

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.

QUICK OVERVIEW

Sec	tion A	: Project Eligibility & Application	
	Q1:	What happened to YEP?	
	Q2:	Will YEP-GO replace YEP permanently?	
	Q3:	When can I apply for the YEP-GO grant?	
	Q4:	Must every team member be present for all 20 hours of the Online Project?3	
	Q5:	If my YEP-GO project does not fall in the ASEAN member states, India or China region, do I still qualify for the grant?	
	Q6:	What are the guidelines concerning faith-based work?3	
	Q7:	Where can I download all the relevant templates for application?3	
	Q8:	There is a change in team members after I have submitted the application. What should I do?	
	Q9: -	There is a change in my overseas host organisation. What should I do?4	
	Q10:	I need help for the YEP-GO application. Where can I get help?4	
Section B: Team Composition & Requirements			
	Q11:	I understand that the team member size is between 5 to 12. Can I request for more members to be appointed and funded under YEP?4	
	Q12:	Can past YEP participants join the project and still be funded under YEP-GO?4	•
	Q13:	What kind of pictures are we required to take during the project?4	•
Section C: Project Funding & Finance-Related Matters			
	Q14:	If I join YEP-GO, does that mean I will not be eligible for future YEP funding?4	ļ
	Q15:	How do I get the grant disbursement?	;
	Q16:	Are we allowed to raise funds?	;
	Q17:	Why is the overseas partners' coordination fees capped at SGD300?	;
	Q18:	My overseas community needs computers and smartphones for the project to take place. Can my team claim for these?	
	Q19:	How do I manage the receipts/invoices?	;



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.

Q20: Can I budget for a contingency fund during application?6



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.

Section A: Project Eligibility and Application

Q1 What happened to YEP?

A1 In view of the recent developments pertaining to COVID-19 and the travel advisories issued by the Ministry of Health, the National Youth Council (NYC) will not be accepting any applications nor approving grants for YEP trips (including recce trips) taking place before 31 Dec 2020. This is to safeguard the health and safety of all participants.

Q2 Will YEP-GO replace YEP permanently?

A2 No, YEP-GO is an alternative programme for youths to continue volunteering with the overseas community virtually. When travel restrictions are lifted and travel resumes, youths can choose to embark on YEP trips or YEP-GO, as the latter will continue as an alternative form of overseas volunteering.

Q3 When can I apply for the YEP-GO grant?

A3 You can apply for the grant from 20 Jul 2020. Please submit your application via <u>https://go.gov.sg/yepgoapplication</u> at least two (2) months before the commencement of the proposed Online Project. NYC reserves the right to reject late or incomplete applications.

Q4 Must every team member be present for all 20 hours of the Online Project?

A4 No, team members can choose to take turns conducting the different sessions of the Online Project.

- Q5 If my YEP-GO project does not fall in the ASEAN, India or China region, do I still qualify for the YEP-GO grant?
- A5 No, only projects in the ASEAN member states, India and China region will be considered.

Q6 What are the guidelines concerning faith-based work?

A6 Teams may work with overseas faith-based partners, provided the service benefits the entire community and not just a particular faith or religious group. The group is not allowed to engage in proselytizing and any other work with religious connotations.

Q7 Where can I download all the relevant templates for application?

A7 All templates, including the Endorsement Form, Proposal and Budget template, and Team Name List can be downloaded here: <u>https://www.youthcorps.sg/en/initiative/#youth-expedition-project</u>



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.

Q8 There is a change in team members after I have submitted the application. What should I do?

- A8 You can submit the revised Team Name List at the Project Closure phase, as part of the Project Closure Documents. Please submit the necessary documents within 1 month of the end of your Online Project.
- Q9 There is a change in my overseas host organisation. What should I do?
- A9 You would need to submit a new YEP-GO application via https://go.gov.sg/yepgoapplication

Q10 I need help for my YEP-GO application. Where can I get help?

