**Grant opportunity**

**Virtual Decisions – Knives and Gang Delivery Partner Grant 2025-2026**

**Service Specification**

This document sets out the requirements that the grant holder will be expected to deliver. Organisations are encouraged to set out how they would meet the requirements in response to the areas below and to demonstrate innovative and creative practices they would employ to exceed the minimum requirements outlined.

To apply for this grant, service providers will need to complete the accompanying Expression of Interest.

**Priorities, Criteria and Assessment**

Within the application we would expect the following areas to be addressed.

**Delivery Aim**

The West Yorkshire Violence Reduction Partnership has successfully delivered a pilot year of the Virtual Decisions programme and have evidenced the success of using virtual reality as an educational tool.

Centralising a portion of the programme through this grant intends to extend reach of the delivery across the region led by a single delivery partner.

The programme is aimed at children aged 12-18 across the whole of West Yorkshire and is intended to be delivered alongside schools, VCSE organisations, and other children’s services/provision in the region.

**Delivery Objectives**

Applicants must demonstrate how their delivery service meets the following key objectives of the Virtual Decisions – Knives and Gangs programme:

* Children and young people better understand the consequences of actions portrayed in the films
* Children and young people engage and learn something new from the workshop about knives and/or gangs
* Children and young people are more able to make informed decisions based on what they have learnt from the films
* Children and young people’s ability to take positive action is increased

**Multi Agency Working and Partnership Requirements**

The delivery partner will need to have established, or work to establish, effective partnerships with schools, VCSE organisations, youth clubs, and other children’s services/provision across West Yorkshire to facilitate the delivery of the Virtual Decisions programme.

The delivery partner will work with the agencies detailed above to schedule sessions for delivery and ensure these are well-structured allowing enough time for the workshops to be conducted and evaluation to be undertaken.

**Resourcing, Staffing and Safeguarding**

The Provider shall ensure that the staff are recruited, inducted, trained, and supported appropriately to work with children and young people, including those who may be vulnerable.

* Supervise Staff on a regular basis.
* Ensuring staff remain up-to-date and compliant with all organisational procedures, policies, a professional code of conduct and uphold standards of best practice.
* Responsibility for the Health and Safety of staff and compliance with all appropriate safety risk assessments and Health and Safety legislation.
* Ensuring staff comply with data protection legislation, confidentiality and information sharing po and procedures and all legislation connected to their work.
* Ensuring staff maintain accurate and confidential case management records and databases contribute to monitoring information for the service.

The Provider shall have in place suitable arrangements that reflect the importance of safeguarding and promoting the welfare of victims including:

* Suitably experienced and trained staff to deliver the intervention.
* Clear lines of accountability for safeguarding arrangements.
* Safe recruitment, selection, training, and performance management practices for staff involved in the provision of the Services, including process for obtaining appropriate checks, including Disclosure and Baring Service (DBS) clearance.
* Robust safeguarding policies and procedures.

**Location and operating hours**

The intervention is to cover each place in West Yorkshire including the below local authority areas:

* Bradford
* Calderdale
* Kirklees
* Leeds
* Wakefield

The operating days and hours for delivery should be flexible in order to reach as many children as possible in the settings most appropriate for them.

**Monitoring and reporting requirements**

The Virtual Decisions programme is evaluated internally by the Violence Reduction Partnership monthly. The facilitators from the delivery partner will be required to submit timely monitoring information for each individual session they deliver. They will also need to facilitate two evaluation surveys, to be completed by each child taking part in a session.

In addition to the required monitoring set out by Violence Reduction Partnership, we require quarterly updates on intervention delivery and financial reporting

Monthly (using online facility provided):

Facilitator:

* Number of children taking part in the session
* Ages of the children taking part in the session
* Gender of the children taking in the session
* Perceived impact

Participants

* Pre-intervention survey
* Post-intervention survey

Quarterly:

* Financial monitoring
* Qualitative narrative report

Staff from the West Yorkshire Violence Reduction Partnership team will meet formally with the Service Provider on a quarterly basis to review reports and data, monitor delivery, and compliance against the grant agreement. The meetings will afford both parties the opportunity to raise issues for discussion, clarification and provide feedback. There shall be ongoing open discussions between the Commissioners and Service Provider to ensure effective delivery of the service.

