

Order Schedule 20 (Order Specification)

This Schedule sets out the characteristics of the Deliverables that the Supplier will be required to make to the Buyers under this Order Contract.

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1. PURPOSE

- 1.1 The Ministry for Housing, Communities and Local Government (MHCLG)'s Faith, Integration and Communities Division is seeking to procure a supplier with the relevant experience, cultural aptitude and ability to manage and deliver the up to £500,000 Windrush Day Grant Scheme in 2021. The grant supports communities to commemorate, celebrate and educate people about the contributions of the Windrush Generation, and mark the anniversary of the disembarking of MV Empire Windrush at the Port of Tilbury on 22 June 1948.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The Windrush Day Grant Scheme is an MHCLG-led project. As part of the Department's work to promote integration, we want to create more resilient communities, where many religions, cultures and opinions are celebrated, underpinned by a shared set of British values that champion tolerance, freedom and equality of opportunity.
- 2.2 Commemoration of the Windrush generation feeds into the fourth objective in the Department's Single Departmental Plan: to create socially and economically stronger and more confident communities. We aim to foster a greater sense of belonging among those from Caribbean backgrounds who are most at risk of marginalisation. It also supports people from many different ages and backgrounds to become more confident through embracing positive aspects of our shared British identity.

3. BACKGROUND TO REQUIREMENT / OVERVIEW OF REQUIREMENT

- 3.1 Windrush Day falls on the 22 June each year, which is the anniversary of the disembarking of MV Empire Windrush at the Port of Tilbury in 1948. This is symbolic of the first mass migration of Caribbean people to the UK. Those Caribbean migrants who arrived between 1948 and the Immigration Act of 1971 have come to be known as the Windrush Generation. In 2018, the 70th anniversary of the arrival of MV Empire Windrush, MHCLG announced that a £500,000 grant would be made available annually.
- 3.2 The Windrush Day Grant Scheme has now run for two years and has been managed by MHCLG in partnership with community stakeholders. It receives up to 400 applications per year, of which approximately 50 have been funded per year. Funding has supported events and activities taking place on Windrush Day itself as well as in the weeks and months before and after.
- 3.3 The Windrush Day Grant Scheme is overseen by a sub-group of the Windrush Cross-Government Working Group, the Windrush Community Funds and Windrush Schemes group. The Windrush Cross-Government Working Group brings together community stakeholders with government representatives to

support the delivery of practical solutions to address challenges affecting the Windrush generation and their families. MHCLG work with the subgroup community stakeholders who will oversee the recommendations for the final list of successful projects and will help shape future iterations of the scheme.

- 3.4 To date, the Windrush Day Grant Scheme has been run with oversight from community stakeholders embedded into the scheme's governance arrangements. The descriptions of community stakeholders in Schedule 1 (Contract Management) are correct at the time of writing but are subject to change, and the successful supplier will be expected to work with all and any future stakeholder groups as communicated by the Department as part of its oversight and governance structure. The supplier will be invited to community stakeholder meetings as required/ requested. This is anticipated to be up to 6 times for the length of this requirement.
- 3.5 MHCLG is looking for an organisation to take up the administration, monitoring and evaluation of the 2021 Windrush Day Grant Scheme.
- 3.6 The supplier must have a proven track record of grant scheme operational delivery along with knowledge and experience of working with diverse communities in order to deliver a culturally sensitive grant scheme in partnership with the community stakeholders/governance panel (currently the Community Funds and Windrush Schemes sub-group of the Windrush Cross Government Working Group) and MHCLG.
- 3.7 The supplier is expected to act autonomously within the parameters set by MHCLG, with the exception of policy decisions that require ministerial clearance. The supplier should draw on its expertise to offer advice and direction on the way forward for the scheme.
- 3.8 Up to £500k funding will be delivered to the supplier at the start of the 2021/22 financial year to be disbursed to successful applicants in line with the timelines as outlined in this document. See **Appendix 1** at the end of this document for further information.

