Evaluation Accelerator Fund: Proposal Template

Please submit this template (as a Word document) and your financial case (as an Excel document) to eaf@cabinetoffice.gov.uk.

Please also include any relevant endorsements or letters of support from local partners or frontline decision makers – these are optional but welcome (see 1D and bidding guidance).

Proposal information	
Project name	
Lead organisation	
Primary contact - name	
Primary contact - role	
Primary contact - email	
Other collaborators (names, roles, organisations and emails)	
Total amount requested	
Total value of matched funding	
End date (March 2026 in most cases)	

Proposal Summary *(max 100 words - short summary of proposal, methods & deliverables. This will not be scored, but it will be used for external reporting and publication when applicable)*

Eligibility criteria	
(a): type of organisation (e.g. government department, charity, community interest company, etc.)	
If your organisation is not a government department: Charity number, UK Provider Reference Number (UKPRN) or Companies House registration number *please specify – e.g. xxx (charity number)*	
If your organisation is not a government department or charity: Please provide brief supporting evidence of how your organisation's activities are charitable, benevolent or philanthropic in nature.	
(b): HM Government priority area Please specify the HM Government priority area that this proposal relates to (Missions, Technology, and/or priority area for Public Sector Reform)	
If your organisation is not a government department: **(c): benefits England** Can you confirm the majority of your proposed activity's sample of participants are based in England? Explain. (max 1 paragraph)	

Section 1: Strategic case for funding - please keep your response to around 500 words per box (or less)

1A: Describe the programme, policy or intervention(s) you plan to evaluate.
Alternatively, describe the nature of activities you plan to deliver and what policy areas this relates to.

1B: Policy context
Why is this an important UK public policy issue? Please address how it aligns to an HM Government priority (Mission, Technology, or priority area for Public Sector Reform).   *What evidence gap does this work fill?*

1C: Evaluation aims/key questions
What does the project aim to achieve? What key questions are you trying to answer? What are the primary (and any secondary) outcome measures? Please specify outcomes' time horizons where applicable – e.g. 'monthly earnings 3 years post-referral')

1D: Use of findings
How could this project inform or influence policy or practice? How will the findings of your project deliver actionable evidence - i.e. what difference will it make/how will it aid decision makers?   *Please indicate whether you have provided an endorsement or letter of support from local partners or frontline decision makers.*

Section 2: Delivery approach and methodology - please keep your response to around 500 words per box (or less)

2A: Proposed evaluation design, approach, methods and rationale
Please describe your research design. Include details about your estimation strategy, expected sample size, and how you'll address threats to validity/selection bias.

2B: Feasibility of the approach
Which key partners and stakeholders are involved in the proposed activity? What commitments do you have about their engagement with/support for the work?

2C: Data requirements
Will you be collecting new data, or do you need access to existing data? *If you plan to use existing data, please specify which data sources you plan to use, and explain why you are confident you will be able to access the data you need within 1-3 months of award notification.*

2D: Timeline
What is your planned timeline? Please present this by quarter and specify at least one deliverable or milestone per quarter (Q1 = April-June). Please note any applicable Institutional Review Board (IRB) or ethics approvals as part of this.

2E: Findings
Please clarify what findings you plan to share by March 2026, and whether/how these differ from final findings you intend to publish.

2F: Management case (delivery, monitoring, governance, communications)
Please explain the arrangements that will be put in place to ensure successful delivery and monitoring. Please include: ● *A clear outline and explanation of how the project will be delivered* ● *Details of each partner/organisation's role in delivery* ● *Describe any applicable governance arrangements for the programme (including named individuals where possible) and explain why these plans are appropriate* ● *Plans for the conclusion of the project after findings are available*

2G: Risks and mitigations
Describe the key programme risks and your proposed mitigations.

Section 3: Financial case for funding

3A: Summary financial information	
Funding requested 2025/26	£
Please confirm that your proposed budget is inclusive of VAT that your organisation cannot recover from HMRC.	

3B: Financial template
Please complete and return the financial case template available [here](#), noting in particular the guidance on day rates or FTEs.

3C: Financial narrative
Please detail any key funding assumptions, provide an overall cost justification, and outline any financial risks. *Your cost justification must be clear on what the funding enables in terms of time commitments (projects will be less viable if the funding doesn't buy people out of work allocations in their home institutions).* *Please include details of matched funding/resource contribution to the delivery of the programme where appropriate (we expect proposals to provide evidence of confirmed matched funding).* *Finally, please confirm whether you are receiving funding or have an active application to other funding sources to support this proposal.*