



Application guidance

Another chance: diversion from the criminal justice system

April 2021

About us

The Youth Endowment Fund (YEF) is a charity with a mission that matters. We exist 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.

Children and young people at risk of becoming involved in violence deserve services that give them the best chance of a positive future. To make sure that happens, we'll fund promising projects and then use the very best evaluation to find out what works. Just as we benefit from robust trials in medicine, young people deserve support grounded in the evidence. Through our grant rounds, we'll build that knowledge. And just as important is understanding children and young people's lives. Through our Youth Advisory Board and national network of peer researchers, we'll ensure they influence our work and we understand and are addressing their needs.

But none of this will make a difference if all we do is produce reports that stay on a shelf. Together we need to look at the evidence and agree what works, then build a movement to make sure that young people get the very best support possible.

Our [strategy](#) sets out how we'll do it.



Another chance: diversion from the criminal justice system

We're here to improve the lives of children and young people. We're building all of our work around a set of themes – the conditions that we think children and young people need in their lives to keep them safe from becoming involved in violence. This set of themes provide a focus for the knowledge we want to build about what works to help put these conditions in place for every child and young person.

This grant round, *Another chance: diversion from the criminal justice system*, is the first we'll run as part of our **another chance** theme.



Young people need...



A supportive home

Whether it's through family therapy or parenting classes, we know that helping parents and carers can make a difference to children at risk of becoming involved in violence. This includes specific support for children in care.

Adults they trust

It might be a teacher, youth worker, sport coach, mentor or friend of the family. Children and young people need adults they can trust to talk through their problems and get help when they need it.

A safe, positive place to learn

Keeping children engaged in their education helps to keep them safe from involvement in violence. We'll look at making sure schools, colleges, Pupil Referral Units and other forms of schooling have programmes in place to make sure they're safe, positive places to learn.

Opportunities

Young people need opportunities – whether it's employment, training or education. A bright future, with the chance to build their strengths and talents, can protect young people from becoming involved in violence.

A safe neighbourhood

Having a strong friendship network and safe places to go in their neighbourhood means that children and young people can keep safe. That might include opportunities to take part in a sports team or the chance to make art or music. And it involves policing that is effective, fair and trusted.

Another chance

Sometimes things go wrong. If a young person gets into trouble, is arrested or convicted of a crime, they need a route to take an alternative path and avoid a cycle of re-offending.

Social skills and good mental health

Children and young people need to develop social and emotional skills. If they can recognise and manage their feelings, they can build strong relationships with other people and overcome the challenges they face. They also need the best possible support, to improve their mental health and self-esteem.

A fair society

To make sure that every child gets the same chances in life, we need to work to make society fairer. That means tackling racism, discrimination and poverty.



What is diversion?

We know that sometimes, children need **another chance**: alternatives to arrest, conviction and custody. Diversion programmes help them do that, whether it's through mental health support, whole family interventions or mentoring (for example). They all tend to offer support at key turning points; that might be at point of arrest, before court action is taken and when a child sustains a serious injury because they've been involved in a violent assault.

Why are you funding diversion projects?

Diversion is an important area we want to explore as part of our theme, **another chance**. Through our conversations with stakeholders, you were clear that we should learn more about what makes a diversion project effective. And there's promising evidence that these approaches are effective at preventing reoffending and reducing the risk of involvement in violence. However, the evidence is mainly from the United States and more is needed on projects run in the UK.

Through this **themed grant round**, we want to find out which diversion approaches work best at preventing 10 to 17-year-olds from becoming involved in violence.

What we'll invest in

We'll aim to identify around 10 to 20 projects that are ready for robust impact evaluation or could be supported to reach this point within two years. We will look to spend between £10 million and £20 million depending on the quality of the applications.

Our funding can run for up to three years (but you can apply for one or two years' funding too).

For the full scope of projects we'll fund in this round, see page 16 of our [2021 prospectus](#).

About the guidance

This guidance is broken down into five sections:

1 Finding out about what works

This section outlines how to find evidence about what works to prevent children and young people becoming involved in violence, which might be useful for your application.

2 How we'll assess your application

This section outlines the criteria we'll use to assess your application.

3 How to apply: using our online portal

This part of the guidance explains how to set up your application form and explains how to use it.

4 How to apply: how to respond to our questions – a step-by-step guide

This section explains how we'll assess your application and what we're looking for in your answer to each of the questions in the online form.

5 What happens next

We explain what to expect when you've submitted your application.



Finding out about what works



1. Finding out about what works

The Youth Endowment Fund exists 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.

We'll use our funding to learn what works best. When we know more about how we can best support young people, we'll work hard to make sure those approaches, practices and programmes are there for the young people who need them. This means that, in this grant round, we're only interested in funding activity where we can run rigorous evaluations.

This means that we'll prioritise applications from projects that **are already delivering**, can show us **some existing evidence** that they work and will be ready for a robust type of evaluation (like a randomised control trial).

That's important, because children deserve services that we've tested and that we're confident work well. By investing in evidence, we can build our knowledge and make sure we're offering every child the best support possible. These types of evaluations will also help you as a YEF partner, because you'll be able to use what we find to learn and improve your project.