A10 You can find information on the <u>YCS Website</u> and the YEP-GO Funding and Publicity Guidelines. To apply for YEP-GO, send in your application via <u>https://go.gov.sg/yepgoapplication</u>. For further enquiry and assistance in project scoping, you may email us at <u>yep_enquiries@nyc.gov.sg</u>

Section B: Team Composition and Requirements

- Q11 I understand that the team member size is between 4 to 12. Can I request for more members to be appointed and funded under YEP-GO?
- A8 The purpose of stipulating a team member size between 4 to 12, is to maximise the service and learning opportunity for each participant and ensure that the team size is not too big especially on a virtual platform. However, if the project scope necessitates a bigger team and the overseas host community has indicated their agreement to host the big team, team leaders can fill in the relevant section in the YEP-GO Proposal to justify and seek approval during application. Approval will be granted on a case-by-case basis.
- Q12 Can past YEP participants join YEP-GO and still be eligible for YEP-GO funding?
- A12 Yes, funding for YEP-GO is mutually exclusive from YEP.

Q13 What kind of pictures are we required to take during the project?

A13 We would require at least 5 photographs with caption/story (minimum of 1 per engagement session) as proof of the online engagement sessions. This could include screenshots of the virtual activities, participants and the team together in the sessions.

Section D: Project Funding and Finance-Related Matters

Q14 If I join YEP-GO, does that mean I will not be eligible for funding for YEP trips?

A14 No, participants of YEP-GO will still be eligible for funding to go on YEP trips when travel resumes.



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.

Q15 How do I get the YEP-GO grant disbursement?

A15 You must submit the following within one (1) month from the end of your Online Project via <u>https://go.gov.sg/yepgoclosure</u>:

- > YEP-GO Team Report
- > YEP Host Feedback Form
- > YEP-GO Feedback Form (to be completed by all YEP leaders and members)
- Endorsed Statement of Accounts & Declarations
- All <u>original</u> receipts of the project expenses to be kept for 6 months and submitted to NYC for audit upon request
- A detailed plan of the Online Project (if there are changes to the plans submitted as at application)
- A revised list of participants (if there are changes to the list submitted as at application)
- An online link for download of at least 5 photographs with caption/story (minimum of 1 per engagement session)

There will only be one (1) grant disbursement at the end of the project, after submission of the closure report and Statement of Accounts. The grant amount will be disbursed upon verification that the project was implemented in accordance with the original proposal and of the project expenses incurred. In the event of any failure to achieve the project deliverables or fulfil the grant conditions, NYC reserves the right to withhold or adjust the grant amount at its sole discretion.

Q16 Are we allowed to raise funds?

A16 Yes, teams may run fund-raising campaigns, seek sponsorships, and/or include personal contributions to cover the cost of their YEP-GO. Should your team decide to raise funds publicly, please ensure that your team adheres to the guidelines and obtain the necessary permits. More information can be found at https://charities.gov.sg (under Fund-Raising).

- Q17 Why is the overseas partner coordination fees capped at SGD300?
- A17 The amount is determined at NYC's sole discretion, based on the rates we have derived from the overseas community partners.

- Q18 My overseas community needs computers and smartphones for the project to take place. Can my team claim for these?
- A18 No, these are non-qualifying expenses. Should your project require these, we would highly encourage your team to raise the necessary funds to purchase these items or source for second-hand ones.



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.

Q19 How do I manage the receipts/invoices?

A19 All expenses should be substantiated by a receipt. For vendors who are unable to issue receipts, please get a written receipt signed off by the vendor and the endorsing organisation. Do get them to scan or fax them over. 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. All receipts/invoices should be properly numbered, dated and translated to English (if it contains foreign language) for easy reference to the Statement of Accounts. All original receipts/invoices of the project expenses are to be kept for 6 months and submitted to NYC for audit upon request.

Q20 Can I budget for a contingency fund during application?A20 YEP-GO does not fund contingency fund.