# ****INSTRUCTIONS****

1. This template is updated from time to time. Please check that you are using the latest template here: [www.youthcorps.gov.sg/en/initiative/#youth-expedition-project](http://www.youthcorps.gov.sg/en/initiative/#youth-expedition-project)
2. There are **TWO** parts to this template: (1) Proposal, and (2) Endorsement Letter. All fields and sections are compulsory unless otherwise stated.
3. This document must be submitted by the YEP-GO Leader through the [**OurSG Grants Portal**](https://oursggrants.gov.sg/) with all necessary supporting documents **at least 2 months before the start date of your YEP-GO Project**.
   1. YEP-GO Application Documents: (1) YEP-GO Proposal & Endorsement Form (this document), (2) YEP-GO Team Name List, and (3) YEP-GO Budget
4. The following tasks must be duly completed and/or submitted for grant application:
   1. Create an account on volunteer.gov.sg and follow Youth Corps Singapore

(<http://www.volunteer.gov.sg/youthcorpssg>)

* 1. All YEP-GO [Leader Pre- Feedback Form](https://go.gov.sg/yepgopreleaderfb) and [Member Pre- Feedback Form](https://go.gov.sg/yepgoprememberfb)

1. Applicants are advised to read the YEP-GO Funding and Publicity Guidelines available on [www.youthcorps.gov.sg/en/initiative/#youth-expedition-project](http://www.youthcorps.gov.sg/en/initiative/#youth-expedition-project) prior to the grant application. For enquiries on project scoping, you may email us at [YEP\_Enquiries@nyc.gov.sg](mailto:YEP_Enquiries@nyc.gov.sg).

# Part 1 of 2 – PROPOSAL

## APPLICANT’S DETAILS

|  |  |
| --- | --- |
| **Full Name of Applicant:** |  |
| **Mobile Number:** |  |
| **Personal Email Address:** |  |
| **Bank Name:** |  |
| **Branch Name:** |  |
| **Account Number:**  ***(Funds will be disbursed to this account, please ensure that it is entered accurately)*** |  |
| **Account Holder Name:** |  |

## DECLARATION

|  |  |  |
| --- | --- | --- |
| **Compulsory Account Creation and Feedback Submission** | **Confirm** | **Remarks** |
| 1. **Create Account in Volunteer.gov.sg**  * Link: [**http://www.volunteer.gov.sg/youthcorpssg**](http://www.volunteer.gov.sg/youthcorpssg) * I confirm that all the participants in my team have created an account in volunteer.gov.sg and followed Youth Corps Singapore |  |  |
| 1. **Feedback from YEP-GO Leader(s)**  * Link: [**https://go.gov.sg/yepgopreleaderfb**](https://go.gov.sg/yepgopreleaderfb) * I confirm that all the feedback has/have been submitted online. |  |  |
| 1. **Feedback from YEP-GO Member(s)**  * Link: [**https://go.gov.sg/yepgoprememberfb**](https://go.gov.sg/yepgoprememberfb) * I confirm that all the feedback has/have been submitted online. |  |  |

## PROJECT DETAILS

|  |  |
| --- | --- |
| **Project Title/ Name:** |  |
| **Project Start Date:** |  |
| **Project End Date:** |  |
| **Name of Endorsing Organisation (EO):** |  |

## PROFILE OF OVERSEAS HOST ORGANISATION

|  |  |
| --- | --- |
| **Name of Overseas Host Organisation:** |  |
| **Country of Overseas Host Organisation:** |  |
| **State of Overseas Host Organisation:** |  |
| **Name of Contact Person:** |  |
| **Email Address of Contact Person:** |  |

## NEEDS AND IMPACT ASSESSMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Needs** | **Online Activities** | **Impact/ Outcome** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

## PROGRAMME DETAILS

Please clearly indicate all the online activities (English lesson 1 - Vocabulary etc) and how the activities will be conducted (ie. Zoom platform, pre-recorded videos etc)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Online Activities** | **Remarks (If Any)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Part 2 of 2: ENDORSEMENT LETTER

All YEP-GOs have to be endorsed by a recognised education institution or not-for-profit organisation based and registered in Singapore.

**Roles of an Endorsing Organisation**

* To select and monitor team leaders and team members throughout the entire YEP-GO process.
* To ensure consistency and presence of NYC-YEP-GO branding.
* To advise teams on project planning and design for online engagement.
* To ensure the incurred expenditure during the project tallied with receipts before submitting it to NYC-YEP. All original receipts of the project expenses to be kept for 6 months and submit for audit upon request.

**Endorsement Letter**

The responsibility for the overall organisation, leadership, management and safety of the projects lies solely with the institutions and organisations endorsing the team leaders and their projects applying for support under this YEP-GO grant scheme.

The Endorser representing their organisation is responsible in ensuring that the team leader(s) is/are prepared adequately to ensure the safety and learning aspects of the project.

../Links/Arrow.pngApplications from recognised Voluntary Welfare Organisation, Youth Organisation, Non-

Profit Organisation and Grassroots/Community Organisation must be endorsed by the Head/Authorised representative of the Organisation.

../Links/Arrow.pngApplications from Institutes of Higher Learning and student body, e.g. Science Club must be endorsed by the Head/Authorised representative of the Student Affairs/Development Office or persons authorised by the principal of the institution.

This letter covers endorsement for the following documents:

../Links/Arrow.pngTeam’s online project proposal

../Links/Arrow.pngAll other supporting documents relevant for the assessment of the project

|  |  |  |
| --- | --- | --- |
| 1. **Project Details** | | |
| Project Title / Team Name |  |
| Project Date |  |
| Team Leader(s) Name |  |

|  |  |
| --- | --- |
| 1. **Particulars of Endorsing Organisation & Endorser** | |
| Name of Organisation |  |
| Name of the Authorised Official |  |
| Designation |  |
| Department / Section / Faculty |  |
| Contact No. |  |
| Email |  |

|  |  |
| --- | --- |
| 1. **Declaration and Acceptance by Endorser** | |
| 1. I have read and am fully aware of the stated terms and conditions for Endorsing Organisations (see “Endorsement Letter”) and I agree to abide by them. I understand that the application will be decided at the sole discretion of NYC and that NYC has the right to reject the application should the information submitted be incomplete and/or inaccurate. I understand that the NYC shall reserve the right to review, reduce, suspend, terminate or withdraw the grant assistance in accordance with the stated terms and conditions and that the NYC reserves the right to act on the breach of its terms and conditions at any point in time. Any decision undertaken by NYC is final. 2. I have ensured that this submission is complete and contains all the relevant grant documents required for the application to be processed. 3. I hereby endorse the above team leader(s) for the above-mentioned YEP-GO. | |
|  |  |
| Signature of Endorser / Date | Stamp of Organisation |