How do I find out about what works?

If you're applying for an *Another chance: diversion from the criminal justice system* grant, you probably already have a lot of **experience delivering activities to children and young people** who are at high risk of becoming involved in crime.

We've put this section together to help you find **existing evidence** that may help you to prepare your application. We encourage you to be as specific as possible when explaining how your proposed activities are informed by previous evidence and evaluation.

Our Evidence and Gap Map

Our [Evidence and Gap Map](#) is the world's largest resource mapping evidence on what works to keep children safe from involvement in violence.

If you're trying to find studies about projects similar to yours, we hope it'll be a useful tool to help you find where evidence exists and where there are gaps. It gives you a visual representation of the quantity and quality of evidence for different programmes. It provides an easy way to search for and find relevant studies from across the world.

We know it is quite technical, which is why we're also developing the YEF Toolkit. This is an accessible, online resource, available from June 2021. In the meantime, we've produced our guide on [how to use the Evidence and Gap Map](#).

It's also important to recognise that, while the Evidence and Gap Map shows you what evidence is available for different activities, it can't tell you whether a specific programme has been effective in achieving its intended results. To find this out, you'll need to read the studies themselves.



Other places to find out about what works

There are lots of places you can find out about existing evidence about what works to prevent children and young people becoming involved in violence. Here are two we'd recommend for understanding more about diversion:

Centre for Justice Innovation

The Centre for Justice Innovation conducts research into how the justice system works and how it could be improved.

You can read their reports, literature reviews and briefings on youth diversion [here](#).

College of Policing's Crime Reduction Toolkit

Like us, the College of Policing is a member of the [What Works Centre Network](#). They research evidence on crime reduction through their [Crime Reduction Toolkit](#).

You can search for the evidence they've collated on reducing children and young people's offending [here](#).

How we'll assess your application



2. How we'll assess your application

When our assessors are reading your application, they'll look for eight things.

1 A worthwhile outcome

We are trying to assess, if you deliver your project well, whether the outcome you are hoping to achieve will prevent children from becoming involved in violence.

2 If delivered well, how likely the project is to achieve the outcome

We are trying to find out whether your project is likely to work. To make that assessment, we're asking ourselves two main things:

- a. Have you clearly explained what your project involves and how it leads to the change you want to see for the children you work with? This is sometimes called a theory of change, which is a method to help you describe your long-term goals and maps backwards to explain how your project will get you there. We're interested in understanding what the existing evidence says about how successful your chosen activities are likely to be, how clearly we can understand your planned activities, and whether the length of time you're planning to run your activities seems reasonable.
- b. What does the evidence say about how effective your project is likely to be? We'll prioritise applications where there's evidence that your project can be successfully implemented and leads to positive change for children and young people.

3 Aiming to reach the right type of young people

We are trying to assess if the type of children and young people you're planning to work with are at one of four turning points moments before court action is taken for a crime:

- a. Children who haven't been arrested but have been identified by police or other statutory bodies as at high risk of becoming involved in crime
- b. At point of injury due to a violent incident
- c. At point of arrest
- d. Prior to court action (for example within out-of-court disposals or deferred prosecution)

4 Likely to lead to future change

A core part of YEF's strategy is scaling the projects we find work. When a project is shown to be effective, we will look to expand it. That could include expanding their existing provision or replicating projects in new locations across their networks.

That's why we'll assess whether, if your project was proven to work, it would be possible to start delivering the activity in new areas, persuade other organisations to take up learning from your work, or to influence others to change how they work in order to benefit young people.

5 Likely to reach the right type of young people

We're trying to assess if you have got experience of reaching the type of children you're hoping to work with and if you have plausible and realistic methods for engaging them in your project.

6 Able to deliver

We are trying to assess how likely it is you'll be able to deliver your proposal. To do this, we'll look at your previous experience, the support, training and supervision you provide to delivery staff, and your understanding of the various risks and how to mitigate them.

7 Evaluable

We are trying to assess whether or not we can properly evaluate what you do. This is partly about ensuring that, by the end of two years of funding, you will be able to reach and engage a large enough group of children that will allow us to conduct a randomised control trial (or another rigorous evaluation). We'll prioritise projects that will be ready for these types of evaluation as soon as possible.

8 Able to deliver to the right number of children and young people

We are trying to assess whether or not you can work with enough children so that we can conduct a randomised control trial (or another rigorous evaluation).

There's more information about the sections we'll look at when we're making these assessments in the [How to apply: how to respond to our questions – a step-by-step guide part of the guidance](#).

How to apply: using our online portal



3. How to apply: using our online portal

When you've thought about the evidence and the scope of this grant round, you can start your application online.

Step one: find the form

Click [this link](#) which will take you to our online portal. We recommend using Google Chrome as your browser if you can.

Step two: enter your information

Start filling in the information. We've got step-by-step guidance on how to respond to each question in this guidance – see [How to apply: how to respond to our questions – a step-by-step guide](#).

When you're writing, please **don't** use the forward and back buttons on your browser, as you could lose your work. Instead, use the **Next** and **Previous** buttons to move through the form.