4. DEFINITIONS

Expression or Acronym	Definition
‘The supplier’	The recipient of this contract.
‘The authority’	Used interchangeably with ‘MHCLG’ who will award the contract.

5. SCOPE OF REQUIREMENT

5.1 The application window for the Windrush Day Grant Scheme closed on 10th March 2021. So far, the authority has managed the administration of the Scheme, including the initial sift of bids in house. It is working to a deadline of announcing successful projects in mid-May, and distributing funding in May, so that projects have as much time as possible before 22nd June, Windrush Day.

5.2 The supplier will be expected to adhere to the Supplier Code of Conduct throughout the contractual period. For further information, see: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf

5.3 This requirement covers the period 15 April 2021 to December 2021. The supplier will deliver the 2021 Windrush Day Grant Scheme in partnership with MHCLG and the community stakeholders/governance panel (currently the Community Funds and Windrush Schemes sub-group of the Windrush Cross- Government Working Group), in line with the following scope and stages:

Phase one: <u>Assessment and moderation (post-application window)</u>	Date
Support on creating shortlist for due diligence checks and to share with stakeholders for moderation, including:	From ~ 15 th April – 26 th April (subject to completion of initial sift and scoring assessments by the authority)

<ul style="list-style-type: none"> • To draw on community networks to aid assessment in understanding their reach into communities. To consider advice given to previous applicants or grantees from previous funding rounds. • Checking that previous grant recipients have completed evaluation forms. • To conduct financial due diligence checks on organisations shortlisted in the sift process compiled by MHCLG. • To recommend how the grant funding should be distributed, including recommended funding amounts for the highest scoring projects. • To provide an additional list of 'marginal' applications that have not scored highly enough to be recommended funding, but could be considered as strong applications, along with a possible funding amount for each. • To have a process to identify and share with MHCLG any possible conflict of interests between the supplier and individual Windrush Day Grant Scheme applicants and offer alternative solutions to ensure equal treatment of all applications. 	
<p>Moderation of bids:</p> <ul style="list-style-type: none"> • To support MHCLG and the community stakeholders/governance panel, the Windrush Community Funds and Schemes sub-working group to moderate the funding recommendation, including sharing of documentation and assessment of applications in advance, and attending and presenting at moderation meetings (this may be up to 3 meetings of 2 hours each) 	<p>Moderation meetings: 26th - 30th April (dates TBC - dependent on Grants Committee availability)</p>

Notifying applicants and distributing finance: <ul style="list-style-type: none"> • To notify all applicants of the outcome of their application and offer written feedback if requested within an agreed window. • To draft and agree grant funding agreements with all successful Windrush Day Grant Scheme funded projects and disburse funding from May 2021. Funding will be delivered by BACS to successful organisations. • Ahead of making payments, to complete final financial due diligence checks on all successful organisations and in line with eligibility criteria referenced in grant applications (this is to prevent fraud and adhere to appropriate checks and balances). 	3rd – 26 th May 2021
Phase two: <u>Grantee project support</u>	

<p>Grantee project support</p> <ul style="list-style-type: none"> • To support delivery of individual projects as 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. • To work with Windrush Day Grant Scheme funded projects to develop substantive KPIs, based on those outlined in their application forms and reflective of any change in the amount of funding offered. Ensure that all KPIs are sufficiently aligned with the objectives of the Windrush Day Grant Scheme and broader departmental objectives. • To draft, distribute and collate project monitoring and evaluation forms and participant feedback forms. • To monitor Windrush Day Grant Scheme funded project delivery against agreed KPIs and provide steers and advice to projects in achieving their proposed goals and outcomes. • To facilitate collaboration between Windrush Day Grant Scheme funded projects where activities are similar and/or based in close geographical proximity to one another. • To compile a list of successful projects by theme (e.g. 'to educate'), their regional location, agreed amounts of Departmental funding and match contributions. • Also develop a detailed risk register to be shared with MHCLG and partners based on where projects are struggling to deliver; and assist projects with mitigation of these risks by offering advice, support and guidance in order to enable successful delivery. 	<p>June – December 2021</p> <p>Payment for activities in phase 2 released upon receipt of invoice in August 2021.</p>
<p>Phase three: <u>Evaluation</u></p>	
<p>Evaluation</p> <ul style="list-style-type: none"> • To support and encourage projects to complete monitoring forms and submit participant feedback forms. • To gather and compile photos, videos and materials produced by Windrush Day Grant Scheme funded 	<p>June – December 2021</p> <p>Interim evaluation: August 2021</p>

