

FUNDING AND PUBLICITY GUIDELINES



At NYC, we believe in a world where young people are respected and heard, and have the ability to influence and make a difference to the world. Together with our partners, we develop a dynamic and engaging environment where young people can realise their aspirations and play a part in making Singapore an endearing home for all.

YOUTH EXPEDITION PROJECT (YEP)

IMPORTANT! For any enquiries, please contact jonathan.ang@nus.edu.sg



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YOUTH EXPEDITION PROJECT (YEP)

1. Requirements of YEP

Project Framework

Youth Expedition Project (YEP) is a Service-Learning programme by the National Youth Council (NYC) for youths aged 15 to 35. A YEP project should:

- Involve communities across Asia, with a focus on the ASEAN region, India and China, subject to travel advisory issued by Ministry of Foreign Affairs.
- Be endorsed by an Endorsing Organisation (EO) which is a recognised education institution or not-for-profit organization based and registered in Singapore.
- Adopt the Service-Learning methodology, involving a service component and a facilitated process to meet learning goals. Equal emphasis is placed on service and learning as teams go through meaningful service projects and engagement with the host community to achieve community, civic and academic learning.
- Complete three key phases i.e. *Preparation, Overseas Project* and *Local Project*

Overseas Project
(3-6 months)

Local Project
(3 months)

Phase 1: Preparation	Phase 2: Overseas Project	Phase 3: Local Project
Teams complete a preparation project (i.e. field study/research on relevant issues or service engagement with relevant local community) to learn more about social issues in Singapore and overseas host community.	Teams plan and execute a Overseas Project that involves an overseas host partner that is a not-for-profit organisation or a representative from the overseas host community.	After completing the Overseas Project, teams complete a community project that meets a local community need within 3 months.

- Achieve a minimum of 10 full overseas service-learning days (i.e. in the community).
- A reconnaissance trip is necessary for team leaders if they have not been to the overseas community within the last 6 months, as the trip is an important part of (i) feasibility study and ground assessment to firm up operational, learning and safety matters with your overseas host partner and community; and (ii) stakeholder management and relationship-building with the community. (You may find more guiding considerations for reconnaissance trip in the ['YEP Leader Handbook' Reference Material.](#))

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Team Composition

Team Leaders and members

- Team leaders are required to have attended the YEP Leaders Training Course or have a valid YEP Leaders Training Course Certificate, and endorsed by the EO via the Endorsement Letter.
- Teams must meet the following team composition ratio.

1 Team Leader	10 - 13 Team Members [Excluding Team Leader including Resource Person(s)]
2 Team Leader	14 - 25 Team Members [Excluding Team Leaders including Resource Person(s)]

- Teams which wish to accommodate a bigger team size and/or deviate from the stipulated Team Leader to Team Member ratio are required to indicate in the Appeal section under the YEP Proposal Template.
- Teams must have a good ethnic mix where at least 20% of the team should be from other ethnic groups, e.g. of a different race or nationality. Singaporean PRs and foreigners are considered as part of the non-Singaporean ethnicity composition.
- Teams must have a minimum of 2 certified First Aiders.

Resource Person

- Resource Person is optional. The total number of Resource Persons should not exceed 10% of the total number of Team Leaders and Team Members eligible for funding and is subjected to NYC approval.
- Resource Person must perform a vital role in the team including but not limited to translating, and/or liaising with the overseas partner.
- Resource Person who is a native of the overseas host country must possess the relevant experience/specific skills relating to the expedition or has close working relationship with the overseas host partner or community.
- Responsibilities of a Resource Person should be unique and clearly different from of the Team Leader. Duties that are typically performed by the Team Leaders e.g. coordination of team's logistic/finance/programme design/facilitation matters will not be considered.

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Team Funding Eligibility

Funding is capped at a total of **\$20,000 per team** (including funding for YEP Leaders Training Course, Basic First Aid Course, Recce Trip Cost and Resource Persons).

