

YEP-GO 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.

Thank you for your interest in the **Youth Expedition Project Goes Online (YEP-GO)**!

In this document, you will find the details of the YEP-GO programme requirements and eligibility criteria for the grant.

1. Requirements of YEP-GO

- a. Project Framework
- b. Team Composition
- c. Team Funding Eligibility
- d. Grant Application

2. Things to Note After Grant Approval

- a. Disbursement of Grant
- b. Project Publicity
- c. Changes to Project
- d. Report Submission

Please note that this document may be updated from time to time. Check that you are referring to the latest version here: <https://www.youthcorps.gov.sg/en/initiative/#youth-expedition-project>

We look forward to meeting you on your YEP-GO journey! 😊

Regards,

YEP Team @YouthCorpsSG

#YEPsg #YouthCorpsSG #@NYCsg #SGYouthCares

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1. REQUIREMENTS OF YEP-GO

Project Framework

Youth Expedition Project (YEP) is a Service-Learning programme by Youth Corps Singapore (YCS) to nurture confident and resilient youths who are active citizens with the desire to make a difference both at home and overseas.

The objectives of YEP are to develop:

1. confident and resilient youths who are able to work in teams;
2. caring youths who actively seek to improve the lives of others both at home and overseas through sustainable Service-Learning projects;
3. Asia-Ready youths who are socially and culturally aware and able to forge friendships in the ASEAN member states, China and India.

In view of the recent developments pertaining to COVID-19, the National Youth Council (NYC) is implementing a series of precautionary measures, to safeguard the health and safety of all youth participants.

NYC is adhering closely to the travel advisories issued by Ministry of Health (MOH), and stand advised against travel to affected countries and regions. In view of the regional Covid situation and the preparation time needed for partners to plan for the trip, NYC will extend the travel advisories against YEP trips to 31 Dec 2020. NYC will not be accepting any applications nor approving grants for YEP trips (including recce trips) taking place before 31 Dec 2020.

Launch of new YEP Goes Online

The new YEP Goes Online (**YEP-GO**) provides a platform for youths to continue volunteering with the overseas communities without travel. Youths can connect with overseas partner organisations to develop programmes such as online classes, trainings or skilled volunteering through virtual means.

YEP-GO provides youths with opportunities to:

1. Do Good for Overseas Communities (Positive Impact);
2. Forge Bonds with Youths from Overseas Host Countries (Lasting Friendship);
3. Join Online Dialogues with NGOs, Social Enterprises, Singaporeans Working & Living Overseas (Continual Learning).

A YEP-GO should:

- Involve communities in the ASEAN member states, India and China;
- Be endorsed by an Endorsing Organisation (EO) which is a recognised education institution or not-for-profit organisation based and registered in Singapore;
- Complete three key phases, i.e. *Preparation, Online Project and Project Closure*.

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Overview of YEP-GO

Preparation	Online Project	Project Closure
1 to 2 months	min. 5 days	within 1 month
<p>Team undertake tasks and activities to prepare for the YEP Journey.</p> <p>These include but not limited to:</p> <ul style="list-style-type: none"> • Team Recruitment • Research, discussions with overseas host partner and community, planning of activities, etc. • Proposal • Grant Application* 	<p>Team executes an Online Project that involve an overseas host partner that is a not-for-profit organisation or overseas host community.</p> <p>YEP-GO: Minimum 5 days of online engagement (total 20 hours minimum, e.g. 5 days of 4 hours each or 10 days of 2 hours each).</p>	<p>After completing the Online Project, submit Project Closure Documents within 1 month.</p>

* The YEP-GO grant application should be submitted via <https://go.gov.sg/yepgoapplication> at least 2 months before the start of the Online Project.

Team Composition

Team Leader(s) and Members

- Teams must meet the following Team Composition:

1 Team Leader	4 - 7 Team Members (excluding Team Leader)
2 Team Leaders	8 - 12 Team Members (excluding Team Leaders)

- Teams which wish to accommodate a bigger team size and/or deviate from the stipulated Team Composition above are required to indicate in the Proposal.

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Team Funding Eligibility

	Team Leader	Team Member
Funding Eligibility	<ul style="list-style-type: none"> ▶ Must be <u>Singapore Citizen or Permanent Resident (PR)</u> ▶ <u>Endorsed by the Endorsing Organisation (EO)</u> 	<ul style="list-style-type: none"> ▶ At least 80% of team, including Team Leader, must be <u>Singapore Citizen or Permanent Resident (PR)</u> ▶ Between <u>15 – 35 years old</u>
Project Cost	<ul style="list-style-type: none"> ▶ <u>80%</u> of total qualifying project costs, <u>capped at \$3,000 per team*</u> ▶ Participants of YEP-GO will still be eligible for funding to go on YEP trips when travel resumes 	

* 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.

