YEF project team guidance

Stage 2 of our application process

Contents

1. Introduction 3

2. Themed grants rounds: overview of the process 4

3. Our approach to evaluation 6

4. Roles and responsibilities 7

5. Overview of co-design 10

6. Preparing project teams for co-design 13

7. Co-design meeting 1 14

8. Co-design meeting 2 15

9. Co-design meeting 3 16

10. Final proposal 17

11. Setting up grant and evaluation agreements 19

Appendix A – Common documents to be development with the evaluator 21

Appendix B – Full proposal questions and guidance 22

1. Introduction

The Youth Endowment Fund's (YEF) mission is to prevent children and young people becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice.

To do this we fund:

1. Promising projects that aim to prevent children and young people from becoming involved in violence – especially those aged between 10 and 14-years old.

2. High-quality, independent evaluations of how effective the project is at achieving its intended outcome. The results from all projects will be described in an evaluation report, written by an independent evaluator, and published on our website – www. youthendowmentfund.org.uk.

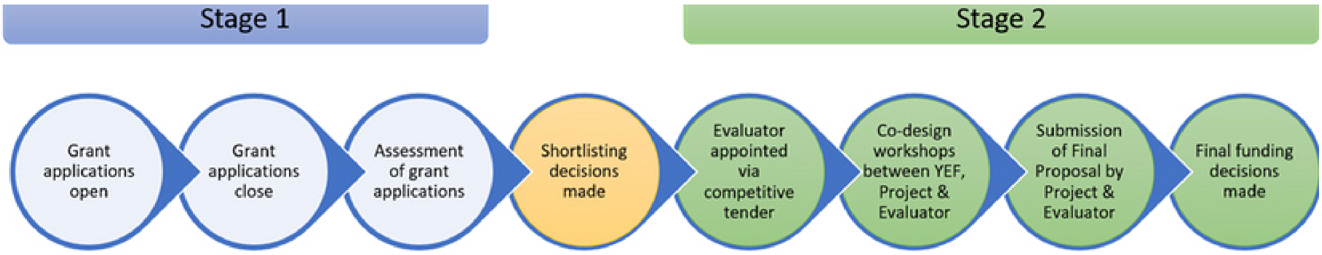
These outputs are equally important to us and we're committed to setting up the project delivery and evaluation in such a way that the needs of both are balanced.

This guidance provides information on Stage 2 of our application process. This is when we have shortlisted promising projects to work with an independent evaluator and submit a final proposal.

The final decision about what we fund and evaluate is taken by the YEF Board based on the advice of our Grants and Evaluation Committee (GECo). More information about our governance can be found here.

2. Themed grants rounds: overview of the process

Figure 1. The YEF 'two-stage' grant application process



Stage 1: Grant application and assessment

Grant applications are assessed by the YEF, and some projects are shortlisted for an interview. Projects are shortlisted based on YEF's funding criteria and initial approval by the YEF Grants and Evaluation Committee (GECo).

Stage 2: Evaluator appointment, co-design and final decision

If successful at interview stage, the project and its evaluation progress through the following stages:

- **Evaluator appointment:** our evaluation team designs the evaluation specification and commissions an evaluator through a competitive tendering process.
- **Co-design:** We work with the project team and evaluator to co-design and set-up the project plan, evaluation design, timeline and budget.
- **GECo sign-off:** The final proposal is submitted to the GECo. If GECo awards funding, grant and evaluation agreements are put in place and an evaluation plan is published.

Project delivery, reporting and data archiving

After final funding decisions, the project and evaluation progress through the following:

- **Project set-up:** There is usually a few months between the GECo approving the project and the project starting to allow for further planning, recruiting participants, delivering training, and seeking ethical approval.
- **Project delivery:** The project team will then deliver the intervention and support the evaluators in carrying out the independent evaluation.

- **Evaluation reporting:** Once the project is completed, the evaluator conducts data analysis and writes up a report of the results. The report will be peer reviewed and the project team will have the chance to comment on it. The report will then be published on our website.

- **Data archiving:** At the end of the evaluation period (for pilot, efficacy and effectiveness studies) evaluators will securely transfer a single participant level dataset to the Department for Education. All project teams should read the full information about our data archive system before proceeding to Stage 2.