Step three: save and come back to your work

Save as you go along. You can save your work at any stage and return to it later, by clicking the **Save** button on each page. When you save, you'll be sent an email that includes a password. You can use the password to return to the form and pick up where you left off.

Step four: send us your application

When you've completed the form, don't forget to click **Submit!** If you don't, we won't receive your application.

When you've sent us your finished form, you'll receive a confirmation email from us. You'll also be able to save and download your application, so you can use it for your personal records.

Data and privacy

If you want to know how we store and use the data in your form, you can read our [data privacy policy](#). If you want to learn more about data sharing between successful grantees and evaluators, you can read the [guidance on our secure data archive](#).



Get in touch

If you're struggling to use our online form, or have any questions, please get in touch! Email us at grants@youthendowmentfund.org.uk and we'll do our best to help.

How to apply: how to respond to our questions – a step-by-step guide



4. How to apply: how to respond to our questions – a step-by-step guide

About the application form

There are two stages to our application form.



Stage one: a quick eligibility check

We want to make sure this funding is right for you. We know that organisations invest a lot of time and resources into 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 we ask you to fill out the full application.



Stage two: the full application

There are seven parts to the full application process. Some of the sections are there to help us understand more about you as the applicant (such as details of your organisation and any organisations you're applying with), while other sections provide information that will help us to assess the strength of your application.

In this guidance, we'll be clear which sections we're using to help us assess your application, what we will be assessing you on and the information we are looking for you to provide in response to each question.

Stage one: a quick eligibility check

In this section, we want to make sure you meet all of our eligibility requirements for this round. If you don't meet one of our criteria, help text will appear explaining why you aren't eligible this time around.

If you have questions about your eligibility you can email us at grants@youthendowmentfund.org.uk.

Otherwise, please refer to our prospectus or sign up to our newsletter to look out for future opportunities with the Youth Endowment Fund that might be right for you.

Questions:

1. Is your organisation registered? For example, are you a registered charity, company, statutory body or CIC?

You must be registered to receive funding from the Youth Endowment Fund. We aren't accepting applications from individuals or unregistered groups.

2. Are you requesting funding for work in England and / or Wales?

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.

3. Are you the lead organisation making a grant application to the YEF?

To make sure we don't receive multiple applications for the same project, we only accept applications from the lead organisation in your consortium. If you are applying as a consortium of partners, the lead organisation is the one who will be responsible for signing the agreement with YEF and for reporting to us on a regular basis.

If you are applying as part of a consortium, but aren't the lead organisation, please stop filling out this application and coordinate with your lead, who will be submitting on your behalf. Applying in partnership with other organisations will not mean you are more or less likely to be awarded a grant. What's most important is that you're able to provide evidence to demonstrate why your partnership would provide a diversion project that effectively prevents children and young people from becoming involved in violence.

4. Do you believe your work reduces the likelihood of young people committing an act of violence later in life?

The mission of the Youth Endowment Fund is to prevent children and young people becoming involved in violence. With this round of funding, we're aiming to learn which diversion approaches work best at preventing 10 to 17-year-olds from becoming involved in violence. It's critical that you believe that your project will help us to achieve this ultimate aim.

5. Will the majority of children you plan to work with in this proposal be aged between 10 and 17?

The mission of the Youth Endowment Fund is centred around children and young people. In this grant round, we're aiming to learn which diversion approaches work best at preventing 10 to 17-year-olds from becoming involved in violence.

This means that the large majority (greater than 80%) of the children you're working with must be between the ages of 10 and 17. Otherwise, you won't be eligible for funding in this round.

6. Every YEF funded project is independently evaluated to enable us to learn more about what does and doesn't work to prevent children becoming involved in violence. You will need to work with an evaluation partner throughout this project. Are you happy to apply on that basis?

Please read more about what it means to be a YEF-funded grantee and to work with an evaluator in section 4 of [our prospectus](#). You can also view our [video](#) introduction to evaluation at YEF.

Being a YEF partner is a big commitment; to help us achieve our mission to find out what works, you'll need to work closely with your evaluator. If you aren't willing to be independently evaluated, our funding isn't right for you.

7. We are looking for activity focused on the grant round theme specified above. Is your work focused on this theme?

We're looking to fund diversion projects, which support children at turning points in their lives. For more information about the focus of this grant round and to check if your activity fits within this focus, refer to section 6 of [our prospectus](#).

We will only be providing grants to projects that very clearly fit within the criteria we've set for this round. If you're not sure if your project meets our criteria, you can email grants@youthendowmentfund.org.uk. There may be other opportunities, now or in the near future, that may be better suited for your project. Find out more about our plans for 2021 in section 5 of [our prospectus](#).

8. The Youth Endowment Fund exists to find out what works best to help young people. We are committed to giving vulnerable young people the very best research. This requires us to work in a particular way. One of the things we need to be able to do in our evaluations is have a 'control group' of young people who don't take part in the activity. In many cases, it is necessary to allocate young people to this 'control group' randomly, otherwise it is impossible to know if something really works. Please select yes to confirm that you understand that this is how we work or no if you don't want to help us do this.

