



Home Office

Windrush Compensation Advocacy Support Fund (GRN: 547)

Guidance for Applicants

January 2026



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Definitions

Applicant – The organisation / entity submitting an online Application Form in response to this competition.

Application – An Applicant's submitted online Application Form, including any supporting documentation.

Authority – The Home Office.

Charitable companies – Any company with a charitable purpose including registered community interest companies (CICs), companies limited by guarantee and unregistered social enterprises.

Charity – A registered charity with a UK charity number.

Community group or unincorporated charity – A group, which has not registered as a charity, which meets all the following criteria:

- established for charitable, benevolent, or philanthropic purposes.
- has a governing body with at least 3 members.
- has a governing document which they can produce.

Grant Agreement – The signed agreement between the Authority and the Recipient that contains the terms on which grant funding is being provided to the Recipient for the Project.

Grassroots Organisation - A grassroots organisation is formed by individuals within a community or local area, who come together to drive change or address specific issues that matter to them.

These organisations are typically community-led, built from the ground up, and reflect the collective efforts and voices of local people.

Live Running Team - The Live Running Team (LRT), based within the Home Office, plays a critical role in ensuring the successful delivery of the Windrush Compensation Advocacy Support Fund. The LRT works collaboratively with successful organisations awarded funding and provide clear direction. Their responsibilities include monitoring progress, addressing issues as they arise, and providing oversight to maintain compliance with agreed objectives and timelines. They are also responsible for issuing payments and taking any performance management where appropriate.

Mobilisation Plan - A mobilisation plan outlines all the activities an organisation must complete to be fully prepared to deliver Advocacy support directly to potential claimants. It represents the preparation phase required to ensure the project can start successfully. This mobilisation period should not exceed six weeks. After this period, we expect funded organisations to be actively supporting potential claimants.

New Advocacy Support Organisations/Services – People in a community or local area as distinct from the active leadership of a party or organisation, who come together to organise change or address an issue.

Platform – The “Find a Grant” online service used to apply for a government grant.

Pop-up hub – A pop-up hub is an event hosted by an organisation to raise awareness of its services as Advocates for the Windrush Compensation Scheme. The hub provides an opportunity to raise awareness of your organisation (outside of your immediate locality) and that you offer a WCASF service and to engage with potential claimants, offering guidance and conducting initial eligibility assessments to support the claims process.

Recipient – An organisation awarded funding as set out in the Grant Agreement.

Joint venture consortium - a group of organisations who come together to deliver a project but all named organisations are equally responsible for delivery of the project, all sign the Grant Agreement and due diligence checks are completed on all named organisations.

1. Introduction

1. The Home Office (the “Authority”) is the UK Government Department with lead responsibility for immigration and passports, drugs policy, crime policy and counterterrorism and works to ensure visible, responsive and accountable policing.
2. The purpose of this document is to provide organisations (“Applicants”) with information on how to apply for funding from the Windrush Compensation Advocacy Support Fund (WCASF), including the Evaluation Guidance and the Authority’s approach to assessing Applications.
3. It is recommended that this ‘Guidance for Applicants’ document should be read before attempting to complete any response via the Government Grants Management Function (GGMF) online application platform ‘Find a Grant’ - Find a grant (find-government-grants.service.gov.uk)
4. As the Authority is not itself receiving a service, there is no ‘supply of service for consideration’ to be taxed (i.e. VAT). All financial amounts contained in an Applicants proposal are therefore to be expressed in (£) GBP and will be exclusive of VAT and taxes.
5. The Authority will award Funding in a manner that balances highest scoring proposals (according to the evaluation criteria) with geographical coverage, ensuring the broadest range of customer needs can be met, in conjunction with the outcomes of Due Diligence checks.
6. Funding for **successful Applicants will be enabled by means of a grant award whose payment shall be governed by the terms of the Authority’s Grant Agreement. A draft of the Grant Agreement is included in the suite of documents available on Find a Grant Platform. Any and all queries regarding terms and conditions, content, intention, interpretation etc. must be raised during the Applicant clarification process (see Section 6).** In all instances the Authority’s response shall be final. Applicants are reminded that a condition of submitting a proposal is the acceptance of the terms set out in the Grant Agreement– there will be no negotiations on terms.

2. What is the Windrush Compensation Advocacy Support Fund?

1. The **Windrush Compensation Advocacy Support Fund (WCASF)** is a three-year program of £1,500,000 support for organisations to help provide essential practical and advocacy support to Windrush Compensation Scheme (WCS) claimants who need additional help with the application process.
2. The WCASF is offered and administered by the Home Office. The purpose of the WCASF is to:

- a. Offer funding to organisations in return for advocacy support with the WCS application process. Advocates will understand claimants' culture and background and will support them to articulate their story, with the aim of submitting a viable and eligible application.
- b. The support will include practical help with information and evidence gathering. Advocates will establish a positive relationship, ensuring claimants feel safe, supported, and able to provide their account in an environment where they are comfortable and at ease. Where appropriate, advocates will signpost claimants to internal Home Office and external organisations for additional assistance, for example where health or wellbeing is a concern.
- c. Before providing advocacy support to an individual, Advocates must confirm with the Home Office that a compensation claim has not already been submitted, to prevent duplication.

3. In most cases, WCASF support will cease when a claimant submits their claim to the Home Office, and if eligible, after a three way "warm handover" conversation between the Claimant, Home Office Caseworker and Advocate has taken place. This warm handover is to discuss the claim and to introduce the Home Office Caseworker to the Claimant via a trusted advocate who the claimant has already established a relationship with.

4. Once a claim has been confirmed eligible, Advocates may provide up to a maximum of 5 hours additional support if requested by claimants. This may be to help gather additional information as requested by the WCS caseworker or to participate in a three-way telephone call between claimant, caseworker and Advocate to discuss the claim. Advocates and WCS caseworkers will not discuss the claim without the claimant being present.

5. The WCASF will provide funding to organisations to offer advocacy and support with the WCS application process.

6. Advocates will understand individuals' culture and background and will support them to articulate their story, with the aim of submitting a viable and eligible application. Victims will be more likely to trust that these organisations will understand and have empathy with their lived experience. This will help to build essential trust, necessary for individuals to share their trauma and experiences.