3. Our approach to evaluation

Full information about our evaluation methods can be found here. A key principle is that participants of a YEF-funded intervention must consent to both the project and evaluation.

Evaluator appointment

Following initial approval from the GECo, our evaluation team commissions an independent evaluation of each project through a competitive tendering process. Evaluators are invited to submit an expression of interest (EOI), which gives a high-level description of their proposed approach, the evaluation project team and their motivation. The organisations that evaluate our funded projects are part of our Evaluator Panel. Organisations on our panel have been appointed through a competitive process and have demonstrated their experience related to conducting and managing rigorous evaluations with young people.

The appointed evaluator's proposal may be shared with the project team, but it's important to understand that this proposal was written based on limited information and the final evaluation design will be agreed with the project team during the co-design meetings.

Box 1: Why is independent evaluation so important to us, and what does it involve?

Our mission is to prevent children and young people becoming involved in violence. To do this, we need to fund high-quality evaluations to understand which interventions are most effective.

There is a lot of evidence that when evaluations are conducted or funded by the intervention developer or deliverer, the published results are more likely to be positively biased. Drug trials, for example, are often funded by pharmaceutical companies which has sometimes led to negative findings being withheld.[1]

For this reason, we'll always appoint an independent evaluator from our panel of evaluators, selecting the organisation that demonstrates the best expertise and ideas for evaluating a project during a competitive selection process. The independent evaluator **will lead the design and delivery of the evaluation in collaboration with the grantee, and conduct randomisation (if relevant), primary outcome data collection, analysis and reporting**. This is considered good practice, will provide the best evaluation of the project, and ensure that people trust the results.

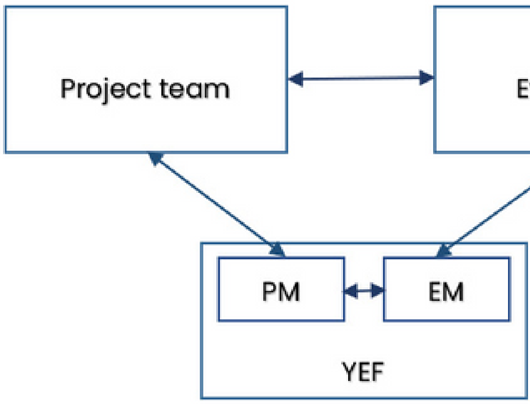
More information about evaluation and our approach to evaluation can be found online.

1 Goldacre, B., & Heneghan, C. (2014). Improving, and auditing, access to clinical trial results. British Medical Journal

4. Roles and responsibilities

For the project and evaluation to be successful the project team need to have a strong working relationship with the evaluator and the YEF. The YEF Evaluation Manager (EM) will be the main point of contact for the evaluator and the YEF Programme Manager (PM) will be the main point of contact for the project team.

Figure 2. Communication between the project team, evaluator and the YEF



Below is a summary of the main responsibilities of each team:

The project team will:

- Collaborate with the evaluator and the YEF during the set-up phase.
- Lead on the recruitment of participants with support from the evaluator (although the precise balance of roles and responsibilities may vary between projects).
- Deliver the project to a high standard, on time and within budget.
- Ensure that project participants are safe, including by having well established and regularly reviewed safeguarding procedures and policies.
- Collect regular monitoring data.
- Support the evaluation and communicate the evaluation requirements to stakeholders.
- Communicate challenges to the evaluator and the YEF as early as possible.
- Comment on the independent evaluation report within set parameters.
- Agree to the use of YEF core measurement tools.
- Commit to maintaining consistent project delivery throughout the duration of the evaluation (i.e. the project cannot be changed half way through delivery).
- Not conduct their own evaluation of the project that will interfere with the independent evaluation.

The evaluator will:

- Design the evaluation in collaboration with the grantee and the YEF.
- Draft the evaluation protocol and statistical analysis plans.
- Deliver the evaluation, including leading on data collection.
- Maintain a good relationship with the grantee.
- Communicate challenges to the grantee and YEF as early as possible.
- Analyse the data and write-up the evaluation report including peer review.
- Transfer the project data to the YEF's data archive.