Please read more about why we are committed to rigorous evaluations that include a control group in section 4 of [our prospectus](#). We want to fund robust evaluations, like randomised control trials. In these evaluations, one group takes part in a project while the other group doesn't. By looking at both groups before and after you work to support young people, we can see the impact of your project. If you aren't willing to take part in an evaluation that includes a randomised control group, our funding isn't right for you.

9. The Youth Endowment Fund exists to find out what works best to help young people. We are committed to giving vulnerable young people the very best research. This requires us to work in a particular way. One of the things we need to be able to do is either to collect data on children's names and addresses or their National Pupil Database number (which their school has). This makes it possible for us to track the long-term impact of the work rather than just the short-term impact. Please select yes to confirm that you understand that this is how we work or no if you don't want to help us do this.

To make sure we can understand what works, we need to collect and store data so that we can follow the future progress of the children who've been supported by our projects. To find out more about the data we'll collect, how we'll store it and how we'll keep it safe, you can read the resources on [our](#)

[website](#). All data we collect is pseudonymised and securely stored so that a child's identity will never be able to be traced through participation in one of our evaluations. If you're unwilling or unable to collect the personal data of the participants in your project, our funding isn't right for you.

10. In this round, we are exclusively interested in funding activity that seeks to work with children identified at one of four turning point moments before court action is taken for a crime. Which of these is your work targeting?

You will be able to choose from four options:

- 1 Not yet arrested but identified by police or other statutory bodies as at high risk of becoming involved in crime.
- 2 At point of injury due to a violent incident
- 3 At point of arrest
- 4 Prior to court action (for example, within out-of-court disposals or deferred prosecution)

11. In this round, we are exclusively interested in funding projects that will involve a referral by a relevant statutory body, please select which statutory body is involved in the referral process of your project (note that projects may be delivered by charities, public services, or private sector organisations).

While applications can be submitted from a range of different organisations, children must be referred into your project by a public service or body.

If the children aren't referred into your project by the police, a Violence Reduction Unit, a Local Authority Youth Offending Team, an acute healthcare trust or another public service, this round of funding is not right for you. If you're not sure if your referral point would qualify as 'a public service', email grants@youthendowmentfund.org.uk to check before you continue with your application.

12. Have you read the accompanying YEF guidance documents?

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. Please confirm that you've read our [prospectus](#) and our [guidance](#) on our data archive.

Stage two: full application

Our full application has the following seven sections:

1. Your organisation

We want to know about your role as the person submitting the application on behalf of your organisation, the type of organisation you work for, if you are working in partnership and who those partners are. This section is for our information only and isn't used to assess the strength of your application.

2. Improving the diversity of the organisations we fund

We're committed to being a diverse and inclusive funder. We believe that diversity drives innovation, increases diversity of thought and experience and helps us represent and best serve the young people that we are seeking to support.

This section asks you to share information about the size of your organisation, the diversity of your leadership team, the diversity, age and gender of the children you hope to work with and where your activity will take place. This information isn't used to assess the strength of your application and our assessors will not see this information when they're reviewing your proposal. This information will help us to learn more about the organisations that apply for funding and are awarded grants. It will help us to improve our practices, so that we're partnering with a diverse range of organisations.

3. Understanding the activity

In this section we're aiming to understand the detail of your project. We want to know about the activities you plan to run, how long those activities take, where you're planning to run them and, critically, what outcome you're hoping to achieve.

We are particularly looking for applications that describe very clearly the experience and the timeline from the child's point of view. What do they experience and in what order? This is likely to be easier to achieve if your application describes a single journey for most young people (for example, they all attend a series of CBT sessions weekly, while also meeting with a mentor fortnightly). We are less interested in funding applications that are from the practitioner's point of view or for activity that is not a direct intervention with a young person (for example, changes to the system). We will be very interested in this in later rounds, however.

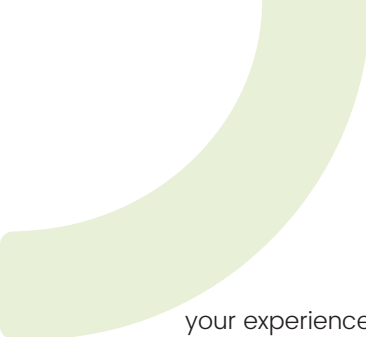
4. Your current evidence and track record

In this section, we're trying to understand how likely your project is to succeed and how likely it is that your activity will lead to its intended change. In our themed grant rounds, we'll prioritise applications from projects that are already delivering, can show us some existing evidence that they work and are ready for robust evaluation (like a randomised control trial). This doesn't mean that we won't consider applications at an earlier stage of evaluation, but we will look for projects that would be ready for a robust trial within two years.

5. Risk

All projects come with risks. In this section we want to make sure you've clearly thought through the risks to your delivery and how you may mitigate them.

We'll ask you about risks related to reaching the young people you intend to work with, risks associated with working in your location, delivery risks and project management risks. We'll also want to understand



your experience delivering this type of activity in the past and experience working with the group of children you're trying to reach.

6. The young people you will be working with

In this section we're trying to develop a deep understanding of the type of child you're hoping to work with and the number of children you're planning to work with. It's important that we fund organisations that are ready for a rigorous evaluation of their work or will be ready for that within two years. For that reason, we do look carefully at the number of children you think you can reach, because it's important that there's a large enough sample size for evaluation.