7. The fund will enable advocates to help individuals understand the application process, identifying and helping them to obtain documents and information needed to submit a comprehensive claim for compensation.

8. For this Year 2 funding round, the UK will be divided into ten geographical regions, and Applicants must submit bids for the region(s) where they wish to deliver advocacy services. Successful Applicants will be required to deliver a minimum of five pop-up hubs within each region they are awarded. Northern Ireland (N.I) which will be one of the geographical regions, will be divided into six sub-regions. Applicants may choose to bid for more than one region and for N.I you may choose to bid for more than one sub-region or all six sub-regions.

3. Who can apply (Criteria for Eligibility in Year Two)

If you are applying in England, Scotland or Wales

You can apply if you are:

- An unincorporated charity or community organisation, a community interest company, or a company with a charitable purpose or,
- A registered charity or,
- A joint venture consortium or,
- A successful organisation or member of a consortium who received funding in WCASF Year 1 or,
- Grass roots organisation

AND

- An organisation with secure systems in place to ensure claimants data is securely stored, saved and destroyed (evidence of successful organisation's privacy policy will be required) and,
- Based in the UK and are already providing a Windrush Compensation advocacy service within your community. You must demonstrate that you are a trusted member of your community.

If you are applying in Northern Ireland

You can apply if you are:

- An unincorporated charity or community organisation, a community interest company, or a company with a charitable purpose or,
- A registered charity or,
- A joint venture consortium or,
- A successful organisation or an organisation who was a member of a consortium who received funding in WCASF Year 1 or,
- Grassroots organisation

AND

- An organisation with secure systems in place to ensure claimants data is securely stored, saved and destroyed (evidence of successful organisation's privacy policy will be required) and,
- Based in the UK and are already providing an advocacy service within your community. You must demonstrate that you are a trusted member of your community.

Notes:

9. Training will not be provided (although existing training materials will be shared) Advocates will be expected to have a solid understanding of Windrush Compensation Scheme rules, guidance and process.
10. This competition relates to funding for Financial Year 2026/2027 (Year 2) only. Further information on the competition for funding relating to Financial Year 27/28 (Year 3) of this grant will be communicated in advance of that funding year.

Unincorporated charities, community organisations, community interest companies and companies with a charitable purpose

You can apply if you:

- Were established for charitable and public benefit purposes.
- Have a governing body with at least 3 members.
- Can provide a valid governing document for your organisation with a set of rules on how your organisation is structured and its purpose.
- Can provide audited accounts for the most recent financial year, or, where audited accounts are not available, an income and expenditure statement for the most recent financial year, together with evidence that this has been approved by your governing body.

Registered charities

You can apply if:

- You can provide a valid registration number issued by the Charity Commission.
- Have a governing body with at least 3 members.
- Can provide a valid governing document for your organisation with a set of rules on how your organisation is structured and its purpose.
- Can provide audited accounts for the most recent financial year, or an income and expenditure statement where audited accounts have not yet been submitted, together with evidence that this has been approved by your governing body.

Your details on the Charity Commission website will be checked as part of the assessment process.

Joint venture consortium

You can work with other organisations as a joint venture consortium which means that all organisations sign the Grant Agreement and share joint responsibility for delivering the project. While one organisation will be the named organisation to represent the consortium, due diligence checks will be completed on all named organisations.

You can apply if:

- All organisations meet one of the above eligibility criteria
- A consortium agreement that outlines roles, responsibilities, resource sharing and governance arrangements which provides clarity and a framework for effective collaboration and dispute prevention.

Organisations looking to apply as a joint venture consortium, may find the following guide helpful:

[Working in a Consortium](#)

A successful organisation or an organisation who was a member of a consortium who received funding in WCASF Year 1

You can apply if:

- You can provide the required documents corresponding to your organisation type.

Grassroots organisations

You can apply if you can support your application with:

- A governing document for your organisation with a set of rules on how your organisation is structured and its purpose.
- A copy of your most recent accounts and current bank statement (dated within the last two months) and projected cashflow statement for your next financial year, together with evidence that this has been approved by your governing body. Where accounts are not available, an income and expenditure statement for the most recent financial year together with current bank statement (dated within the last two months) and projected cashflow statement for your next financial year, together with evidence that this has been approved by your governing body.

The Authority reserves the right to award to an organisation that does not fully meet all of the criteria listed in order to ensure full coverage of the grant's purpose on a regional basis.

The Authority reserves the right to exclude any Applicant that does not provide all supporting documentation at the point of Application submission. This includes consortium agreements who must provide a signed and dated agreement

The Authority reserves the right to extend the awards made for funding in Year 2 for a further 12 months to cover the period 1/4/27 to 31/3/28 without further competition. Where any grant agreement is extended for a further 12-month period and the total funding pot available for Year 3, exceeds the funding allocated for Year 2, the Authority may increase the funding awarded to any organisation so that the full funding pot is allocated.

Prior to the Authority enacting its right to extend any grant agreement, a grant recipient will be required to submit an acceptable funding model to cover the period 1/4/27 to 31/3/2028.

Regional Split of the UK

The UK has been divided into ten regions for this competition. Applicants must submit bids for the region(s) where they intend to deliver advocacy services. Northern Ireland has been further divided into six sub-regions. Successful Applicants will be responsible for providing Advocacy Support across the entire region or sub-region awarded to them and must deliver a minimum of five pop-up hubs within that region or sub-region. These pop-up hubs must be delivered outside of your immediate locality, as the purpose of them is to support as many people as possible within your region or sub-region.

Applicants may submit bids for multiple regions, as there is no restriction on the number of regions an Applicant can apply for. Award caps apply **per bid**, not per region. This means an organisation that bids for more than one region may receive (if successful) more than

the maximum amount stated, if you combined the awards based on the bid and being successful for more than one region. Organisations may receive funding for multiple regions, if successful. For each region, the highest-ranked, successful application for that region will be awarded funding, and this process will continue until all regions have been allocated. If a region receives no Applications or the Application(s) received, scores less than 60 for any scored question, (which will result in the application being unsuccessful) then an additional award will be made to the highest ranked organisation that has not yet been awarded funding, based on ranking against the scoring criteria (see Section 11). This process will continue until the total funding amount is distributed, with a maximum of two organisations funded per region. This means there may be regions where no organisations are awarded funding.

