

# Evidence into Action: Application Guidance

July 2024



## Introduction

Thank you for your interest in the Evidence into Action Fund 2024. Find out more about the programme and our approach on the [programme page](#). We recommend that all applicants read through both the webpage and this guidance document before submitting your application.

## About Youth Futures Foundation

Youth Futures Foundation is the national What Works Centre for youth employment, with a specific focus on marginalised young people.

We want to see an equitable society where all young people have the opportunity to be in good work.

Our work has two overarching objectives to bring about system change for marginalised young people:

- **To find and generate high-quality evidence** to better understand England's youth unemployment and inactivity challenge, and most importantly to learn what solutions work to address this.
- **To put evidence into action** with policy makers and employers who have the means to make direct impactful change for young people. We do this through translating the evidence practically for stakeholders to use and understand, and through partnerships and engagement to influence, inform and support them as decision makers to back evidence-based interventions that work.

## Programme overview

Evidence into Action is a unique learning and funding opportunity for voluntary sector delivery organisations that are committed to embedding evidence-based practice. It is specifically focused on providing on-the-job or off-the-job training to young people from specific UK minoritised ethnic backgrounds.

The programme is designed to put evidence into action through the sharing, translation and delivery of evidence-based practice.

Delivery Grants of up to £75,000 for up to three years are available to a maximum of 10 voluntary sector organisations across specific areas in England.

## Programme timeline

<b>Phase 1</b>	1 Jan – Jun 2025	<ul style="list-style-type: none"> <li>• Learning journey to understand evidence-based approaches</li> <li>• Capacity building to apply learning in practice through developing, testing and piloting approaches</li> <li>• Evaluation</li> </ul>
	1 Jun – Dec 2025	<ul style="list-style-type: none"> <li>• Developing, piloting, testing delivery models that embed evidence</li> <li>• Evaluation continues</li> </ul>
<b>Phase 2</b>	2 Jan 2026 – Dec 2027	<ul style="list-style-type: none"> <li>• Delivery of activities developed in phase 1</li> <li>• Evaluation continues</li> </ul>

### Phase 1

Up to £75,000 funding for 12 months.

In the first six months, successful organisations will be supported by a dedicated learning partner to focus on evidence translation. It will involve a range of workshops and one-to-one consultations to co-create resources. The aim of this initial learning phase is for funded organisations to develop existing or new activities. We expect this will be at least a monthly commitment to attend sessions in person and additional regular online meetings with Youth Futures, our learning partner, and the rest of the portfolio.

Funded organisations will also have access to in-depth development support from our strategic infrastructure partner, [Action for Race Equality](#). This involves bespoke consultancy and training opportunities for capacity building to deliver organisational plans and engage with the evaluation and research evidence.

Developing, testing and piloting evidence-based approaches in the second half of phase 1 will provide funded organisations resources to deliver what has been learnt in the first part of the year.

### Phase 2:

Up to £75,000 per year for up to two years.

A further two years of funding will be available to phase 1 organisations to deliver activities that have been developed in phase 1, subject to meeting budget and proposal for delivery criteria. We will work with grant holders during phase 1 to develop plans and budgets for phase 2.

## Scope of funding

### What we will fund

- Staffing costs associated with participating in Evidence into Action learning activities (e.g. an evaluation / learning role or portion of an existing / new role, employer engagement roles)
- Staffing costs associated with participating in organisational development / capacity building support provided by our strategic infrastructure partner, Action for Race Equality
- Contribution to core costs of your organisation
- Delivery staff to support youth involvement and / or pilot activity during phase 1
- Project delivery costs related to pilot activities with young people during phase 1
- For phase 2 only - Delivery of new or existing youth employment activities that include On or Off the job training and are delivered to the target group of young people

### What we will not fund

- For phase 1 – Delivery of new or existing youth employment activities that include On or Off the job training, unless it is a pilot activity
- For phase 2 - Delivery of new or existing youth employment activities that is not based on YFF's evidence relating to On and Off the job training
- Costs that have been incurred in the past
- Activities that do not support young people aged 16-24

## How to apply

- Read through all relevant documents and information
- Complete the [online application form](#) by close of business **9 September 2024**

Please read this guidance carefully, alongside the application form and other documents provided.

