Home Office

Windrush Compensation Advocacy Support Fund (WCASF)

GRN: 547

Guidance for Applicants

November 2026



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Definitions

Applicant – The organisation/entity submitting an online Applicant 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 (CIC), 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 of 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 of 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 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, the WCASF service you and to engage with potential claimants, offering guidance and conducting initial eligibility assessments to support the claims process. The type of hub delivered is at the discretion of the organisation.

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)

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.

7. <u>All queries regarding terms and conditions, content, intention, interpretation etc. must be raised during the Applicant clarification process</u> (see Section 6). In all instances the Authority's response shall be final.

8. 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.

9. 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

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 grant funding for organisations to provide essential advocacy and 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 offer funding to organisations in return for advocacy support with the WCS application process, including the acceptance and review process.

3. 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.

4. 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 and/or supporting with acceptance and review paperwork. 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.

5. WCASF support can be provided at any stage of the Windrush Compensation Scheme claim process, from before a claim is submitted through to accepting a decision and/or supporting a review request.

6. Support can include:

    a. Helping claimants explain their story and evidence in their claim form.

    b. Helping claimants check if a claim has already been made on their behalf to the Home Office.

    c. Supporting claimants to complete and submit a claim to the Home Office.

    d. Taking part in a three way “warm handover” between the Claimant, Home Office Caseworker and Advocate.

e. Providing up to five hours additional support after the warm handover including participating in further three-way calls and supporting claimants in responding to additional information requests

f. Supporting claimants to complete paperwork to accept a decision or request a review; and

g. Taking part in a further warm handover between the Claimant, Home Office Tier 1 Reviewer and Advocate where requested.

7. For the Year 3 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. Northern Ireland (N.I) which will be one of the geographical regions, will be divided into six sub-regions

8. 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.

9. Training will not be provided. 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 2027/2028 (Year 3) only.

3. Who can apply? (Eligibility Criteria for Year Three)

The Authority reserves the right to award an organisation that does not fully meet all of the eligibility criteria listed below 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. Organisations must meet all of the relevant eligibility criteria, at the time of application.

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 successful organisation or member of a consortium who received funding in WCASF Year 1 or 2; or,
- A 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 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 successful organisation or an organisation who was a member of a consortium who received funding in WCASF Year 1 or 2; or,
- A 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.

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.

A successful organisation or an organisation who was a member of a consortium who received funding in WCASF Year 1 or 2

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.

Regional Split of the UK

The UK has been divided into ten regions for this competition. Northern Ireland has been further divided into six sub-regions. Applicants must submit bids for the region(s) where they intend to deliver advocacy services. Successful Applicants will be responsible for providing Advocacy Support across the entire region(s) or sub-region(s) awarded to them, not just in their immediate locality. To support with delivery, the Authority recommends that organisations deliver pop-up hubs across the region or sub-region to help with reaching as many people as possible within the region.

Organisations may submit bids for multiple regions, as there is no restriction on the number of regions or sub-regions an Applicant can apply for. Organisations bidding for more than one region or sub-region must indicate their preference on their application form.

Where the organisation bids for more than one region or sub-region and the bids are the same, this must be done on one application. The organisation must identify on their application which regions or sub-regions they are applying for and include the proposed delivery plan and funding requirements for each region/sub-region.

Where an organisation bids for more than one region or sub-region but is applying for different amounts of funding per region/sub-region, then separate funding toolkits must be submitted for each region/sub-region.

Where an organisation bids for more than one region or sub-region and the bids are materially different, a separate application (including separate funding toolkits) must be submitted for each region/sub-region.

Award caps apply **for each region you bid for, not for the organisation as a whole**. 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.

When ranking the applications after moderation, the Applicants with the highest ranked successful application per region will be awarded the funding. This process will continue until a minimum of one organisation per region has been funded.

If a region receives no Applications or the Application(s) received, scores less than 60 for any scored question or 0 on the funding toolkit, (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. This

process will continue until the total funding amount is distributed. 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.

The UK has been divided into the following regions:

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

Northern Ireland Sub-Regions

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

10a. Antrim
10b. Armagh
10c. Down
10d. Fermanagh
10e. Londonderry
10f. Tyrone

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 8 for more information.

