



Ministry of Housing,  
Communities &  
Local Government

# 2020 Windrush Day Grant Scheme

Guidance for Applicants



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# Windrush Day Grant Scheme 2020: Guidance for Applicants

## 1. Introduction

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. 2018 marked the 70<sup>th</sup> anniversary of MV Empire Windrush's arrival. This generation, subsequent migrants, and their descendants have made a large contribution to our nation's cultural, social and economic life.

The Windrush Day Grant Scheme will support groups to celebrate and commemorate the arrival of the MV Empire Windrush and the contribution of the Windrush Generation in communities across our country. It will also seek to educate about this contribution and the history of the MV Empire Windrush. This programme will support people from many different ages and backgrounds to embrace our shared history.

## 2. What are we looking for?

We are looking for organisations to run a community led project seeking to celebrate, commemorate and educate about the Windrush Generation and their contribution to British economic, social and cultural life. This includes those who arrived on the ship, their contemporaries and descendants.

We have a budget of up to £500,000 to fund activities across the country. The minimum amount available is £2,500 and the maximum is £25,000. All bidders are encouraged to demonstrate additional sources of funding as part of their proposal.

Some bidders may be seeking funding below £2,500. In this case they should, in the first instance, contact their local authority or council for voluntary service (CVS) to explore the possibility of inclusion in a larger bid. Local authorities may wish to offer small grants that support several community groups in their area, which was an approach successfully adopted by a few grant recipients during the 2019 Grant Scheme. Consortium bids will also be accepted.

Projects may have a total value above £25,000. However, the total provided by Government will not exceed £25,000. Bidders proposing projects of a value higher than £25,000 will need to seek and demonstrate additional sources of funding. Where applicable, evidence of this will be required on the application form.

Successful bidders will be those who have demonstrated a capability to deliver community-led projects, and who have a credible community presence.

June 22 marks National Windrush Day each year and so should be a focal point for all successful projects. However, events and activities may take place over a longer period throughout the year up until 31 December 2020.

The scheme will be administered by the Church Urban Fund. CUF was established by the Church of England as a practical response to unmet need and has been active in local communities for over 30 years. Their vision is to see people and communities all over England flourish and enjoy life in all its fullness. They are a trusted Ministry of Housing, Communities and Local Government (MHCLG) partner. They will gather and assess applications and answer all queries relating to the scheme. Final decisions on funding will be made by the Windrush Day Advisory Panel and MHCLG.

MHCLG and the Windrush Day Advisory Panel reserve the right to request further information relating to project applications before successful applicants are selected and announced. This could include invitation to a phone call or face-to-face meeting.

The Ministry of Housing, Communities and Local Government (MHCLG) reserves the right to only fund projects that meet the eligibility criteria. In addition, we reserve the right to only award part of the grant, or not award any funding.

## Definitions

**‘Windrush Generation’** - Relating to or denoting the people who emigrated from the Caribbean to Britain between the arrival of the MV Empire Windrush on 22 June 1948 and the Immigration Act 1971, their descendants and the wider British Caribbean community.

**‘Local authority’** - a county council; a district council; a parish council; a combined authority; a London borough council; or any other 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. Projects proposed to take place outside England, i.e. the Devolved Administrations, will not be considered.

**‘Charity’** – A registered charity with a UK charity number or a registered CIC (community interest company).

**‘Community group’** – a group which meets all the following criteria:

- Established for charitable, benevolent or philanthropic purposes;
- Has a governing body with at least three members;

Has a governing document which they are able to produce;

Can provide accounts for the last two financial years.

Individuals are not eligible to apply but should work with the groups set out above.

**'Consortium'** – A group of bidders, with 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 a charity, a community group with a charitable purpose, or a local authority.

**'Marginalisation'** - the situation where there was loss of minority culture but with no compensating gain or investment in majority culture. (Platt 2013)

### 3. Why do we want this?

National Windrush Day and the Windrush Day Grant Scheme are part of MHCLG's work to create more resilient communities, where different religions, cultures and opinions are celebrated, underpinned by a shared set of values that champion tolerance, freedom and equality of opportunity. Studies have shown that people from Caribbean backgrounds are among the groups most at risk of marginalisation (see definition above). This emphasises the importance of championing a sense of belonging among people of Caribbean background as well as encouraging people from many backgrounds to embrace our shared history.

