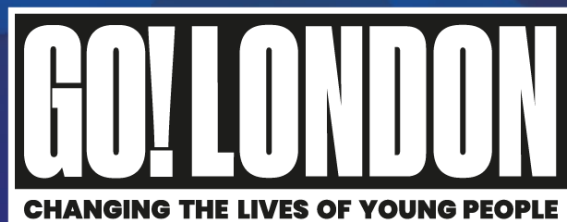


# Reporting Guidance

## Go! London Foundation Round 4



FUNDED BY  
**MAYOR OF LONDON**



IN PARTNERSHIP WITH



## Introduction

The Go! London Foundation pillar aims to **increase levels of participation in sport and physical activity** for underserved children and young Londoners. This pillar also wants to use sport and physical activity to support a range of social outcomes such as **mental wellbeing, improved safety, employability and community and social connection**. This will in turn help to broaden opportunities for children and young people by removing barriers to sport and physical activity, to help create a fairer London.

To enable the funders and grantees (you) to evaluate and understand what works and which activities generate the best outcomes for children and young people, you will be expected to capture outputs and outcomes for your activity. We expect you to capture and report on this information on an ongoing basis via Upshot<sup>1</sup> and will analyse this data on a quarterly basis.

This reporting guidance takes you through the different levels of support you may offer and outlines what we expect in terms of data collection to demonstrate the outcome(s) your organisation is working to achieve amongst the young people you work with. The questions you respond to will be tailored to the outcomes you choose to measure, and there will be space for you to report any other general reflections and learnings, including feedback and observations from project staff, families and carers.

All projects will be expected to deliver sport and physical activity sessions as part of their core activity. We would expect everyone to set targets for and report progress on:

- ▶ **Number and type of sessions delivered**, including number of new sessions delivered as a result of the funding.
- ▶ **Number of staff and volunteers** supporting project delivery, including number of new staff and volunteers onboarded as a result of the funding.
- ▶ **Number of young people engaged** in these activities, including the number who are new to the project (minimum 30% increase in young people newly engaged).

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<sup>1</sup> <https://www.upshot.org.uk/>

► **How often these young people engage in your sport and physical activity sessions.**

In addition to this information, we would expect those of you offering targeted or specialised support to measure the number of wraparound support sessions delivered, how all your participants are progressing towards and achieving outcomes through **pre and post project surveys**, and by providing a **case study** (annually) demonstrating how your project has supported a young person to achieve a social outcome. The outcomes you will measure, and the survey questions you will need to determine this are covered in the remainder of the guidance note.

## Levels of support

We recognise that your project may be offering activities to increase **Participation** to all the young people you engage, **Targeted Support** for a specific group of young people, or more intensive **Specialised Support** to a smaller group of individuals.

You can choose to combine the **Participation Tier** with the **Targeted Support Tier**, or the **Targeted Support Tier** with the **Specialised Support Tier**, depending on your community's needs and your organisation's capacity. However, **you cannot combine the Participation Tier with the Specialised Support Tier** within the same project. This is because these tiers require very different levels of intensity and focus.

Although we would like the programme to support as many CYP as possible, we want to ensure that the **provision delivered is of high quality and tailored to the CYP needs**. Applicants should be mindful of what age group they will support for which outcomes; for example, if you choose employability skills, we expect that the target group will be 16 to 24 years old.

### Participation Tier

*A minimum of 3 or more sessions over a 1-month period (based on minimum 45 minutes to 1-hour sessions).*

Some of you will engage some or all of your young people using a lighter-touch approach, for example through school holiday provision or after school activity, where participation is more ad-hoc and young people are likely to

attend fewer sessions. We anticipate this level of support to be targeted at a younger cohort (e.g. aged 4–11 years old) who are inactive or less active.

**The main focus will be on increasing levels of sport and physical activity** (monitored through attendance logs) and **improving attitudes towards sport and physical activity** (via feedback collected from participants and project staff/volunteers in line with the Sport England Active Lives survey). Grantees offering support via the participation tier **will not be expected to measure any other outcomes** beyond physical activity.

### Targeted Support Tier

*A minimum of 6 or more sessions over a 3-month period.*

Targeted support refers to **project activities targeted to a particular need** or to ensure that **specific groups of young people are able to access physical activity**.

Targeted support will be applicable to organisations that have a focused delivery model linked to a particular outcome. The expectation is that organisations delivering targeted support will offer **structured physical activity alongside wraparound social support** to improve CYP's confidence and skills.

We would expect young people receiving targeted support to **attend more consistently over a longer timeframe** (than the participation tier), for example attending once or twice a week over a period of 3–6 months.

