



YOUTH DEVELOPMENT FUND APPLICATION FORM
Please submit at least one month before the date of the proposed project

I PARTICULARS OF ORGANISATION		
Name of Organisation		Date of Formation/Registration: Registration Number:
Inter-Bank GIRO Particulars for Payment (if project is approved)		
Bank Name & Code : Branch Name & Code : Account Number : Name of Account Holder :		
<i>(Please note that the grant will be credited into a non-personal bank account held by a registered organisation/institution.)</i>		
Address		Tel No.: Fax No.: Website:
Total No. of Registered Members	No. of Youth Members (15 – 35 yrs)	No. of Full Time Staff
II NATURE OF PROJECT		
Title of Project		Date(s) of Project
Amount of YDF Grant applied for:		YDF Grant as % of Estimated Budget:
Total Estimated Budget:		Employs the Service-Learning methodology <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Estimated No. of Participants (excluding Project Team)		
Profile of Participants (excluding Project Team)		
Member : _____% Registered members _____% Non-members / Beneficiaries		
Ethnicity : _____% Chinese _____% Malay _____% Indian _____% Other		
Gender : _____% Male _____% Female		
Age Range : _____% below 15 _____% 15-18 _____% 19-22 _____% 23-26 _____% 27-29 _____% 30-35 _____% above 35		
Occupation : _____% Students _____% Working adults		
III PARTICULARS OF PROJECT TEAM <i>(Please note that all further enquiries and correspondence regarding the project will be directed to the Team Leader named in this section)</i>		
Name of Team Leader	Position in Organisation	Office No.: Home No.: HP/Pager No.: Email:
Composition of Project Team		
No. of Paid Staff :	No. of Volunteers	≤35 yrs old : >35 yrs old :

IV ENDORSEMENT BY HEAD OF RECOGNISED INSTITUTION

(Please note that the YDF grant will not be released unless this section is completed. The endorser and the Project Team Leader must not be the same person.)

Name of Authorised Official

Contact No.
Fax No.

Organisation

Designation

Signature & Date_____
Official Stamp of Organisation **Before you sign the form and send it to us, please check the following:**

- Have you filled in every section on the form?
- Has the form been endorsed by a recognized institution?
- Have you enclosed the detailed breakdown of the project's estimated expenditure and projected income using the standard format located at Annex A?
- Did you attach a brief history of the organisation, its objectives, and key activities organised in the last year?
- Did you enclose a detailed description of the proposed project on:
- What do you intend to do? When, where, how and with whom?
 - What is/are the community need(s) being met?
 - What is the age range and racial mix (numbers) of the youth participants and/or beneficiaries?
 - What are the learning objectives for the youth participants?
 - How are the youth participants prepared for the service? (if any)
 - Describe how reflection will be used to achieve the learning objectives. (if any)
 - Describe the evaluation methods to determine if service and learning objectives are met. (if any)
 - Describe steps to ensure sustainability of the positive impact on youth, even after the project is completed. (if any)
- Did you include the programme for the event? And if your project/event is an Arts production, please include the synopsis / script. (Please note that YDF does not support purely arts projects without community service)
- Have you enclosed press cuttings / published articles* on Project Team's past activities, if any?
(Please note that all materials submitted will be retained by NYC)

Applicants for YDF are encouraged to use the Service-Learning (S-L) approach in their youth development projects. S-L is a methodology that integrates youth service to the community with youth learning and self-development. More information about S-L can be found at www.servicelearning.org.sg or contact the Service-Learning Section at Tel: 68399184.

V DECLARATION

I hereby certify that the information given is to the best of my knowledge and I agree to abide by all the terms and conditions on the award of YDF. I understand that the application will be decided at the sole discretion of NYC, and that its decision is final. NYC shall reserve the right to review, reduce, suspend, terminate or withdraw the assistance in accordance with the stated terms and condition. Any failure or delay by NYC to exercise any of its rights or powers to claim a breach of the terms and conditions shall not prevent NYC from doing so at any time.

Signature of Team Leader
(as named in Section III)_____
Date

PAN/C/6/96(1)

**Please fax the application to: 67372025 or send it to:
National Youth Council (Youth Development Section), 113 Somerset Road, Singapore (238165)**

**DETAILED BREAKDOWN OF THE PROJECT BUDGET
(ESTIMATED EXPENDITURE AND PROJECTED INCOME)**

(If the project consists of a series of activities, please use a separate sheet for each activity, and give the overall surplus or deficit for all the activities.)

<u>ESTIMATED EXPENDITURE</u> <i>(Please include breakdown of every cost item, and provide detailed description and calculations for each item)</i>	AMOUNT (\$)
TOTAL EXPENDITURE (A)	
<u>PROJECTED INCOME</u> <i>(Please include breakdown of every income or revenue item, including grants from government bodies, sponsorships from commercial companies, fees collected, income from sale of goods, etc, and provide detailed description and calculations for each item)</i>	AMOUNT (\$)
TOTAL INCOME (B)	\$

OVERAL SURPLUS / DEFICIT (B-A)

\$ _____