<p>projects. All photos, videos and materials for each applicant will be collated into one single folder and shared with MHCLG in this format.</p> <ul style="list-style-type: none"> • To analyse quantitative data submitted by projects through participant feedback and evaluation forms. Generate findings in order to generate a report on project impact as well as the impact of the Windrush Day Grant Scheme as a whole in relation to its objectives and broader departmental objectives. • To perform an in-depth qualitative evaluation on a select number of projects across a range of geographic areas and project types. 	<p>Final evaluation: December 2021</p>
<p>Throughout the delivery period</p> <ul style="list-style-type: none"> • To manage responses to external correspondence relating to the Windrush Day Grant Scheme from members of the public and interested organisations in addition to the correspondence specified at each phase of work. To provide lines, when requested, to feed into MHCLG briefings for ministers and senior officials. • Provide monthly summary reports to MHCLG against key milestones set out in the project timeline, including progress, key activities, any risks or changes to delivery and a summary of correspondence received and responses delivered. 	

6. OBJECTIVES

6.1 MHCLG is seeking to contract a supplier to manage the administration of 2021 Windrush Day Grant Scheme from 15 April 2021 to December 2021. The supplier's work will contribute to the high-level objectives of the Windrush Day Grant Scheme. For 2021, these are as follows:

6.1.1 To educate.

6.1.2 To celebrate and recognise the Windrush Generation and their descendants.

6.1.3 To foster a greater sense of pride for the contributions made by British Caribbean communities.

6.1.4 Be community led, with projects developed by or with the community; and

6.1.5 Build community cohesion by encouraging a shared understanding of the Windrush story between those of different age groups and ethnic backgrounds and across all regions of the country.

6.2 In line with this, the supplier's work under this contract will be to deliver the following objectives:

6.2.1 To support the authority in the shortlisting process, including creating funding recommendations from the shortlist provided by the authority.

6.2.2 To notify unsuccessful and successful applicants of the outcome of their application.

6.2.3 To disburse funding to successful applicants.

6.2.4 To work with successful organisations in order to closely monitor and report on project delivery against intended outcomes.

6.2.5 To consider the implications of the coronavirus (COVID-19) outbreak on all areas of work, including the delivery of the Windrush Day Grant Scheme programme.

6.2.6 To monitor project delivery while communicating regularly with MHCLG and stakeholders on performance.

6.2.7 To encourage collaboration and networking between projects to maximise scope and effectiveness in particular where projects are similar and/or same geographical areas.

6.2.8. To conduct interim and final evaluations of the scheme.

7. KEY MILESTONES AND DELIVERABLES

7.1 The supplier will work to deliver the following outputs.

7.2 Throughout the delivery period

7.2.1 To agree and monitor the timely delivery of key milestones set out in the project timeline as contained in clause 13.1 (Service Levels and Performance). Provide monthly summary reports to MHCLG in line with Schedule 2 (Transparency Reports).

7.2.2 Share and signpost applicants to latest COVID-19 Government advice. Develop and work to a project plan for delivery of the Windrush Day Grant Scheme in collaboration with MHCLG.

7.3. Phase one: Assessment and moderation (post-application window): Completed by May 2021.

7.3.1 To conduct financial checks on organisations shortlisted in the sift process, to be provided by MHCLG.

7.3.2 Full recommendation of how the funding should be distributed submitted, including recommended funding amounts for the highest scoring projects. The format of this recommendation is at the discretion of the supplier; however, it should be evidence-based on scoring completed during the assessment stage.

7.3.3 Additional list of 'marginal' applications submitted, which did not score highly enough to be recommended funding, but could be considered as strong applications, along with a possible funding amount for each.