If you have any technical questions related to your online application, please contact us by calling 020 7553 4539 or emailing [grants@youthfuturesfoundation.org](mailto:grants@youthfuturesfoundation.org).

## Application timeline

Applications open	22 Jul 2024	
Information webinars	Jul – Aug 2024	Attend webinar or book 1-2-1 slot
Application deadline	9 Sep 2024	Submit through online portal
Assessment	Sep – Oct 2024	Shortlisted organisations will be invited to meet with the Youth Futures Foundation staff to present your application in more detail, discuss its potential and provide required policies
Decision	Nov 2024	Final decisions communicated
Grant set up	Dec 2024	

## Our assessment process

We will review all applications against the decision-making criteria.

Shortlisted applicants will be required to submit the following additional documents as part of due diligence checks:

- Data Protection & Security Policy that meets the General Data Protection Regulations (GDPR) and any other data protection laws
- Equal Opportunities Policy and / or Equity, Diversity and Inclusion Policy, procedures or plans
- Child protection and/or safeguarding policy and safeguarding procedures proportionate to your activities or your work with vulnerable people.
- Employer liability insurance certificate
- Public liability insurance certificate
- Health & Safety policy

If you do not have any of these documents, please continue with your application and we will discuss with you as appropriate.

Shortlisted applicants will be invited to meet with us (virtually or in person) to discuss your application further. We would expect this conversation to last approximately 2 hours.

Final decisions will be made in early November. All applicants, including those that are unsuccessful, will be notified before the end of November. If your organisation is shortlisted but is not awarded funding we will provide detailed feedback.

## Eligibility Criteria

To be eligible for this funding round of Evidence into Action, your organisation needs to:

- Already be working with young people in at least one of the following local authorities:
- **London:** City of London, Barking and Dagenham, Brent, Camden, Enfield, Greenwich, Hackney, Hammersmith and Fulham, Islington, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets, Westminster
- **Greater Manchester:** Manchester, Oldham
- **Lancashire:** Blackburn with Darwen, Pendle
- **Yorkshire:** Bradford
- **West Midlands:** Wolverhampton, Birmingham, Sandwell
  
- Work with young people aged 16-24 who identify as one or more of the following: Black, Mixed Black, Bangladeshi, Pakistani, and/or Gypsy Roma Traveller heritage, who are Not in Education Employment or Training (NEET), or at risk of becoming NEET. We are particularly keen to hear from organisations where the above groups make up at least 65% of the young people you support across delivery.
  
- Have a minimum organisational income of £50,000
  
- Have a maximum organisational income of £2,000,000
  
- Have been legally established for a minimum of 12 months

We will accept applications from registered charities, social enterprises (with appropriate asset lock provisions) and mutuals incorporated in England and registered with either Charity Commission, Companies House, CIC regulator or the Financial Conduct Authority (for mutuals).

For this funding programme we will not accept applications from local authorities or other public bodies, although applicants will need to demonstrate clear additionality to statutory funding.

## Decision-making Criteria

If we receive a high number of applications we will prioritise applications using the following decision-making criteria:

- **Experience led** – As the programme is focused on supporting a specific target group of young people, we are particularly interested in receiving applications from organisations that are led by those with lived experience similar to the young people being supported.
- **Income level** – We recognise that small and medium-sized voluntary sector organisations are less likely to be able to dedicate resources to developing their practice using our published evidence. Therefore, organisations with an income level of between £100,000 and £750,000 will be prioritised.

## Guidance for completing your application

Some questions in the application form include a set of bullet points referencing what we would like to know, with a suggested word count. You should ensure your answers cover **all** bullet points under each question.

We will score proposals against specific criteria listed in these bullet points. The word counts are intended to guide you on the relative effort to expend on each answer.

While all your answers are important, in our scoring we will give most weight to the following:

- **Q10** - Your interest in and commitment to learning about and applying evidence to your current or planned activities in relation to either On or Off- the-job training
- **Q8** - Your reach to and track record of engaging with our target group of young people for this funding round
- **Q9** - Youth involvement

More information on responding to each question is detailed below.

### Q1, 1A, 1B - Delivery Experience On/Off the job training

This Evidence into Action round of funding focuses on adopting On or Off-the-job training (see FAQ's/Glossary below), which evidence suggests is a significantly impactful activity for young people with additional barriers to employment. This is based on the evidence featured in our [Youth Employment Toolkit](#). You do not need to be currently delivering employability programmes or On or Off-the-job training to be eligible to apply, but you may be working on these activities or currently developing plans to.