7. Budget

In this section, we ask you to provide a summary of what you intend to spend on this project. At this point, we want to know how much you think you'll spend at a high level, by year, to deliver your project as planned (including project costs, overhead costs, staff costs and equipment costs).

The application process with the Youth Endowment Fund is iterative. If you progress to the second stage of the application, you will be paired with an evaluator and the two of you will work together on a final project design. We recognise that changes to your plan would mean changes to your budget. That's why we're not asking for a detailed budget at this stage.

For more detail on exactly what we're looking for in response to each question in the sections above, see the next section.

Step-by-step guidance to answering questions in the full application

Understanding the activity

(starting from question 30 in the application form)

30. Please select the outcomes for young people the project seeks to influence (e.g. reduction in offending, reduction in behavioural problems, increase in self-esteem)

- ◆ You will be given a list of common outcomes associated with successfully preventing children from becoming involved in violence.
- ◆ You can pick more than one item on the list. Please only pick the ones that apply. Picking all options will suggest that you are not sure of the purpose of your work.

31. If you felt constrained by the list above, please describe the change you believe your activity makes to young people that makes them less likely to commit an act of violence later in life? (Max. 100 words)

- ◆ If your outcome was not listed in the above list, you can describe the change here in free text form.
- ◆ If possible, summarise that change as an outcome in 1-3 words to help us really understand what you are trying to achieve.
- ◆ For more information on factors associated with increased risk of or protection from involvement in violence, you can read our [What Works briefing](#).

32. In this round, we are particularly interested in funding and learning about activity that falls within the following categories. Please select which category your activity falls within.

- ◆ We have listed the most common types of activities we anticipate funding, however, we understand there are more categories of activities that may achieve your intended outcome.
- ◆ If your category is not listed, please describe it here in free text form. Other categories might, for example, include mentoring, social skills or alternative therapies.
- ◆ If your category is not listed explicitly, but you're filling it in, that won't hurt the strength of your application. Other projects are encouraged if they can demonstrate scale and evidence of impact

- ◆ You might give a high rating if there is existing evidence that your activity will work (from another organisation or from operating in a different location), if you have been running this activity for some time and you have strong evidence that it works.
- ◆ You might give a moderate rating if your project has a strong theory of change supported by the existing evidence base and you have collected monitoring, engagement or satisfaction data that indicates your project can be successfully implemented.
- ◆ You might give a low rating if this is a new project in an innovation phase.

on an outcome strongly associated with later involvement in violence (for example, aggression). For more information on factors associated with increased risk of or protection from involvement in violence, you can read our [What Works briefing](#).

33. Please describe the activity you plan to deliver. What exactly is the experience of the child and the timeline of activities from their point of view? We are asking this question to assess whether what you are planning to do is likely to achieve the outcome you have in mind, so do describe as clearly as possible what you do with the children and young people you work with. (Max. 500 words).

- ◆ Please be as clear and detailed as possible. This is a very important part of your application.
- ◆ Please give us a description of all activities you plan to do, who is delivering those activities, who is taking part in those activities, how long each activity will take place for, and how often a young person will do the activity. We are particularly interested in understanding the experience and the timeline from the child's point of view. Therefore we encourage you to be as detailed as possible about the journey most young people will go through when taking part in your activities.
- ◆ If helpful for you to divide up your activities in phases, please do (mobilisation phase, delivery phase, close out phase, for example).

34. In what setting are the activities mainly delivered?

- ◆ You will be given a list of settings where your activity could be delivered.
- ◆ You are free to choose more than one location.
- ◆ If you choose more than one location, please explain why in the free text section.

35. On average, how long do you work with an individual child to deliver this activity? Please enter the number of months.

- ◆ Please answer this from the perspective of the young person engaging with your activity, not the amount of time it takes you to do the activity.
- ◆ For example, if a mentoring activity is running for a period of 10 months (your staff are doing it for this period of time), but a single young person will be receiving their mentoring for a 2 month window, please enter 2 months.

Your current evidence and track record

36. You have now told us what difference your activity makes to young people and what your activity is. How confident are you that your activity will lead to this change? What makes you pick this option? Please include any explanation of how your activity causes this change. (Max. 500 words) Please include a link / reference to any supporting evidence cited.

- ◆ Please aim to give an honest reflection based on what is already known about the impact of your project.
- ◆ You will be asked to select either high, medium or low to indicate how confident you are that your activity will lead to change. You will then be asked to fill out a free text box providing an explanation for why you gave the rating that you did. For any evidence or sources referenced, please include a link/reference.

37. If you would like to include any publicly available evaluations of your project please include this here along with a link / reference.

- ◆ If your project has previously gone through an independent evaluation and a report is available, please upload it.
- ◆ While this is not a requirement, it will strengthen your proposal.

38. We are looking for applications that particularly reach children who are at high risk of becoming involved in crime, have been involved in a violent incident or have been arrested for a crime but court action has not yet been taken against them. Please tell us about the type of young people you plan to work with. Include here how young people are referred to you by a statutory body.

