



## Evaluation reporting and publication policy

The Youth Endowment Fund (YEF) is here 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 find what works, the YEF evaluates promising interventions and approaches based on the best available evidence. Every intervention that the YEF funds is evaluated by a third party commissioned by the YEF Evaluation Team.

The YEF is also a What Works Centre – a centre of expertise generating, disseminating and promoting new knowledge and practice to transform local and national responses to tackling crime and serious violence in children and young people. This means that we are committed to generating useful research evidence from our funding and making findings accessible and freely available to policy makers, service commissioners and front-line professionals. The information produced as a result of our work will allow decision makers to understand the effectiveness of interventions and whether they can be replicated in different contexts and scaled up.

Evaluation specialists who enter into an agreement with the YEF to carry out an evaluation of grant projects (“evaluator(s)”) must produce a report on the project (an “Evaluation Report”) and are expected to agree to the principles outlined in this document (and are also referred to in our Grant Agreement and Evaluation Agreement). Grantees who also wish to publish material based on a YEF grant will be expected to agree to the principles outlined in this document. Any infringement of this policy will amount to a breach of the agreement and could result in early termination of the agreement and jeopardise future funding opportunities.

If you have any questions, or would like more detailed guidance, please contact your Evaluation Manager or Grant Manager.

## Key reporting principles

### 1. YEF must publish an Evaluation Report on the projects that it funds

- This is part of our agreement with the Home Office. Projects must be evaluated by a third-party evaluator. The evaluator must produce a written evaluation stating what was tested, how it was done, with whom it was tested, what it cost and what it achieved.

### 2. The first report published about the impact of the grant projects and findings of the evaluation will be the Evaluation Report

- Evaluators must not publish interim or full findings before the Evaluation Report has been published by the YEF.
- We commit to publishing Evaluation Reports in relation to the grants made and these will be freely available on the YEF website.
- Following publication, we anticipate that evaluators and grantees will share the report with organisations and partners they work with and would encourage them to use the findings to support their work in the future.
- We appreciate that many of our evaluators from the university sector will want to produce journals and papers for a more academic audience based on the evaluation that they have carried out for the YEF. We encourage this but need to ensure that YEF funding for the evaluation is fully acknowledged, that outputs do not contradict the published Evaluation Report and that the YEF's evaluation team is provided with copies of any texts pre-publication.
- The YEF reserves the right to refuse any publication or presentation if we feel it makes claims about the project which could jeopardise the primacy and authority of the Evaluation Report.

### 3. The Evaluation Report is authored by an independent evaluator

- Grantees will have an opportunity to review a draft of the report before it is published, and will be named in the report, but they will not be joint authors of the Evaluation Report.
- Grantees have no right to have their views, comments or opinions taken into account but may comment on any factual inaccuracies.
- Where grantees and evaluators wish to co produce further reports and/or articles using evaluation data from the Evaluation Report, they are bound by the same conditions in this policy.

**4. The grantee and evaluator may not make public claims about the impact of the grant project before the Evaluation Report is published**

- No articles can be published, or external presentations given relating to the grant project until one month after the Evaluation Report is published. If grantees or evaluators wish to make any materials or reports about the YEF-funded project public before the Evaluation Report has been published, this may only be done with YEF's prior consent.

**5. Any article relating to a grant project must be submitted to the YEF prior to publication**

- After the Evaluation Report has been published, grantees and evaluators are free to publish further articles and reports about the grant project. However, we require that grantees and evaluators share any proposed articles or reports with the YEF before their publication. This is particularly important in the time around the publication of the Evaluation Report – any press releases relating to the publication of the Evaluation Report must be approved by the YEF. In all cases (pre and post publication of the Evaluation Report) we request that:
  - i. You discuss the timing, placement and details of external publications referencing the evaluation with the YEF's communications team at least 30 days prior to publication.
  - ii. The evaluator is credited as the lead author of the Evaluation Report.
  - iii. You inform the YEF of any media communication you have in relation to the evaluation.
  - iv. You use the correct YEF branding and terminology in all media communication.
  - v. You do not use quotes in a misleading way that contradicts the overall conclusions of the Evaluation Report.
  - vi. You provide a reference and link to the report on the YEF's website in any material you publish that relates to the project. If you aren't clear on how YEF branding and terminology should be used, check with the YEF Communications team by emailing [hello@youthendowmentfund.org.uk](mailto:hello@youthendowmentfund.org.uk)

**6. Misleading claims or presentation of findings**

- In cases where the YEF considers that the evaluation findings have been used by either grantee or evaluator in a misleading way, we reserve the right to clarify the original conclusions of the evaluation, but would hope to avoid this by communication prior to publication. Misuse of the evaluation by grantees may jeopardise subsequent YEF funding decisions on scale-up.

**7. Any material published in relation to a grant project must reference the YEF Evaluation and acknowledge YEF's funding.**

- Grantees and evaluators must ensure that any material published by them (or parties related to them, including employees, students, agents or appointees) in relation to a grant project:
  - i. refers readers to the Evaluation Report;
  - ii. accurately acknowledges the support provided by the YEF in funding the project; and
  - iii. such materials must not include YEF's logo or branding other than as permitted under the Grant Agreement or Evaluation Agreement.