The Evaluation Manager (YEF) will:

- Appoint the independent evaluator.
- Be the main point of contact for the evaluator.
- Mediate the evaluation design discussion during set-up, including advising on the YEF's standards of evidence.
- Monitor the evaluation process.
- Provide support and mediate where challenges arise during project delivery.
- Review the evaluation and analysis plans, and the final report, before publication.

The Programme Manager (YEF) will:

- Be the main point of contact for the grantee.
- Support the evaluation design discussion during the set-up.
- Set up, manage and monitor the grant.
- Provide support and mediate where challenges arise during project delivery.
- Support the grantee during the reporting stage.

During the project delivery phase, it's expected that the project team and evaluator will work together without the need for our support.

We're here to support project teams and would rather know if things go wrong. We'll work with project teams and the evaluator to resolve things if possible. This will help to ensure the highest possible quality of project delivery and evaluation.

Further information

- **Grantee-evaluator relationship policy:** our policy on the grantee-evaluator relationship, which will also be included in Schedule 3 of the Grant Agreement.
- **Glossary of evaluation terms:** common evaluation terms used in this guide.
- **Publication policy**

5. Overview of co-design

Shortlisted projects that receive provisional approval from our GECo will be asked to attend a series of meetings and workshops with an independent evaluator and members of our team. We call this period co-design.

Aim of co-design

The aim is for the independent evaluator and the project team to work together to submit a final project and evaluation proposal to our GECo. The YEF Programme Manager (PM) and Evaluation Manager (EM) support this process.

Co-design will be based on the application submitted by the project team, and the evaluation proposal submitted by the independent evaluator. However, through co-design, there are often significant changes agreed to both proposals. This is to ensure the final proposal meets the needs of the project team, evaluator and the YEF.

We have found that co-design meetings often lead to refining of the:

- activities being delivered
- referral partners
- eligibility criteria
- budget
- delivery timelines
- evaluation type

Who attends the meetings

As a suggestion, we have found these meetings work well when there is:

- Someone who can make decisions on behalf of the project, like a member of the senior leadership team.
- Someone who has a thorough understanding of the project and how it is or will be implemented.
- Someone who has experience in data, analysis or evaluation. We appreciate this will not be possible for all projects.

Time required

The number of meetings and workshops varies, but we estimate that project teams need to allow for at least:

- Co-design meetings and workshops – 12 hours
- Additional meetings with the evaluator (without YEF) – 6 hours
- Work between co-design meetings – 10 hours
- Submitting the final proposal – 6 hours

Overview of the set-up meetings and workshops

Meeting/Workshop	Purpose	Organised by	Attended by
YEF evaluation and the Data Archive workshop	Introduce the data archive to the project team and provide further information on YEF evaluation.	YEF	Project team
Preparing for co-design – project teams	Explanation of what to expect during co-design, and the documents required.	YEF	Project team
Preparing for co-design – evaluation teams	Explanation of what to expect during co-design, and the documents required.	YEF	Evaluator team
Co-design 1: Introduction to the project and evaluation	For the project and evaluator teams to meet each other and work together to understand fully what the project activities are.	YEF	YEF Evaluator Project team
Co-design 2: The Evaluation Design	Provide the opportunity for a more detailed discussion about the evaluation design.	Evaluator	YEF Evaluator Project team
Co-design 3: Preparing the draft proposal.	Timelines, project plans and preparing of documents for the draft proposal.	Evaluator	YEF Evaluator Project team

Unsuccessful co-design

We hope all projects that reach co-design will get funded, but this isn't always the case. The final decision on whether to fund a project and evaluation is with our GECo. During co-design it's also possible that the project team, evaluator or the YEF will realise that the project and evaluation isn't likely to be successful.

To increase the likelihood of a successful co-design we recommend project teams:

- Talk to the PM openly and regularly about any questions or concerns.
- Make sure there is one person from the project team who has overall responsibility for co-design.
- Allocate enough time to co-design, and make sure actions are completed between meetings. Don't leave things too late!
- Meet with the evaluators between co-design workshops.
- Be prepared for parts of the original grant application submitted to change.
- Listen to the advice from our PM. They are there to support project teams to have the best chance of submitting a successful final proposal.