**Budget and Agreement**

As a minimum, the Virtual Decisions delivery partner is required to deliver education sessions to children and young people across West Yorkshire, using the equipment and resources attached to the Virtual Decisions package licensed from Round Midnight, focused on knife crime and gang awareness.

The budget available for this service over 10 months (1 June 2025 to 31 March 2026), shall be £55,000 (inclusive of VAT if applicable), at this time future funding is not confirmed.

The successful bidder shall be awarded with a grant agreement for the agreed amount. The length of the agreement will be for a 10-month period.

**Expression of Interest Submission**

Bidders are invited to submit an Expression of Interest to deliver the requirements outlined in this Service Specification. The delivery period will commence on from 1 June 2025 and the awarded provider will need to work swiftly to have the service in place within this agreed timescale. The following timetable will be followed for Expression of Interest and Evaluation. Bidders are invited in their response to outline their proposed timescales for delivery. Please note that there will be an expectation that the successful provider will arrange sessions to commence from Monday 2 June to maximise delivery from the beginning through to the end of the grant period.

Expression of Interest Opens –14 April

Expression of Interest Closes – 5pm 2 May 2025

Evaluation Period – 6 to 9 May 2025

Notification of Award – week commencing 12 May 2025

Grant Period Starts – 1 June 2025

**Evaluation**

Each response will be scored using the scoring matrix detailed below.

All applications received by the stated application deadline will be assessed against the stated criteria before any decision is taken whether to grant fund.

The assessment panel’s decision will be final, and no discussions will be entered into regarding to decision making of the panel.

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| **Numerical Score**  | **Description**  |
| 10  | In respect of each element of the Services identified in the question, the proposals fully explain how the relevant element will be delivered to the standards required, throughout the term. The proposals are clear, precise and robust. The explanation is sufficient to give the Combined Authority a high degree of confidence that all of the relevant aspects of the Service Specification will be delivered.  |
| 8  | In respect of each element of the Services identified in the question, the proposals explain how the relevant element will be delivered to the standards required, throughout the term. The proposals are clear, precise and robust. The explanation is sufficient to give the Combined Authority a high degree of confidence that the relevant aspects of the Service Specification will, for the most part, be delivered. To the extent that the explanation is not sufficient to give the Combined Authority that high degree of confidence, the explanation does not raise concerns.  |
| 6  | In respect of each element of the Services identified in the question, the proposals explain, to some extent, how the relevant element will be delivered to the standards required, throughout the term. The proposals are clear, but there are some concerns around precision and / or robustness.  The explanation is sufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will, for the most part, be delivered. To the extent that the explanation is not sufficient to give the Combined Authority that confidence, the explanation raises one or more concerns but no material concerns.  |
| 4  | In respect of each element of the Services identified in the question, the proposals explain, to some extent, how the relevant element will be delivered to the standards required, throughout the term, but for certain elements the explanation is very limited. There are concerns around the clarity, and around the precision and / or robustness, of the proposals.  The explanation is sufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will be delivered to some extent. To the extent that the explanation is not sufficient to give the Combined Authority that confidence, the explanation raises one or more concerns, one of which is a material concern.  |
| 2  | In respect of one or more elements of the Services identified in the question, the proposals fail to explain to any extent how the relevant element will be delivered to the standards required, throughout the term; and / or the proposals are mainly or wholly unclear; and / or the explanation is insufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will be delivered and / or the explanation for any one or more of the elements raises multiple material concerns.  |
| 0 | No response or response is irrelevant to the question asked.  |