



Proposal form: Step Together Delivery Partner

Instructions

This proposal has three parts.

- **Part 1** is an eligibility check – please complete this first to confirm you meet the eligibility criteria for applying to this fund.
- **Part 2** asks you to provide information about your organisation/consortium.
- **Part 3** asks you to tell us about the approach you propose taking to the design, set up and delivery of the Step Together project and **includes the submission of a budget, timeline and risk register.**

Please complete all sections of the proposal, using **blue text**. Provide as much detail as possible (while adhering to word limits) to demonstrate clearly how you plan to approach the design, set up and successful implementation of the Step Together project. **Your proposals should demonstrate that you have carefully considered the basic infrastructure needed to set up and implement the model of delivery, as well as provide a good overview of your skills, expertise and networks that you would bring as delivery partner. You will be able to further refine the detail during codesign with the support of the appointed independent evaluator.**

Please read through all the questions before formulating your answers. Once completed, save as a Word Document and send to grants@youthendowmentfund.org.uk. Please ensure the title in the subject line of your email is: **Step_Together_Delivery Partner Proposal.**

The deadline for submitting proposals will be **5pm 16th May 2025.**

PART 1: ELIGIBILITY CHECK

We want to make sure this funding is right for you. We know that organisations invest a lot of time and resources in developing proposals and applying for funding. That's why the first section of our application form will check you meet all of the eligibility criteria before completing the proposal.

<p>Is your organisation registered? For example, are you a registered charity, company, statutory body or CIC?</p> <p>You must be registered to receive funding from the Youth Endowment Fund. We aren't accepting applications from individuals or unregistered groups</p>	<p>Yes</p>	<p>No</p>
<p>Are you requesting funding for work in England and / or Wales?</p> <p>At the Youth Endowment Fund, we only provide grants to organisations operating in England and Wales. We can't provide funding for an organisation or any activity happening outside of England and Wales.</p>	<p>Yes</p>	<p>No</p>
<p>Are you able to deliver at the scale necessary?</p> <p>As an efficacy trial is on a larger scale, we will need to reach 50- 100 schools (inclusive of the control group), depending on the research design chosen. These are rough estimates that will be further refined at the codesign phase; however, they provide a good idea of the likely scale required.</p> <p>Are you confident that you/your consortium have the capacity, resources, experience, and expertise to deliver this programme at the scale required during the given timeframe?</p>	<p>YES</p>	<p>NO</p>
<p>Have you got experience of working with schools, local charities and voluntary organisations?</p> <p>Applicants will need to demonstrate strong experience working with schools and local organisation to recruit local delivery teams teams. These services will be essential for the successful recruitment of young people.</p> <p>Do you feel confident that you/your consortium are well placed to successfully identify and recruit schools and local organisations to partner in this study?</p>	<p>YES</p>	<p>NO</p>
<p>Are you committed to working with an independent evaluator. Every YEF funded project is independently evaluated to enable us to learn more about what does and doesn't work to reduce youth violence. You will need to work with an evaluation partner throughout this project. Please watch our video on evaluation. Please confirm that you (and any proposed project partners):</p> <ul style="list-style-type: none"> • Have watched our video? • Have shared this information with key decision makers in you organisation and with you proposed project partners (if any)? • agree to work with an independent evaluator? • If you select yes, we will assume for the remainder of the application process that you will comply with our approach to evaluation. This is something YEF are 	<p>YES</p>	<p>NO</p>

<p>unable to compromise on so please ensure the relevant members of your organisation have read, understood and agreed to our approach.</p> <p>Being a YEF partner is a big commitment – it is important to understand what to expect.</p> <p>Make sure you've read all the resources we've shared in the application form, so you know what an independent evaluation involves. For even more detailed information you can also find resources aimed at our evaluation partners on our website.</p>		
<p>Are you committed to helping us understanding the impact of the Step Together project on the primary and secondary outcomes of interest?</p> <p>Outcomes are the changes you'd hope to see Step Together make for the young people you will be engaging for this project. The specific outcomes of interest for the evaluation of this programme are rates of offending on school routes, feelings of safety expressed by young people, school attendance and attainment, will be finalised during the codesign process.</p> <p>Please confirm this is something you are willing and able to do. If you aren't willing to work with the evaluator to help us measure the impact of the project, our funding isn't right for you.</p>	YES	YES
<p>Are you committed to our approach to Randomised Control Trials or Quasi-experimental designed studies: We want young people to get the best possible support at the right time. This means we need to conduct the most robust types of research. That way, more young people will get the evidence-led services they deserve. This means that we'll run evaluations that have a 'control group' of schools or routes-to-school that don't take part in an activity.</p> <p>Please tick 'yes' to confirm that you understand that this is how we work or 'no' if you don't want to help us do this.</p>	Yes	No
<p>Have you read the accompanying YEF guidance documents?</p> <p>Our guidance documents are here to help you make the best decision about whether funding from the Youth Endowment Fund is right for you. Our aim is to make sure that you know what to expect as a YEF partner. That means you'll need to make sure that you've read the call for proposal document in full, information on our evaluations, and our guidance on our data archive.</p>	YES	NO