6. Preparing project teams for co-design

Working with an independent evaluator is new for a lot of our project teams. To make co-design meetings as useful as possible we ask project teams to attend two meetings before co-design begins.

YEF Evaluation and the Data Archive workshop

Attendees	All project teams for the grant round
Organised and chaired by	YEF
Overall aim	Introduction to the YEF evaluation

This workshop will be hosted by us and attended by project teams only. The purpose of this workshop is to fully introduce our approach to evaluation and provide the opportunity for project teams to ask questions.

Preparing for co-design – project teams

Attendees	Project team and YEF
Organised and chaired by	YEF
Overall aim	For the project team to meet the YEF PM and EM

This is an introductory meeting between the PM, EM and the project team. The aims are to:

- Introduce the project team to the YEF PM and EM who will be working with them throughout co-design and project delivery.
- Explain to the project what is expected through co-design, and project delivery.
- Explain to the project team what feedback their application received from our GECo. This feedback will inform the co-design meetings.
- Agree a timeline for co-design and final proposal submission. Make sure the PM and EM are clear on what the project activities are, including looking at a project manual, and creating or clarifying a project process map.
- Look at the project's Theory of Change and begin to understand what 'Business as Usual' looks like without the project.
- Share initial thinking about how to evaluate the project and answer any further questions the project team may have about our approach to evaluation.

7. Co-design meeting 1

Introduction to the project and evaluation

Attendees	Project team, evaluator team, YEF
Organised and chaired by	YEF
Overall aim	For the project and evaluator teams to meet each other and work together to understand what the project activities are.

The Project team should come prepared to introduce and talk through the content of the intervention and how it's delivered, as well as the mechanisms for how it might impact on youth crime and violence outcomes.

By the end of this session, or before Co-design 2, the following should have been achieved:

- Clarity on who the key contacts are within YEF, the project team, and the evaluation team.
- Agreed communication methods.
- Clarity on what monitoring information we collect from projects.
- A project process map.
- A Theory of Change for the project[1]
- A shared understanding of what support young people receive without this project (often referred to as Business as Usual)
- A Change Log to track any agreements made during co-design about changes to the final proposal[2].
- All relevant project and evaluation team members have access to the YEF Community. We will provide separate guidance on this.
- GECo feedback has been discussed with project and evaluation teams.

Between co-design 1 and co-design 2, it's often necessary for the project team and the evaluator team to meet without the YEF to finalise some of these documents.

The YEF will also begin discussions with the project team and evaluator team separately about the proposed budgets.

1 More detail on what theory of change and logic models are, including templates, can be found in EIF's ten steps for evaluation success and in the YEF glossary of evaluation terms.

2 You can find a template Change Log on the YEF Community

8. Co-design meeting 2

The evaluation design

Attendees	Project team, evaluator team, YEF
Organised and chaired by	Evaluator team
Overall aim	To discuss the evaluation design.

The evaluator should come prepared to talk through the evaluation design in detail. This should include what information will be collected from project participants, and how many participants are needed to show an effect.

Often the projects and evaluations the YEF fund are a combination of two types of evaluation studies, for example Pilot and Efficacy. Although a project may receive approval for delivery of a Pilot and Efficacy study, the funding would stop if we decided after the Pilot study not to proceed to Efficacy. This will be discussed in detail during this meeting.

By the end of this session, or before Co-design 3, the following should have been achieved:

- Agreement between the project team, the YEF and the evaluator team on the evaluation design.
- Agreement on how randomisation will happen, or why it isn't possible.
- Finalised plan for what support a control group will receive.
- Clarity on what information is collected for the evaluation, when, and by whom.
- A shared understanding of whether there is a decision point during the funding period, and the conditions of progression from one evaluation study to another.
- A plan for any period between evaluation studies, including the minimum project delivery.
- A draft version of a joint project and evaluation implementation plan (or GANTT chart timeline)[3].
- A draft Risk Register[4] to describe key risks to the project (e.g staff sickness) and outline appropriate mitigation strategies.

