



Home Office

# Windrush Compensation Advocacy Support Fund (GRN: 547)

## Guidance for Applicants

April 2025

## OGI

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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.

**Consortium** – A group of organisations, with a designated lead partner to manage the programme, and a system for dividing the work and funds appropriately and effectively.

**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.

**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.

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

## 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](https://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 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.
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.

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

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 consortium or partnership (with a lead organisation that is one of the above)

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.

**Notes:**

- 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.
- This competition relates to funding for Financial Year 2025/2026 (**Year 1** only). Further information on the competitions for funding relating to Financial Years 26/27 and 27/28 (Years 2 and 3) of this grant will be communicated in advance of those funding years.
- For years two and three of this grant funded scheme we will widen the eligibility criteria to include those who do not currently provide a Windrush Compensation advocacy service within the community.

**1. 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 last 2 financial years or an income-expenditure statement for two years if you were established after April 2022.

**2. 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 last 2 financial years or an income-expenditure statement for two years if you were established after April 2022.

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

**3. Consortiums or partnerships**

You can work with other organisations on a project and apply as a group. There is no limit on the number of organisations that can be involved in a consortium.

You can apply if you have:

- A lead organisation that meets one of the above criteria for eligibility.
- Details of the lead organisation and how it is structured.
- Details of partners you plan to work with and their role in your project.

Audited accounts will need to be provided for the lead organisation. Any funding awarded will be paid directly to the lead organisation.

#### 4. How much can you apply for

1. Eligible Applicants can apply for the minimum amount of funding which is £10,000 up to the maximum amount of funding which is £40,000.
2. Within this, the minimum and maximum amounts are split into two sections 1) **Hours** which has a cap of £35,000 and 2) **Administrative costs** which has a cap of £5,000 or 25% of your overall bid, whichever is lower.
3. For the Hours, we will cap this at a maximum chargeable rate of £50 per hour.

#### 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-a-grant.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 2025/2026 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 2025/26 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 09/05/2025. You should receive an**

**acknowledgement of your application immediately following submission.**

8. Applicants are strongly urged to ensure they retain an offline copy of any details they insert onto the Platform. This will help protect against any loss of data. Applicants should familiarise themselves with using the Platform before they submit their response.
9. Please note any attachments requested must be submitted with the question number clearly marked.
10. Applications can be modified in the Platform at any time up to submission of the application.
11. Full and final proposals must be submitted via the Platform by the submission deadline of **09/05/2025 at 5pm**. It is the responsibility of the Applicant to ensure that their Application is submitted in a timely manner: The Authority does not undertake to consider Applications submitted after that time. For avoidance of doubt, it is the time of receipt via the Platform (clock) that will be taken.
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; and
  - contain a fully priced proposal that is capable of execution and which contains no material qualifications or conditionality.

## **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](mailto: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
<i>e.g. Online Application Form, Question 2.2</i>	<i>e.g. 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 9am 01/05/2025.**
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 01/05/2025.**

## 7. Funding Award

1. We are aiming to inform successful applicants by 30/06/2025 to enable advocates to begin working with potential claimants.
2. The Authority expects grant activities to commence once the Grant Agreement has been signed. We expect this to be in the first week of July.

## 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.
2. **This competition is for funding for year one only.** An additional competition will be launched for years two and three in due course. We anticipate that the competition for funding for year two will be launched during the Winter of 2025.
3. **Year One (for delivery in financial year 2025-2026)**
4. **Projects must have delivered their activities and closed by 31/03/2026.**
5. Year Two (for delivery in financial year 2026-2027)
6. Projects must have delivered their activities and closed by 31/03/2027.
7. Year Three (for delivery in financial year 2027-2028)
8. 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. Hours

- Staffing costs to support claimants to tell their story and submit a viable and eligible claim to the Windrush Compensation Scheme.
- Staffing costs to provide any ad hoc support to claimants' post claim submission (once the claim has been confirmed eligible) up to a maximum 5 hours per claim, as requested by the claimant.
- Time needed for data capture and reporting to the Authority,
- Time to prepare for and complete the warm handover call.
- Time to complete marketing activities.