7.3.4 Support MHCLG with moderation meeting(s), alongside attendance and presentation on assessment phase.

7.3.5 All applicants notified of the outcome of their application and written feedback offered if requested within an agreed window. Completed in May 2021.

7.4 Phase two: Grantee project support: Completed across May – December 2021

7.4.1 All grantees offered advice on budgets and best practice, including connection with other projects operating in the same geographical region or sector. Completed by end of May 2021.

7.4.2 Agreed Windrush Day Grant Scheme funding disbursed to all successful grantees by May 2021, on completion and receipt of grant funding agreements and subsequent final financial due diligence checks. Funding should be delivered by BACS to successful organisations.

7.4.3 All grantees demonstrate rigorous KPIs that work towards MHCLG's broader set of objectives for the scheme and that use data to measure and assess performance and reach of projects. Completed by mid-June 2021.

7.4.4 All grantees provided with participant feedback and evaluation forms to report on project performance and delivery. Completed by end of May 2021.

7.4.3 Compile a list of successful projects by theme (e.g. 'to educate'), their regional location, agreed amounts of Departmental funding and match contributions. Risk register created and updated regularly to show where projects are struggling to deliver. Updated throughout delivery period.

7.5. Phase three: Evaluation: August – December 2021

7.5.1 Compile and share with MHCLG feedback forms of at least 80% of successful applicants.

7.5.2 Photos, videos and materials from funded projects forwarded onto MHCLG.

7.5.3 Interim report submitted based on evaluation and monitoring of all projects by 1st August each year on the impact of individual projects and the impact of the Windrush Day Grant Scheme in relation to its objectives as detailed at clause 6 (Objectives).

7.5.4 In-depth evaluation of a select number of projects across a range of geographic areas and project types submitted by December 2021.

8. MANAGEMENT INFORMATION/REPORTING

8.1 The supplier will set out and deliver monitoring and evaluation for all projects funded as part of the Windrush Day Grant Scheme.

9. CONTINUOUS IMPROVEMENT

9.1 The supplier should present any new/ improved ways of working to the lead MHCLG contact during monthly contract review meetings.

9.2 Changes to the way in which the services are to be delivered must be brought to the authority's attention and agreed prior to any changes being implemented.

10. QUALITY

10.1 The supplier is expected to have demonstrable experience of running grants programmes that are focussed on reaching local community organisations and working with regional and local partners such as local authorities and other stakeholders. This option will ensure that the administrative processes surrounding

the 2020 Windrush Day Grant are completed to a high level of competency and efficiency.

11. PRICE

11.1 Payment to the supplier will be in accordance with the Pricing Schedule.

11.2 Payment will be made to the supplier in arrears upon completion of each Phase as detailed in the Pricing Schedule.

12. STAFF AND CUSTOMER SERVICE

12.1 The supplier must have a proven track record of grant scheme operational delivery along with knowledge and experience of working with diverse communities in order to deliver a culturally sensitive grant scheme in partnership with the Community Funds and Windrush Schemes sub-group of the Windrush Cross-Government Working Group and MHCLG. The supplier is expected to act autonomously within the parameters set by MHCLG, with the exception of policy decisions that require ministerial clearance. It should draw on its expertise to offer advice and direction on the way forward for the scheme.

12.2 The supplier will be able to demonstrate the ability to deliver all tasks in line with the timescales set out in this document at section 5 so that MHCLG can release funding and ensure timely and effective delivery.

12.3 The supplier shall provide a sufficient level of resource throughout the duration of the contract in order to consistently deliver a quality service.

12.4 The supplier's staff assigned to the contract shall have the relevant qualifications and experience to deliver the contract to the required standard.

12.5 The supplier shall ensure that staff understand the authority's vision and objectives and will provide excellent customer service to the authority throughout the duration of the contract.