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

Minimum and maximum funding caps apply **for each region you bid for**, not the organisation as a whole. This means an organisation that bids for more than one region may receive more than the maximum amount stated, when combined. 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 £3,000 or 5% 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. Up to 40% of this can be used assisting claimants with acceptance and/or review support. In exceptional circumstances, the Live Running Team may approve a higher percentage allocation.

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

Organisations can apply for multiple sub-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 8 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 funding caps apply **per sub-region you bid for**, not to the organisation as a whole. This means an organisation that bids for more than one sub-region may receive more than the maximum amount stated, when combined. Organisations may receive funding for multiple 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 £500 or 5% 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. Up to 40% of this can be used assisting claimants with acceptance and/or review support. In exceptional circumstances, the Live Running Team may approve a higher percentage allocation

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

For example:

1. If you allocate the full £10,000 to Advocacy Hours, you cannot request additional funds for start-up costs, administration, or travel.
2. 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.
3. 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.

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)

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 2027/2028 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 2027/28 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 04/12/2026. 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.**

8. **The Authority cannot consider Applications that have not been submitted correctly and by the deadline set.**

9. 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.

10. 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.

11. Please note any attachments requested must be submitted with the question number clearly marked.

12. 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.

13. Applications will be acknowledged automatically via the Platform.

14. 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.
- ensure any attachment uploaded is 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. Online Application Form, Question 2.2	*e.g. Please can you clarify xxxx*

4. When submitting Applicant clarifications please insert "*GRN 547 Windrush 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 25/11/2026**

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 27/11/2026.

7. Funding Award

1. We are aiming to inform successful applicants by 26/02/2027. **This is an indicative date only.**

2. The Authority expects grant activities to commence in April 2027 once the Grant Agreement has been signed.

How long will you have to deliver your Advocacy Support Activities

3. The Windrush Compensation Advocacy Support Fund will be delivered over three years. Year 1 activities were delivered in financial year 2025-2026, and Year 2 activities are being delivered in 2026-2027.

4. This competition is for funding for year three only. Delivery is for the financial year 2027-2028. Projects will begin when grant agreements are signed by both parties, following the competition and announcement of the successful applicants.

5. Projects for year three must have delivered their activities and closed by 31/03/2028.

What you can get funding for

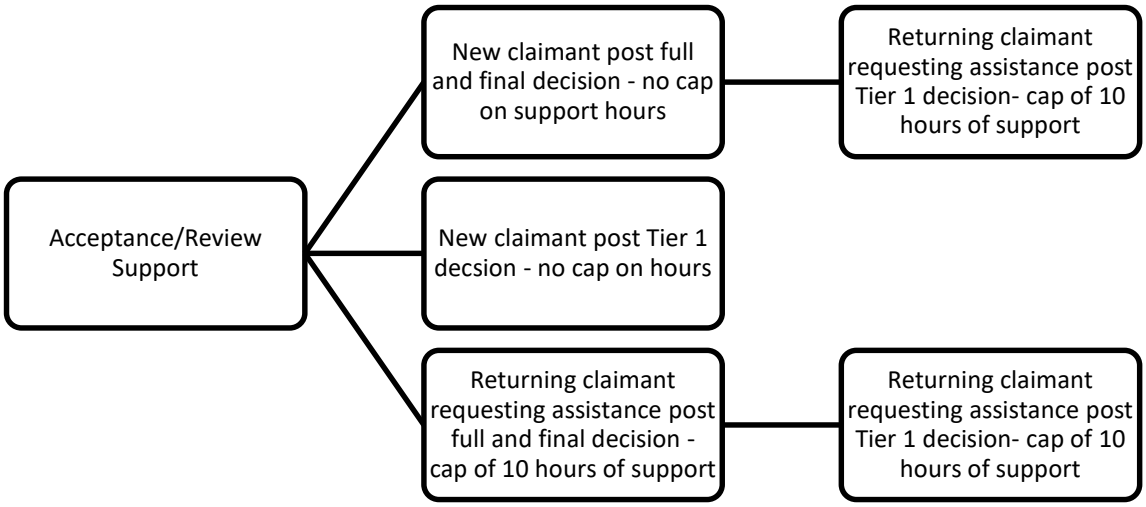
6. Examples of how funding could be used include, but are not limited to:

   A. **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 face to face appointments with potential claimants 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.

