

Windrush Day Grant Application Guidance 2022

Following a competitive tender process, Race Council Cymru has been awarded a contract by Welsh Government to manage the distribution of funds for Windrush Day 2022. Below are some details to guide your application process.

Windrush Day is a day that honours and celebrates the contributions of the ‘Windrush Generation’; a name for people arriving in the UK between 1948 and 1971 from Caribbean and Commonwealth countries, who answered the call to help fill labour shortages and rebuild the UK after the second World War.

(The name ‘Windrush’ refers to the ship MV Empire Windrush, which docked in Tilbury on 22 June 1948, bringing workers from Jamaica, Trinidad and Tobago and other islands to the UK).

The 22 June 2022 will be the 5th National Windrush Day celebrated in Wales.

Welsh Government has funded a number of events across Wales over the last 5 years and is keen to ensure that a diverse range of groups and organisations are able to access funding to provide events for their communities this year. This year, Race Council Cymru has been awarded a contract from Welsh Government to manage the distribution of funds for Windrush Day 2022.

Aims

The purpose of this funding is to enable delivery of events, activities and projects to educate and celebrate Windrush Day 2022.

Objectives

- To provide funding to enable as wide a range of organisations and groups as possible to deliver activities, to celebrate Windrush Day 2022
- To provide funding to enable as wide a range of organisations and communities as possible to be engaged in activities, to celebrate Windrush Day 2022

Who can apply?

Race Council Cymru is seeking applications from constituted groups and organisations, who:

- Are based and working in Wales
- Can evidence capacity to plan, arrange and deliver events/ activities and projects and supply a post completion report with images, videos via WeTransfer audience evaluation etc.
- Can demonstrate engagement with their local communities, participants or audiences
- Can evidence their understanding of Windrush and how they will share key information.
- Can evidence their governance, safeguarding, inclusion and equalities policies are in place and being adhered to.

Funding Guidelines

- Constituted groups and organisations can bid for funding between £100 - £4,999
- **The advised funding range for applications is at or below £2500.00** but we will consider exceptional applications above this level and up to the maximum of £4999.
- Funding is for revenue items only – project staff, contractors, refreshments, materials, travel etc
- **NO capital spend is permitted**

Funding Criteria

Applications must evidence how the event/ activity/ projects aligns with the Welsh

Government Windrush guidelines of:

- Raising awareness of Windrush Day
- Promoting positive messages regarding Windrush Day
- Promoting the historical, economic and cultural contributions of the Windrush generation to Wales
- Providing education or training around Windrush

In addition, each funded event, activity or project must credit Welsh Government (along with logos) as funder.

Process

- All completed applications must be emailed to windrush@racecouncilcymru.org.uk
- Race Council Cymru (RCC) Contact phone no 03302290995

- Applications will be assessed by an independent decision-making panel.
- Online interviews may take place, should more information be required, in addition to the information submitted on the application form.
- Award offer letter will be emailed to successful applicants.

Schedule of Funding

- Successful applicants will be awarded 50% of the funding on receipt of signed award offer and on submission of any further information and evidence required.
- The remainder 50% will be issued on assessment of final report / evaluation form at project end.

Reporting and evaluation

- The completion report will be issued by Race Council Cymru to each funded organisation and must be completed by the deadline of 30 September 2022.
- The completion report must evidence delivery, engagement and be supported by images and audience / participants evaluation and equalities data.

Contract Award Evaluation Criteria

The contract will be awarded to the most economically advantageous quote in terms of value for money on the basis of the following criteria, which are listed in order of importance including the weighting applicable to each criterion.

Please note your submitted quote should be inclusive of all envisaged costs in order to undertake the event, including Travel and Subsistence (T&S). Please see HMRC (www.gov.uk) guidance when calculating T&S costs.

Evaluation Criteria	Weighting
1.Quality	75
2.Cost	25

Financial Standing & Resources

Race Council Cymru wishes to ensure that bidders have the necessary financial standing and resources to meet their obligations throughout the duration of this contract. This may include (where appropriate) considering your level of existing work commitments and the potential impact on resources that awarding a contract would have.

Enquiries to windrush@racecouncilcymru.org.uk