### 4. What do we want projects to do?

#### 4.1 Aims

We will fund projects and events in line with the high-level objectives of the Windrush Day Grant:

##### 4.1.1 To educate.

- a. Activities should build awareness of historical facts and aim to deepen shared understanding about the Windrush generation and their descendants including those pioneers who arrived on the MV Empire Windrush in 1948 and those who came on boats and planes in the decades afterwards.
- b. Some example activities for achieving this could be:
  - i. Educational events, seminars and lectures
  - ii. Work with schools including assemblies, educational trips and creative project work
  - iii. Historic research including archiving, oral history and public exhibitions
  - iv. Education through culturally relevant activities and events
  - v. Exchange visits and programmes.

##### 4.1.2 To celebrate and recognise the Windrush Generation and their descendants.

- a. The Windrush Generation and their descendants have contributed a great deal to society over more than seven decades. It is only right that the Government partners with communities to celebrate the arrival of this generation and recognise their contribution. This should include activities to mark National Windrush Day on 22 June 2020.
- b. Some example activities for achieving this could be:
  - i. Religious services
  - ii. Public celebrations and community activities
  - iii. Performance arts projects
  - iv. Cultural programmes and community arts projects.

4.1.3 To foster a greater sense of belonging among people of Caribbean background as part of the rich tapestry of our nation's heritage.

- a. We expect successful projects to encourage people from many backgrounds to embrace our shared history, particularly the stories of the Windrush Generation and their vast contribution.
- b. Projects should identify outcomes which demonstrate improvements to participants' sense of belonging to our shared history.

4.1.4 To build local community capacity.

- a. Projects should galvanise communities to work together to embrace positive aspects of their shared identity. They should therefore be led by individuals, groups and organisations which are rooted in local communities.
- b. Where possible projects should demonstrate an ability to bring together partner organisations and community groups.
- c. If projects plan on operating over longer timescales, they should have scope for sustainability beyond Government funding.

4.1.5 To encourage shared understanding of the Windrush story between those of different age groups and ethnic backgrounds and across all regions of the country.

- a. Projects should encourage communities to work together across generational and social divides. The Windrush Generation and their descendants live and work in communities around our country, and events should engage with all their descendants in as many areas as possible as well as with those from different age groups and ethnic backgrounds.

## **4.2 Selection Criteria**

The overall aim of each project must be to have a positive impact in education, celebration and recognition. It should also have a purpose of improving community cohesion and racial harmony between different ethnic groups through our shared national identity.

There are five categories against which project bids will be assessed. The percentage assigned to each category indicates the importance that category will be given during the assessment stage.

Local authorities are encouraged to collaborate with partner organisations within their area to meet the selection criteria.

#### 4.2.1 Impact – 50%

- a. It is essential that projects have a positive impact, and that they clearly define how they intend to educate, celebrate and recognise the arrival of the Windrush Generation and their contribution. Proposals will need to include defined outcomes that are measurable and specific and identify how they are attempting to address the high-level objectives of the programme.
- b. Projects also should be specific in how they intend to promote feelings of belonging in our communities. They should demonstrate how participants will be positively affected through attendance or involvement in the project.

#### 4.2.2 Community capacity and sustainability – 20%

- a. We want these projects to be vehicles for better community cohesion. For this reason, preference will be given to projects that have:
  - i. A strong community base. We will prioritise projects that emerge from the community through engagement and partnerships. Bidders must demonstrate this. We will also favour proposals from organisations that are trusted and well regarded within their respective communities. We will ask that bids provide examples of previous successful work or projects;
  - ii. A wide network of contacts. We want organisations to strive to broaden their reach. We will prioritise projects that have, or are looking to develop, networks of volunteers and contacts that can further their work. This includes projects looking to have an impact beyond the initial stage of Government funding.
  - iii. A collaborative approach. We will give preference to projects that propose to work in partnership with other organisations such as schools, libraries and other community groups.