*Important note: We understand that On or Off-the-job training is rarely delivered in isolation. We appreciate that it is normally delivered in conjunction with other activities to support a young person into work, so please tell us about what you do or would like to deliver alongside on and off the job training in your answer to either Q1A or 1B.*

We would like you to show:

- If you currently deliver employability or employment support to young people, what is your experience of delivering these activities OR if you do not currently deliver employability/employment activities what is your motivation to start now?
- Why you think On or Off-the-job training is an important activity for a young person's employability development
- When answering the specific questions 1a or 1b, we are particularly interested in how your current OR planned activities relates to our definition of on/off-the-job training

## **Q2 - Delivery locations**

This Evidence into Action round of funding focuses on London, Greater Manchester, Lancashire, Yorkshire or the Midlands. Your organisation needs to be working with young people in these areas (please see above list of local authorities).

## **Q3-8 - Target group of young people**

This Evidence into Action round of funding focuses on young people who identify as one or more of the following: Black, Mixed Black, Bangladeshi, Pakistani, and/or Gypsy Roma Traveller heritage, and are aged 16-24, and Not in Education Employment or Training (NEET), or who are at risk of becoming NEET. You will be asked to tell us the percentage of young people like this that you work.

Priority will be given to organisations that work with a high percentage of young people from the fund's target group for this fund (65% and above).

For **Q8**, we would like you to show:

- Details of your engagement methods to reach the target group of young people
- How you work in partnership with others locally to reach the target group of young people
- What is your track record of reaching the target group of young people and your ability to evidence your ability to engage the target group.

## **Q9 - Youth Involvement**

Youth Futures is committed to ensuring youth involvement is embedded across all of our work.

We would like you to show:

- How and where you involve young people within your organisation and how this influences your delivery approach
- How young people are involved within your wider organisation and decision making



- How would young people be involved in phase 1 of this learning and funding opportunity

### **Q10 - Learning Programme**

In your application, please pay attention to explaining your commitment to the learning elements of Evidence into Action. When we are referring to evidence, we mean both research and intervention evaluation published studies that proves the effectiveness of an approach or practice to support youth employment outcomes

We would like you to show:

- Why you think using evidence in your practice relating to supporting young people with employability and employment is important?
- What your organisation hopes to gain from taking part in this programme
- How you plan to embed learning across the organisation and willingness to adapt your delivery activities to reflect what you learn during phase 1

### **Q11 - Budget**

Grants of up to £75,000 for up to three years are available to successful organisations. As part of your application, you will only need to submit a budget for year 1 (phase 1)

This budget should include:

- Staffing costs to participate in learning and organisational development support
- Delivery costs to develop activities, youth involvement, pilot / refine new or existing activities that reflect evidenced based practice
- Contribution towards core costs of your organisation

We would expect that your grant budget would not exceed 30% of your annual income. In some circumstances, we will consider funding at a higher percentage than this, but that would be discussed case-by-case.

## Support with your application

### Webinars

If you would like to know more about the Evidence into Action funding round and ask questions, you can register for our upcoming webinars taking place throughout the summer.

Please see our [website](#) for dates and to register.

### One-to-ones

Alternatively, you are also welcome to book a 15-minute one-to-one slot with a Youth Futures Foundation Grants team member to discuss your application. Please note, these are limited and operate on a first-come, first-served basis.

Please see our [website](#) for dates and to register.

## Working with us if your application is successful

Evidence into Action is a learning and funding programme. Therefore, we will require that funded organisations are committed to learn about our toolkit as well as deliver high quality activities that support the target group of young people.

- We pay our grant holders quarterly, in advance
- We will assign a dedicated grants officer as point of contact during the funding term
- We will arrange quarterly monitoring meetings, ideally in person. You will not need to send a detailed quarterly monitoring report but we will collect beneficiary monitoring data to verify your work with the target group of young people
- You will be expected to engage in organisational development and capacity building support provided by our infrastructure partner Action for Race Equality
- Your organisation will be expected to fully engage in the learning activities and this should be factored into your budget. It will be a condition of our grant agreement with your organisation