### 2. Administrative costs

- Venue hire and other utility costs for time taken on WCASF only.
- Marketing costs, for example creating and sharing marketing materials of leaflets and posters.
- Equipment and materials.
- Running communications campaigns both in person and online.
- Accessing and using communication channels, for example social media or local radio.

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 will not support:
  - Any advice and guidance outside of the Purpose of this grant scheme including advice on the Windrush Scheme.
  - Advocacy support post claim submission in excess of the 5 allocated hours per claim.
  - Projects that look to provide an opportunity for a political platform.
  - Organisations whose objectives conflict with the Fund.
  - Where the organisation has objectives or runs services that are contrary to the principles of openness, tolerance, and respect.
  - Costs for fundraising activities.
  - Loan repayments or costs covered by other funding sources.
  - Input VAT reclaimable from HMRC.
  - Payment of statutory fines, criminal fines, or penalties.
  - Activities that promote religion.
2. The Authority will only fund activities that meet the above criteria.
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 reserve 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 essential criteria by awarding scores against each of the scored questions 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.

Commented [MO1]: NEED TO INSERT WEIGHTING TABLE AND UPDATE PARAGRAPH NUMBER - I HAVE ADDED AS AN ANNEX AS SEEMED THE EASIEST OPTION

14. A minimum unweighted consensus score of 60 for each question and a total Application unweighted score of at least 300 is required to pass the moderation stage. The Authority reserves the right to exclude any Applications that do not pass these thresholds.

15. If the total value of Applications to be awarded exceeds the total value of the funding available (i.e. £400,000) the Authority shall rank Applications according to their total weighted Application score, and the lowest scoring Applications shall be excluded in turn until the total value of awards no longer exceeds the total fund value.

16. Should the total value of Applications 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:

- **First Tie Break: The Application(s) with the highest moderated score for question 5.2 in the application form will be ranked higher.**
- **Second Tie Break: The Application(s) with the highest moderated score for question 5.4 in the application form will be ranked higher.**
- **Third Tie Break: The Authority will consider the geographical area as defined in question 3.11.**

17. Where the remaining fund is lower than the requested amount of 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 ranked Applicant.

18. The Authority reserves the right not to award a bid if it is deemed non-compliant or does not meet the threshold criteria as stated in the evaluation criteria.

19. 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.

20. By electing to enter the bidding process, Applicants are hereby accepting the mechanism adopted by the Authority in awarding funding.

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

## 22. **Scored Evaluation Questions**

**Q 5.1: What** experience does your organisation have in working within the community as advocates for the Windrush Compensation Scheme? (max 500 words)

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

- Demonstrate that there is a need for advocacy support in your area
- Demonstrate your organisations' experience as advocates for the Windrush Communities
- How would you attract Windrush Communities?

**Q5.1a:** To support the above question, please submit an attachment of no more than 300 words to provide the following –

A list of key activities for engaging with the community and advertising services as an advocate to cover the period of grant funding.

**Q5.2: How** does your organisation's work reflect the needs of the Windrush community, demonstrating your understanding of the history and culture? (Max 1000 words)

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

- Demonstrate the role your organisation already plays within the Windrush community, and
- How you assess whether activities/work reflect the needs of the Windrush community, and
- Detail any existing relationships built with key Windrush stakeholders, and
- Details of any activities or events your organisation has arranged celebrating important historical dates within the Windrush community.

**Q5.3: How** will you ensure claimants to the Windrush Compensation Scheme are fully supported up to a claim being submitted? (Max 750 words)

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

- How you will make reasonable adjustments so that services are inclusive and accessible, 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
- Evidence you have drawn upon to inform your proposed approach.

**Q5.4: How** will you ensure staff have the knowledge and skillset to be a strong advocate for claimants? (Max 1000 words)

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

- How you will ensure staff have full working knowledge of Windrush Compensation Scheme rules and guidance, and
- How you will ensure staff are gathering appropriate additional information in support of a claim, and
- What support you will put in place for staff who may be listening to traumatic accounts, and
- How you will ensure all staff and processes are GDPR compliant (evidence of privacy policy/notice will be required), and
- Staffing numbers to ensure there are enough key personnel to undertake the advocacy work, and
- Details of your governance and project management arrangements, including roles and responsibilities of all parties that are involved, and
- Show how you will ensure the warm hand over call is completed.