- Post Warm Handover support: Time spent providing additional support to the claimant following the Warm Handover call if requested by the claimant. This is capped at a maximum of five funded hours.
- Acceptance and Reviews: Time spent supporting a claimant with a) accepting or b) reviewing a decision made by the WCS. This time will also include time spent whilst the claimant decides whether they wish to accept or review the decision. The cap on hours for this work is as follows:



In exceptional circumstances, the Live Running Team may approve an increase to the 10-hour cap.

B. **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.

C. **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 £0.55 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.

What you cannot get funding for

7. 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 entitlement advice given on the Windrush Compensation Scheme.
    b. Immigration advice or any activity that constitutes regulated immigration advice or services.
    c. Legal representation or advice (whether in person or in writing) in relation to the Windrush Compensation Scheme.
    d. Funded Advocacy support post Warm Handover, in excess of the 5 allocated hours per claim.
    e. Procurement of IT equipment (including laptops and phones).
    f. Projects that look to provide an opportunity for a political platform.
    g. Activities which conflict with the Purpose of the Fund.
    h. Activities which are contrary to the principles of openness, tolerance, and respect.
    i. Costs for fundraising activities.
    j. Loan repayments or costs covered by other funding sources.
    k. Input VAT reclaimable from HMRC.
    l. Payment of statutory fines, criminal fines, or penalties.
    m. Activities of an exclusively religious nature.

8. The Authority will only fund activities that meet the Eligible Expenditure criteria set out in the Grant Agreement

9. Please refer to the section on Eligible Expenditure and Limitations of Funding Use and Ineligible Expenditure (Annex E) within the draft Grant Agreement.

8. How will your application 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 question (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 400 is required to pass the moderation stage. The Authority reserves the right to exclude any Applications that do not pass these thresholds.

15. When ranking the applications after moderation, the Applicants with the highest ranked successful application per region will be awarded the funding. This process will continue until a minimum of one organisation per region has been funded. If a region receives no Applications or the Application(s) received, scores less than 60 for any scored question or 0 on the funding toolkit, (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. This process will continue until the total funding amount is distributed. This means there may be regions where no organisations are awarded funding. We will use this model until we have awarded the £600,000 plus any actual underspend from Year 2.

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 5.2 in the application form will be ranked higher.**

- **Second Tie Break: The Application(s) with the highest moderated score for question 5.3 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 paragraph 23.**

21. Artificial Intelligence can be a useful tool to support your application; however, all information provided in response to the questions below must be truthful, factually accurate and taken directly from your own experience and/or understanding.

22. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be excluded.

Scored Evaluation Questions

For organisations applying for England, Scotland and Wales

Q1: What experience does your organisation have as an advocate for the Windrush Compensation Scheme both within your community and within the region you are applying for? (1000 words)

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

- Clear demonstration of your organisations experience as an advocate for the Windrush Compensation Scheme including how long you have been supporting Windrush claimants for, the number of claimants supported and the types of support you have provided.
- Your knowledge of the communities affected by Windrush and understanding of the barriers faced by claimants.
- How you have built awareness and trust of your organisation and its services within your community
- If you are bidding for multiple regions, outline how you will support claimants across the entire region and not just in your immediate locality.

Q2: 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 your understanding of the scheme's rules and guidance, please answer the following (Max 2000 words)

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

a) Who is eligible to make a claim for compensation under the Windrush Compensation Scheme and what eligibility requirements do they need to meet?
b) What is the minimum amount of information needed to be able to submit a claim for compensation?
c) What are the 13 categories of losses or impacts that can be compensated for under the Scheme and what supporting information is typically required when claiming under them?
d) What are the key stages in the claim and review process?
e) When submitting a request for a review, what information and documentation do you need to send in?
f) Does being eligible to make a claim mean that a person will receive compensation? Please explain your answer.