**All grantees offering targeted support will be expected to measure improvements to physical activity.** In addition to measuring improvements in physical activity, projects ~~should~~ will also have measure **improvements in (at least) one other outcome area that relates to their targeting approach.** This will include setting a target for and measuring engagement in related social/ wraparound activities (e.g. mentoring, peer support, social interactions, leadership opportunities). The measurement will be done through surveys conducted at the beginning and end of the engagement (and at mid-points, if appropriate).

## Specialised support Tier

*A minimum of 8 or more sessions over a 6-month period.*

Projects offering specialised support will focus on a **significant challenge/need**. This type of project may also **target certain groups of young people** who are particularly at risk (e.g. care leavers, refugees).

Generally, this type of support will be **longer term** (lasting 6–12 months) and/or with **high levels of intensity** (for example, with young people attending two or three times per month). Grantees offering specialised support may engage a minority of participants in this way (in addition to their usual sport and physical activity activities), with an expectation that targeted support may be more appropriate for other young people the project engages.

We would expect **all grantees offering specialised support to measure improvements to physical activity and improvements in (at least) one other outcome area**. This will include setting a target for and measuring engagement in related interventions (e.g. specialised MH support, employability workshops, community events) and administering a relevant pre-post survey at the start and end of participants' engagement (and at mid-points, if appropriate). We would also encourage grantees to share **individual case studies** every six months, and if relevant **report on secondary data** such as number of work experience/training opportunities accessed, or referrals made to other services.



Table 1 Outcome measurements for the different levels of support

Participation Tier (minimum 3 physical activity sessions over a 1-month period)			
Outcome area	Activities	Outputs	Outcomes
<b>Physical wellbeing</b>	Provision of sport and physical activity sessions (with a focus on younger children)	<ul style="list-style-type: none"> <li>▶ Number of sessions delivered</li> <li>▶ Number of additional physical activity sessions delivered by the project as a direct result of Go! London funding.</li> <li>▶ Total hours of provision delivered</li> <li>▶ Total number of CYP attending sessions</li> <li>▶ Number of CYP new to the project</li> </ul>	<p>Increase in regular physical activity levels among participants, measured using attendance logs.</p> <p>Number of CYP reporting positive attitudes towards physical activity, measured using Sport England Active lives survey questions.</p>
Targeted Support Tier (minimum of 6 physical activity sessions over a 3-month period)			
Outcome area	Activities	Outputs	Outcomes
<b>Physical wellbeing</b>	Delivery of structured sport and physical activity sessions	<ul style="list-style-type: none"> <li>▶ Number of sessions delivered</li> <li>▶ Number of additional physical activity sessions delivered by the project as a direct result of Go! London funding.</li> <li>▶ Total hours of provision delivered</li> <li>▶ Total number of CYP attending sessions</li> <li>▶ Number of CYP new to the project</li> </ul>	<p>Increase in regular physical activity levels among participants, measured using Sport England Active lives survey questions.</p> <p>Number of CYP reporting positive attitudes towards physical activity, measured using Sport England Active lives survey questions.</p>

<b>Mental wellbeing</b>	Group or individual mental wellbeing support (e.g. mentoring, peer support).	<ul style="list-style-type: none"> <li>▶ Number of CYP attending mentoring/1-2-1 sessions focused on mental wellbeing</li> <li>▶ Number of group sessions delivered</li> <li>▶ Number of CYP attending group sessions</li> </ul>	Improved mental wellbeing among participants, measured using the Warwick-Edinburgh mental wellbeing (7-item) scale (for CYP aged 11+) or the ONS happiness scale (for CYP aged under 11).
<b>Employability skills</b>	Group sessions preparing CYP for employment (e.g. CV writing, presentation skills, career awareness workshops)	<ul style="list-style-type: none"> <li>▶ Number of group training sessions (and total hours delivered) focused on employment and /or additional training</li> <li>▶ Number of CYP attending training sessions</li> </ul>	Improved confidence in job seeking skills, measured using the Future Skills Questionnaire.
<b>Safety</b>	Safety focused workshops or sessions	<ul style="list-style-type: none"> <li>▶ Number of safety workshops/sessions delivered (and total hours delivered)</li> <li>▶ Number of CYP attending safety workshops/sessions</li> </ul>	Improved feelings of safety in their community. Improved knowledge of personal and community safety strategies.
<b>Community &amp; social connection</b>	Opportunities for CYP to engage with other events/organisations in the local community (e.g. signposting to other organisations)	<ul style="list-style-type: none"> <li>▶ Number of CYP actively engaged in the co-design and delivery of community projects</li> <li>▶ Number of new collaborative activities with other local groups</li> <li>▶ Number of CYP attending community events</li> </ul>	Improved sense of belonging, measured using the Community Life survey.

