FREQUENTLY ASKED QUESTIONS

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

FREQUENTLY ASKED QUESTIONS

Part Of:

Yep
YOUTH EXPEDITION
PROJECT

YOUTH CORPS
SINGAPORE

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yep
YOUTH EXPEDITION PROJECT

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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 taking place before 31 Dec 2021. This is to safeguard the health and safety of all participants.

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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.

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Q3   When can I apply for the YEP-GO grant?
A3   You can apply for the grant via OurSG Grants portal https://oursggrants.gov.sg/. Please submit your application at least two (2) months before the commencement of the proposed Online Project. NYC reserves the right to reject late or incomplete applications.

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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.

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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.

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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.

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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: https://www.youthcorps.gov.sg/en/initiative/#youth-expedition-project

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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.

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Q9   There is a change in my overseas host organisation. What should I do?

A9   You would need to re-submit the YEP-GO application via OurSG Grants portal https://oursggrants.gov.sg/

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

A10   You can find information on the YCS Website and the YEP-GO Funding and Publicity Guidelines. To apply for YEP-GO, send in your application via OurSG Grants portal. For further enquiry and assistance in project scoping, you may email us at yep_enquiries@nyc.gov.sg

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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.

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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.

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

A13   We would require at least 6 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. You can submit the photos via YEP website https://youthcorps.gov.sg/yep

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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.

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 OurSG Grants portal https://oursggrants.gov.sg/

  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 6 photographs, including caption/story (minimum of 1 per engagement session) on YEP website (https://youthcorps.gov.sg/yep)
     – 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 OurSG Grants portal https://oursggrants.gov.sg/

Templates for (ii) and (iii) can be downloaded via YCS Website

There will only be one (1) grant disbursement at the end of the project, after 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). Please see Q21 for more.

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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.

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 Expenditures. All original receipts/invoices of the project expenses are to be kept for 6 months and submitted for audit upon request.

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

Q21 How is disbursement amount calculated if I have an income (e.g. fund raising)?
A21 When there is income from the team, YEP-GO will compare the surplus/deficit amount against the YEP-GO grant, and support whichever is lower. You may refer to the following illustrations:

Example A:
Kim's team fundraised SGD 1,200 for their YEP-GO Project. The total expenses they incurred during this project amounted to SGD 3,400.

Descriptions	Calculation	Total
(A) Total Income (YEP-GO Grant + Team's Income/Fund Raised Amount)	$3,000 + $1,200	$4,200
(B) Total Allowable Expenses	$3,400	$3,400
(C) Surplus/Deficit (Total Income – Total Allowable Expenses)	$4,200 - $3,400	$800
Claimable Amount (either or whichever is lower)		
(D) 80% of the allowable expenses	80% * $3,400	$2,720
(E) YEP-GO Grant – Surplus/Deficit	$3,000 - $800	**$2,200**

The final approved grant amount would be $2,200.

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Example B:
Jason's team fundraised SGD 500 for their YEP-GO Project. The total expenses they incurred during this project amounted to SGD 3,100.

Descriptions	Calculation	Total
(A) Total Income (YEP-GO Grant + Team's Income/Fund Raised Amount)	$3,000 + $500	$3,500
(B) Total Allowable Expenses	$3,100	$3,100
(C) Surplus/Deficit (Total Income – Total Allowable Expenses)	$3,500 - $3,100	$400
Claimable Amount (either or whichever is lower)		
(D) 80% of the allowable expenses	80% * $3,100	**$2,480**
(E) YEP-GO Grant – Surplus/Deficit	$3,000 - $400	$2,800

The final approved grant amount would be $2,480.