- ◆ Provide as much detail as you can about the young person you are hoping to work with and their experience with the criminal justice system.
- ◆ Including a referral from a statutory body into your project is a required criterion for this funding. Please be sure to explain in detail how that referral will happen.

Risk

39. Often organisations struggle to reach the children and young people that they want to work with. What risk is there that you won't be able to successfully reach the type of children that we are trying to reach? What makes you pick this option? (Help us understand how you will reach these children and how you will avoid other types of children accessing the activity instead).

- ◆ We are specifically asking you to respond to the risk of being able to reach, engage and retain children and young people. Recruiting young people into projects is always a difficult task, so we expect there to be some risks to you being able to do this effectively and we want to make sure you've thought about these and have mitigated them in the past.
- ◆ You will first be asked to choose one of five ratings from a list of options (very high, high, quite high, moderate, low). You will then be asked to fill out a free text box providing an explanation for why you gave the rating that you did.
- ◆ In your free text section, please include what you would do to mitigate this risk if you already have a plan in place for this.

40. Often organisations struggle to deliver the activity they have applied to deliver. What risk is there that you won't be able to successfully deliver this intervention? What makes you pick this option? (Max. 500 words)

- ◆ We are looking for you to respond with general risks to project implementation. This could include risks like the ability to recruit the right staff members, being able to mobilise your project in a timely way, risks of continued social distancing measures, etc.
- ◆ You will first be asked to choose one of five ratings from a list of options (very high, high, quite high, moderate, low). You will then be asked to fill out a free text box providing an explanation for why you gave the rating that you did..
- ◆ In your free text section, please include what you would do to mitigate this risk if you already have a plan in place for this.

**41. What experience have you got of delivering this activity to this type of children?
(Max. 100 words)**

- ◆ Make sure to answer both parts of the question:
 - ◆ Part one: What experience do you have with this type of activity?
 - ◆ Part two: What experience do you have with this type of young person?
- ◆ It may be that you have experience with one and not the other. That's OK, just be sure to explain.

42. We are interested in the level of experience of the people delivering the activities. Could you tell us a bit about who these people are (volunteers or paid staff), their average level of experience, any training or professional qualifications they would have and any ongoing support, supervision or CPD they are required to receive as part of the role? (Max. 100 words)

- ◆ Please make sure that through your answer we have a clear understanding of the:
 - ◆ qualification and experience of your staff,
 - ◆ the training needed before delivery can start,
 - ◆ the ongoing support, training and supervision you will provide to the staff delivering activities.

43. Often organisations struggle to deliver the activity in the location that they have in mind. What risk is there that you won't be able to successfully deliver this intervention in this location? What makes you pick this option? (Max. 250 words)

- ◆ We are specifically asking you to respond to the risks associated with your location (geographic and/or setting). Please refer to geographic locations as well as to question 34 when responding to this question.
- ◆ You will first be asked to choose one of five ratings from a list of options (very high, high, quite high, moderate, low). You will then be asked to fill out a free text box providing an explanation for why you have the rating that you did.
- ◆ In your free text section, please include what you would do to mitigate this risk if you already have a plan in place for this.

44. Often organisations struggle to deliver the activity as they haven't spotted why things would go wrong. Aside from things you have already mentioned, what is the main risk to you not being able to deliver this intervention? How likely is this? Why do you say this level of risk? (Max. 250 words)

- ◆ This is your opportunity to include any more information about a risk you see to your project that did not fall within one of the above categories.
- ◆ Please use this section to highlight any risks which are unique to your project or delivery context.
- ◆ You will first be given a free text box where we ask you to state the main risk you see to not being able to deliver your project.
- ◆ You will then be asked to choose one of five ratings from a list of options (very high, high, quite high, moderate, low). Finally, you will then be asked to fill out a free text box providing an explanation for why you have the rating that you did.

Young people you will be working with

45. What is the minimum and Maximum number of children and young people you could deliver activities to in the final year of funding? We would need you to work with at least 100 young people during year 3 to be eligible for this funding.

- ◆ Through this round of funding, we'll prioritise projects that are ready for a robust evaluation before year 3.
- ◆ The reason we ask this question in this way is because we recognise it takes some time to recruit. At the same time, you must be delivering to enough young people in your project for us to be confident that we can conduct a rigorous evaluation of your work.

46. We need you to be able to work with at least 100 young people by the year 3 of our funding. a) How many young people did you deliver this project to this year? b) How many would you seek to deliver to in the first year? c) How many would you seek to deliver to in the second year? d) How many would you seek to deliver to in the third year? (if applying for three years) e) How high is the risk that you won't be able to scale up like this, assuming we provide the funding? f) Why do you say this level of risk? (Max. 250 words)

- ◆ Please be sure to distinguish the number of young people you will reach by year in the answer boxes of a through d.
- ◆ We will have a bias towards proposals which reach more children. Please make your proposal realistic but – as long as you can maintain the quality – please aim for a higher rather than a lower number.
- ◆ You will be asked to choose one of five ratings from a list of options (very high, high, quite high, moderate, low) to respond to how high the risk is that you won't be able to scale up your project to reach this number of young people as planned. You will then be asked to fill out a free text box providing an explanation for why you have listed the rating that you did. In this section, please be sure to also state what measures you have in place to ensure children remain engaged for the duration of your project (i.e. don't drop out of the project before it is completed).
- ◆ This is important for us to be able to see that you have a realistic plan for scaling up your project to be able to conduct a successful evaluation of your work.