## Specialised Support Tier (minimum of 8 physical activity sessions over a 6-month period)

Outcome area	Activities	Outputs	Outcomes
<b>Physical wellbeing</b>	Delivery of structured sport and physical activity sessions	<ul style="list-style-type: none"> <li>▶ Number of sessions delivered</li> <li>▶ Number of additional physical activity sessions delivered by the project as a direct result of Go! London funding.</li> <li>▶ Total hours of provision delivered</li> <li>▶ Total number of CYP attending sessions</li> <li>▶ Number of CYP new to the project</li> </ul>	<p>Increase in regular physical activity levels among participants, measured using Sport England Active lives survey questions.</p> <p>Number of CYP reporting positive attitudes towards physical activity, measured using Sport England Active lives survey questions.</p>
<b>Mental wellbeing</b>	Expert/professional mental health interventions (e.g. therapy, counselling, psychoeducation, crisis intervention).	<ul style="list-style-type: none"> <li>▶ Number of CYP attending mentoring/1-2-1 sessions with a professional mental health expert</li> <li>▶ Number of group sessions delivered.</li> <li>▶ Number of CYP attending group sessions</li> </ul>	Improved mental wellbeing among participants, measured using the Warwick-Edinburgh mental wellbeing (7-item) scale (for CYP aged 11+) or the ONS happiness scale (for CYP aged under 11).
<b>Mental wellbeing</b>	Strengthening existing or developing new partnerships with local health organisations to increase referral pathways.	<ul style="list-style-type: none"> <li>▶ Number of partnerships established for referral and/or to secure additional support.</li> <li>▶ Number of CYP referred to additional support</li> </ul>	Increase in young people accessing appropriate mental health support linked to new/expanded partnerships with external organisations, measured using referral logs.



<b>Employability skills</b>	Delivery of employability training (e.g. interview preparation, career coaching, mentoring).	<ul style="list-style-type: none"> <li>▶ Number of employability focused mentoring sessions /1-2-1 (and total hours delivered)</li> <li>▶ Number of CYP attending the mentoring/coaching sessions</li> <li>▶ Number of training sessions delivered (CV writing presentations skills etc)</li> <li>▶ Number of CYP attending training sessions</li> </ul>	Improved confidence in job seeking skills, measured using the Future Skills Questionnaire.
<b>Employability skills</b>	Working in partnership with local employers to provide participants with employment opportunities (e.g. internships, training or work placements).	<ul style="list-style-type: none"> <li>▶ Number of partnerships created with local employers</li> <li>▶ Number of CYP taking part in internships, training or work placements.</li> </ul>	<p>Increase in participants completing accredited training, work experience or volunteering placements, measured using participation logs.</p> <p>Supplemented by an in-depth case study of a CYP who has gained a qualification or work experience.</p>
<b>Safety</b>	Structured activities working with at-risk CYP (e.g. teaching social, emotional, and cognitive skills or using therapeutic techniques to regulate behaviour and develop coping strategies)	<ul style="list-style-type: none"> <li>▶ Number of safety-focused sessions delivered</li> <li>▶ Number of CYP attending group sessions</li> <li>▶ Number of CYP referred for additional support</li> </ul>	<p>Improved feelings of safety in their community.</p> <p>Improved knowledge of personal and community safety strategies.</p>

# Additional requirements

## Organisational development

To measure the impact of the funding on your organisations, we will conduct an annual online survey asking questions to assess any impact the grant may have had on your organisation's **financial sustainability, capacity to engage young people and deliver activities, widening your collaboration networks and ability to leverage funding from other sources.**

## Financial reporting

We will ask you to provide an up-to-date budget spreadsheet showing your last six months of spend and forecast spend for the rest of the grant. If you have had any unforeseen costs, please add them into the relevant cost category and provide a brief explanation in the notes section. Please note that for any considerable unforeseen costs, you need to let us know prior to spend for us to approve them. If we do not approve the costs, you will not be able to use the grant cover these costs. For any roles funded through Go! London, please specify their hourly rate in the notes section so we can ensure all roles being funded through this grant are receiving at least the London Living Wage.

We will also ask you to highlight any significant overspend or underspend or changes to your organisation's finances. We may follow up with you if there is anything further to clarify on the information you submitted. We will also randomly select grants to go through their financial records and request invoices, receipts and pay slips to evidence spend – so please ensure you keep accurate financial records, and all invoices and receipts to evidence your spending.