13. SERVICE LEVELS AND PERFORMANCE

SLA	Service	KPI/SLA Description	Target
1	Assessment and moderation (post-application window)	To support with shortlisting applications for moderation from stakeholders in order to create a final recommendation for MHCLG ministers. This includes conducting organisational integrity checks and recommending funding distribution from the shortlist provided by MHCLG.	Moderation meetings with community stakeholders by late April (dates to be confirmed with supplier)
2	Post assessment and moderation	To disburse funding to successful applicants.	100% funding disseminated to successful applicants into BACS with grant funding agreements signed by May.
3.	Post assessment and moderation	All applicants notified of the outcome of their application and feedback offered if requested within an agreed window	100% notification emails sent out by mid-May 2021.
4.	Grantee project support	To work with successful organisations in order to closely monitor and report on project delivery against intended outcomes, communicating regularly with MHCLG and identified stakeholders.	<p>Risk register created and updated regularly to show where projects are struggling to deliver. Updated throughout delivery period.</p> <p>The supplier's lead officer will hold monthly meetings with MHCLG officials to report on progress.</p>

5.	<u>Evaluation</u>	Evaluation of the impact of individual projects and the impact of the scheme in relation to its objectives and broader departmental objectives	<p>Interim report submitted based on evaluation and monitoring of all projects by 1st August.</p> <p>Compile and share with MHCLG feedback forms of at least 80% of successful applicants.</p> <p>Photos, videos and materials from 100% funded projects forwarded onto MHCLG.</p> <p>In-depth evaluation of a select number of projects across a range of geographic areas and project types submitted by December 2021.</p>
9.	Throughout delivery period	<p>To consider the implications of the coronavirus (COVID-19) outbreak on all areas of work, including the design and delivery of the programme.</p> <p>To provide monthly support reports against key milestones set out in project timeline.</p>	<p>Evaluate adherence to COVID-19 regulations set out in <i>Guidance for the safe use of multi-purpose community facilities</i> in applications.</p> <p>Ongoing monthly progress report.</p>

13.2 If the supplier is not meeting their objectives, MHCLG will in the first instance work with them to resolve issues and push progress including developing a rectification plan to ensure that the Windrush Day Grant Scheme programme stays on-track. If progress cannot be made, MHCLG will postpone funding for that activity as identified in the payment schedule until the activity is adequately delivered. MHCLG will monitor the risks set out above and take steps to address them should they arise.

13.3 If poor supplier performance is persistent and this creates a risk to the Windrush Day Grant Scheme programme's operation or reputation, MHCLG reserves the right to terminate the contract on written notice and not proceed onto the subsequent contract phase as identified in clause 5 (Scope of Requirement). All payment will

cease and any remainder/non-distributed Windrush Day Grant funding will be returned to MHCLG.

14. SECURITY AND CONFIDENTIALITY REQUIREMENTS

14.1 MHCLG is the data controller for this scheme. Its personal information charter can be found here: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government/about/personal-information-charter>

14.2 We will stipulate that data submitted as part of the application process may be shared with selected trusted partners to assist in the allocation and distribution of funding.

14.3 The supplier is not permitted to carry out the work on Government premises so will not require government security clearances.

15. PAYMENT AND INVOICING

15.1 Payment will be made in arrears following satisfactory completion of each Phase in accordance with Annex C – Pricing.

15.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

15.3 Invoices should be submitted to: CLGInvoices@communities.gov.uk
CP2P Team, MHCLG, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead HP2 4XN.

15.4 Quote the Purchase Order number provided by the department, on invoices being sent in.

15.5 As set out in paragraph 3.8, up to £500k funding will be delivered to the supplier at the start of the 2021/22 financial year to be disbursed to successful applicants, in line with the timelines outlined above. **See Appendix 1** at the end of this document for further information.

16. CONTRACT MANAGEMENT

16.1 Contract Management will be conducted in accordance with Schedule 1
([Contract Management](#))

16.2 The supplier will ensure that they report to MHCLG on progress against the Deliverables as set out in clause 7 (Key Milestones and Deliverables). The supplier's lead officer will hold monthly meetings with MHCLG officials to report on progress, in addition to regular contact between the supplier and MHCLG officials as appropriate.