3 You can find a GANTT chart timeline template as well as a populated example on the YEF Community.
4 You can find a Risk Register template on the YEF Community.

9. Co-design meeting 3

Preparing the draft final proposal

Attendees	Project team, evaluator team, YEF
Organised and chaired by	Evaluator team
Overall aim	To prepare for the draft final proposal

The evaluator should come prepared with any remaining questions for the project team. By the end of this meeting, the project and evaluation teams should be clear on what is left to do to submit the draft final proposal.

By the end of this session, the following should have been achieved:

- Agreement on who will upload draft Final Proposal documents to the YEF Community.
- Agreement on key dates for the project and evaluation implementation plan (GANTT chart timeline), which includes information about when key documents will be created (see Appendix A).
- A shared understanding of the YEF data archive process.
- Project and evaluator teams feel confident in amending their separate detailed budget proposals.
- A review to check that all GECo feedback will be addressed in the draft final proposal.

It's important the project and evaluator work together on the proposal, particularly on implementation plans, so that each party fully understands and agrees to their responsibilities at any given point in time.

10. Final proposal

After the third co-design meeting, the project team and evaluator will be expected to work together to submit a final proposal.

Project teams and evaluators will submit a draft proposal to the PM and EM who will review and feedback any comments before a final proposal is submitted. The final proposal will then be reviewed by GECo who will decide on whether to award a grant.

The contents of the final proposal

Projects and evaluators access a joint application via the YEF Community which will be a combination of content from the original applications of both the project and evaluator. This application will contain the main narrative of the final proposal.

The application form is editable, and you can refine and amend existing, and add new, content. It is anticipated revisions and amendments will be made in light of discussions had throughout co-design. A table of questions within the final proposal and associated guidance can be found in Appendix B.

The following documents must be attached as files as part of the final proposal:

1. Budget

The project budget is very likely to be different to the initial application. This is often due to a change in the number of participants, the length of delivery time, or number of locations of the project. YEF's project budget template can be found on the YEF Community. When submitting the final budget project teams should consider:

- Making sure the project budget includes sufficient staff time to engage with and support the evaluation activities, as well as delivering the intervention itself.
- Accounting for reduced delivery during any period between evaluation studies.
- Providing information about any additional funding, or in-kind support, that has been secured to deliver the project.
- We don't routinely provide funding to the project team to collect data (qualitative or quantitative) and conduct analyses. Projects require prior written approval from us if they wish to conduct and publish their own analyses of data collected during the research. This work must not interfere with the running of the YEF-funded project and is subject to the provisions of the YEF publication policy.

- We'll pay a substantially lower proportion of the project costs when funding for-profit grantees.

The evaluator will also submit a separate budget for the evaluation.

2. GANTT chart timeline

The GANTT chart timeline is a joint implementation plan. Project teams and evaluators should ensure clarity on the timings of the following:

- Creating and agreeing key documentation (see Appendix A)
- Ethical review process
- The start and end of data collection
- The start and end of project delivery
- Any pause period between two types of evaluation
- The number of participants expected in each quarter

Project teams and evaluators should discuss and agree the length of time needed for the evaluation ensuring the grant and evaluation period is long enough to recruit and deliver to the target sample of children and young people, and ensure this is reflected in the timeline.

A blank GANTT chart timeline as well as a populated example can be found on the YEF Community.

3. Theory of Change and Logic model

4. Project process map

5. Readiness checklist
Project teams should complete this checklist (found on the YEF Community) to ensure they are ready to embark on the evaluation.

6. Risk register

7. Change log

11. Setting up the grant and evaluation agreements

Grant agreement for the project

If the final proposal receives approval from the GECo, the PM will produce a Grant Agreement for the project. The payment schedule needs to be carefully designed to ensure funding is aligned with project activity.

Payments are usually made in arrears, subject to the following conditions:

- Completion of the agreed activities (set out in Schedule 2 and evidenced in quarterly monitoring)
- Submission of required monitoring and reporting of actual costs incurred

Finalising the evaluation

The EM will set up a Schedule of Work with the evaluator, outlining the conditions of the evaluation and their activities. The project team will be expected to contribute to published documents describing the evaluation and to the ethical review process.