PART 2: ABOUT YOU & YOUR ORGANISATION

1. Tell us about yourself

Primary Contact¹

First name:

Last name:

Your email address:

Your phone number:

Your role in the organisation:

Secondary Contact

First name:

Last name:

Your email address:

Your phone number:

Your role in the organisation:

2. Tell us about your organisation

Organisation name²:

Type of organisation³:

Please give details of your registration (if applicable):

¹ This will be YEF's primary point of contact regarding your proposal

² If applying as part of a consortium, this should be the information about the lead organisation. The lead organisation is the one to whom the grant will be issued and who will be responsible for meeting all requirements. They will be the lead contact for the YEF.

³ (e.g. charity, company, charity and company, CIC, college, for profit, local authority, multi-academy trust or university, NHS, other public sector, Police service or PCC, school, VRU, other)



Address:

Contact phone number:

3. Consortium details

3.1. Will you be applying as part of a consortium for the delivery of this project?

3.2. If yes, please list the details of consortium organisations with a short explanation of how they will be involved and why, and whether you have worked together in consortium before or whether this is a new partnership. [200-word limit]

3.3. If yes, what added value and diversity does the partnership provide? [200-word limit]

4. Improving the diversity of organisations we fund

The Youth Endowment Fund wants to work with a diverse range of organisations.

- What **percentage** of your leadership (Trustees and Leadership Team) identify as:
 - Black: %
 - Being from any other minority ethnicity: %
 - Women: %
- How many staff do you have:
- How many volunteer staff do you have:
- What was your total expenditure last year? £

5. Type of young people you work with

We would like to get a sense of the type of young people you expect the local charities and volunteering organisation teams will work with. We appreciate this may be difficult to know for certain, but we would like you to provide your best guess based on the characteristics of young people in the target schools or locations.

- What percentage of the children and young people you plan to work with in this project do you estimate will:
 - Be from Black, Asian and other racially minoritised groups: %
 - Have Special Education Needs or Disabilities: %
 - Be, or have been, Looked After children: %
 - Be female: %
 - Be male: %

6. What area of the country will you plan to work in?

- Which regions will you cover? (remove as appropriate from list below)
 - East Midlands
 - East of England
 - London
 - North East
 - North West
 - South East
 - South West
 - West Midlands
 - Yorkshire and the Humber

- Which local authorities in the regions selected above will you cover?



PART 3: ABOUT YOUR APPROACH

NOTE: In this section, please ensure you provide as much detail of your proposed approach as possible to guarantee that we can understand it in full. For example, when describing the programme, we would expect to see an explanation of if/how the core components described in the call for proposals are included in the programme design; if there are variations, what these are and why.

Proposals that are unclear or fail to provide sufficient explanation/rationale for individual elements of the proposed approach will be scored 0.

Summary of your proposed delivery model

- *Drawing on the delivery model used in the pilot study as the starting point, along with your reflections on the challenges and lessons learnt. Please provide a short overview of what your proposed set up and delivery will look like, what it will aim to achieve, for whom and where. Please describe how it is similar or where it differs from the setup and delivery used in the pilot study.*

[400-word limit]

Experience and expertise

- *Please describe the work of your organisation/consortium. We are particularly interested in hearing about:*
 - *Your understanding of youth offending and school attendance/achievement in the UK and relevant government legislation, including any previous or current work you've undertaken in this space*
 - *Your experience of working with schools, and local charities and voluntary organisations*
 - *Your experience in managing large projects and supporting multiple services to achieve the same outcome*

[500-word limit]

Components of the Step Together delivery model

Recruitment of schools, local charities and voluntary organisation teams

- *Please tell us how you will identify, recruit, and successfully onboard schools and teams of youth workers from charities and voluntary organisations. Consider for example:*
 - *Your strategy for promoting and generate buy-in from schools, for the opportunity to engage in a trial which may include a control group*
 - *Your strategy for promoting and onboarding local charities and voluntary organisations*
 - *The areas in which you will recruit schools and local organisation, and why?*
 - *What does the recruitment and onboarding process entail?*
 - *What barriers might be present during this process?*