Non-Qualifying Expenses

- ▶ Fundraising costs;
- ▶ IT equipment such as laptops, smartphones, monitors;
- ▶ Gifts (e.g. welfare packs); Donations (in cash or in-kind);
- ▶ Costs that are not related to online engagement.

Qualifying Expenses

Online Project Costs

- ▶ IT network, e.g. routers, WIFI for overseas community;
- ▶ Resources for online engagement (e.g. Zoom subscriptions for both SG/overseas);
- ▶ Overseas partners coordination fees (capped at \$300);
- ▶ Accommodation, meals and transport for overseas youths (if commuting to the community is necessary);
- ▶ Interpreter / Translator (if necessary).

The preceding lists of qualifying and non-qualifying costs are non-exhaustive and may be approved at the sole discretion of NYC on a case-by-case basis.

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Grant Application

- Teams should put “YEP-GO” in their project title. E.g. “YEP-GO Team Chang”.
- The YEP-GO grant application should be submitted via <https://go.gov.sg/yepgoapplication> **at least 2 months before the start date of the Online Project.**
- Teams that require assistance to fine-tune their proposals are encouraged to send the YEP Proposal to Partnership_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:
 - (i) YEP-GO Endorsement
 - (ii) YEP-GO Proposal & Budget
 - (iii) YEP-GO Team Name List
 - (iv) [YEP-GO Leaders Pre Feedback Form](#) (Online)
 - (v) [YEP-GO Members Pre Feedback Form](#) (Online)



2. THINGS TO NOTE AFTER GRANT APPROVAL

Teams can visit the Youth Corps Singapore Website (<https://www.youthcorps.gov.sg/en/initiative/#youth-expedition-project>) for the most updated details on the YEP-GO programme or on any changes to the YEP-GO policies and requirements.

Disbursement of Grant

- An approval email will be sent to the Team Leaders, with the Endorsing Organisation (EO) kept in the loop. Team Leaders are to acknowledge the approved grant amount and the grant conditions.
- 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.

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Project Publicity

- NYC's support should be acknowledged on all publicity materials from date of award of the grant. Teams are required to credit Youth Corps Singapore (YCS), part of 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 websites, 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 YEP-YCS-NYC logo can be downloaded from the Youth Corps Singapore Website (<https://www.youthcorps.gov.sg/en/initiative/#youth-expedition-project>). The use of logos shall be as follows:



- All artwork, as well as media and publicity related materials, must be sent to Partnership_Enquiries@nyc.gov.sg before production or release. NYC reserves the right to use the materials for publicity purposes.
- To amplify your team's good work and compile all YEP-GO teams' experiences, we encourage you to hashtag **#YEPsg**, **#YouthCorpsSG**, **#NYCsg** and **#SGYouthCares** for your social media postings.

Changes to Project

- NYC must be informed in writing of major changes to the proposed project at least 2 weeks before the project execution date (e.g. objective, overseas host partner, beneficiary, budget, etc.). Minor changes can be updated in the project report at project closure.
- NYC reserves the right to withdraw or reduce funding if the project deviates significantly from the original proposal.

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Report Submission

- Teams must submit the following **within 1 month** from the end of your Online Project via <https://go.gov.sg/yepgoclosure>:
 - i. YEP-GO Feedback Forms (online)
 - All [Overseas Host Partners and/or Communities](#)
 - All [YEP Leaders](#) and [Members](#)
 - ii. YEP-GO Team Report and Statement of Accounts
 - Updated Plans for Online Project (if there are changes to the plans submitted as at application)
 - iii. Updated YEP Team Name List (if there are changes to the list submitted as at application)
 - iv. Reflections with at least 5 photographs, including caption/story (minimum of 1 per engagement session) on YEP website (more details will be provided soon)
 - Photos should be of high resolution and reasonable quality (at least 1 MB each)
(Note: NYC reserves the right to use the materials for our publicity purposes. By providing original materials, you represent and warrant that the materials and artwork contained therein are original to you and do not infringe upon the copyright of any other person.)
 - v. All original receipts of the project expenses to be kept for 6 months and submitted to NYC for audit upon request

- Items **(i) to (iii)** are to be sent via <https://go.gov.sg/yepgoclosure>