Published evaluation documents

These documents describe the agreed evaluation design and analysis and will be published on the YEF's website – www.youthendowmentfund.org.uk . The main reason for this is that pre-specifying evaluation designs and analysis reduces the risk of selective reporting and publication bias and is considered best practice. These documents will be drafted by the evaluator and the project team will have the opportunity to comment. Details of what evaluation documents will be published can be found on our website.

In addition, if the evaluation is a randomised controlled trial (RCT) the evaluator will register it on the ISRCTN registry, which is a primary clinical trial registry.[5]

Ethical review

We require all our funded evaluations to be conducted to a high ethical standard and all evaluators to have a robust ethical screening and review procedure. In some cases ethical approval from a third party must be sought, for example for projects being implemented in NHS settings.[6]

5 https://www.isrctn.com

6 Research Ethics Service and Research Ethics Committees - Health Research Authority (hra.nhs.uk)

It is the evaluator's responsibility to work with the project team to ensure they understand the ethical review process and what can and can't happen in terms of recruitment and delivery before the outcome of the ethical review is received. In most cases, it will not be possible for face-to-face delivery with young people to begin until the ethical review has been completed and a decision has been reached. For more complex projects, especially those being implemented in NHS or Criminal Justice System (CJS) settings, this process can take many months and needs to be factored into the timeline for each project.

Appendix A – Common documents to be developed with the evaluator

Document	Description	Who?
Participant information sheets and withdrawal forms	Describing each participant's involvement in the project and evaluation.	Both teams, but usually the evaluator leads.
Memorandum of Understanding	Describing the roles and responsibilities of settings or Local Authorities that are involved in delivering the project.	Both teams, but usually the evaluator leads.
Privacy notice	Describing what will happen with all personal information processed during the project.	Both teams
Data sharing agreement	Describing how data will be safely shared during the evaluation.	Both teams
Communications plan	Documenting a detailed plan for communicating with all relevant stakeholders and participants.	Both teams
Monitoring data	Outlining what monitoring data will be collected, how, by who and how often.	Both teams
Ethics forms	The evaluation design will need ethical approval.	Usually the evaluator uses their standard ethical review process. In some cases ethical approval from a third party must be sought.
Participant consent forms	Information sheets with a confirmation statement for children taking part in YEF funded projects and/or parents/guardians on behalf of children taking part in YEF funded projects	Both teams, but usually the evaluator leads.

Appendix B – Final proposal questions and guidance

Overview of the project

Field title	Completed by?	Guidance
Key personnel	Project	An overview of the personnel who will be working on the project. Consider attaching a diagram or document highlighting: • project partners • personnel and their roles and responsibilities • contact points for YEF and the independent evaluator if the personnel and partner network is complex.
Partnership details	Project	Explicitly list any partners for this project with an overview of their involvement
Describe activity plan to deliver	Project	Describe the activities included in the project, specifically detailing the timeline of the activities and the experience of the child or young person from start to finish. Consider attaching a detailed project blueprint.
Where activities mainly delivered	Project	What type of settings will the activities be delivered in
Activities mainly delivered other detail	Project	Be specific about your settings for example if you say community setting, be clear about what this is in practice e.g. a youth club, a community hall etc This should
Type of young person plan to work with	Project	include a clear overview of: • the level of risk and key characteristics of children and young people • the referral mechanisms and pathways • how you intend to mitigate disproportionality • the exit or off-boarding strategy for children and young people - what happens at the end of your project? There needs to be enough information here to allow us to determine the type of young people you will work with.

Outcomes	Project and Evaluator	Outcomes for young people the project seeks to influence. These must be jointly agreed and align with the YEF's outcome framework.
Violent criminal offences/ Violent crime other/ Non violent crime/ Other details	Project and Evaluator	Provide any further detail associated with each of these outcomes
Grantee key risks & mitigation strategy	Project	Provide a summary of how you will review and manage risks to the project. Develop and attach a Risk Register to describe key risks (e.g staff sickness) and outline appropriate mitigation strategies.
Changes from original application	Project	Develop and attach a Change Log. This should show your original plans outlined in the initial application, the adaptations and changes that have occurred during co-design and why.