## Child protection and safeguarding

We will ask a series of yes/no questions to identify if there have been any child safeguarding incidents or allegations relating to the project, any negative publicity, or any allegations that your funding has been misused. We ask that you provide further information if this does apply to your project, without identifying any individual members of staff or children and young people.

## How we will use the data you provide

You will submit data via Upshot which is fully GDPR compliant. Data will be shared with Ecorys, the Go! London Monitoring, Evaluation and Learning provider. Ecorys will analyse the responses provided across all grantees and look for trends in certain types of organisations, funding pillars, or outcome areas. They will submit reports on progress and key trends to the funding partners at regular intervals.

The data you provide will be stored and transferred in a fully GDPR-compliant way, with access restricted to the project team. We will only ask for data we need to know for the purpose of our monitoring, evaluation and learning activity. We will ask for sensitive category data (e.g. relating to ethnicity, gender, age, disability) relating to the children and young people taking part in your activities so we can track engagement within underserved young groups, but we will do this in a way that ensures specific individuals are not identifiable. Ecorys will report on overall trends within the data and specific organisations or individuals will remain anonymous.

## Data collection and reporting

We will provide you with access to Upshot to enable you to provide this data. You can import attendance logs, participant details and survey responses via the software. These will be tailored to the outcomes your project is measuring, with the full list of survey questions outlined below.

Table 2 Survey questions

Outcome area	Survey measure	Survey questions	Scoring
<b>Physical wellbeing (all tiers)</b>	Sport England Active lives survey (Attitudes towards sport and physical activity): <a href="#">Active Lives   Sport England</a>	<p>Responses measured on a 5-point scale (ranging from "Strongly disagree" to "Strongly agree"):</p> <ol style="list-style-type: none"> <li>1. I enjoy taking part in physical activity or sport.</li> <li>2. I feel confident when I do physical activity or sport.</li> <li>3. I find it easy to take part in physical activity or sport.</li> <li>4. I understand why doing physical activity or sport is good for me.</li> </ol>	<p>A child is considered to have a positive attitude in a category if they respond with "Agree" or "Strongly Agree."</p> <p>The total number of positive attitudes (out of 5) is used to categorise physical literacy:</p> <p>0–1 positive attitudes: Low physical literacy</p> <p>2–3 positive attitudes: Moderate physical literacy</p> <p>4–5 positive attitudes: High physical literacy</p>

Outcome area	Survey measure	Survey questions	Scoring
		<p>5. I know how to get involved in physical activity or sport.</p>	
Physical wellbeing (targeted and specialised tiers)	Sport England Active lives survey (Levels of activity): <a href="#">Active Lives   Sport England</a>	<p>1. In the past 7 days, have you done a continuous walk lasting at least 10 minutes/a cycle ride/sport, fitness activity or dance, none of these? (Yes/no)</p> <p>a. (If yes) In the past 7 days, on how many days did you do [activity]? (0-7)</p> <p>b. (If yes) How much time did you usually spend [doing activity] on each day that you did the activity? (<i>Estimated hours and minutes</i>)</p> <p>c. (If yes) Was the effort you put into [activity] enough to raise your breathing rate? (Yes/no)</p>	<p>Use Sport England's scoring tool to analyse participants' survey results: <a href="#">short-active-lives-scoring-tool.xlsx</a></p> <p>To count as having improved their levels of physical activity, participants should move from being inactive to fairly active or active, or from being fairly active to active (definitions provided in the FAQs).</p>

Outcome area	Survey measure	Survey questions	Scoring
<b>Mental wellbeing</b>	Warwick Edinburgh mental wellbeing (7-item) scale (for CYP aged 11 or over): <a href="#">The Warwick-Edinburgh Mental Wellbeing Scale (WEMWBS)</a>	Responses measured on a 5-point Likert scale (ranging from "None of the time" to "All of the time"):  <ol style="list-style-type: none"> <li>1. I've been feeling optimistic about the future.</li> <li>2. I've been feeling useful.</li> <li>3. I've been feeling relaxed.</li> <li>4. I've been dealing with problems well.</li> <li>5. I've been thinking clearly.</li> <li>6. I've been feeling close to other people.</li> <li>7. I've been able to make up my own mind about things.</li> </ol>	Each item is scored on a 5-point scale:  1 = None of the time 2 = Rarely 3 = Some of the time 4 = Often 5 = All of the time  The total score is the sum of the scores for each item. To count as having improved their wellbeing, participants should show a minimum 3-point increase in the total score.
<b>Mental wellbeing</b>	ONS happiness question (for CYP aged 11 or under): <a href="#">Surveys using our four personal well-</a>	Responses measured on a 4-point Likert scale (ranging from "Not at all" to "Very"):	The responses are scored on a scale from 0 to 3:



Outcome area	Survey measure	Survey questions	Scoring
	<a href="#">being questions - Office for National Statistics</a>	<ol style="list-style-type: none"> <li>1. Overall, how happy did you feel yesterday?</li> <li>2. Overall, how satisfied are you with your life nowadays?</li> <li>3. Overall, to what extent do you feel that the things you do in your life are worthwhile?</li> </ol>	<p>0 = Not at all [happy/satisfied/worthwhile]</p> <p>1 = Slightly [happy/satisfied/worthwhile]</p> <p>2 = Quite [happy/satisfied/worthwhile]</p> <p>3 = Very [happy/satisfied/worthwhile]</p> <p>The responses are scored on a scale from 0 to 3, with higher scores indicating greater happiness. To count as having improved their wellbeing, participants should show a minimum 2-point increase in the total score.</p>
<b>Employability skills</b>	Future Skills questionnaire: <a href="#">Future Skills Questionnaire   CEC Resource Directory</a>	Responses measured on a 5-point Likert scale (ranging from "Strongly disagree" to "Strongly agree"):	Each item is scored on a 5-point scale: 1 = Strongly disagree

Outcome area	Survey measure	Survey questions	Scoring
		<ol style="list-style-type: none"> <li>1. I have ideas about my future career</li> <li>2. I am clear about what I need to do to achieve my ambitions</li> <li>3. I can assess my strengths and weaknesses</li> <li>4. I can work well with different sorts of people</li> <li>5. I can seek help and support with my future education and career when I need it</li> <li>6. I can write a good CV</li> <li>7. I will be successful at job interviews</li> </ol>	<p>2 = Disagree 3 = Neither agree nor disagree 4 = Agree 5 = Strongly agree</p> <p>The total score is the sum of the scores for each item. To count as having improved their wellbeing, participants should show a minimum 3-point increase in the total score.</p>
<b>Safety</b>		<p>Responses measured on a 5-point Likert scale (ranging from "Strongly disagree" to "Strongly agree"):</p> <ol style="list-style-type: none"> <li>1. I feel respected by the people around me</li> </ol>	<p>Each item is scored on a 5-point scale:</p> <p>1 = Strongly disagree 2 = Disagree 3 = Neither agree nor disagree</p>

Outcome area	Survey measure	Survey questions	Scoring
		<p>2. There is someone that I can trust in my life</p> <p>3. I feel safe in my community</p> <p>4. I know how to keep myself safe</p> <p>5. I can identify harmful behaviours</p> <p>6. I have someone in my life I can ask for help</p> <p>7. I know how to ask for help if I need it</p>	<p>4 = Agree</p> <p>5 = Strongly agree</p> <p>The total score is the sum of the scores for each item. To count as having improved their wellbeing, participants should show a minimum 3-point increase in the total score.</p>
<b>Community &amp; social connection</b>	<p>Community Life survey ('Your Community' and 'Pride in Place and Life Chances'):</p> <p><a href="#">Community_Life_Survey_2023-24_-_Q2_Online_Questionnaire.pdf</a></p>	<p>1. How much do you agree or disagree with the following statements? (<i>Definitely agree, tend to agree, tend to disagree, definitely disagree, don't know</i>)</p> <p>a. I am proud to live in my local area</p> <p>b. My local area is a place where people from different backgrounds get on well together</p>	<p>To count as having improved their feelings of community and social connection, participants should show improvements in at least four out of the seven questions/sub-questions.</p>

Outcome area	Survey measure	Survey questions	Scoring
		<p><b>c.</b> I feel like I belong to my local area</p> <p><b>d.</b> I would recommend my local area to others as a good place to live</p> <p><b>2.</b> Over the last 12 months, how often have you taken part in...? (<i>At least once a week, less often than once a week but at least once a month, less often than once a month but at least 3 or 4 times a year, twice in the last 12 months, once in the last 12 months, not in the last 12 months</i>)</p> <p><b>a.</b> Activities, groups and events in your local area</p> <p><b>b.</b> Sport teams, clubs or exercise at sports facilities in your local area</p> <p><b>3.</b> How often do you feel lonely? (<i>Often/always, Some of the time,</i></p>	

Outcome area	Survey measure	Survey questions	Scoring
		<i>occasionally, hardly ever, never, prefer not to say)</i>	