**Young People’s Event 2025 – Delivery Partner Application Criteria**

Croydon Council is seeking expressions of interest from organisations with experience in supporting young people, particularly in relation to substance misuse, to design and deliver the **Young People’s Event 2025**.

Organisations interested in delivering this event should respond to the following **application questions**. Please ensure your total response does not exceed **2,000 words**.

**Application Questions**

1. **Organisation Background**
Provide a brief overview of your organisation, its mission, and relevant experience in working with young people and substance misuse.
2. **Understanding of the Brief**
What is your understanding of the purpose and intended impact of the Young People’s Event 2025? How will your organisation approach delivering this vision?
3. **Event Design and Delivery Plan**
How will you plan, coordinate and deliver the event?
Please include:
* Proposed event structure
* Suggested speakers or contributors
* Methods of facilitating engagement and discussion
1. **Lived Experience and Inclusion**
How will you incorporate the voices and experiences of young people, particularly those with lived experience of substance misuse, into the event?
2. **Partnership Working**
How will you engage with other organisations and stakeholders in the development and delivery of the event?
Please include any existing relationships that may support this.
3. **Logistics and Accessibility**
How will you ensure the venue is accessible and suitable for the expected audience size?
What are your plans for catering, registration, and event logistics?
4. **Budget Breakdown**
Please provide a proposed budget including key cost areas such as:
* Venue hire
* Catering
* Speaker costs
* Materials
* Staffing

If you are proposing a budget **above £5,000**, please include a clear justification.

1. **Monitoring and Evaluation**
How will you gather feedback and measure the success of the event?
What methods will you use to capture insights and outcomes?
2. **Risk Management**
What are the key risks associated with the event delivery and how will you mitigate them?

**Deadline for Submissions**

All completed applications must be submitted by **Wednesday, 18 June 2025** to:
📧 **substancemisuse@croydon.gov.uk**