This regional structure applies only to this competition and has been organised by the WCASF Project Team, using ceremonial counties as a guide. Please see Annex A.

England, Scotland and Wales

England, Scotland and Wales have been divided into the following regions:

1. Northern Ireland
2. Scotland
3. Wales
4. Northwest, England, including Isle of Mann
5. Northeast, England
6. Yorkshire & Humber, England
7. East Midlands, England
8. West Midlands, England
9. Outer London and Southwest, England
10. Inner London and Southeast, England

Northern Ireland Region

Norther Ireland region has been divided into the following sub-regions:

- 1a. Antrim
- 1b. Armagh
- 1c. Down
- 1d. Fermanagh
- 1e. Londonderry
- 1f. Tyrone

Overseas Support

Potential claimants based overseas may receive Advocacy support by a successful organisation only if this has been authorised in advance by the Authority.

4. How much can you apply for

England, Scotland and Wales

Organisations can apply for multiple regions. There is no limit on the number of regions that an organisation can bid for.

We will award funding by ranking applications. See section 11 for more information.

For each region there is a minimum and maximum amount of funding – split into different sections. See below for more information.

Award caps apply **per bid**, not per region. This means an organisation that bids for more than one region may receive more than the maximum amount stated. Organisations may receive funding for multiple regions, if successful.

Eligible Applicants can apply for the minimum amount of funding which is £10,000 up to the maximum amount of funding which is £60,000.

Within this, there are three sections

- **Start-up Costs** which has a cap of £6,000 or 10% of the overall bid, whichever is lower and
- **Administrative and Travel Costs** which has a combined cap of £9,000 or 15% of the overall bid, whichever is lower and
- **Advocacy Hours (Staffing)** which together with Start-up, Administrative and Travel costs, will not exceed a total bid value of £60,000.

The maximum total bid per region is £60,000.

For example:

- If you allocate the full £60,000 to Advocacy Hours, you cannot request additional funds for start-up costs, administration, or travel.
- Alternatively, you could bid £45,000 for Advocacy Hours and bid for up to £15,000 across start-up costs, administration, and travel, within their respective caps.
- This flexibility is designed to acknowledge that each organisation and region has unique needs and may require different funding models.

For the Advocacy Hours, we will cap this at a maximum chargeable rate of £50 per hour.

Northern Ireland Region

Organisations can apply for multiple regions. There is no limit on the number of regions that an organisation can bid for.

We will award funding by ranking applications. See section 11 for more information.

For each region there is a maximum and minimum amount of funding – split into different sections. See below for more information

Minimum and maximum levels apply to awards and sub-regions, not to the organisation. Organisations may receive funding for multiple or all sub-regions, if successful.

Eligible Applicants can apply for the minimum amount of funding which is £5,000 up to the maximum amount of funding which is £10,000 for each sub region.

Within this, there are three sections

- **Start-up Costs** which has a cap of £1,000 or 10% of the overall bid, whichever is lower and
- **Administrative and Travel Costs** which has a combined cap of £1,500 or 15% of the overall bid, whichever is lower and
- **Advocacy Hours (Staffing)** which together with Start-up, Administrative and Travel costs, will not exceed a total bid value of £10,000.

The maximum total bid per sub-region is £10,000.

For example:

- If you allocate the full £10,000 to Advocacy Hours, you cannot request additional funds for start-up costs, administration, or travel.
- Alternatively, you could bid £9,000 for Advocacy Hours and use the remaining £1,000 across start-up costs, administration, and travel, within their respective caps.
- This flexibility is designed to acknowledge that each organisation and sub-region has unique needs and may require different funding models.

For the Advocacy Hours, we will cap this at a maximum chargeable rate of £50 per hour.

During the funding period, the Authority reserves the right to vary the allocation of funding to successful organisations without further competition being required.

5. How and when to apply

1. The Windrush Compensation Advocacy Support Fund Scheme is being managed via the Government Grants Management Function (GGMF) online application platform 'Find a Grant' Home - [Find a grant \(find-government-grants.service.gov.uk\)](https://find-government-grants.service.gov.uk)
2. Find a Grant is a single place for individuals and organisations to find and apply for general government grants.
3. Find a Grant has been designed to:
 - publicise grants in one place with equal and fair access for all;
 - enable the finding of government grants by browsing, searching and filtering; and
 - offer applicants opt-in notifications for individual grants, customised saved searches or general service updates when new grants are added every week.

4. To apply, you will need to access the 2026/2027 Windrush Compensation Advocacy Support Fund via the 'Find A Grant' advert providing the information as requested.
5. The application pack includes an online Application Form, this Guidance for Applicants document, a 2026/27 FAQ, and the draft Grant Agreement.
6. All applications must be submitted in English via the Find a Grant Platform (the Platform).
7. The WCASF is now open for online Applications. **The deadline for submitting completed applications is 5pm 06/02/2026. You should receive a system generated acknowledgement of your application immediately following submission. If an acknowledgment is not received, please check the portal to ensure that the application has been submitted. The Authority cannot consider Applications that have not been submitted correctly and by the deadline set.**
8. Applicants may wish to familiarise themselves with the Guide to the Platform document which can be found in the Supporting Documents section on the Find A Grant Platform. This is a simple user guide for the Platform.
9. Applicants are strongly urged to ensure they retain an offline copy of any details they add or upload to the online Application via the Platform. This will help protect against any loss of data. Applicants should familiarise themselves with using the Platform before they submit their response.
10. Please note any attachments requested must be submitted with the question number clearly marked.
11. Applications can be modified in the Platform at any time up to submission of the application. Once you have submitted your application, you will be unable to make any amendments.
12. Applications will be acknowledged automatically via the Platform.
13. A compliant Application must:
 - reach the Authority no later than the submission deadline.
 - include a fully completed and compliant Application submitted via the Platform (including all requested attachments, Appendices, declarations etc).
 - confirm acceptance of the proposed Grant Agreement.
 - any attachment uploaded must be free from viruses, and capable of being opened in the format stated. Any attachment that cannot be opened because of

a virus may be classified as non-compliant, subsequently rejected and lead to no award being made.