47. If we found that what you do works brilliantly, we would want to take it across England and Wales. If we wanted to make that happen, which would be the easiest way to do it do you think? (Select from the answers)

- ◆ You will first be asked to select which of the below three options would be easiest for you to make happen. You will then be asked to choose one of four ratings from a list of options (impossible, hard, moderate, easy) to respond to how hard you think your chosen option will be to execute. Finally, you'll be asked to fill out a free text box providing an explanation for why you have listed the rating that you did.
- ◆ **You become a larger organisation with a national reach:** In your free text section explain your rating for how hard this would be to achieve and what you would require to be able to successfully scale up to a larger organisation.
- ◆ **Others are trained to deliver what you are doing:** in your free text section, explain how you think this could work and how likely it would be that other organisations could take up learning from your work. Is this work so unique to you or your context that you would find it hard for other organisations to replicate or adapt to your learning? Or is this something that could spread?
- ◆ **A change to policy leading to this becoming mainstream activity:** in your free text section, explain your rating and what you think it would take to achieve a policy change in this area?

Budget

48. What is the total budget value for this project?

- ◆ Input the total value of the project from start date to end date, regardless of who is providing the funding.

49. How much of the total budget for your proposed activity are you requesting from us?

- ◆ Input the amount of the total budget above that you are requesting from YEF.
- ◆ It is not a problem if you are requesting 100% of the total budget from YEF and these two numbers match.
- ◆ It's not a requirement that you find other sources of funding for your project to be approved for a grant and this will not factor into how your application is being assessed. However, **we do encourage you to find other sources of funding for your project whenever possible**. 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.

50. How much of the total budget for your proposed activity is coming from other sources?

- ◆ If you are not requesting 100% of your funding from YEF, what is the value of the amount that is being provided by other sources.
- ◆ The answer to question 49 and 50, added together, should equal the answer to question 48.
- ◆ You will then be asked, if the amount is not £0, to share how much of this total amount has already been raised/secured and where else the money is coming from (if you are self-funding, you list your organisation's name. If provided by another donor, list that organisation's name).

**51. Please complete the table below to tell us how much your project will cost.
We have asked you to split your amounts into four types:**

- ◆ Project costs
- ◆ Overhead costs (e.g. your office costs)
- ◆ Staff costs
- ◆ Equipment costs

You can apply for up to three years of funding. If you are only applying for one or two years of funding, you only need to complete those parts of the table.

- ◆ Definitions:
 - ◆ Project costs: a direct cost associated with carrying out your activity (for example, travel costs).
 - ◆ Overhead costs: the cost isn't to pay for the activity itself, but is essential and used to support multiple activities in your organisation (for example, office rent, the cost of which is distributed to the different activities you run).
 - ◆ Staff costs: these are the costs associated with the staff who will directly be working on your activity. If it is a staff cost for a finance person or other back-office staff member who supports your whole organisation, include their costs in the overhead section.
 - ◆ Equipment costs: if you are purchasing an item with a unit value of £1,000 or greater, include it in this section. If you are purchasing an item with a unit value of less than £1,000, include it in the project costs section.
- ◆ Make sure to divide your costs by year (year one, year two, or year three).



What happens next



5. What happens next?

Step one: assessment

Once you submit your application, it will be sent to our team of trained assessors to review against the eight criteria described in the [How we'll assess your application](#) section of the guidance. We'll begin assessing applications as soon as they are received. We therefore **encourage you to submit your application as soon as you're ready**, rather than waiting until the deadline.

Our assessment team will be tasked with developing a shortlist of applications, which will be sent to our Grants and Evaluation Committee for review.

Step two: Grants and Evaluation Committee review

The first job of our [Grants and Evaluation Committee](#) is to review the work of our assessors and confirm our final list of applications to be brought to the second stage of our application process.

It's after this Committee review that we will contact you with the outcome of your application (either you are unsuccessful or you are moving to the next stage of the application). We expect this first communication to happen in mid-July.

About the Grants and Evaluation Committee

Our Grants and Evaluation Committee are a group of independent experts in the fields of grant management, serious violence amongst young people and assessing the evidence base of projects. We ensure this Committee has diverse representation across age, gender, ethnicity, background and geographic location. It is up to our [Grants and Evaluation Committee](#) to make the final decisions on everything we fund and evaluate.

Step three: matching you with an evaluator

Once we've decided which projects move to the next stage, we'll match those applicants with an evaluator from our evaluator panel. This panel is made up of approximately 35 research organisations and universities that have the knowledge, skills and expertise to conduct rigorous evaluations of the implementation and impact of the projects we fund. Each organisation will competitively bid to be partnered with you if you make it to this phase of the application. Evaluators will be matched to your project based on a range of considerations including the strength and quality of their bid, their skills and experience in the evaluation methods that are appropriate for your project, and subject specific knowledge.

