**YOUTH CORPS COMMUNITY PARTNERSHIP (YCCP) GRANT FOR YOUTH CORPS LEADERS PROGRAMME**

Youth Corps Singapore, a division under the National Youth Council (NYC), is seeking to partner with Community Organisations with an interest in youth development to design, scope and implement service-learning projects in the community as part of the Youth Corps Leaders Programme initiative. These community needs should be suitable for youths and in areas that the Community Organisation is seeking to address or under current programme pipeline. Youth Corps Singapore would recruit youth volunteers to work with the Community Partner to address these needs. Funding support on a co-funding basis would be provided to develop these youths and address the community needs.

1. **INTRODUCTION**

1.1 Youth Corps Singapore was launched in 2014 to champion youth volunteerism in Singapore and nurture active youth citizenry by empowering youths who are keen to contribute to the community.

* 1. Youth Corps provides breadth and depth of volunteering opportunities for youths through various programmes, such as the Youth Corps Leaders Programme and other community service events. The programmes are grounded in service-learning to provide youths an immersive and transformative learning experience through meaningful community service.

1. **OBJECTIVES** 
   1. Youth Corps is seeking to engage and collaborate with interested Community Organisations to create a movement of young people to ignite positive change through community development projects for the Youth Corps Leaders Programmes.
   2. The Youth Corps Leaders Programme aims to develop youth leaders to be a rallying force in galvanising their peers to serve the community. The 9 to 12 months programme (equivalent to one cohort) targets youth leaders aged 17 to 25 years in Institutes of Higher Learning (IHLs). The programme provides training and mentorship to facilitate youth development and equip them with skills to lead community projects for a caring and cohesive society.
2. **SCOPE OF SERVICES AND DELIVERABLES**
   1. Interested organisations may submit proposals for **Youth Corps Leaders Programme** (Refer to Annex A for Proposal Template):
   2. Interested organisations will be required to identify community needs in areas under the Community Organisation’s purview or as part of the Community Organisation’s current programme pipeline. These identified community needs will inform the Community Organisation’s approach to designing and scoping meaningful local service-learning projects aligned with Youth Corps Singapore 5D pedagogy (Refer to attached Annex B).
3. For Past Youth Corps Singapore’s Community Partners

* To design and scope minimum one (1) service-learning projects per cohort up to 2 years / 2 consecutive cohorts; or
* To design and scope minimum one (1) service-learning projects for 1 cohort; For service-learning projects from existing or past cohorts, projects should include either an enhancement of previous projects or a different target audience, with opportunities for the youths to apply the 5D pedagogy.

1. For New Community Partners:

* To design and scope minimum one (1) service-learning projects for 1 cohort.
  1. The Community Organisation is to ensure the scale of each project is scoped appropriately for a team of maximum 10 youth volunteers for 9 to 12 months.
  2. The Community Organisation is to ensure that the nature of the project includes effective application of service-learning pedagogy to facilitate learning and reflection by Youth Corps Aspirants.
  3. The Community Organisation is to assign a dedicated staff of at least two years of experience in youth development to oversee Youth Corps projects and Youth Corps Aspirants, including but not limited to provision of technical knowledge or resource person on community needs, project guidance and project mentorship to Youth Corps Aspirants throughout the project. The assigned staff can take on the role of either:

1. Project Mentor AND Functional Specialist or
2. Functional Specialist only

For avoidance of doubt, please refer to Annex C for the outline of role differentiation between a Project Mentor and Functional Specialist. All interested organisations are to indicate clearly in the proposal the role undertaken by the assigned dedicated staff for every service-learning project submitted.

* 1. Provide and monitor relevant information and indicators for project impact and youth development evaluation.
  2. Interested organisations can partner other local Community Organisations to value-add to their proposals. Such partnerships can be in the form of joint identification of critical community needs or joint implementation of Youth Corps projects, to provide a meaningful and positive volunteering experience for Youth Corps Aspirants, among others.
  3. Selected Community Partners are expected to collaborate with Youth Corps training providers to ensure alignment with and consistency in training and knowledge application.
  4. Youth Corps local service-learning projects should focus on these areas:

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| --- | --- |
| **Social Inclusion** | **Sustainability** |
| Children & Family  (e.g. Developing literacy programmes for children from less privileged families, creating family bonding activities for families of the incarcerated to promote cohesion) | Environment  (e.g. Reducing carbon footprint among the community or companies or raising awareness of environmental issues, among others) |
| Seniors  (e.g. Encouraging exercise and inculcating healthy eating habits for seniors living in rental flats to promote healthy lifestyle and social cohesion, conducting digital literacy programmes to promote social cohesion and interaction among seniors) | Social  (e.g. Developing a programme to promote social cohesion among the youths from different socio-economic background, developing heritage trails to engage the community) |
| Special Needs  (e.g. Improving the quality of life for the special needs community) |  |
| Youth  (e.g. Developing suitable programmes to engage and empower youth-at-risk or support youth with mental well-being challenges) |  |

**4 DURATION OF APPOINTMENT**

4.1 The duration of appointment for new Community Partner is up to 12 months for 1 cohort, or a period of up to 24 months (the equivalent of up to 2 cohorts) for existing Community Partners with proven track record, upon the signing of an agreement between National Youth Council and the selected Community Partner.

**5 BRANDING AND PUBLICITY**

5.1 All projects shall be branded as Youth Corps Leaders Programme.

5.2 All Youth Corps Aspirants and members are to wear Youth Corps Singapore attire during the Youth Corps Leaders Programme service-learning project at the Community Organisations.

5.3 Appointed organisation is to acknowledge Youth Corps’ support in all media and publicity related materials associated with the approved project.

5.4 Appointed organisation is to adhere to the publicity guidelines provided.

1. **ELIGIBILITY CRITERIA**
   1. Only organisations registered in Singapore with Accounting and Corporate Regulatory Authority or Registrar of Societies are eligible to take up this YCCP Grant. Additionally, organisations with either of the following status are also preferred:
      1. Institutions of a Public Character (IPCs) or Charity status; or
      2. Businesses with a clear social mission.
2. **EVALUATION CRITERIA** 
   1. Proposals for the Youth Corps Leaders Programme will be evaluated against the following criteria:
3. Quality of Proposal for Youth Corps Leaders Programme (50%):
4. Ability to design, scope and deliverlocal service-learning community projects that:
5. Align to Youth Corps Singapore 5D service-learning pedagogy to facilitate positive volunteering experiences and youth/ development outcomes;
6. Identify clear local community needs (within the focus areas listed in Clause 3.9);
7. Involve utilising local community assets;
8. Ensure the solution has considered appropriate resource-planning and manpower allocation required to facilitate project continuity;
9. Include direct interaction with beneficiaries (this could include working directly with the beneficiaries or voluntary welfare organisations);
10. Ability to measure projects’ impact to the communities, as well as, youth development in view of service-learning; and
11. Possess strong administrative system and processes to support the design and implementation of Youth Corps projects and mentorship of Youth Corps Aspirants; and
12. Assignment of a dedicated staff with at least 2 years’ experience of youth development to oversee Youth Corps projects and facilitate youth leadership development of the Youth Corps Aspirants;
13. Quality of Youth Development Framework[[1]](#footnote-1) (20%):
14. Develop, guide and manage Youth Corps Aspirants in accordance to Youth Corps Singapore 5D pedagogy inclusive of execution of meaningful and impactful local community projects.
15. It is mandatory for organisations to indicate clearly in the proposal the roles (Project Mentor and Functional Specialist, or Functional Specialist only) undertaken by the assigned dedicated staff for each service-learning project.
16. Good track record that demonstrates (15%):
17. Strong organisational capacities;
18. Strong project management and risk management capabilities;
19. Experience in working with youth volunteers; and
20. Good financial management;
21. Cost reasonableness of proposed budget (15%).
22. **FUNDING SUPPORT**
    1. Funding for the Youth Corps Leaders Programme is on a co-sharing model. The selected Community Partners will be provided a grant, which covers Project Costs comprising the following:
       * 1. Manpower Costs – costs incurred by the Community Partner in relation to provision of Functional Specialist and/or Project Mentor
         2. Transport Costs – costs incurred by the Functional Specialist and/or Project Mentor in relation to the execution of the Youth Corps projects or attendance of Youth Corps Leaders Programme milestones.
         3. Audit Costs – costs related to auditing of the Statement of Accounts at the end of the Agreement
    2. The grant will cover **up to 80%** of approved allowable costs and disbursed in 2 to up to 4 tranches upon fulfilment of deliverables and depending on the number of cohorts involved.
23. **REQUIREMENTS FOR PROPOSAL SUBMISSION** 
    1. Interested organisations must submit detailed proposals using the template in Annex A. Formal application shall be made in the following format:
24. One softcopy with numbered pages in Microsoft Word format via email to Ms Natasha Nowak, Manager (Programme Architects) at [natasha\_nowak@nyc.gov.sg](mailto:aubrey_lee@nyc.gov.sg) by **18 July 2023, 7.00pm**.
    1. Proposals must effectively address the scope of services and deliverables as indicated in Para 3. Only complete proposals will be considered.
25. **KEY PROGRAMME ENGAGEMENT DATES FOR THE YOUTH CORPS LEADERS PROGRAMME**