6. Clarification Process

1. The Authority will not enter into discussions directly with Applicants regarding the competition requirements except in the manner described below.
2. Applicants may seek clarification from the Authority about any technical aspects of the competition process, associated documentation, or grant requirements by submitting questions to WCSAdvocacySupportFund@homeoffice.gov.uk. The Authority will not answer questions directly relating to associated policy or political matters.
3. To help efficient categorisation and management, please submit clarification questions using the following format.

Related Document / Section	Question
e.g. <i>Online Application Form, Question 2.2</i>	e.g. <i>Please can you clarify xxxx</i>

4. When submitting Applicant clarifications please insert “*GRN 547Windrush Compensation Advocacy Support Fund – Clarification Question - Applicant Name*” in the subject title and send your request as an email.
5. Any question or request for clarification will result in both the query and the response being communicated (in a suitably anonymous form) to all Applicants, for the purposes of efficiency, fairness, and transparency. Responses to questions will not identify the originator and may be answered in batches, rather than one at a time and uploaded to the Find a Grant Platform in the Supporting Information Section within the advert.
6. If an Applicant wishes to ask a question of the Authority without the Authority revealing the question and its answer to other Applicants, for example for reasons of commercial sensitivity, then the Applicant should notify the Authority, accordingly, giving full and reasonable justification.
7. If the Authority agrees with the request, the communication and response will remain private between the two parties, or
8. Where the Authority considers that there is insufficient justification for not publicising a question and the corresponding answer, it will invite the Applicant to decide whether the question and answer should be published, amended or whether they wish to withdraw the question.

9. **NOTE: the close date/time for submission of Applicant clarification questions is 5pm 28/01/2026.**

10. Please note your email may not be directly acknowledged however the Authority will endeavour to ensure all clarification responses are published within 5 working days of their receipt and published on a weekly basis. The Authority will endeavour to publish the complete and final list of clarification question responses 1 week prior to closure which will be by **5pm 30/01/2026**.

7. Funding Award

1. We are aiming to inform successful applicants by 26/03/2026. This is an indicative date only.

2. The Authority expects grant activities to commence in April 2026 once the Grant Agreement has been signed.

8. How long you will have to deliver your Advocacy Support Activities

1. The Windrush Compensation Advocacy Support Fund will be delivered over three years. Year 1 activities are being delivered in financial year 2025-2026.

2. **This competition is for funding for year two only.**
for delivery in financial year 2026-2027. Projects will begin when grant agreements are signed by both parties, following the competition and announcement of the successful applicants.

3. **Projects for year two must have delivered their activities and closed by 31/03/2027.**

4. An additional competition will be launched for year three in due course. We anticipate that the competition for funding for year three will be launched during the Winter of 2026.

5. Year Three (for delivery in financial year 2027-2028)

6. Projects must have delivered their activities and closed by 31/03/2028.

9. What you can get funding for

Examples of how funding could be used include, but are not limited to:

1. **Advocacy Hours (Staffing)**

The majority of this award must be allocated to hours spent providing direct advocacy support to potential claimants of the Windrush Compensation Scheme. Eligible costs include:

- Direct claimant support: Time spent assisting potential claimants with WCS-related advocacy.
- Pop-up hub delivery: Staffing costs for delivering a pop-up hub – this includes the travel to and from the location and the time spent delivering the hub. If more than two staff members are required, prior approval must be obtained from the Live Running Team.
- Travel time for attending appointments with potential claimants face to face who may be unable to receive support digitally.
- Training: Time spent receiving training specifically related to WCS advocacy support, prior approval must be obtained from the Live Running Team.
- Warm handover: Time to prepare for and complete the warm handover call.

2. Start-up Costs

This covers the costs associated with the mobilisation plan to allow the swift implementation and successful delivery of the project. Eligible costs include:

- Venue hire.
- Initial marketing expenses.
- Development and delivery of staff training related to WCS advocacy support.
- Staffing costs directly related to these activities.

3. Administrative and Travel Costs

This covers the ongoing administrative and travel costs associated with delivering this project. When providing support to potential claimants within your region but outside your immediate locality, we anticipate that most assistance will be delivered digitally. However, some individuals may require in-person support. To accommodate this need, as well as the requirement to deliver pop-up hubs across the awarded region, travel costs have been included.

Eligible Administrative costs include:

- Administrative and project management staffing costs.
- Time taken to produce and deliver marketing materials at events – excluding pop-up hub delivery.
- Ongoing marketing and promotional activities, including materials needed for the pop-up hub delivery.
- Reasonable costs for refreshments for external meetings and events, excluding alcohol.
- Reasonable telephone call charges, postage, and printing costs.
- Data and reporting: Time to compile data requested by the Home Office and attend monthly check-in meetings.

- Any staffing costs related to the above activities

Eligible Travel costs include:

- Public transport must be used wherever possible. Standard class tickets must be booked, prebooked where possible, for up to 2 staff members per visit.
- If travelling by car, mileage will be reimbursed at the HMRC approved rate (currently £0.45 per mile).
- Overnight accommodation can be booked in exceptional circumstances if it would be unreasonable for the staff members to travel back on the same day. Bookings for overnight accommodation must be preapproved by the Live Running Team.

Please refer to the section on Eligible Expenditure and Limitations of Funding Use within the draft Grant Agreement.

10. **What you cannot get funding for**

1. The Windrush Compensation Advocacy Support Fund may not be used for:
 - a. Any advice and guidance given which is outside of the Purpose of this grant scheme including advice given on the Windrush Compensation Scheme.
 - b. Advocacy support post Warm Handover, in excess of the 5 allocated hours per claim.
 - c. Projects that look to provide an opportunity for a political platform.
 - d. Activities which conflict with the Purpose of the Fund.
 - e. Activities which are contrary to the principles of openness, tolerance, and respect.
 - f. Costs for fundraising activities.
 - g. Loan repayments or costs covered by other funding sources.
 - h. Input VAT reclaimable from HMRC.
 - i. Payment of statutory fines, criminal fines, or penalties.
 - j. Activities of an exclusively religious nature.
2. The Authority will only fund activities that meet the Eligible Expenditure criteria set out in the Grant Agreement.
3. Please refer to the section on Eligible Expenditure and Limitations of Funding Use and Ineligible Expenditure (Annex E) within the draft Grant Agreement.

