



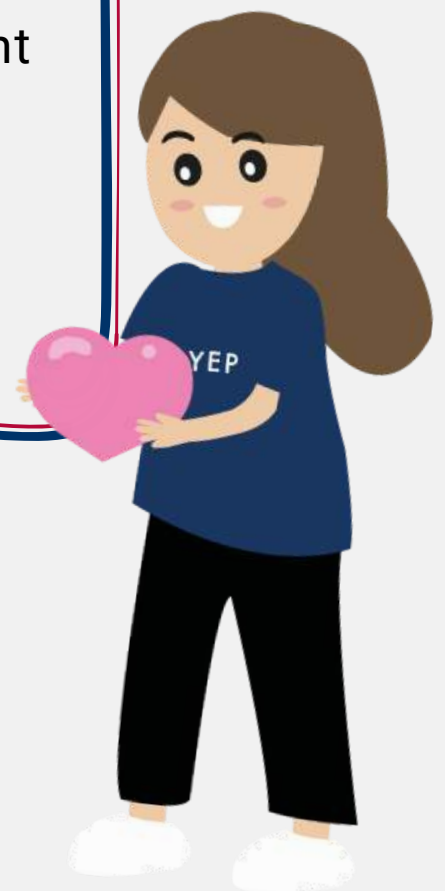
YEP-GO

**PROJECT STARTER KIT
FOR LEADERS**



HELLO *leaders*

Happy that you are taking the step to start a project to continue volunteering and engaging our overseas community during a pandemic. We will guide you to develop a project idea and assist you with achieving it with a grant capped at \$3000, so let's get started!

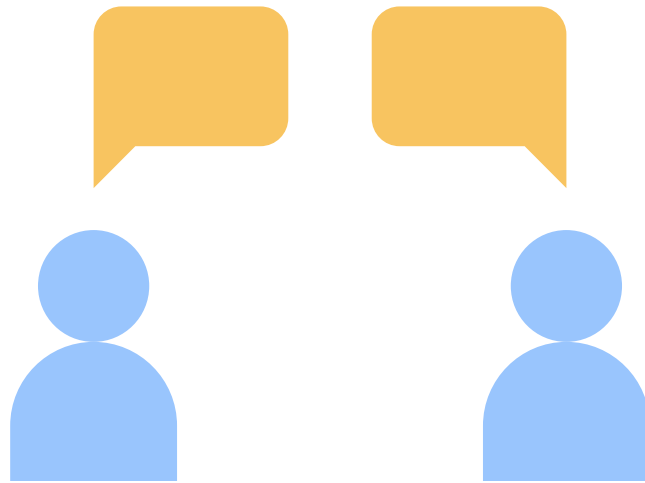


Part Of:



STEP 1

SEEK A COMMUNITY PARTNER FOR COLLABORATION



Visit the link below to access a list of community partners for your reference.

[HTTPS://GO.GOV.SG/YEPPARTNERS](https://go.gov.sg/yeppartners)

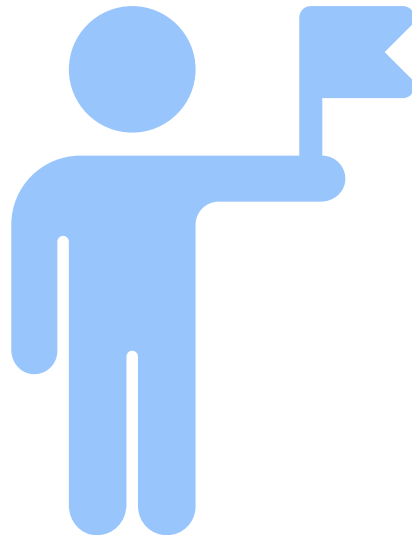
Do your research and read up on what these organisations are about so that you can get a clearer idea of what you would like your YEP-GO project to look like.

Get in touch with your selected partner and come up with a scope for your YEP-GO project.

Take note that the list provided is not exhaustive. Feel free to explore other collaborations where possible.

STEP 2

UNDERSTAND YOUR ROLE AS A LEADER



Being a YEP-GO leader is definitely not easy and there are certain expectations to meet.

You should be expected to:

- Have the maturity to lead a team of mixed ages (15-35 years old)
- Be responsive and demonstrate ability to manage local and international stakeholders
- Provide direction and confidence in leading team through ambiguity
- Be passionate in the development of team members

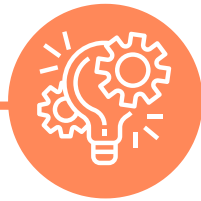
STEP 3

FORM YOUR TEAM

Now that you have secured a community partner and have a potential idea in mind, it's time for you to recruit some help!

PROJECT OBJECTIVES

- What is your project scope?
- What is the success of the project?
- How long are the commitment hours?
- What are the members' roles?
- What are the funding requirements from members?



RECRUITMENT PUBLICITY

- Create publicity materials (eg. posters, EDMs)
- Publicise your recruitment (eg. whatsapp blast/social media)
- Set up interview slots (preferably at least 2 days)
- Come up with a description of your project objectives



INTERVIEW YOUR MEMBERS

- Find out about interested volunteers' working style
- How are their time management skills?
- Do they have any other skills that will help to bring success to the project?



SELECT YOUR MEMBERS

- Form a team where everyone would be able to work well together!
- Take note of individuals' commitments during the project period and foresee if any of them might face difficulties in committing



ORIENTATION

- Help your members be familiar with one another's working style
- Set up a communication platform and regular meeting time
- Allocate member's role in the project



STEP 4

APPLY FOR THE YEP-GO GRANT



You may review the requirements for the YEP-GO grant and apply for it. NYC will fund 80% of total qualifying project costs, capped at \$3,000 per team.

Application form can be found at
<https://go.gov.sg/yepgoapplication>

STEP 5

BRING YOUR PROJECT SUCCESS



Set up a meeting agenda for each check-in with members to keep track of project progress.

Liaise with overseas community partners to find out more information needed for preparation.

Be confident and believe in your team to be committed in the deliverables. Grow together as a team while serving others, the journey will be worthwhile.

STEP 6

PROJECT CLOSURE



Facilitate debrief to anchor members' learning and review feedback as a team.

Finally, complete and submit all project closure forms for the grant to be processed successfully.

Project Closure form can be found at
<https://go.gov.sg/yepgoclosure>

Good luck!

We wish you all the best in your YEP-GO journey. We promise you that it will be no less fulfilling to engage with our overseas community online.

Do good beyond borders, be an inspiration!

If you still have queries, you may reach us at
YEP_Enquiries@nyc.gov.sg



Part Of:

