

# How to respond to our questions – a step-by-step guide

This guide provides additional support to answer the 'Grant Programme Questions' section of the application form.

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.

The word counts suggested are intended to guide you on the relative effort to expend on each answer.

## Your Intervention

### **1) Please describe how the intervention you deliver meets our definition of pre-employment vocational training.**

We would like you to include:

- Which specific jobs and sectors the intervention is focused on
- Where the intervention takes places
  - Geographical location(s)
  - Intervention setting(s)
- Details of the curriculum content
- Who delivers the intervention

If your **pre-employment vocational training** is part of a wider set of activities you deliver, please describe these activities and indicate the proportion (as a percentage) of **pre-employment vocational training** as part of these activities.

If the **pre-employment vocational training** intervention makes up less than 50% of the overall contact hours, it will not be considered.

*Suggested word count: 400*

### **2) Does your intervention also include a basic skills training component? If so, please explain how this meets our definition of basic skills training.**

We would like you to include:

- How it seeks to help young people develop literacy, numeracy and/or digital skills
- What proportion of your intervention is basic skills training

If your intervention does not include a basic skills component, please leave this question blank. Your application will not be scored less if you do not deliver basic skills training.

*Suggested word count: 250*



**3) Does your intervention have a set duration and set number of sessions?**

Please enter duration using the most appropriate unit for your intervention (e.g. days, weeks or months). Please enter the number of sessions a young person receives during your intervention.

We will not consider interventions that are longer than 12 months.

**4) How long have you been delivering the intervention described in your previous answers?**

Please enter the duration.

Interventions with no previous history of delivery will not be considered.

**5) Is your intervention delivered in cycles (i.e. do sets or cohorts of young people start the intervention at a specific time(s) of the year) OR do you deliver services on a rolling-basis (as and when a young person is referred to you)?**

Tick all that apply. If "other" please describe.

*Suggested word count: 200*

**6) If your intervention is normally delivered in cycles, please specify the start date(s) of delivery.**

Please enter the month(s) that delivery starts.

If you deliver services on a rolling-basis, please leave this question blank.

**7) If your intervention occurs on a rolling basis, please enter your current average monthly starts. If your intervention is cohort-based/cyclical, please enter the current average number of starts per intervention cohort/cycle.**

Please enter a number.

**Referral and Onboarding Process**

**8) Do you have eligibility criteria for the intervention you've described in questions 1 and 2?**

If yes, please list your eligibility criteria.

Please specify if:

- you give priority to any of the eligibility criteria you've listed
- young people need to meet all the criteria you've listed or need to meet a minimum number of criteria to qualify for the intervention

**9a) Please state if the following groups of young people are eligible for your intervention and the percentage (%) of overall referrals they have accounted for in the last 24 months (an approximate estimate is acceptable).**



Please select all the groups that are eligible for your intervention and then enter a number (as a percentage) against each you have added.

**9b) Please state if the following groups of young people are specifically targeted for your intervention.**

Please select the group(s) that you specifically target your intervention for. If you do not target your intervention for specific groups, please select 'not specifically targeted'.

**9c) If you selected "Other" for question 9b, please specify.**

Please name the group(s) you target your intervention for.

**10a) Please select the referral partners who refer 50 or more young people to your intervention per year.**

Please select all that apply.

**10b) If you selected "Local authority" or "Other" please provide details.**

Please provide details of any specific departments in the local authority who refer young people to you. If "other" please name the referral partner(s).

**11) Please bullet point the process followed for a young person to be referred to you by the referral partners you selected above.**

For each referral partner you selected in question 10, we would like you to describe:

- How a referral is completed and shared with your organisation (e.g. via an online form, phone call, email)
- Whether a formal agreement is in place (e.g. a Service Level Agreement or a Memorandum of Understanding)
- Who processes the referral at your organisation and within what timeframe
- How is the referral partner and young person notified of the outcome

*Suggested word count: Up to 200 per referral partner*

**12) Is your intervention typically oversubscribed (i.e. do you receive more eligible referrals than you are able to support)?**

This question seeks to find out if oversubscription is one of the potential ways young people could be randomised so do not feel obliged to answer yes, unless your programme genuinely is oversubscribed.

If yes, please enter the number of referrals you decline per year. This number should only include referrals that have been declined where a young person **meets** your eligibility criteria.

Please describe how you currently decide which young people receive support when you are oversubscribed i.e. how do you prioritise who receives the intervention and who doesn't?



*Suggested word count: 200*

**13) What other programmes or interventions are available to eligible young people if they weren't receiving support from your intervention?**

We would like you to include:

- If relevant, a brief overview of other programmes or interventions that your organisation delivers
- If aware, a brief overview of other organisations that deliver similar programmes or interventions in your geographical area
- If, and how you signpost young people to alternative programmes or interventions
- If relevant, an acceptable answer is that there are no other programmes or interventions that are available to eligible young people

*Suggested word count: 300*

**14) Sometimes to progress promising interventions to trial we need to scale up delivery to ensure our evaluation is informative. Could you successfully double your current annual delivery starting in autumn 2026 if required, and, if so, what would you need in order to achieve this?**

If yes, we would like to understand:

- The steps you would take to scale up delivery
- The resources you would require to scale up delivery. Please consider resources associated with the direct delivery of the intervention, as well as core organisational operations and referral relationships in your answer.
- The timeframe required to double your current annual delivery
- The challenges or risks you foresee in achieving this by autumn 2026
- Any existing plans that you have to scale up delivery, and by when

If no, we would like to understand:

- The barriers or reasons that are preventing delivery from being scaled

*Suggested word count: 400*

**Data Collection**

**15) Do you collect personally identifying data about the young people you deliver your intervention or services to (e.g. National Insurance Number, Unique Pupil Number, Date of Birth, Postcode, First/Last name)? How is this data managed and stored? (e.g. spreadsheet, CRM or database)**

Please list the identifying data that you collect about the young people you deliver services to and describe the systems and processes involved with storing and managing this data.

*Suggested word count: 200*



**16) Over the last 24 months how many young people aged 16-25 started your intervention and completed your intervention?**

Please enter a number for intervention starts and intervention completions. The number of young people who completed your intervention should not exceed the number of starts.

**17a) What outcomes do you measure for the young people you deliver your intervention to?**

Please list all of the outcomes you measure for the intervention.

**17b) Please specify up to three outcomes which you consider to be most central to the intervention. How do you measure these outcomes?**

Only list the three outcomes most central to the intervention and describe how you measure each of these outcomes e.g. baseline and endline surveys, interviews with young people, comparisons to national/regional data, stakeholder feedback etc.

*Suggested word count: Up to 100 per outcome*

**18) How many of the young people who completed your intervention over the last 24 months achieved the three outcomes you specified in question 17b?**

Please enter the names of the three outcomes you specified in question 17b and insert a number next to each one.

**19) At what point do you collect your outcomes data that you have described in question 17? You can select multiple options:**

Please select all that apply.

**Financial Information**

**20) Please provide your best estimate of the cost per young person of the intervention you described in questions 1 and 2. Please consider both intervention delivery and core costs when calculating the cost per young person to deliver what you would consider to be the best version of your intervention. If your application proceeds to the second stage, you will be asked to provide more detail of your costs.**

Please insert a number only. No £ signs or special characters.

**21) Please attach your organisation's budget (income / expenditure) for the current financial year AND a financial forecast budget (income / expenditure, either cash or P&L basis) for the next financial year. You are welcome to provide a very brief narrative, in the comments section below, to accompany this information if you think it would help our understanding of your current and future financial picture**

Please attach document(s), use the comments box to add any additional narrative, if you think it is required.



**22) If we take you through to Stage Two of the application we will require, in addition to policies listed in the 'policies and insurances' section of this form, the items below:**

- Short biographies of your management team and Board members / trustees.

Please confirm you are able to provide these, if requested.