The importance of independent evaluations

Our commitment to independent evaluation means that we'll make sure the evaluations we commission are separate to project delivery. We'll work to pair you up with an evaluator who has the right skills and expertise to understand your project.

Step four: co-design

Once you are paired with an evaluator, you'll enter a 'co-design' period where you'll work with your evaluator to design a final proposal and project design that has the best chance of achieving an effective evaluation. This means components of your original design and application could change.

We'll work with you to make sure this is done thoughtfully and strategically, and if this means that your budget or your timeline changes, we understand that and will support that. Our goal is to make sure this is done collaboratively and you are supported through whatever changes are made.

Step five: final proposals

Once you submit your final proposal, which has been co-designed with your evaluator, we will send it to our Grant and Evaluation Committee who will make the final decision on whether or not to award the grant and the evaluation.

The length of time this 'co-design' phase will last will depend on the type of evaluation your project requires. For projects that will require either a feasibility or pilot study, you can expect to hear the final decision on your proposal in early October. For projects that are ready for an efficacy or effectiveness study, you can expect to hear the final decision on your proposal in mid-November.

Time

It's important to be aware that from the time you submit the first part of your application to the point you hear the final outcome (i.e. whether or not YEF will be award the grant and the evaluation) is likely to be about six months. We believe that this amount of time working with our team and your paired evaluator is critical. Together, it will help you develop a strong foundation to find out what works to prevent children and young people becoming involved in violence.



Stage 1

Stage 2

APPLICATION SUBMISSION

What to expect:
 Organisations interested in applying for funding from the Youth Endowment Fund will need to submit a full application. There is a section of our application that will check your eligibility to apply before giving you access to the rest of the questions.
 We'll ask you for information about your organisation, relevant experience and the work you're seeking funding for.
 You can preview the questions and read our guidance [here](#).

APPLICATIONS CLOSE:
 14 May 2021

SHORTLISTING

What to expect:
 Your application will be reviewed by our team of trained assessors.
 If it meets the criteria we've outlined in our Application Guidance and we think your project has promise, we'll invite you to attend an interview. It'll give you a chance to tell us more about your plans and allow us to seek clarification on anything that's unclear.
 Our team of assessors will then make their recommendation on applications to be sent to our Grants and Evaluation Committee for review. It is up to this Committee to make the final decisions on what progresses to the next stage of the application process.
 All applicants will be informed of our decision after the decision of the Grants and Evaluation Committee. Those that are shortlisted will progress to Stage 2 - Co-design.
 Shortlisted applicants will have to provide the following documentation for due diligence:

- Organisation, Trustee and Financial information
- Safeguarding policy
- CVs of key personnel
- Financial accounts

SHORTLISTED APPLICANTS INFORMED:
 Mid July 2021

KICK-OFF

What to expect:
 In Stage 2 you'll be paired with one of our trusted evaluators who will work with you to co-design a more detailed proposal and evaluation plan for your programme of work.
 We'll kick things off by setting up three workshop meetings between your team, your paired evaluator and members of our Programme and Evaluation teams. These workshops will ensure that everyone has a full understanding of your project and help your evaluator to begin work on designing the evaluation.

CO-DESIGN PHASE:
 July – October 2021

CO-DESIGN

What to expect:
 With the support of our team, you'll work closely with your evaluator to create a detailed plan for the delivery of your project.
 Your evaluator will be responsible for designing the evaluation part of your project.
 You'll work with your evaluator to:

- Clearly define your outcomes.
- Critically think about your programme and theory of change, and identify areas for improvement.
- Create a detailed implementation plan.
- Design a robust evaluation that is proportionate to the requirements of your project.
- Identify how you'll measure your project's impact, collect the required data and manage the associated risks.
- Create a detailed cost plan to ensure you have the resources and capacity to deliver your project and support its evaluation.

DEADLINE FOR FINAL PROPOSALS:
 September – October 2021

SUBMIT FINAL PROPOSAL

What to expect:
 From the co-design phase you'll be required to submit a draft proposal. A meeting will be arranged with you and your evaluator to discuss and address any questions we may have.
 Following this you'll need to submit your final proposal by September or October 2021, depending on your type of evaluation.
 Your final proposal will be reviewed by our Grants and Evaluation Committee and a final decision will be made on whether to grant your project funding.
 It's important to note that applicants that reach Stage 2 and submit a final proposal aren't guaranteed funding.

GRANTS AWARDED:
 November 2021

GRANTS AWARDED

What to expect:
 We'll let you know whether your project has been awarded funding by November.
 If successful, you'll need to sign our grant agreement and provide the following documentation:

- Your bank details.
- A copy of a bank statement that is not less than three months old.

YEF PROGRAMME DELIVERY AND EVALUATION BEGINS:
 November 2021

DELIVERY BEGINS

What to expect:
 Once you've completed all the requested paperwork, we'll issue your first grant payment and you can start delivering!
 Your evaluator will work with you throughout the duration of the funding to set-up and run the evaluation, and we'll be there to support you all the way. You'll have a named contact within both our Programme and Evaluation teams who will be in regular contact and will be there to answer any questions you have.

