

Drafting your evaluation plan

In your application to Youth Music, you will be asked to list your:

Outcomes - the changes your project wishes to achieve. These can be changes in behaviour, skills, knowledge, attitudes etc.

Outcome indicators - where you will look to identify change.

Data collection tools - what you will use to capture evidence of change.

Top Tips:

- Aim to keep your evaluation plan simple and focussed.
- Make use of existing processes and data collection where possible.

Types of data

There are two categories of data you are likely to use.

- **Quantitative data** helps you understand the scale or frequency of something. It often involves expressing amounts or proportions numerically.
- **Qualitative data** helps you understand opinions and experiences. It often involves describing a range of opinions through written narrative .

By collecting a mixture of quantitative and qualitative data, you can explore the depth

Evaluation builder

You will be asked to track a set number of outcomes in your evaluation.

For each outcome, you'll need to choose three outcome indicators and data collection tools.

You can use the menus on the following pages to help you do this.

Example outcome: To improve young people's DJ skills	
Outcome indicators	Data collection tools
Young people's self assessment →	Distance travelled questionnaire
Music Leader's assessment →	Reflective diaries
Project Manager assessment →	Video footage (comparison between first and last performance)

Musical outcomes builder

Musical outcomes relate to musical development in young people. This can include:

- Skills, knowledge and abilities
- Understanding or awareness of musical styles and approaches
- Ability to communicate ideas using music

1. Outcomes			2. Outcome indicators	3. Data collection tools*
Change word <ul style="list-style-type: none"> • Improve • Increase • Develop • Raise • Enhance • Strengthen • Embed 	Change for who <ul style="list-style-type: none"> • Children's • Young people's • Participants' 	Change in what <ul style="list-style-type: none"> • Instrumental skills • Musical expression • Technical (instrument / software / vocal) abilities • Performance skills • Composition skills • Song-writing skills • Lyric writing skills • Production skills • DJ skills • Ability to play in a group • Knowledge of different styles 		
			2. Outcome indicators <ul style="list-style-type: none"> • Young people's self assessment • Music leader's assessment • Project Manager assessment • Parents /carers assessment • Teacher's assessment • Accreditation achievement 	3. Data collection tools* <p>Quantitative</p> <ul style="list-style-type: none"> • Questionnaires (these can be done once at the end of a programme, or between two or more points in time) • Assessment scales <p>Qualitative</p> <ul style="list-style-type: none"> • Questionnaires (open questions) • Observations • Interviews • Focus groups • Reflective diaries • Video footage • Audio footage • Arts Award logbook / portfolios for accreditation

*Our data collection toolkit has examples of scales and questionnaires you can use to track musical development.

Personal outcomes builder

Personal outcomes relate to personal development. This can include:

- Skills, knowledge, abilities and behaviour
- How people feel about themselves
- Being able to do new things.

1. Outcomes			2. Outcome indicators	3. Data collection tools*
Change word <ul style="list-style-type: none"> • Improve • Increase • Develop • Raise • Enhance • Strengthen • Embed 	Change for who <ul style="list-style-type: none"> • Children's • Young people's • Participants' 	Change in what <ul style="list-style-type: none"> • Wellbeing • Confidence • Self esteem • Self efficacy • Agency • Wellbeing • Resilience • Engagement with education • Employability • Leadership • Literacy skills • Attitude and behaviour 		

*Our data collection toolkit has examples of scales and questionnaires you can use to track changes in wellbeing, self-efficacy and agency.

Social outcomes builder

Social outcomes relate to changes in a person or group of people that can have broader benefits for people and society beyond the individual. These can include:

- Leadership, teamwork or interpersonal skills.
- Engagement with the community or services
- Interpersonal skills and relationships

1. Outcomes			2. Outcome indicators	3. Data collection tools*
Change word <ul style="list-style-type: none"> • Improve • Increase • Develop • Raise • Enhance • Strengthen • Embed 	Change for who <ul style="list-style-type: none"> • Children's • Young people's • Participants' 	Change in what <ul style="list-style-type: none"> • Leadership skills • Social skills • Teamwork skills • Interpersonal skills • Attitude and behaviour • Communication skills • Speech and language skills • Engagement with the community or services • Family or other relationships 		

*Our data collection toolkit has examples of scales and questionnaires you can use to track changes in attitude and behaviour, leadership, social skills, teamwork and communication skills.

Workforce outcomes builder

Workforce outcomes relate to the skills, knowledge and personal development of the workforce employed on a project.

1. Outcomes			2. Outcome indicators	3. Data collection tools*
Change word	Change for who	Change in what		
<ul style="list-style-type: none"> • Improve • Increase • Develop • Raise • Enhance • Strengthen • Embed 	<ul style="list-style-type: none"> • Music leaders' • Music Teachers' • Youth workers' • Trustees' • Staff 	<ul style="list-style-type: none"> • Specific skills (for you to select, depending on the nature of your programme) • Knowledge about • Understanding of • Personal development (confidence, motivation) • Changes in practice 	<ul style="list-style-type: none"> • Practitioner's self-assessment of • Project manager's assessment of • Observations of • Young people's assessment of • Accreditation achievement 	<p>Quantitative</p> <ul style="list-style-type: none"> • Questionnaires (these can be done once at the end of a programme, or between two or more points in time) • Assessment scales <p>Qualitative</p> <ul style="list-style-type: none"> • Questionnaires (open questions) • Observations • Interviews • Focus groups • Reflective diaries • Video footage • Audio footage • Arts Award logbook / portfolios for accreditation

*Our data collection toolkit has examples of scales and questionnaires you can use to track changes in knowledge, skills, understanding and practice, as well as job satisfaction.

Organisational outcomes builder

Organisational outcomes refer to developments in your own or another organisation.

1. Outcomes			2. Outcome indicators	3. Data collection tools*
Change word <ul style="list-style-type: none"> • Embed • Improve • Increase • Develop • Raise • Enhance • Strengthen • Reduce 	Change for who <ul style="list-style-type: none"> • Own organisation • Partner organisation/s • Participating organisations 	Change in what <ul style="list-style-type: none"> • Equality, diversity and inclusion practice/s • Quality of work • Safeguarding practices • Evaluation practices 		
			2. Outcome indicators <ul style="list-style-type: none"> • Board / staff assessment • Partner assessment • Accreditation/kitemark achievement • Policy development • Engagement statistics 	3. Data collection tools* <p>Quantitative</p> <ul style="list-style-type: none"> • Staff surveys • Stakeholder surveys • Self-assessment tools <p>Qualitative</p> <ul style="list-style-type: none"> • Staff survey (open questions) • Stakeholder survey (open questions) • Interviews • Applications / reporting to achieve / retain kitemarks and accreditation

*Our data collection toolkit has examples of tools you can use to track changes in equality and diversity practice and quality. It also signposts to external tools to help you measure youth participation practice, safeguarding and impact measurement.

Need help?

Available in the next parts of this guidance are:

Part 2: Do - Setting up and carrying out your evaluation

Part 3: Review - Analysing and interpreting your evaluation data

Youth Music can also provide additional support if you are successful in your grant application.

Email your Grants and Learning Officer, or contact us on:

- **Email:** grants@youthmusic.org.uk
- **Telephone:** 020 7902 1060

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Registered charity number: 1075032
Limited company number: 3750674

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Supported using public funding by

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