**Q5.5: How** will the success of your project be evaluated and demonstrated? (Max 500 words)

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

- How you will capture the below information requested by the Authority -
  1. Why a claimant felt able to go to the Advocate rather than direct to the Home Office?
  2. How many people you have reached out to and how many led to a claim being submitted? And
- How you can demonstrate how many hours of work have been completed per claim submitted.

**Evaluation Criteria:  
Scoring, Evaluation and Ranking**

23. A minimum threshold score of 60 for each question is required to pass the moderation stage. Scores for each question will be awarded based on the following criteria:

24. 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.

<b>0</b>	<b>20</b>	<b>40</b>	<b>60</b>	<b>80</b>	<b>100</b>
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 has been provided but there are important omissions. This creates a significant risk to delivery	Satisfactory detail and evidence has 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 Applicant's 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

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

<b>Question</b>	<b>Weighting (%)</b>	<b>Minimum score</b>	<b>Weighted minimum score</b>	<b>Maximum Score Available</b>
5.1	15	60	900	1500
5.2	25	60	1500	2500
5.3	20	60	1200	2000
5.4	25	60	1500	2500
5.5	15	60	900	1500
<b>Total</b>	<b>100%</b>	<b>300</b>	<b>6000</b>	<b>10000</b>

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

Question Number	Applicant 1		Applicant 2		Applicant 3	
	Unweighted Score	Weighted Score	Unweighted Score	Weighted Score	Unweighted Score	Weighted Score
5.1 (weighted 15%)	100	1500	60	900	60	900
5.2 (weighted 25%)	60	1500	60	1500	60	1500
5.3 (weighted 20%)	100	2000	60	1200	60	1200
5.4 (weighted 25%)	60	1500	100	2500	60	1500
5.5 (weighted 15%)	60	900	100	1500	60	900
Totals	380	7400	380	<b>7600</b>	300	6000

Applicant Number / Name	Final Ranking
Applicant 2	Ranked 1st
Applicant 1	Ranked 2nd
Applicant 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. **14/04/2025 from 10.00 -11.30am; and**
  - b. **15/04/2025 from 10.00 -11.30am.**
2. To register your attendance, please e-mail

[WCSAdvocacySupportFund@homeoffice.gov.uk](mailto:WCSAdvocacySupportFund@homeoffice.gov.uk) by 9am on Monday 14<sup>th</sup> April for the session on Monday and by 9am on Tuesday 15<sup>th</sup> April for the session on Tuesday.

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](mailto: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. Due diligence checks will be carried out on all shortlisted organisations identified through the assessment process detailed above, as a condition of awarding the Grant and to understand more about your organisation.
2. Checks will cover your organisation's financial status and the organisation's ability to deliver the purpose of the Grant. This includes checks on an organisation's behaviour that does not meet the standards expected as set out in the Code of Conduct for Grant Recipients.
3. 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](#) .
4. You must also adhere to the ([Government Functional Standards for a Grant.](#))

5. 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.
6. 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.
7. 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.
8. 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.
9. 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 Authorities representative will add its signature and return a copy to the Applicant.
10. Successful Applicants will be required to submit progress reports to the Authority as set out in clause 6.7 of the Grant Agreement.
11. For any queries relating to the Advocacy Support Fund and the application process, contact [WCSAdvocacySupportFund@homeoffice.gov.uk](mailto: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
11 <sup>th</sup> April to 9 <sup>th</sup> May inclusive	Competition Bidding Window
20 <sup>th</sup> May to 4 <sup>th</sup> June inclusive	Bid Evaluation
13 <sup>th</sup> June to 17 <sup>th</sup> June inclusive	Due Diligence
30 <sup>th</sup> June	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 during the application evaluation 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 delivery partners and/or 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.