10.1 Please take note of the following key engagement dates for selected Community Partners:

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| **Date** | **Key Programme Engagement Dates** |
| 23 November 2023,  6.30PM – 9.30PM (ZOOM) | Community Partner On-Boarding Session |
| 15 – 17 December 2023 | Induction Camp |
| 13, 14, 27 January 2024 | Aspirant Skills Training Workshops |
| January 2024 (Date(s) to be discussed with Aspirants) | Immersion Sessions with Community Partners (Introduction to Community Partner)   * To learn about the organisation * To learn about clients/beneficiaries |
| January – December 2024 | Project Implementation (Diagnose, Design, Deliver) |
| *\*Please note that these dates may be subjected to changes. Should there be any updates, Community Partners will be informed.* | |

Annex A

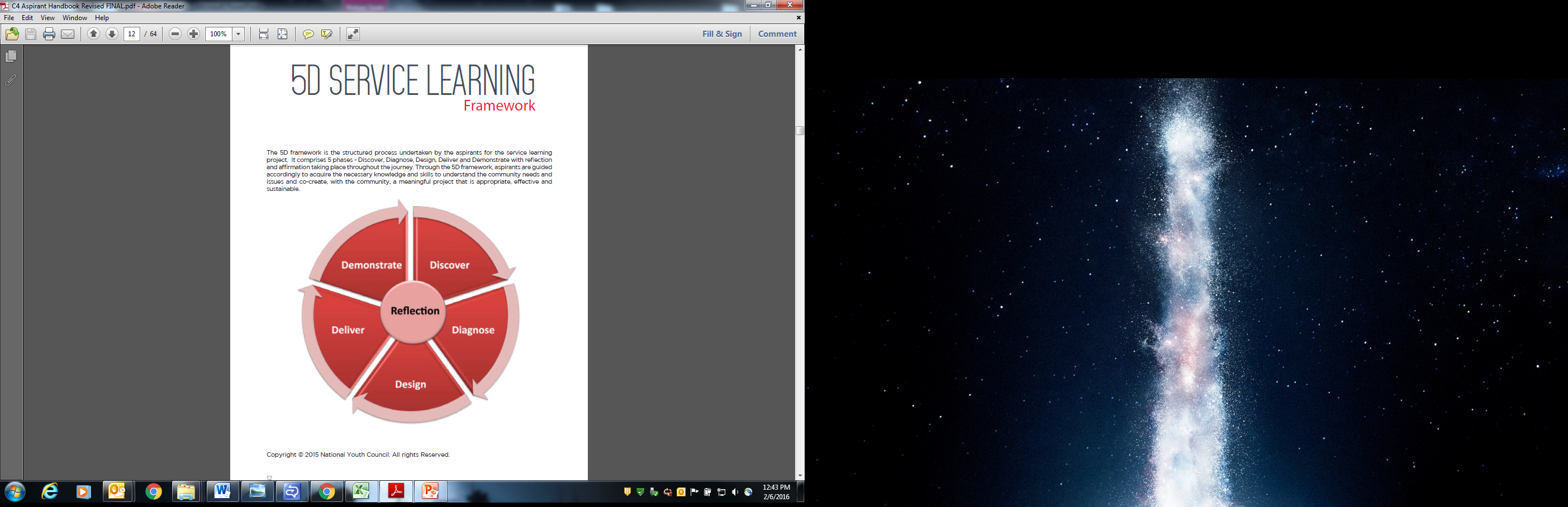
**APPLICATION FOR YOUTH CORPS COMMUNITY PARTNERSHIP (YCCP) GRANT**

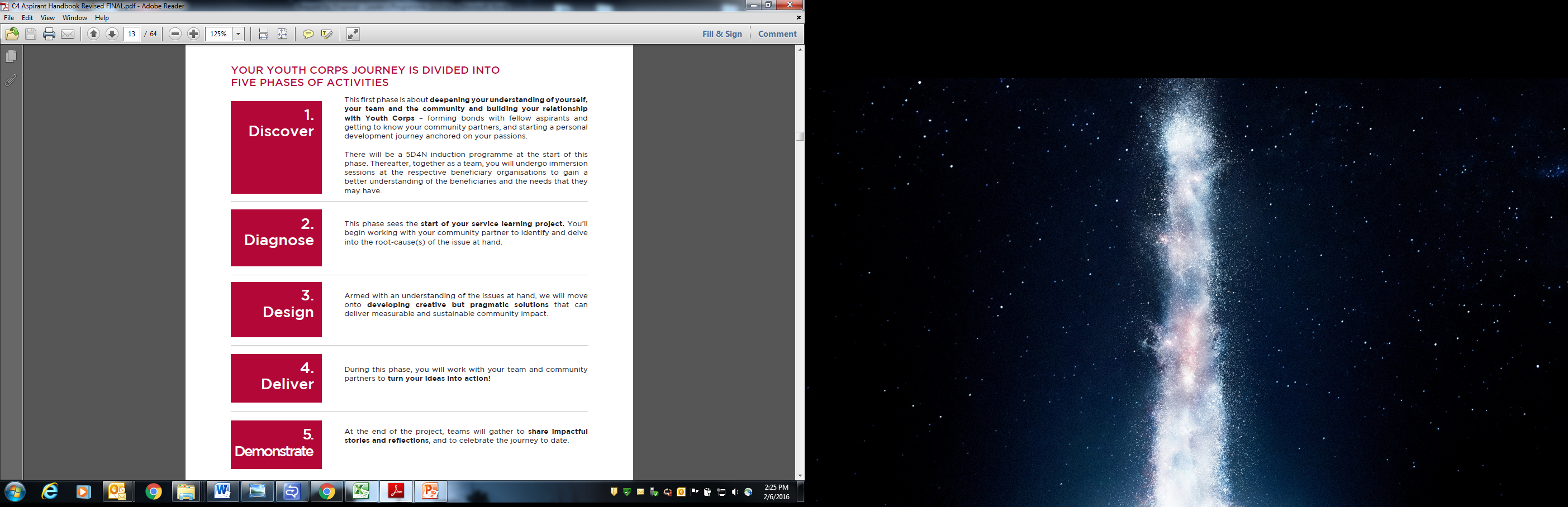
**for YOUTH CORPS LEADERS PROGRAMME**

**PROPOSAL TEMPLATE**

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| **PROPOSAL** |
| 1. **Organisation Background**    * Vision and mission    * Details of organisational portfolio    * Profile of management team and executive committee or board members    * Staff and volunteer strength (please also include relevant staff resume involved in Youth Corps Leaders Programme)    * Key programmes, outreach and sources of income    * Please attach the following documents:    * UEN number    * Organisation’s Address    * ACRA Business Profile/ ROS Profile/ IPC/ Charity status,    * Last year’s Financial Statement,    * Bank Account Details - bank account number and bank account holder name   (If it is a screenshot of the ibanking page, do ensure that the image clearly displays the bank logo, bank account number and bank account holder name) |
| 1. **Proposal for Youth Corps Leaders Programme**  * Design and scope **a minimum of one (1)\*** local service-learning community project per cohort (for up to 2 Cohorts / 2 years).  |  |  | | --- | --- | | **PROJECT 1: (insert project title)** | | | **Cause(s):** |  | | **Profile of Clients:** |  | | **Type of Project:**   * *Sustain refers to sustaining an existing project in the same site* * *Scale refers to scaling an existing project into a new site* * *Start refers to a pilot project* | Sustain / Scale / Start | | **Outreach Recruitment of Clients Required:**  *(i.e. Aspirants are required to conduct outreach to engage and recruit beneficiaries. Aspirants are not required to recruit as there is an existing group of clients which the Community Partner is already serving)* |  | | **Estimated Number of Clients Targeted:** |  | | **Estimated Number of Clients to be Recruited:** |  | | **Clients’ Availability for Engagement:**  *(To indicate compulsory timing(s) or session(s), if applicable)* |  | | **Operational Hours of Community Partner:** |  | | **Time Commitment (minimum):** |  | | **Location of Centre:** |  |   **Brief of Community Background**  *- Provide an overview of the community that the project will be serving*  *- Include the community needs*  **Project Objective**  *- Highlight community needs the project aims to address*  *- Include how the project will be executed*  *Eg. This project’s focus is on equipping youths-at-risk with leadership skills, aimed for them to increase their self-awareness and social-awareness, so that they may make positive decisions for themselves. Through 10 weekly engagement sessions focused on imparting life skills, the youth will learn to identify and harness their individual strengths and explore how they can contribute back to their community.*  **Preliminary Project Opportunities**  *- List what are some of the tasks for the Aspirants in this project*  *Eg.*   * *Preliminary door knocking to recruit and attract the youths in government rental housing neighbourhoods to volunteer in the wider community,* * *Plan and execute volunteering activities suitable for the youths* * *Build relationships and create a network with 20-30 youths aged 11-16 years to motivate and sustain long term voluntarism*   **Desired Skills, Attribute and Expectations of Volunteer**  *- Detail any good-to-haves for Aspirants,*  *Eg.*   * *Motivated and shows initiative* * *Able to work independently and interdependently* * *Enjoy networking and meeting people* * *Possess creative ideas* * *Willingness to enable and empower the children/youths and adults*   **Areas of Youth Development**  *- Share what are the insights, experiences that Aspirants would be able to gain from this project*  **Desired Impact**  *- To state the desired changes in the community or client caused by the project*  *Eg.*   * *Youths will be able to confidently articulate their strengths* * *Youths will be inspired to make an impact to the community*   *Youths to share how they can make an impact to the community*  **Potential Partnering Agencies**  *- To indicate if there is an involvement of other VWOs, Charities, Grassroots, Government Agencies or Private Corporations.*  **Sustainability**  *- Detail how the project can be sustained in terms of concept, manpower and cost after the Semester of Service.*  *- Highlight any additional partnerships that could result from the implementation of this project.*  *- Highlight any additional partnerships that can help in sustaining the project (e.g. partnerships with local RCs to take over the organisation of elderly engagement events).*  \*Please copy the above fields for the next project details if there’s more than one for this submission. |
| 1. **Risk Management**  * Highlight possible challenges, and how these can be resolved or mitigated |
| 1. **Provision of Functional Specialist / Mentor**  * To include CV of staff(s) and experience in mentoring, if applicable * Refer to Annex C for role clarifications |