Project budget and timeline

Field title	Completed by?	Guidance
Total budget	Project	The total budget for the entirety of the project.
Requested amount	Project	The value of the budget being requested from the YEF.

Capability and relevant experience of core project team

	Completed by?	
Overview of proposed team	Evaluator	Provide a summary of the context of the evaluator (i.e University department, research organisation).
Evaluation team members' roles / responsibilities	Evaluator	Describe the roles and responsibilities of the team members on the project.
Team's track record	Evaluator	Provide details of the team's track record of conducting qualitative and quantitative research with children and young people at risk of crime and youth violence.
Team's understanding of project	Evaluator	Describe the team's understanding of the context and key topics relevant for the project .

Methodology and approach

Field title	Completed by?	Guidance
Evaluations research objectives		Describe how the design considers the characteristics of the project, the target population and practical issues.
Sampling conditions	Evaluator	Describe sampling procedures, justification of sample size, and relevant targets set relating to practitioner recruitment, retention, & training; participants recruitment, retention, reach & satisfaction. Power calculations, the consistency between sampling and the proposed design, possibilities to consider design characteristics and assumptions.
Approach to data collection	Evaluator	Describe qualitative and quantitative data collection methods, including any proposed instruments (and where applicable their quality, suitability and convenience - i.e., are core measures included, are they convenient to collect, affordable, reduce burden on providers, validated by literature, validated for UK population, etc.).
Techniques to analyse data	Evaluator	Describe the proposed techniques to analyse data to deliver against research aims and objectives (i.e., what it includes and briefly describe how quantitative and qualitative data will be analysed and reported), ITT, missing data, non-compliance, sub-groups.
Key risks and mitigation strategy	Evaluator	Describe how you would manage low recruitment, retention, attrition, or cross contamination.
Approach to collecting data on cost	Evaluator	Describe the approach to collecting data on cost of project delivery.
Issues raised by evaluation approach	Evaluator	Describe any ethical issues raised by the evaluation approach and how these would be addressed (including mechanisms of seeking ethical approvals and the timeline for doing so).
Racial diversity and inclusion	Evaluator	Describe how the research design considers diversity and inclusion.

