their descendants. This includes the pioneers who arrived on the MV Empire Windrush in 1948, and those who came on vessels and planes in the decades afterwards.
* **To foster a greater sense of national pride and recognition of the historic and ongoing contributions made by the Windrush generation and their descendants to UK society**. The Windrush generation and their descendants have contributed a great deal to society over more than seven decades. The scheme invites proposals for projects that proactively support and enable people from different backgrounds to embrace this aspect of our shared history.
* **To develop the skills and entrepreneurial ambitions of young people**. To inspire a next generation of young leaders to learn new skills and encourage them to pursue their aspirations and contribute to the social capital of society in the United Kingdom.
* **To celebrate and recognise the contribution that the Windrush generation and wider United Kingdom Caribbean communities have made to the UK.**

Please also address the following questions:* How will your project build community cohesion between people of different age groups and ethnic backgrounds?
* In what way(s) is your project unique, innovative or exciting?
* How will your project be community-led and have a positive social impact?
* How will your project build community cohesion? How will you raise awareness of the project in your area and encourage engagement across generational, regional and social divides?
* How will your project mark National Windrush Day 2024?
* Who will provide oversight and be accountable for the project?
* What will be key project milestones and when are these intended to occur?
* How will you ensure that planning and delivery progresses in a timely manner and that timelines are achieved?
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| *Word count:* |  |
| **10** | **Please describe who your main partners will be, and how you will engage with them. In this section, please demonstrate how your project will be community-led, with strong community links, and the ability to foster and grow contacts and relations.***(Partners may include: charities, schools, councils, the Police, community organisations, health services, local faith institutions etc.)**(250 words)* |  |
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| *Word count:*  |  |  |
| **11** | **Please describe what your aims for the project will be and how it will meet these. Goals should be SMART (specific, measurable, achievable, relevant and time-bound) and should be aligned to the objectives outlined in the Guidance for Applicants*.*Please define what success will look like and how it will be measured and evaluated.**Please indicate which specific groups of individuals you intend to participate in your project. *(500 words)* |  |
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| *Word count:*  |  |  |
| **Finance** |
| *The Department reserves the right to award projects partial funding, i.e. an amount that is less than the amount requested in 11.b.**Grant funds cannot be used for work that has already taken place. Funding can only be used for work/items that takes place after confirmation of receiving grant funding and subject to due diligence checks.**While we encourage you to be ambitious on sourcing match funding contributions for your project, match funding is not needed in order to be eligible for the scheme. Match funding can include in-kind support.* |
| **12.a** | **What is the total cost of your project?** | **£** |
| **12.b** | **How much money are you bidding for as part of** **this application?** | **£** |
| **12.c** | **If the total cost of your project is more than the amount you are bidding for, please list your additional sources of funding and the amounts they have provided, including match-funding.**  |  |
| **12.d** | **Please outline whether or not any additional funding is confirmed.**  |  |
| **12.e** | **How will you ensure value for money?***(100 words)* |  |
| *Word count:* |  |
| **12.f** | **How will your project have a lasting impact beyond the funding period?***(100 words)* |
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| *Word count:* |  |
| **12.g** | **Please provide a detailed overview of how you would spend the grant funding if successful.***(250 words)* |
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| *Word count:* |  |
| **13** | **In the online form, there will be a place for you to upload your prepared budget.** **Where possible, please provide the cost for each item and its use.** |
|  | **ITEM** | **TOTAL COST** |
|  | *Example: Hall hire – 8 hours, £100 per hour (£100 x 8)* | *£800.00* |
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|  | Add rows as necessary | Add rows as necessary |
|  | ***Comments***: |  |

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| **Declaration** |
| **14** | **Do you confirm that, if successful, you agree to:*** Give your permission for DLUHC to share your data with a third-party administrator, who will assist in delivering the scheme.
* DLUHC and a third-party administrator contacting you to discuss your application further.
* Evaluate and monitor activities specified within your bid as agreed with DLUHC or a third-party administrator.
* Cooperate with reasonable requests for publicity (including social media promotion).
* Return a final report at the end of the project.
 | **Yes / No** |

**Final checklist:**

If your organisation is not a registered charity or community interest company, please ensure that you include a copy of your organisation’s:

* Governing document
* Accounts for the last two financial years

**Thank you for your application.**

1. '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. [↑](#footnote-ref-2)