| 1. **Other Value-Add**  * Unique value propositions that differentiate your organisation from others in the market (examples of other service providers and their existing programmes) * Organisation’s expertise in service-learning & facilitation, youth leadership development, project management & volunteer management * Proven track record in facilitating youths to identify community needs or match youths to the community * Possessing good understanding of the causes Youth Corps focuses * Possess a ready network of Community Organisations |
| **IMPACT ASSESSMENT** |
| * Evaluate how impact of projects and deliverables will be measured. * Evaluate how Youth Corps Aspirants will be effectively developed. * For proposal that is more than 1 year, please include expected impact on the community. |
| **BUDGET** |
| * Total operating budget and required funding using the attached templates (please provide itemised breakdown) |
| **CONTACT DETAILS** |
| Name:  Designation:  E-mail:  Office Address:  Contact Number: |

Annex B





Annex C

1. The roles and responsibilities of a Project Mentor and Functional Specialist are inclusive of, but not limited to, the functions highlighted below:

**Project Mentor**

* Build positive relationships with Aspirants
* Facilitate learning of Aspirants through structured reflections and de-brief sessions
* Address issues pertaining to group dynamics and facilitate conflict resolution with Aspirants when necessary
* Attend all Youth Corps-initiated training sessions
* Facilitate application of training tools to service-learning project
* Ensure well-being and safety of Aspirants
* Submit regular administrative reports to Youth Corps
* Collaborate closely with Aspirant team to diagnose, design and deliver service-learning project
* Conduct Aspirants’ Appraisal for all Aspirants in the team during midpoint and endpoint of the programme
* Ensure completion of feedback forms and reflection questions by Aspirants
* Determine conferment status of Aspirants
* Write testimonials for conferred Aspirants

**Functional Specialist**

* Be the resource specialist through the provision of technical knowledge and relevant training resources or materials to support the service-learning project and Aspirants’ learning
* Work with Mentors to immerse Aspirants to understand the community prior to the start of their project
* Undertake a risk assessment of the service-learning projects and take all necessary measures to mitigate against any risks identified by the Community Organisation
* Provide support for recruitment of participants in the service-learning project
* Attend service-learning project support sessions to ensure smooth implementation of service-learning project
* Administer project funding and grants
* Be the official liaison for service-learning projects engaging with other beneficiary groups

1. Community Organisations should indicate clearly in the proposal the role played by the dedicated assigned staff. Youth Corps will also consider organisations offering good service-learning projects with assigned staff playing only the Functional Specialist role. Youth Corps will support the partnership with the provision of a Project Mentor, if possible. [↑](#footnote-ref-1)