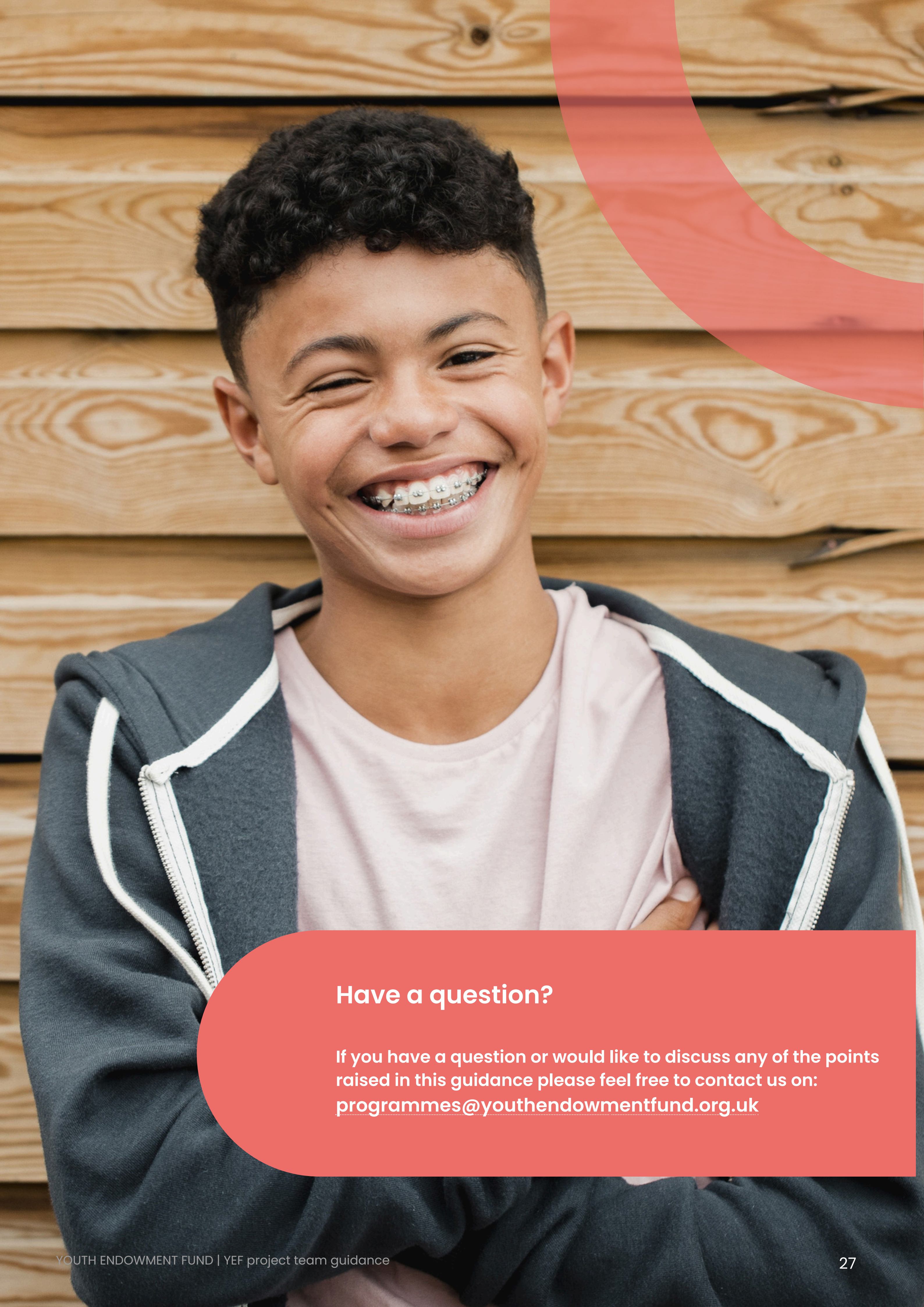
Data protection safeguards & GDPR	Evaluator	Describe the data protection safeguards and GDPR compliance relevant to the project and evaluation, and legal basis for processing personal data and any special categories of personal data.
Conflict of interest	Evaluator	Describe any conflict of interest the team has with the evaluation of the project.
Implementation and process evaluation	Evaluator	For pilot studies onwards, describe the quality and suitability of any Implementation and Process Evaluation including instruments, collection methods and sampling procedures.

Project and evaluation implementation plan

Field title	Completed by?	Guidance
P&E Team members' roles / responsibilities	Project and Evaluator	Describe the agreed roles and responsibilities for recruiting young people into the project and evaluation and for administering the outcome measurement tools.
How P&E will ensure good communication	Project and Evaluator	Describe how the project team and evaluator will ensure good communication between the two teams and the YEF.
Planned activities before ethical review	Project and Evaluator	Describe the planned project activities that will take place before the completed ethical review providing confirmation that young people cannot participate in the project or the evaluation until the review is complete.
Progression criteria	Project and Evaluator	Describe the specific progression criteria in relation to project implementation, evaluation recruitment and measurement and findings.
Overview of data archive	Project and Evaluator	Provide an overview of what has been decided and agreed in regard to the data archive and what still needs to be resolved. Describe who will be responsible for collecting what data, who will be responsible for communicating the data archive to children and young people and their families, the legal GDPR basis for processing data, the data sharing agreements that will need to be in place to support the evaluation.

Number of children and young people

Field title	Completed by?	Guidance
Reason for discrepancy		Explain any discrepancies between the sample size for the evaluation and the number of children and young people receiving the project, including the team's understanding and assumptions of any situation in which young people would receive the project outside of the context of the evaluation.



Have a question?

If you have a question or would like to discuss any of the points raised in this guidance please feel free to contact us on: programmes@youthendowmentfund.org.uk

YOUTH ENDOWMENT FUND

Impetus

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This document was last updated in **May 2024.** We reserve the right to modify the guidance at any time, without prior notice.

The Youth Endowment Fund Charitable Trust

Registered Charity Number: 1185413