#### 4.2.3 Value for money – 20%

- a. Projects will need to demonstrate value for money and 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 which involve sharing of premises, people and equipment. Bids demonstrating additional funding from elsewhere, including match funding proposals, will also be given greater weight.

#### 4.2.4 Evaluating and measuring impact – 10%

- a. Project proposals will need to include a section on how they intend to properly evaluate and record their impact. We will give preference to



proposals that are able to demonstrate how they would report where positive behavioural and perception changes occurred. Proposals should demonstrate evaluation methods to gather data from participants on clearly identified outcomes. These could include a change in attitudes, a sense of community engagement and an understanding of the contribution of the Windrush Generation and their descendants. MHCLG will issue a full evaluation form to be completed by all projects based on this information. This is to be completed after all project activities have concluded.

- b. Local authorities will be encouraged to monitor organisations and activities which they choose to fund in their area. We anticipate close collaboration with successful local authorities throughout the process. It should be noted that local authorities will not be expected to evaluate and monitor successful bids submitted directly by charities and community groups within their area which have received direct funding from the MHCLG. However, MHCLG and community organisations may wish to contact individual local authorities to assess the possibility of collaboration in specific circumstances.

#### 4.2.5 Fostering intergenerational and intercultural dialogue, and celebrations beyond Greater London – *This criteria is desirable but not essential.*

- a. It is desirable that project proposals bring together communities across generational and cultural divides. We would like to see events which aim to engage with young and old people from all races and backgrounds in the community.
- b. We encourage proposals from outside of Greater London so that Windrush Day is celebrated across England.

### 4.3 Project Specifications

Each project must:

- Seek no less than £2,500 and no more than £25,000 and provide details of other funding secured, including match funding proposals;
- Be based in England;
- Have proposed activities for 22 June. Projects are not restricted to this date alone, but all activities must have concluded by 31 December 2020; and
- Meet all relevant criteria.

Organisations are eligible if:

- They are registered charities (including community interest companies) OR meet all the following criteria:
  - Are established for charitable, benevolent or philanthropic purposes;
  - Have a governing body with at least three members;
  - Have a governing document which they can produce; and
  - Can provide accounts for the last two financial years.
- AND they are community-based and/or community-led;
- OR
- They are a local authority as defined above (see 'definitions').

If funded as part of the 2019 Windrush Day Grant, organisations must have met all previous conditions to be considered eligible for the 2020 grant.

Other considerations:

- The deadline for applications is at 11:50pm on **8 December 2019**.
- Timeline:
  - **October 2019** – applications open
  - **November 2019** – bidders day events to be arranged in cities around the country
  - **February 2020** - confirmation of successful bids, dependant on successful due diligence checks being carried out on non-local authority bids (please see 4.2.4 b for local authority monitoring guidance);
  - **From April 2020** –funding released
  - All projects will be asked to return evaluation and monitoring reports in summer 2020 and after their activities have been completed.

#### **4.4 How to Apply**

Download an application form from:

<https://www.gov.uk/government/publications/2020-windrush-day-grant>

Complete and return to: [Windrushdaygrants@cuf.org.uk](mailto:Windrushdaygrants@cuf.org.uk)

Please include 'Windrush Day Grant' in the subject line.

#### **4.5 Find out more**

Due to restrictions on official activity in the lead up to the 2019 General Election, scheduled bidders day events will no longer be taking place. Those that signed up to attend the events have received notification of the cancellation.

Please direct any queries relating to the grant scheme and the application process to the Church Urban Fund on [windrushdaygrants@cuf.org.uk](mailto:windrushdaygrants@cuf.org.uk) or 020 7898 1647.

The Church Urban Fund are administering the 2020 Windrush Day Grant Scheme on behalf of MHCLG. They will therefore act as data processor for the scheme. Please see CUF's Privacy Policy for more information on how this partner protects data: <https://www.cuf.org.uk/site-info/privacy-policy>.

MHCLG is the data controller. Its personal information charter can be found here:

<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government/about/personal-information-charter> and a privacy notice relating to this scheme can be downloaded at:

<https://www.gov.uk/government/publications/2020-windrush-day-grant>