Funding	Team Leader	Team Member	Resource Person
Eligibility	<ul style="list-style-type: none"> ▶ Must be <u>Singaporean or Singapore PR</u> ▶ <u>At least 21 years old</u> before/on the departure date of the expedition ▶ <u>Have attended the YEP Leaders Training Course</u> or have a valid YEP Leaders Training Course Certificate ▶ <u>Endorsed by the EO</u> via the Endorsement Letter <p>(For teams with 2 Team Leaders, the second Team Leader i.e. co-leader must be at least 18 years old and above, before/on the departure date of the expedition)</p>	<ul style="list-style-type: none"> ▶ Must be <u>Singaporean or Singapore PR</u> ▶ <u>Between 15 – 35 years old</u> ▶ Must <u>not</u> have been funded under the YEP before 	<ul style="list-style-type: none"> ▶ Must be a <u>foreigner</u> ▶ <u>Between 15 – 35 years old</u> ▶ Responsibilities of a Resource Person should be <u>vital and clearly different from the Team Leader</u> <p>(Read Section 1b: Team Composition)</p>
Project Cost	<p><i>Overall Project Cost</i></p> <ul style="list-style-type: none"> ▶ <u>100% of total allowable</u> project cost per pax, <u>capped at \$1,000</u> <p><i>Recce Trip Cost</i></p> <ul style="list-style-type: none"> ▶ <u>50% of total allowable cost</u> for one Recce Trip ▶ <u>Additional 10% funding</u> for Overseas Project with Sustainable Partnership 	<p><i>Overall Project Cost</i></p> <ul style="list-style-type: none"> ▶ <u>Up to 50%</u> of total allowable project cost per pax, <u>capped at \$1,000</u> ▶ <u>Additional 10% funding</u> for Overseas Project with Sustainable Partnership 	<p><i>Overall Project Cost</i></p> <ul style="list-style-type: none"> ▶ <u>20%</u> of total allowable project cost per pax, capped at \$200
Leaders Training Cost	<p><i>YEP Leaders Training Course</i></p> <ul style="list-style-type: none"> ▶ <u>100%</u> of training cost 	N.A.	N.A.
First Aid Training Cost	<p><i>Basic First Aid Course</i></p> <ul style="list-style-type: none"> ▶ <u>50%</u> of basic first aid training cost, capped at 2 First Aiders per team (Note: The 2 First Aiders must be a Singaporean or Singapore PR, between 15 – 35 years old and can be a past YEP-participant.) ▶ <u>Additional 10% funding</u> for Overseas Project with Sustainable Partnership 		N.A.

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Non-Allowable Project

Preparation and Training Related Costs

- › Fundraising cost for trip
- › Field study attachment and/or exchange trip with no community service and learning elements
- › Additional printing cost for YEP t-shirts and production of additional team attire
- › Training cost for automated external defibrillator (AED)

Local and Overseas Project Related Costs

- › Agency fees for coordination or administration fees of local/overseas partner, organisation, agency and travel agent
- › Sight-seeing/guided tour costs; rest and relax/recreational costs; tickets/entry fees to museums; tips
- › Entertainment expenses (e.g. thank you, farewell dinners); gifts (e.g. welfare packs); cash or in-kind donations
- › Per diem or allowances to individuals and any other personal costs (e.g. personal international calls)
- › Fundraising cost for beneficiaries; capital for microcredit projects

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Project Design and Assessment

The YEP project design should be at least satisfactory in all 4 key project assessment criteria:

Overseas Project			
Criteria	Below Expectation	Satisfactory	Exceeding Expectation (+5% per criteria exceeded)
1) Needs & impact assessment	<ul style="list-style-type: none"> › Description of need and service goals is vague or unconvincing and cites little or no data › Project is low impact as service tasks are routine tasks that would otherwise be better managed by local manpower/ resources 	<ul style="list-style-type: none"> › Description of need and service goals are clear, supported by general data gathered during preparation phase › Project is somewhat impactful as team provides assistance, requiring skills or knowledge not easily available in the local community resources › Evaluation plan is present to gather summative information at the end of service 	<ul style="list-style-type: none"> › Description of need and service goals are clear, compelling, and supported by recent, valid, and targeted data gathered during preparation phase › Project is impactful as team provides new dimensions to previous efforts and assistance that would not be provided without help of team › Clear evaluation plan gathers information on the service to monitor project and make future recommendations
2) Project sustainability plan	<ul style="list-style-type: none"> › No linkage and/or enhancement to previous teams' efforts › No plan for project continuity after team leaves 	<ul style="list-style-type: none"> › Show some linkage and/or enhancement to previous teams' efforts; or › Plan for project continuity after team leaves so that the community can carry on the team's efforts independently 	<ul style="list-style-type: none"> › Show clear linkage and/or enhancement to previous teams' efforts; or › Clear and robust plan for project continuity after team leaves so that the community can carry on the team's efforts independently (eg. resources such as manuals and teaching guides are developed for the local host, or training is provided to help the local host carry on the team's effort independently).
3) Facilitation plan	<ul style="list-style-type: none"> › Description of learning goals is vague; The lesson/activity plan relates loosely to the learning goals 	<ul style="list-style-type: none"> › Description of learning goals is clear; Include some lessons/activities that are designed to meet the learning goals 	<ul style="list-style-type: none"> › Description of learning goals is clear; Include a daily lesson/activity plan that is designed to meet the learning goals › Purposeful utilization of tools, games and methods to draw out lessons for the team to evoke active citizenry, national identity, personal and community values.

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Local Project			
Criteria	Below Expectation	Satisfactory	Exceeding Expectation (+5% per criteria exceeded)
4) Local Project	<ul style="list-style-type: none"> › No linkage with Overseas Expedition Project › Description of community need, service goals and learning goals is vague 	<ul style="list-style-type: none"> › Some linkage with Overseas Project › Description of community need and service goals are clear, supported by general data › Description of learning goals is clear; Include some lessons or activities that are designed to meet the learning goals 	<ul style="list-style-type: none"> › Clear linkage to the Overseas Project › Description of community need and service goals are clear, supported by targeted data › Description of learning goals in clear; Include some lessons or activities that are designed to meet the learning goals › Clear continuity plan for the Local Project. For example, team engages the local host on a regular basis (i.e. 30 – 40 hours for 3 months) or develop resources (e.g. manuals, teaching guide) that could be retained with the local host after team completes project, with training and development materials for staff or volunteers to carry on the team's efforts independently.
Funding	Teams to fine-tune the proposal	Up to 30% of total allowable project cost [With all other YEP requirements met]	Up to 50% of total allowable project cost [With all other YEP requirements met]
Additional Funding	N.A.	Sustainable Partnership for Overseas Project (+10% funding) The EO is encouraged to serve the same overseas host organisation/community over a period of at least 2 years and continue to serve them for a third year, with a clear plan for continual need assessment, monitoring, evaluation and impact assessment.	

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Project Publicity

- Teams should put “YEP” in front of their project title. E.g. “YEP Project Chang”.
- The YEP t-shirt provided by NYC to all YEP participants should be worn during YEP and participants are encouraged wear it during all three phases (i.e. Preparation, Overseas Project and Local Project).
- NYC’s support should be acknowledged on all publicity materials from date of award of the grant. Teams are required to credit the National Youth Council (NYC) and Youth Expedition Project (YEP) in all media and publicity related materials released in conjunction with the project. These include, but are not limited to online publicity, such as electronic direct mailers, Facebook and website publicity, traditional publicity platforms, such as banners, posters, brochures and direct mailers, as well as media-profiling opportunities such as media features and interviews.

Note: High-resolution NYC and YEP logo in various digital formats can be downloaded from the NYC Resource Portal (www.resourceportal.nyc.sg). Please include ‘Powered by’ beside or above the NYC logo where possible. The use of logos is to be as follows:



- All artwork, as well as media and publicity related materials, must be sent to NYC for approval before production or release. NYC reserves the right to use the approved materials for publicity purposes.