[500-word limit]

Development of the Shared Practice Model

- *Please tell us about any core elements you foresee as being part of the Shared Practice Model that are different from that used in the pilot study and how you plan to ensure buy-in to the adherence of the model. Consider for example:*
 - *What the pilot study learnt*
 - *What are the non-negotiables?*
 - *How you will engage representatives from schools and local organisations in the co-design period to support the development of the Shared Practice Model and how this model will be filtered down to all delivery practitioners*
 - *How data collection can be consistently captured across teams*

[500-word limit]

Children and young people

- *Please tell us about the children and young people you expect the project to work with. Particularly focussing on gathering views about safety in chaperoned school routes. As part of your answer, please explain:*
 - *How will the children and young people be engaged such that they provide their views and opinions*
 - *how you will engage those young people, including those from racially diverse backgrounds*

[300-word limit]

Race equity, diversity and inclusion

It is essential for race equity, diversity and inclusion (REDI) considerations to be embedded into the design of the Shared Practice Model and overall delivery plan. Please describe your approach to ensuring REDI considerations are at the forefront of the programme design and implementation. Consider for example:

- *How do you plan to target support through this project to young people who are overrepresented in the youth justice system or who struggle to access mainstream support services?*
- *What are the barriers individuals from ethnic minority backgrounds may face when engaging with this intervention (e.g. chaperones on school routes) and how do you plan to mitigate against these?*
- *Other*

[500-word limit]

Experience with evaluation

- All YEF funded projects are independently evaluated. What experience of evaluation does your organisation have?
 - No experience of research or evaluation
 - Internally led evaluations
 - Externally led evaluations (e.g. by a university or research agency)
 - A pilot study collecting data before and after the intervention
 - Qualitative research
 - A theory-based impact evaluation
 - A Quasi-Experimental design study
 - A Randomised Control Trial
- How many young people were involved in the largest evaluation?
- How will you ensure young people are willing to take part in the evaluation?

[300-word limit]

Delivery timeline

Using the estimated timeline below, please use the YEF Gantt template, found [here](#), to map the key activities that will need to take place particularly focusing on set up and mobilisation, and recruitment, delivery and data collection. For ease please just complete the second tab in the excel template linked above.

We recognise that this will be fairly high level at this time, but we want to get an understanding from experts in delivery on the duration of key activities and whether the timeline proposed is feasible. The Gantt chart will be further refined in co-design.

You can exclude specific evaluation activities i.e. ethics approval and evaluation analysis and reporting.

Estimated timeline	By when?
Set-up and mobilisation <ul style="list-style-type: none"> • Onboarding of local organisations, and training • Identification and onboarding with schools • DSA/MOU signing • Evaluation ethics approval • Developing data monitoring tools and processes • Training • Any other preparatory activities 	March 2026 – August 2026
Delivery and data collection and reporting. Delivery organisation Evaluator	September 2026 – March 2028 September 2026 – September 2028
Evaluation analysis and reporting	Mid 2029

Delivery budget

Please use the YEF budget template, found [here](#). We recognise that this template is quite detailed, and exact costs will be difficult to predict at this stage however we would ask you to provide your best estimate of costs that fall within the different headings i.e. staff costs, overheads, travel. It is also likely that the budget will change during the co-design period once details of the delivery are finalised.

Applicants should include in their budget costs for the delivery partner to effectively manage the development and delivery aspect of this trial. We expect this to cover core day to day management, being a point of contact for all local organisation recruited and the independent evaluator, quality assuring delivery and reporting to YEF as required.

We expect the budget to cover delivery management from March 2026 through to supporting data collection up until March 2028. These are estimated timelines and budgets can be revisited/finalised through the co-design period.

Budgets should not include the cost of actually delivering the activities. However, we do recognise that taking part in an evaluation requires additional resource particularly related to administrative tasks such as data collection, and any additional staff time for engagement in training and adjusting to the shared practice model. Applicants should, therefore, include such costs in their proposed budgets.

Please note, applicants must provide at least 20% of the budget from supplementary and/or in-kind support. These sources of funding can include other grants, contributions you make through your own unrestricted funding, or in-kind and pro-bono support your organisation receives for the activities. More details can be found [here](#).

20% supplementary budget (e.g. delivery/staff costs, materials, travel)	
Activity	Cost

Risk register



Please provide a completed risk register as part of your application. Use the YEF risk register template found [here](#). There is also guidance on completing the risk register [here](#).