11. **How your Application will be assessed**

1. The Authority will initially examine each online Application for compliance and completeness and may seek clarification where necessary. Prior to detailed assessment, the Authority will determine whether an online Application is complete and substantially fulfils the conditions in this guidance document.
2. If during this stage of the assessment it is apparent that requested information is missing from the Applicant's response due to genuine error, the Authority may take the decision to allow the late submission of the required information. If this is the

case, the Applicant will be advised of the missing information (from the specific Application), and arrangements made for their late submission, but this courtesy will be strictly time bound (e.g. to be submitted within 2 hours) in order to maintain a level playing field.

3. Otherwise, responses determined as materially incomplete and / or not substantially fulfilling the conditions in the documents will be rejected.
4. Only then will Applications be passed for evaluation to a panel comprised of Home Office subject matter experts, and their representatives ("the Panel"). The Authority reserves the right to appoint independent external evaluators to provide additional support if required.
5. The Panel will evaluate all scored questions, as clearly marked out in the online Application Form, and make recommendations in accordance with the procedure described in this paragraph and according to the criteria described in this document and the online Application Form. The complete evaluation of all Applications is a two-step process, comprising of:
 - a. Evaluation; and
 - b. Group consensus assessment (moderation).
6. During the evaluation process (Evaluation), each evaluator on the Panel will independently (i.e., without conferring with other evaluators) scrutinise the quality of answers given by Applicants in their online Application. Each evaluator will then assess the answer in accordance with the evidence the Applicant submits that is applicable to that question and award a score in accordance with the marking scale set out below.
7. Evaluation assessments will then be submitted to the Moderator Chair, who will collate and check this information in preparation for a moderation meeting. During the moderation meeting, the panel of evaluators will discuss the independent assessments until they reach a consensus regarding the score ('the consensus score') that should be attributed to each Applicant's response to each individual scored question.
8. Once all responses to scored questions have been evaluated and moderated, the final consensus score attributed to each question will be added together to provide a final total score per Application.
9. The Authority reserves the right to challenge any information provided in response to any question posed and may request further information in support of any statements made therein.
10. Prior knowledge of any aspect of an Applicant's organisation or of its ability to meet the requirement must not be assumed and all responses should be completed in full, as applicable. Answers will only be evaluated up to any stated word limit.
11. During the evaluation period, the Authority may require an Applicant to provide further information or clarification regarding their application. The Applicant must confirm receipt of such request, within 24 hours of issue and shall provide a binding response within a further 24 hours of confirming the request. If no reply is

forthcoming during this period, then the Authority will evaluate without the Applicant's clarity and scores will reflect this position.

12. There will be no appeals process and the decision of the Panel will be final.
13. Your Application will be assessed against the scored evaluation questions by awarding scores against each questions (using the scoring matrix) as indicated in the online Application Form. Scores for these questions will be awarded using the marking scale of 0 to 100 described below. Questions will be weighted as set out in the table at paragraph 25.
14. A minimum unweighted consensus score of 60 for each question and a total Application unweighted score of at least 460 is required to pass the moderation stage. The Authority reserves the right to exclude any Applications that do not pass these thresholds.
15. The highest-ranking Applicant per region will be awarded funding. The Authority will award Funding in a manner that balances highest scoring proposals (according to the evaluation criteria) with geographical location and need, to ensure national coverage. If no bid is received for a region or sub-region, we will award to the next highest ranked organisation with each region having a maximum of 2 organisations in it. We will use this model until we have awarded the £600,000.
16. Should the total value of Applications for a single Region still exceed the total fund value, (i.e. due to multiple Applications achieving the same total Application score), the Authority shall apply the following 'tie-break' criteria to the relevant tied Applications (i.e. those who are tied in the last qualifying ranking place) so that the total value of qualifying Applications no longer exceeds the total fund value for that Region:
 - **First Tie Break: The Application(s) with the highest moderated score for question 5.4 in the application form will be ranked higher.**
 - **Second Tie Break: The Application(s) with the highest moderated score for question 5.5 in the application form will be ranked higher.**
17. Where the remaining fund is lower than the amount requested by the Applicant, the Authority reserves the right to:
 - Seek confirmation that the Applicant will accept a lower amount.
 - Not award to the Applicant; and
 - Where the Applicant refuses the offer of a lower amount, allocate the funds to the next highest ranked Applicant.
18. The Authority reserves the right not to award to an Applicant if the Application is deemed non-compliant or does not meet the threshold criteria as stated in the evaluation criteria.
19. By electing to enter the Application process, Applicants are hereby accepting the mechanism adopted by the Authority in awarding funding.

20. Your Application will be scored against each deliverable and scored in accordance with the scoring criteria set out in this paragraph 11.

Scored Evaluation Questions

For organisations applying for England, Scotland and Wales

Q 5.1: What experience does your organisation have as advocates for the Windrush Compensation Scheme within both your community, and the region that you are applying for? (max 1000 words)

A good response must include, but not necessarily be limited to:

- Clear demonstration of your organisations' experience as advocates for the Windrush Compensation Scheme within your community and,
- How you have built awareness of your organisation and its services within your community and,
- How you have built trust within your community and,
- If you are bidding for multiple regions, outline your approach to engaging with each community within each region and how you have or will build strong, trusting relationships.

Q 5.2: Please provide your engagement strategy including a list of key activities with timelines, that you will complete to engage with your community and all communities in the region(s) you are bidding for. You should include how and when you will advertise the WCS advocacy service during the period of grant funding. This should include details of your organisation's websites or social media pages. If you do not intend to use websites or social media pages, please explain why outlining your preferred solution.

Please also provide an outline of your mobilisation plan, including timeframes. Your response should detail the staffing structure and numbers required to ensure sufficient key personnel are in place to deliver the advocacy work effectively. (Max 1500 words)

Q5.3: The Windrush Compensation Scheme is designed to provide redress to individuals who suffered losses or impacts as a result of being unable to demonstrate their lawful status in the UK. Based on the scheme's rules and guidance, please outline your understanding of the following: (Max 2000 words)

Instructions:

Please provide concise but complete answers to each part. Your response will be assessed for accuracy, clarity, and understanding of the scheme's purpose and procedures.

a) Who is eligible to claim compensation under the Windrush Compensation Scheme?

b) What is needed for a claim to be viable?

