# ****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/" \l "youth-expedition-project" \t "_blank)
2. This document must be submitted through the [**OurSG Grants Portal**](https://oursggrants.gov.sg/) with all necessary supporting documents **within 1 month from the end of your YEP-GO Project**. All fields and sections are compulsory unless otherwise stated. Please be succinct and clear in your responses.
   1. YEP-GO Closure Documents: (1) YEP-GO Closure Report & Declaration (this document), (2) YEP-GO Team Name List (if there are any changes to the list as at application), and (3) YEP-GO Statement of Accounts
3. The following tasks must be duly completed and/or submitted for project closure:
   1. YEP-GO Post- Feedback Forms
      1. All [Overseas Host Partners and/or Communities](https://go.gov.sg/yepgopartnerfb)
      2. All YEP-GO [Leaders](https://go.gov.sg/yepgoleaderfb) and [Members](https://go.gov.sg/yepgomemberfb)
   2. Reflections with at least 6 photographs, including caption/ story (minimum of 1 per engagement session) on YEP website (<https://youthcorps.gov.sg/yep>)
      1. 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.)*
   3. All original receipts of the project expenses to be kept for 6 months and submitted to NYC for audit upon request.

## PROJECT OVERVIEW

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| --- | --- | --- | --- |
| **Project Details** | | | |
| **Project Title/ Name:** |  | | |
| **Project Start Date:** |  | **Project End Date:** |  |
| **Description of Beneficiaries:** |  | | |
| **Number of Beneficiaries:** |  | | |
| **Leader’s Details** | | | |
| **Full Name:** |  | | |
| **Personal Email Address:** |  | | |

## DECLARATION

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| --- | --- | --- |
| **Compulsory Submissions** | **Confirm** | **Remarks** |
| 1. **Feedback from Overseas Host Partner(s) and/or Communit(ies)**  * Link: [**https://go.gov.sg/yepgopartnerfb**](https://go.gov.sg/yepgopartnerfb) * I confirm that all the feedback has/have been submitted online. |  |  |
| 1. **Feedback from YEP-GO Leader(s)**  * Link: [**https://go.gov.sg/yepgoleaderfb**](https://go.gov.sg/yepgoleaderfb) * I confirm that all the feedback has/have been submitted online. |  |  |
| 1. **Feedback from YEP-GO Member(s)**  * Link: [**https://go.gov.sg/yepgomemberfb**](https://go.gov.sg/yepgomemberfb) * I confirm that all the feedback has/have been submitted online. |  |  |
| 1. **Reflections and Photos**  * Link: [**https://youthcorps.gov.sg/yep**](https://youthcorps.gov.sg/yep) * I confirm that the team have submitted a post on the YEP website |  |  |

## AMENDMENTS TO PROPOSED PLANS

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| --- | --- | --- | --- |
| Provide details of any amendments/ changes to the proposed plans submitted as at application. | | | |
|  | | | |
| Updated Programme Details *Leave* ***BLANK*** *if there are no changes to the programme submitted as at application* | | | |
| **Date** | **Time** | **Online Activities** | **Remarks (If Any)** |
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## SHARING BY LEADER

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| --- |
| What went well for the project? |
|  |
| What do you think could have been improved? |
|  |

*Thank you for completing the report!*