

## Guidance

# Preparing your Final Proposal



This guidance gives an overview of what happens after your initial application is approved. It lists key meetings and the tasks you should complete between meetings. Completing these in order will help you prepare your final proposal. The top tips offer some additional guidance.

Below the table is a list of documents we require followed by a note on quality assurance.

Here's a summary of what will happen after your initial application is accepted:

- 1 Workshops with consultants:** You will be invited to a series of workshops with external consultants who help you to develop your project plans in line with YEFs requirements. The work will include defining your Theory of Change, participant journey and data collection points.
- 2 Formal review:** Being shortlisted does not mean that your application will automatically progress to co-design. By working with the consultants, you will have learned more about YEFs requirements and the YEF team will know more about your project. You will meet with YEF at a formal review to discuss your project and collectively decide if it should proceed to co-design.
- 3 Co-design with evaluator:** If your application proceeds to co-design, you will start working with an external evaluator on your final project proposal. You will attend a series of co-design workshops with the evaluator that has been appointed by YEF to work with your project.

The tables below contain suggested tasks to help you prepare between co-design workshops with the evaluator.

### Before you meet the evaluator for the first workshop (co-design 1)

TASK	TOP TIPS
Select your project team.	Identify members of staff with the time to fully participate in the workshops. Staff will need to attend workshops and be able to work on project documents between sessions.  Ensure that your project team members understand your stage 1 application.
Be ready to discuss your project in detail. Be ready to discuss your day to day activities (business as usual). Be ready to discuss your Theory of Change. Learn about YEFs evaluation process.	Remember, you are the experts in your project. We need to learn from you.  If you have questions, please write these down. We will discuss these when we meet.

## Guidance

# Preparing your Final Proposal



### Before your second workshop with the evaluator (co-design 2)

TASK	TOP TIPS
<p>Help the evaluator finalise the Theory of Change and Logic Model.</p> <p>Ensure that the evaluator really understands your project.</p>	<p>We know that you're busy. Schedule conversations with the evaluator in advance.</p> <p>The evaluator needs all the details about your work.</p>
<p>Start a Change Log.</p>	<p>Use this document to write down any agreements made during co-design about changes to your stage 1 proposal. [insert links]</p>
<p>Read the Full Proposal Questions.</p>	<p>It's important that you are familiar with the final proposal form.</p>
<p>Start preparing your Project Overview, Demographic Monitoring Table and Budget.</p>	<p>Use YEF guidance notes and templates available <a href="#">here</a>.</p>
<p>Start to map out a detailed Blueprint for your project.</p>	<p>Clearly describe the young person's journey—from referral to completion. Include every step of this journey. Include your role and the role of partners.</p>
<p>Understand the YEF data archive</p>	<p><a href="#">Read</a> and <a href="#">watch</a> the YEF data archive guidance.</p>

### Before your third workshop with the evaluator (co-design 3)

TASK	TOP TIPS
<p>Discuss project timelines, roles and responsibilities with your project delivery team.</p> <p>Work with the evaluator on the joint Gantt Chart, Theory of Change and Logic Model.</p>	<p>Your project team needs to understand their roles and the impact of evaluation.</p> <p>Schedule conversations with the evaluator in advance.</p> <p>Use the <a href="#">guidance notes</a> on these documents to support you.</p>
<p>Work with the evaluator to agree roles and responsibilities for collecting and processing data.</p>	<p>It's very important that your project team understand their data responsibilities. The evaluator is there to support you.</p>

## Guidance

# Preparing your Final Proposal



### Submitting your final proposal

TASK	TOP TIPS
Finalise the Project Description (Overview), Number of Children and Young people, Demographic Characteristics of Children and Young People and Budget.	You don't need to share your project budget with the evaluator. Your funding is separate from theirs.
Submit draft co-designed proposal to YEF.	Meet with the evaluator to make sure that all documents are ready.
Provide support to your evaluator.	Your evaluator will be working on an evaluation protocol document that will describe the approach to your evaluation. They will need your help describing parts of your project and completing some of the sections including identifying key project personnel. It is important these protocols are accurate.  Protocols once signed off will be published on the YEF website.
Read feedback and update the proposal.	Ask somebody who is not involved in your project to read your application. Amend the proposal to clarify anything they do not understand.
Submit final proposal.	It's important that you understand the feedback from YEF. Ask questions, we're here to help.

### Here's a list of the documents you will need to attach as part of your final proposal

DOCUMENT	WHO?
Theory of Change	Your project team and the evaluator
Logic Model	Your project team and the evaluator
Gantt chart	Your project team and the evaluator
Project and Evaluation Risk Register	Your project team and the evaluator
Change Log	Your project team – this will only be needed in some cases so speak to your YEF Programme Manager

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# Preparing your Final Proposal



DOCUMENT	WHO?
Overview of project staff (key personnel) and partners	Your project team
Detailed project blueprint	Your project team – this will only be needed in some cases so speak to your YEF Programme Manager
Budget	Your project team

### Quality Assurance

We seek to fund partners who are committed to maintaining quality throughout every aspect of their work. We need to be confident in your ability to consistently deliver a high-quality intervention and collect accurate data. In addition, we need to know that the views of young people are sought on a regular basis to inform learning and drive service improvement.

You may have a quality mark or an existing approach to quality assurance. If so, we would like to hear about this. Training, supervision, audits and feedback may all form part of your approach to quality assurance. Please consider the following with your project team:

- ♦ How will we get feedback from participants and their parents/carers throughout the life cycle of the project? How will we use this feedback?
- ♦ How will we ensure a consistently high standard of delivery? How will we ensure all staff/practitioners are working to the necessary standard? How will we ensure that partners are working to the necessary standard?
- ♦ How will we ensure consistently accurate data collection and timely reporting?
- ♦ If there is an issue, how will we know and what will we do with this information?

Please provide a short description of your approach to quality assurance at the bottom of the Project Description section in the final proposal.