- c) What categories of losses or impacts can be compensated for under the scheme?
- d) What supporting information is typically required when submitting a claim that includes a claim under Loss of Access to Employment, Homelessness and Impact on Life?
- e) What are the key stages in the claim and review process?
- f) How many claim form types are there, and what is the difference between each of them?
- g) Can you explain the difference between eligibility to claim compensation, and entitlement to compensation? Please explain your answer.

Q5.4: Please outline your delivery model to ensure potential claimants are fully supported up to a claim being submitted to the Windrush Compensation Scheme? (Max 1500 words)

A good response must include, but not necessarily be limited to:

- A high-level overview of your delivery model, and
- How you will make reasonable adjustments so that services are inclusive and accessible, and
- How you will ensure that claimants receiving support remotely are provided with the same quality, consistency, and level of service as those supported in face-to-face settings, and
- How you will work to meet safeguarding standards, like working with vulnerable people, ensuring claimants are signposted to appropriate organisations for additional support if needed, how will you identify the list of organisations you may refer to, and
- How you will prepare claimants for the Warm Handover call, so that they understand the process and will participate in it.

Q5.5: How will you ensure staff have the knowledge and skillset necessary to be a strong advocate for claimants? (Max 2000 words)

A good response must include, but not necessarily be limited to:

- What training you will provide to staff prior to working with claimants and throughout the grant funding period, and
- How you will ensure staff maintain a full working knowledge of Windrush Compensation Scheme rules and guidance, and
- How you will ensure staff identify and gather the appropriate additional information - specific to the individual being supported to make a claim, and
- What quality assurance you will undertake to maintain consistency and a high level of quality support throughout the claim submission process , and
- What support you will put in place for staff who may be listening to traumatic accounts, and
- How you will ensure all staff are aware of your organisational GDPR processes (evidence of privacy policy/notice will be required), and
- Details of your governance and project management arrangements, including roles and responsibilities of all parties that are involved.

Q5.6: How will you determine the locations for the 5 pop-up hubs to be held within your region? (Max 750 words)

A good response must include, but not necessarily be limited to:

- The rationale behind your proposed locations, including strategic, demographic and logistical considerations, and
- Evidence you have drawn upon to inform your proposed approach.

For organisations applying for Northern Ireland

Q 5.1: What experience does your organisation have as advocates within both your community, and the region that you are applying for? (max 1000 words)

A good response must include, but not necessarily be limited to:

- Clear demonstration of your organisations' experience as advocates within your community and,
- How you have built awareness of your organisation and its services within your community and,
- How you have built trust within your community and,
- If you are bidding for multiple regions, outline your approach to engaging with each community within each region and how you have or will build strong, trusting relationships.

Q 5.2 Please provide your engagement strategy including a list of key activities with timelines, that you will complete to engage with your community and all communities in the region(s) you are bidding for. You should include how and when you will advertise the WCS advocacy service during the period of grant funding. This should include details of your organisation's websites or social media pages. If you do not intend to use websites or social media pages, please explain why outlining your preferred solution.

Please provide an outline of your mobilisation plan, including timeframes. Your response should detail the staffing structure and numbers required to ensure sufficient key personnel are in place to deliver the advocacy work effectively. (Max 1500 words)

Q5.3: The Windrush Compensation Scheme is designed to provide redress to individuals who suffered losses or impacts as a result of being unable to demonstrate their lawful status in the UK. Based on the scheme's rules and guidance, please outline your understanding of the following: (Max 2000 words)

Instructions:

Please provide concise but complete answers to each part. Your response will be

assessed for accuracy, clarity, and understanding of the scheme's purpose and procedures.

- a) Who is eligible to claim compensation under the Windrush Compensation Scheme?**
- b) What is needed for a claim to be viable?**
- c) What categories of losses or impacts can be compensated for under the scheme?**
- d) What supporting information is typically required when submitting a claim that includes a claim under Loss of Access to Employment, Homelessness and Impact on Life?**
- e) What are the key stages in the claim and review process?**
- f) How many claim form types are there, and what is the difference between each of them?**
- g) Can you explain the difference between eligibility to claim compensation, and entitlement to compensation? Please explain your answer.**

Q5.4: Please outline your delivery model to ensure potential claimants are fully supported up to a claim being submitted to the Windrush Compensation Scheme? (Max 1500 words)

A good response must include, but not necessarily be limited to:

- A high-level overview of your delivery model, and
- How you will make reasonable adjustments so that services are inclusive and accessible, and
- How you will ensure that claimants receiving support remotely are provided with the same quality, consistency, and level of service as those supported in face-to-face settings, and
- How you will work to meet safeguarding standards, like working with vulnerable people, ensuring claimants are signposted to appropriate organisations for additional support if needed, how will you identify the list of organisations you may refer to, and
- How you will prepare claimants for the Warm Handover call, so that they understand the process and will participate in it.

Q5.5: How will you ensure staff have the knowledge and skillset necessary to be a strong advocate for claimants? (Max 2000 words)

A good response must include, but not necessarily be limited to:

- What training you will provide to staff prior to working with claimants and throughout the grant funding period, and
- How you will ensure staff maintain a full working knowledge of Windrush Compensation Scheme rules and guidance, and
- How you will ensure staff identify and gather the appropriate additional information - specific to the individual being supported to make a claim, and
- What quality assurance you will undertake to maintain consistency and a high level of quality support throughout the claim submission process, and

- What support you will put in place for staff who may be listening to traumatic accounts, and
- How you will ensure all staff are aware of your organisational GDPR processes (evidence of privacy policy/notice will be required), and
- Details of your governance and project management arrangements, including roles and responsibilities of all parties that are involved.

Q5.6: How will you determine the locations for the 5 pop-up hubs to be held within your sub-region? (Max 750 words)

A good response must include, but not necessarily be limited to:

- The rationale behind your proposed locations, including strategic, demographic and logistical considerations, and
- Evidence you have drawn upon to inform your proposed approach.

Evaluation Criteria:

Scoring, Evaluation and Ranking

21. A minimum threshold score of 60 for questions 5.1 – 5.6 is required to pass the moderation stage. Scores for questions 5.1 – 5.6 will be awarded based on the following criteria:

22. The purpose of the scoring assessment is to evaluate the information presented in each proposal in a structured and clear manner. Members of the Panel will score each question individually based on the extent to which a response meets the requirements.