Q3: Please outline your delivery model to ensure that potential claimants are fully supported in making a claim, accepting a determination and/or requesting a review under the Windrush Compensation Scheme (max 2000 words)

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

- A high-level overview of your delivery model for providing support at claim submission and review stage.
- An overview of you mobilisation plan including timeframes, staffing structure and numbers required to ensure sufficient key personnel are in place to deliver the advocacy work effectively.
- How you will ensure that your services are inclusive and accessible for all potential claimants, ensuring that the same quality, consistency and level of service is provided.
- How you will ensure you meet safeguarding standards and GDPR requirements.
- How you will prepare claimants for a Warm Handover call so that they understand the process and will participate in it.
- How you will manage conducting Warm Handover Calls at both initial casework and review stage, ensuring they are conducted within six weeks of eligibility confirmation/allocation to a reviewer.

Q4: How will you ensure that 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.

- How you will ensure staff maintain a full working knowledge of Windrush Compensation Scheme rules and guidance.
- What quality assurance you will undertake to maintain consistency and a high level of quality support throughout the claim submission process, including supporting with acceptance and reviews.
- What support you will put in place for staff who may be listening to traumatic accounts.
- How you will ensure all staff are aware of your organisational GDPR processes (evidence of privacy policy/notice will be required).
- Details of your governance and project management arrangements, including roles and responsibilities of all parties that are involved.

Q5: Please provide details of your engagement strategy, including the number of pop-up hubs your organisation proposes to deliver and your plans for delivering them. (max 1500 words)

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

- A list of your key engagement activities, with timelines, that you will complete to engage with your community and the communities in the region(s) you are bidding for.
- Details of how and when you will advertise the WCS advocacy service during the period of grant funding, including on 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.
- Details of your plans for completing pop-up hubs, including locations you plan on hosting the hubs in, the rationale behind the chosen number of pop-up hubs, their locations and demographic and logistical considerations. If you do not propose to hold pop up hubs, please tell us why.
- Evidence you have drawn upon to develop your engagement strategy.

For organisations applying for Northern Ireland

Q1: What experience does your organisation have as an advocate within both your community, and the community you are applying for? (max 1000 words)

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

- Clear demonstration of your organisations experience as an advocate within your community.
- How you have built awareness and trust of your organisation and its services within your community
- If you are bidding for multiple regions, outline how you will support claimants across the entire region and not just in your immediate locality.

Q2: 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 your understanding of the scheme's rules and guidance, please answer the following (Max 2000 words)

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

a) Who is eligible to make a claim for compensation under the Windrush Compensation Scheme and what eligibility requirements do they need to meet?
b) What is the minimum amount of information needed to be able to submit a claim for compensation?
c) What are the 13 categories of losses or impacts that can be compensated for under the Scheme and what supporting information is typically required when claiming under them?
d) What are the key stages in the claim and review process?
e) When submitting a request for a review, what information and documentation do you need to send in?
f) Does being eligible to make a claim mean that a person will receive compensation? Please explain your answer.

Q3: Please outline your delivery model to ensure that potential claimants are fully supported in making a claim, accepting a determination and/or requesting a review under the Windrush Compensation Scheme (max 2000 words)

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

- A high-level overview of your delivery model for providing support at claim submission and review stage.
- An overview of you mobilisation plan including timeframes, staffing structure and numbers required to ensure sufficient key personnel are in place to deliver the advocacy work effectively.
- How you will ensure that your services are inclusive and accessible for all potential claimants, ensuring that the same quality, consistency and level of service is provided.
- How you will ensure you meet safeguarding standards and GDPR requirements.;
- How you will prepare claimants for a Warm Handover call so that they understand the process and will participate in it.
- How you will manage conducting Warm Handover Calls at both initial casework and review stage, ensuring they are conducted within six weeks of eligibility confirmation/allocation to a reviewer.

Q4: How will you ensure that 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.
- How you will ensure staff maintain a full working knowledge of Windrush Compensation Scheme rules and guidance.
- What quality assurance you will undertake to maintain consistency and a high level of quality support throughout the claim submission process, including supporting with acceptance and reviews.

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

Q5: Please provide details of your engagement strategy, including the number of pop-up hubs your organisation proposes to deliver and your plans for delivering them. (max 1500 words)

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

- A list of your key engagement activities, with timelines, that you will complete to engage with your community and the communities in the region(s) you are bidding for.
- Details of how and when you will advertise the WCS advocacy service during the period of grant funding, including on 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.
- Details of your plans for completing pop-up hubs, including locations you plan on hosting the hubs in, the rationale behind the chosen number of pop-up hubs, their locations and demographic and logistical considerations. If you do not propose to hold pop up hubs, please tell us why.
- Evidence you have drawn upon to develop your engagement strategy.