16.3 The supplier will complete and return to MHCLG a monthly summary of progress to chart progress against the phases and deliverables set out in clause 5 (Scope of Requirement) and clause 7 (Key Milestones and Deliverables). A final report and lessons learned meeting will take place with MHCLG officials at the end of the work. Reports shall be submitted via email to the lead MHCLG official.

16.4 Payments will be made based on the achievement of the deliverables and MHCLG's agreement that the supplier has delivered against all required activities outlined in section 7 (Key Milestones and Deliverables). If MHCLG believes the supplier is not on target to deliver against the deliverables, it will take remedial action in accordance with the terms and conditions of contract.

16.5 MHCLG's contract manager will be confirmed at contract award.

16.6 Payment will be made upon the completion of each Phase in accordance with Annex C – Pricing. All prices as stated in Annex C - Pricing will be fixed for the duration of the contract.

16.7 An agreed end of contract timetable will be submitted by the supplier two months after the beginning of the contract and implemented in accordance with agreed timelines as contained in the timetable. It is agreed the end of contract arrangements will include the following:

16.8 All materials and intellectual property prepared for administering and assessing project funding will be the property of MHCLG at the end of the contract.

16.9 Archived data relating to the administration of the fund in particular grantee contact details and account details will be transferred to the authority one month before the end of contract (or as agreed) alongside their application form.

16.10 A decision will be made about any remaining funds prior to the end of the contract, although the full grant is expected to be disbursed by the supplier. MHCLG reserves the right to recover all monies from the supplier on termination of contract.

16.11 All data about organisations who have applied to the fund or shown interest in the fund must be destroyed by the end of contract date. The authority requires the supplier to take all reasonable steps to ensure the safe and secure destruction of both electronic and paper records relating to the Windrush Day Grant Scheme, in particular contact details of applicants.

16.12 Six (6) months prior to the end of the contract date the supplier will provide the authority with all TUPE considerations for staff employed or contracted on delivering the contract. The supplier will also provide in writing a detailed list of physical and technical resources used to administer the contract.

16.13 Prior to the end of contract final legacy contract materials including learning products, blogs, videos, case studies, toolkits, publications, etc. should be transferred from supplier.

16.14 Two (2) months prior to the end of contract a summary document submitted by supplier showing completed closure and transition services with any outstanding invoice.

16.15 All personal data collected and processed will be done so with compliance to The Department's Personal Information Charter, which can be found here:

16.16 <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government/about/personal-information-charter> This is our privacy notice and sets out how the Department processes personal data.

17. LOCATION

17.1 The supplier is expected to deliver the services at their premises. This is to be considered in line with the relevant Working safely during coronavirus (COVID-19)"guidance: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

APPENDIX 1 (GRANT PAYMENTS TO SUCCESSFUL ORGANISATIONS)

1. As set out in paragraph 3.8 above, up to £500k funding will be delivered to the supplier at the start of the 2021/22 financial year to be disbursed to successful applicants, in line with the timelines outlined above.
2. **In the period 3rd – 26th May 2021** the supplier will draft and agree with MHCLG grant funding agreements with all successful Windrush Day Grant Scheme funded projects, and disburse funding from May 2021.
3. Where finance due diligence checks are satisfied, the supplier shall make arrangements to issue successful organisations with the relevant grant payments. The supplier will, as soon as is possible, submit an invoice to MHCLG detailing the total amount of funding to be dispersed to successful organisations. For this purpose, the proforma **below** must be completed and promptly submitted to MHCLG.
4. The supplier will deliver funding by BACS to successful organisations and must ensure that all organisations spend grant money appropriately and recovers any unspent grant.

Supply of Administration of the 2021 Windrush Day Grant Scheme**Contract Ref: CPD 004 121 252****Eligible expenditure for grant payments to successful organisations (May 2021)**

Name of Organisation	Near Neighbours
Name of Approved Contract	Supply of Administration of the 2021 Windrush Day Grant Scheme
List below all organisations to whom grant payments will be made and exact amounts in the column opposite	(£)