0	20	40	60	80	100
No evidence	Very limited evidence	Limited evidence	Satisfactory evidence	Good evidence	Outstanding evidence
The Applicant did not answer the question	The Applicant has provided very limited detail and evidence in response to the question. This creates a major risk to delivery	Some detail and evidence have been provided but there are important omissions. This creates a significant risk to delivery	Satisfactory detail and evidence have been provided. The response covers most of the relevant requirements but with minor omissions. There is reasonable confidence in the Applicants ability to deliver against objectives	A good level of evidence has been provided, and the response covers all relevant requirements. There is a good level of confidence in the Applicants' ability to deliver against the objectives.	A strong level of detail and evidence has been provided that fully meets all requirements. There is a high level of confidence in the Applicants ability to deliver against all objectives

The Funding Toolkit

The final scored component is the Funding Toolkit. This must be completed to provide a detailed breakdown of the costs being requested. The information should

align with your responses to the earlier questions, particularly those relating to the engagement strategy and mobilisation plan (5.2), and delivery model (5.4). A screenshot of the Funding Toolkit is shown below.

The Toolkit will be used for monitoring the allocation of funding to successful Applicants. Please provide indicative costs for Administrative and Travel Costs. Please see the Draft Grant Agreement for details of eligible and ineligible costs.

You must download and complete the funding tool kit provided on the supporting documents section on Find A Grant. We will not accept locally produced tool kits. Please ensure that you upload your completed toolkit before submitting your Application on the Platform.

The funding toolkit will receive a score of either 0 or 100. A score of 100 is required to pass the moderation stage. A score of 100 will be given if the funding rules (outlined in section 4) have been complied with. A score of 0 will mean one or more of those rules have not been met.

Category	Example Description	Number of staff	Hourly rate	Hours claiming	Total cost
Start up Costs (Optional. Maximum £6000 or 15% of bid) Invoices/Quotes required	Cost to rent premises specifically to deliver WCASF Year 2 Initial marketing expenses - Posters, flyers, leaflets, ink, printing Development and delivery of staff training related to WCS advocacy support Staffing costs directly related to these activities Other (Please state)	N/A	N/A	N/A	
Subtotal					
Staffing Costs (upto £60,000 depending on other costs claimed. Hours capped at £50.00 Per hour)	Direct claimant support: Time spent assisting potential claimants with WCS-related advocacy Pop-up hub delivery: Staffing costs for delivering a pop-up hub (If more than two staff members are required, prior approval must be obtained from the Live Running Team) Training: Time spent receiving training specifically related to WCS advocacy support (prior approval must be obtained from the Live Running Team) Warm handover: Time to prepare for and complete the warm handover call.				
Subtotal					
	****Please include your anticipated costs****				
Administrative Costs (Optional and will be combined with travel costs to total no more than £9000.00 or 15% of overall bid.)	Initial venue hire for Pop-up hub delivery Initial marketing expenses - Posters, flyers, leaflets, ink, printing Reasonable costs for refreshments for external meetings and events, excluding alcohol. Reasonable telephone call charges, postage, and printing costs. Data and reporting: Time to compile data requested by the Home Office and attend monthly check-in meetings. Other (Please state)		N/A		
Subtotal					
Travel Costs (Optional and will be combined with admin costs to total no more than £9000.00 or 15% of overall bid.)	Delivering a pop-up hub within your region. - fuel expenses (Please use £0.45 per mile to calculate cost) Delivering a pop-up hub within your region. - Public transport expenses Providing face-to-face support to a potential claimant who is unable to travel or be supported digitally. - fuel expenses (Please use £0.45 per mile to calculate cost) Providing face-to-face support to a potential claimant who is unable to travel or be supported digitally. Public Transfer expenses. Overnight accommodation - ***exceptional circumstances*** must be pre-approved by the Live Running Team.		N/A		
Subtotal					
Total Costs	All expenses combined as one total				

23. Following the above score allocation, a weighting will be applied as follows and the total weighted score for each bidder will be used to rank Applicants:

Question	Weighting (%)	Minimum score	Weighted minimum score	Maximum Score Available
5.1	10	60	600	1000
5.2	10	60	600	1000
5.3	20	60	1200	2000
5.4	20	60	1200	2000
5.5	20	60	1200	2000
5.6	10	60	600	1000
Funding Toolkit	10	100	1000	1000
Total	100%	460	6400	10000

24. Example for illustrative purposes only on how scoring and ranking is applied.

	Bidder 1		Bidder 2		Bidder 3	
Question Number	Unweighted Score	Weighted Score	Unweighted Score	Weighted Score	Unweighted Score	Weighted Score
5.1 (weighted 10%)	100	1000	60	600	60	600
5.2 (weighted 10%)	60	600	60	600	80	800
5.3 (weighted 20%)	100	2000	60	1200	60	1200
5.4 (weighted 20%)	60	1200	100	2000	60	1200
5.5 (weighted 20%)	60	1200	100	2000	60	1200
5.6 (weighted 10%)	60	600	80	800	60	600
Funding Toolkit (weighted 10%)	100	1000	100	1000	100	1000
Totals	540	7600	560	8200	480	6600

Bidder Number / Name	Final Ranking
Bidder 1	Ranked 2nd
Bidder 2	Ranked 1st
Bidder 3	Ranked 3rd

12. Information Sessions

1. Information sessions will be held for eligible organisations listed in paragraph 3, who are interested to learn more about the Fund and how to submit an Application. These virtual sessions will be held on:
 - a. **15/01/2026 from 10.00 -11.30am; and**
 - b. **23/01/2026 from 13.00 -14.30pm.**
2. To register your attendance, please e-mail

WCSAdvocacySupportFund@homeoffice.gov.uk by 9am on Tuesday 13th January for the session on Thursday 15th January and by 9am on Wednesday 21st January for the session on Friday 23rd January.

Email Title: Email Title: Info Session [Date]: GRN 547 Advocacy Support Fund [Applicant Name]

- confirming which session you wish to attend
- the names of 2 attendees (maximum)
- Organisation name

You will then be issued with access details for the relevant session.