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 delivery model (4) and engagement strategy (5). Where the amount being requested is above the permitted thresholds (see section 4 of this document), the application will be excluded from the competition unless the organisation can reduce their costings to meet the thresholds during compliance checks.

A screenshot of the Funding Toolkit is shown below.

Funding requests may differ between regions or sub-regions. Where the requests for funding differ between regions or sub-regions, a separate funding toolkit must be submitted for each region or sub-region.

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 toolkit provided on the supporting documents section on Find A Grant. We will not accept locally produced toolkits. If you are applying for a Northern Ireland sub-region, you must use the Northern Ireland specific toolkit.

Please ensure that you upload your completed toolkit(s) 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 £3000 or 5% of bid) Invoices/Quotes required	Cost to rent premises specifically to deliver WCASF Year 3				
	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)				
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					
Administrative Costs (Optional and will be combined with ravel costs to total no more than £9000.00 or 15% of overall	****Please include your anticipated costs****				
	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)				
ubtotal					
ravel Costs (Optional and will be combined with admin costs to total no more than £9000.00 or 15% of overall bid.)	****Please include your anticipated costs****				
	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.				
Subtotal					
Total Costs	**All expenses combined as one total**				

Evaluation Criteria

Scoring, Evaluation and Ranking

23. A minimum threshold score of 60 for questions 1 – 5 is required to pass the moderation stage. Scores for questions 1 – 5 will be awarded based on the following criteria:

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

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.

25. 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
1	20	60	1200	2000
2	20	60	1200	2000
3	20	60	1200	2000
4	20	60	1200	2000
5	10	60	600	1000
Funding Toolkit	10	100	1000	1000
Total	100%	400	6400	10000

26. 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
1 (weighted 20%)	100	2000	60	1200	60	1200
2 (weighted 20%)	80	2000	80	1600	60	1200

3 (weighted 20%)	100	2000	80	1200	60	1200
4 (weighted 20%)	60	1200	100	2000	80	1600
5.5 (weighted 10%)	60	600	100	1000	60	600
Funding Toolkit (weighted 10%)	100	1000	100	1000	100	1000
Totals	500	8000	520	8200	420	6800

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

Information Sessions

27. Information sessions will be held for eligible organisations listed under section 3, who are interested in learning more about the Fund and how to submit an Application. These sessions will be held virtually on:

    a. Tuesday 17 November 2026 from 10:00 -11:30am and;

    b. Thursday 19 November 2026 from 13:00 to 14:30pm

28. To register your attendance please email WCSAdvocacySupportFund@homeoffice.gov.uk by 9am on Monday 16 November for the Tuesday 17 November session and by 9am on Wednesday 18 November for the Thursday 19 November session.

29. Your email subject line must read as follows: **Info Session [Date]: GRN 547 Windrush Compensation Advocacy Support Fund [Applicant Name]**

30. In your email you must confirm which session you wish to attend, the names of two (maximum) attendees from your organisation and your organisations name.

31. 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.

32. The presentation and Q&A from each session will be made available on the Find a Grant platform shortly after each session.

33. 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 section 6.

Due Diligence to support decision making

34. 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.

35. Checks will cover your organisation's financial status and the organisation's ability to deliver the purpose of the Grant.

36. If an Applicant received WCASF funding in Year 1 and/or Year 2, their performance will be reviewed. The Authority reserves the right to exclude any Applicant who failed to meet the expected standards during Year 1 and/or Year 2. 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.

37. 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 .

38. 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.

39. 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.

40. 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.

41. 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.

42. 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.

43. Successful Applicants will be required to submit progress reports to the Authority as set out in clause 6.7 of the Grant Agreement.

44. 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.

9. 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
9th November to 4th December 2026 inclusive	Competition Application Window
4th January to 29th January 2027 inclusive	Application Evaluation
1st February to 26th February 2027 inclusive	Moderation and Due Diligence
1st March 2027	Notify Applicants of the outcome of their application

10. 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.

11. 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.

12. 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.

13. 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.

2. 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