Grant Application

- YEP grant application should be submitted online at least 2 months before the start of the Overseas Expedition Project via the NYC Resource Portal (www.resourceportal.nyc.sg). The 2-month processing timeframe will include the disbursement of grant for complete and satisfactory grant application submission.
- Teams that require assistance from NYC to fine-tune their proposals are encouraged to send the YEP Proposal to NYC at YEP_Enquiries@nyc.gov.sg before the 2-month submission timeline and factor in adequate time to amend the proposal.
- The following documents must be duly completed and submitted for the grant application:
 - YEP Proposal
 - YEP Budget
 - YEP Participant List

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- Endorsement Letter by Endorsing Organisation and Emergency Management Plan
- First Aid Training Certificates for 2 First Aiders

2. Things to note after grant approval

An approval email will be sent to the Team Leaders, with the EO kept in the loop.

Note: Teams can visit NYC Resource Portal (www.resourceportal.nyc.sg) for the most updated details on the YEP programme or on any changes to the YEP application policies and requirements.

Disbursement of Grant

- Team Leaders are to acknowledge the approved grant amount and the grant conditions.
- The first disbursement amount of the approved grant amount will be credited into the designated bank account approximately within 4 weeks from acknowledgement of the approval email and the grant conditions.
- The final grant amount will be based on the Statement of Accounts (SOA), receipts for allowable project cost and the number of Team Leaders, Team Members and Resource Persons who are eligible for funding. The remaining disbursement amount will be released upon verification that the project was implemented in accordance with the original proposal and of the project expenses incurred, and that the remainder of the approved grant amount is required.
- In the event of funding surplus or any failure to achieve the project deliverables or fulfil the grant conditions, NYC reserves the right to seek refund of the grant amount disbursed, or withhold or adjust the remaining grant amount at its sole discretion.

Changes to Project

- NYC must be informed in writing of any changes to the proposed project at least 2 weeks before the project execution date (e.g. objectives, beneficiaries, scale, budget, etc).
- NYC reserves the right to withdraw or reduce funding if the project deviates significantly from the original proposal.

Collection of YEP Collaterals

- All YEP participants are provided a YEP t-shirt and a journal to chronicle the YEP journey and facilitate learning. Do share with us any interesting stories or thoughts using the platforms listed in the YEP journal, where others can see and learn from your experience.

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- The t-shirts and journals are to be collected at the reception desk of NYC (Blk 490 Lorong 6 Toa Payoh HDB Hub Biz Three #04-10 Singapore 310490, Telephone: 6734 4233) on Mondays to Fridays, 9am to 5.30pm, excluding lunchtime 12pm to 2pm).

Report Submission

- Teams must submit the following within 1 month from the end of the Local Project:
 - YEP Team Report
 - YEP Host Feedback Form (for all host communities of all phases)
 - YEP Feedback Form (to be completed by all YEP leaders and participants)
 - A detailed actual Itinerary of the Overseas Expedition Project (if there are changes to the Itinerary submitted at application)
 - A revised list of participants to be uploaded online at NYC Resource Portal after the team completes the expedition (if there are changes to the list submitted at application)
 - An endorsed Statement of Accounts (SOA) and an endorsed Calculation Sheet
 - All original receipts of the project expenses including first aid course fee receipts
 - For thermal receipts, please provide the original and a photocopy.
 - For invoices, please also attach the original payment receipt, or make sure the invoice is signed paid and/or signed and stamped by the Vendor.
 - If receipts are photocopies or computer print-outs, they must be Certified True Copy by the EO with signature, name, designation and Organisation stamp.
 - For Vendors who are unable to issue receipts, please get a written receipt signed off by the Vendor and the EO.
 - A CD-R or an online link for download of 20 photographs with caption (10 for Local Project, as well as 10 for Overseas Project; and in JPEG format)
 - Photos should be of high resolution and reasonable quality (at least 1 MB each).
 - Photos should be of participants in action, interacting with others (please minimise submission of posed shots).
 - Please ensure that some of the photos are of participants in the YEP t-shirts.

The documents are to be submitted via hardcopy to Youth Expedition Project (YEP), c/o NYC Grant Management, Blk 490 Lorong 6 Toa Payoh, HDB Hub Biz Three #04-10, Singapore 310490. The templates for the documents required can be downloaded from NYC Resource Portal (www.resourceportal.nyc.sg).

