



## Policy on the grantee–evaluator relationship

This document provides further information for grantees and evaluators who are funded by the YEF on the YEF’s expectations about their relationship with the independent evaluator assigned to evaluate their project.

All projects must be evaluated and failure to co-operate with the evaluation or evaluator team will amount to a breach of the grant which could result in early termination of the grant and jeopardise future funding opportunities.

For more detailed guidance, the evaluator may contact its YEF Evaluation Manager.

Key points about the grantee–evaluator relationship:

1. All programmes funded by the YEF are subject to an independent evaluation, carried out by an evaluator appointed from the YEF’s Panel of Evaluators. The evaluator produces an Evaluation Report for the YEF, which will be published. This will be shared with the grantee but because this is an independent evaluation, grantees may comment but have no right to insist on changes to the report or its conclusions.
2. Many YEF evaluations and projects require some participants to be randomly assigned to a ‘control group,’ where participants may not receive the intervention/ project, in order to evaluate the effectiveness of the programme on achieving its intended outcomes. Grantees agree to participating in an evaluation that requires randomisation of participants if determined this is the best evaluation design for their programme.
3. The design and delivery of the evaluation is led by the independent evaluator. The evaluator will produce an evaluation plan or research design for the YEF. The evaluator will share this with the grantee so they are fully aware of what the evaluator will be doing, when and how they need to interact and co-operate with the evaluation and the timeframe for the evaluation. No changes to the evaluation plan can be made without the agreement of the YEF.
4. Where necessary, the YEF will contribute to the co-operation between the grantee and the evaluator. In particular, the YEF will bring the grantee and evaluator together for a kick off meeting; explain roles and responsibilities; provide advice on the YEF’s accepted evaluation standards and work with the grantee and evaluator if modifications to the evaluation design are required.

5. All parties (grantee, evaluator and YEF) will strive to work together in a respectful and supportive way to achieve the best results. Evaluators should be professional and timely in their communications with grantees and the YEF and should expect the same in return.
6. Grantees must support the evaluation by attending reasonable meetings where possible. These include meetings with the evaluator and meetings with the evaluator and YEF evaluation team.
7. Grantees must provide reasonable assistance to the evaluator. This might involve:
  - discussing the research design with the evaluator when requested and, in consultation with the YEF, accepting amendments to the project that are reasonably requested by the evaluator and are necessary to achieve a more rigorous evaluation (for example, when, how and what data are captured);
  - sharing with the evaluator any data that has been collected during the project including personal data about children and young people, their families and carers, and staff delivering the projects;
  - providing information required by the evaluator's ethical committee to approve the evaluation design; and
  - helping to ensure that the project contributes to the evaluation in accordance with the evaluation design e.g. by completing pre or post screening or contributing to the process evaluation.
8. It is essential that the grantee and evaluator communicate regularly, especially during set up and recruitment. The grantee and evaluator need to share materials and provide each other with regular updates. If the intervention changes (e.g. the grantee decides to add another session or changes their recruitment criteria), the grantee must inform the evaluator and the YEF immediately.
9. Any contribution made to the evaluation by the grantee will be supervised by the evaluator. This may include:
  - Any data collected by the grantee which will be used in the final Evaluation Report; and
  - Any assistance provided to the evaluator in the administration of tests.

*\* This document was last updated in June 2021.*