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Contract

Administration of the Windrush Day Grant Scheme

Ministry of Housing, Communities & Local Government

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-079359

Procurement identifier (OCID): ocds-h6vhtk-05037a ([view related notices](#))

Published 3 December 2025, 1:24pm

Scope

Reference

CPD4126211

Description

The Supplier will deliver the Windrush Day Grant Scheme in partnership with MHCLG and the stakeholder Grant Panel over five phases including:

Phase 1 - Preparation (pre-application window)

To open the application window for the Windrush Day Grant Scheme for at least eight weeks in length, including setting up and managing a mailbox for applicants to submit forms and make enquiries. To respond to enquiries about the grant scheme.

Phase 2 - Promotion (during application window)

To promote the scheme widely throughout England through, for example, social media channels and other relevant online platforms and newsletters. Focus on reaching areas

with large populations of people from British Caribbean backgrounds, in particular.

Phase 3 - Assessment and moderation (post-application window)

The supplier is expected to undertake assessment of bids in accordance with the Government's Code of Conduct for Recipients of Government Grants.

Phase 4 - Grantee Project Support

To support delivery of individual projects funded under the Windrush Day Grant Scheme, including liaising with project leads on budgets and delivery plans. To respond to queries that the projects may have throughout the delivery period.

Phase 5 - Evaluation (post-project completion)

The evaluation seeks to monitor the activities of Windrush Day Grant Scheme funded projects. It is made up of an interim evaluation, that is expected to be completed in October, which evaluates the progress of the Windrush Day Grant Scheme, and a final evaluation, released in January, that evaluates the impact of the scheme post-project completion. The interim evaluation would draw on monthly reports and participant survey data from around 12 projects to assess progress at an interim stage. The final evaluation would draw on data from grant recipients, project participants, and qualitative data from a few projects. It also should make summary observations and recommendations to inform future implementation of the scheme.

Contract 1. Administration of the Windrush Grant Scheme

Supplier

- THE CHURCH URBAN FUND

Contract value

- £561,678.15 excluding VAT
- £674,013.78 including VAT

Above the relevant threshold

Date signed

25 November 2025

Contract dates

- 25 November 2025 to 31 August 2028
- Possible extension to 31 August 2030
- 4 years, 9 months, 6 days

Description of possible extension:

The contract will be for an initial period of 3 years, where 1 year is

defined as one Windrush Day Grant Scheme Funding Cycle. There will be the option to extend this contract in yearly increments (+1+1) representing up to two additional Windrush Day Grant

Funding Cycles (this is subject to ministerial approval,

approval from HMT and the suppliers performance in years 1, 2 and 3)

Main procurement category

Services

CPV classifications

- 75100000 - Administration services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Key performance indicators

Name	Description	Reporting frequency
Phase 1 & 2	- Detailed Communications and Marketing Plan - to promote the scheme - Internal CRM system or similar set up to manage applicant information, including project records, calls, emails, letters, project variations. -Set up a dedicated inbox to manage queries and submissions - Digital Front Door / Advice line for applicants to access the initial service, log and respond to queries and correspondence throughout the funding cycle	7 days

Name	Description	Reporting frequency
Phase 3 & 4	<p>- Framework for assessing all applications and deciding which applications to shortlist - to be considered later by the Grant Panel - Conduct financial due diligence on shortlisted projects, before proposing them to the Grant Panel - Framework for supporting the Grant Panel to review shortlisted applications and produce recommendations for projects to fund as well as 3-4 reserve list projects - Process for notifying applicants of the decision and providing feedback - Process for disbursement of grants to applicants - Project and participant evaluation forms and instructions shared with grant recipients - Support to approved projects with a complex delivery issue - Calendar of all Windrush events, progress reports and risk management report - Visit at least 5 projects and events</p>	14 days
Phase 5	<p>- Collect project receipts/invoices - Collate all project assets (including photos, videos and other materials) and share with MHCLG - Produce an evaluation report, on project impact and recommendations - including 4-6 case studies, photos of events and a record of all assets produced.</p>	12 months

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Supplier

THE CHURCH URBAN FUND

- Companies House: 02138994
- Public Procurement Organisation Number: PDBV-6371-WGPM

The Foundry

London

SE11 5RR

United Kingdom

Email: tenders@cuf.org.uk

Website: <https://www.near-neighbours.org.uk/>

Region: UKI45 - Lambeth

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): Yes

Supported employment provider: No

Public service mutual: No

Contract 1. Administration of the Windrush Grant Scheme

Contracting authority

Ministry of Housing, Communities & Local Government

- Public Procurement Organisation Number: PWCX-8281-CLPR

2 Marsham Street

London United Kingdom

SW1P 4DF

United Kingdom

Email: commercial@communities.gov.uk

Region: UKI32 - Westminster

Organisation type: Public authority - central government