3. The session will be recorded for Home Office audit purposes only, and by attending the session you shall automatically provide your consent to be recorded.
4. The presentation slides and Q&A from each session will be made available on the Find a Grant Platform shortly after each session.
5. If you have any questions relating to the application process, please email: WCSAdvocacySupportFund@homeoffice.gov.uk, in accordance with the Clarification Process set out above in paragraph 6.
6. The Authority reserves the right to modify or amend the competition documentation at any time prior to the deadline for receipt of Applications. Following any such changes the Authority will upload an amended version of the competition documents with a new version number in the document title. Where the modifications or amendments are significant, the Authority may, at its discretion, re-issue the competition documents and / or extend the deadline for receipt of Applications.

13. Due Diligence to support decision making

1. As a condition of awarding the Grant, due diligence checks may be conducted on all organisations that submit an application. These checks help us better understand your organisation and ensure compliance with our funding requirements.
2. For a joint venture consortium, due diligence checks will be conducted on all named organisations.
3. Checks will cover your organisation's financial status and the organisation's ability to deliver the purpose of the Grant.
4. If an Applicant received WCASF funding in Year 1, their performance will be reviewed. The Authority reserves the right to exclude any Applicant who failed to meet the expected standards during Year 1. This may include, for example, failure to achieve a KPI, failure to submit required management information (MI), invoices, or supporting evidence within the specified timeframe, or where any breach of the terms of the Grant Agreement has occurred.
5. The Authority has a duty to ensure all grants are made in the best interests of the public and the public purse, that they represent good value for money and fund activities that clearly and demonstrably support policies that fulfil the Government's manifesto commitments as set out in the [Code of Conduct for Grant Recipients](#) .
6. You may be contacted by the Authority if this assessment identifies any significant causes for concern and the Authority reserves the right to seek additional information and / or assurances in these circumstances. The Authority reserves its right to exclude an Applicant who cannot demonstrate that they are of sufficiently stable financial standing or provide any other relevant due diligence assurances sought at any time prior to award of a Grant.
7. Depending on the concerns raised the Authority also reserves the right to consider and implement other options to mitigate the associated risks, such as a reduction in grant value to lessen the Authority' exposure, the conducting of further enhanced due diligence steps, or to pay funds in tranches with enhanced monitoring.
8. As part of our due diligence, checks will also be carried out on recent publications including social media activity over the 12-month period prior to the closing date for Applications. The sole purpose of these checks is to provide supporting evidence that an organisation can deliver the purpose of the Grant and has not previously engaged in activity over this period that, if continued, would not adhere to the Code of Conduct for Grant Recipients.

9. The Authority reserves the right to exclude organisations where evidence is obtained during our due diligence activities that, in the Authority's reasonable opinion, materially reduces the ability of the organisation to deliver the Grant purpose or meet the expected standards, as set out in the Code of Conduct for Grant Recipients above, or where evidence is obtained that the organisation has undertaken activities that are in conflict with the purpose of the Grant. Examples include, but are not limited to, spreading misinformation about the Windrush Schemes, or messaging which could lead people to distrust the Windrush Schemes and discourage people from engaging with the Home Office.
10. Following completion of due diligence activities, the Authority will contact successful Applicants with a grant offer letter and an updated and customised Grant Agreement. The Grant Agreement must be signed by the Applicant and returned to the Authority. The Authority's representative will add its signature and return a copy to the Applicant.
11. Successful Applicants will be required to submit progress reports to the Authority as set out in clause 6.7 of the Grant Agreement.
12. For any queries relating to the Advocacy Support Fund and the application process, contact WCSAdvocacySupportFund@homeoffice.gov.uk in accordance with the Clarification Process outlined above.

14. Competition Terms & Timeline

Please note the below is an indicative activity and timeline that is subject to change. This table provides key milestones and activity dates and windows.

Dates	Activity
12 th January to 6 th February inclusive	Competition Application Window
16 th February to 4 th March inclusive	Application Evaluation
9th March to 13 th March inclusive	Due Diligence
26th March	Notify Applicants of the outcome of their Application

15. UK General Data Protection Regulations and the Data Protection Act

1. The Authority will use the information Applicants provide with their applications and during the life of the grant funding (if awarded) to administer and analyse grants, and for the Authority's own learning purposes. Information included in an application will be retained by the Authority. The Authority may give copies of all or some of this information to the Panel when assessing applications, or other Authority functions to administer the process, monitor grants and evaluate funding processes and impacts.
2. Applicants contact details (organisational contact, telephone number, website, email address, etc) may be shared with the Authority but will not be shared with other third parties. The Authority may also use the information to contact Applicants by letter, telephone or email.
3. The Authority has a duty to protect public funds and for that reason the information may also be shared (in line with the Freedom of Information Act) with government departments, organisations providing matched funding or for the prevention and detection of crime.

16. Costs of Participation

1. Applicants will be responsible for obtaining all information necessary for the preparation of their Applications. In addition, Applicants will bear all costs, expenses and liabilities incurred in connection with the preparation of such Applications and all further participation in the competitive process, regardless of whether such costs arise as a consequence, direct or indirect, of any amendments made by the Authority at any time.
2. The Authority reserves the right not to proceed with the competition or award of Grants at any stage during the competition process and shall not, in the event of discontinuance (whatever the cause) be liable for any costs incurred, directly or indirectly, by Applicants.

17. Confidentiality

1. All information and documents provided as part of this bidding process is considered confidential, except where it is already in the public domain.
2. Applicants must not disclose any confidential information supplied as part of this competitive process to any third party, member of staff or advisor, unless such person needs to receive the relevant information for the purposes of enabling a response to any document.
3. With the exception of Freedom of Information requests, all information provided by Applicants (except where required in law) will not be disclosed to a third party without written permission, unless such third parties have been specifically appointed by the Authority as independent external evaluators to provide additional support during evaluation of the Application responses.

18. Publicity

1. Applicants are reminded that they are not permitted to undertake any publicity activities with any part of the media in relation to this competitive process without the express permission in writing of the Authority, including agreement on the format and content of any publicity.

The Authority reserves the right to publish details of the successful Applicant, the value of any award and the Grant Agreement, with messaging developed and agreed in collaboration with successful Applicants.

Annex A

Regional Split

