

At NYC, we believe in a world where young people are respected and heard, and have the ability to influence and make a difference to the world. Together with our partners, we develop a dynamic and engaging environment where young people can realise their aspirations and play a part in making Singapore an endearing home for all.

## SINGAPORE-ASEAN YOUTH FUND (SAYF)

The main aim of the Singapore-ASEAN Youth Fund (SAYF) is to promote greater interaction among youth in the ASEAN member countries. The Fund supports partnerships among ASEAN youth and youth sector organisations, thus contributing to greater understanding and closer ties within the ASEAN community. The Fund aims to foster unity in ASEAN youths, increase awareness and understanding of ASEAN culture, and forge friendship among ASEAN youths.

The initiative must be able to meet **ALL** of the following criteria:

### Eligibility Criteria

#### 1. Target Audience

- Non-Profit Organisation in ASEAN whose primary organisational focus is youth development or which runs programmes for or involving youths in ASEAN e.g.:
  - Non-Governmental Organisation (NGO)
  - Voluntary Welfare Organisation (VWO)
  - Charitable Organisation
- Educational Institution in ASEAN
- Youth Focal Point in ASEAN. The list of Youth Focal Points is as follows:
  - Brunei – Ministry of Culture, Youth and Sports
  - Cambodia – Ministry of Education, Youth and Sports
  - Indonesia – Ministry of Youth and Sports
  - Laos – Lao People’s Revolutionary Youth Union
  - Malaysia – Ministry of Youth & Sports
  - Myanmar – Department of Social Welfare
  - Philippines – National Youth Commission
  - Singapore – National Youth Council
  - Thailand – Department of Children and Youth, Ministry of Social Development and Human Security
  - Vietnam – National Committee on Youth of Viet Nam

#### 2. Relevance

##### Basic Criteria

- Project’s content/message must not violate the laws of any participating country.
- Project must not engage in any proselytising of religion or political ideologies. In particular, projects must respect the religious, ethnic and political sensitivities of the participating countries.

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- Project should be open for participation to youths aged 15 to 35 from all ASEAN member states. It should involve youths from at least 3 ASEAN member states.
- In addition, project should ensure that at least 50% of the targeted youth participants are from ASEAN member states. Project should also have a good country mix where possible involving as many youths as possible from the ASEAN member states (e.g. large scale events, overseas community service projects).”
- Project should be relevant to ASEAN youths in terms of youth development and/or make a positive change in the ASEAN community.
- Project must meet at least 1 of the 4 ASEAN Socio-Cultural Community (ASCC) Plan of Action and Senior Officials Meeting on Youth (SOMY) focus areas:
  - i. Building a Community of Caring Societies
  - ii. Managing the Social Impact of Economic Integration
  - iii. Enhancing Environmental Sustainability
  - iv. Strengthening the Foundations of Regional Social Cohesion
- Project should also fall within one of the following themes:
  - i. Education
  - ii. Employment and Future of Work
  - iii. Health and Wellbeing
  - iv. Inclusivity/ Support for the Vulnerable
  - v. Environment and Sustainability
  - vi. Volunteerism
  - vii. Youth Leadership
  - viii. Youth Engagement
- Project can take any of the following forms:
  - Community service projects such as humanitarian relief projects;
  - ASEAN-level sporting/ cultural events and festivals;
  - Capacity building programmes such as conferences, seminars, workshops, camps, dialogues, etc.;
  - Research studies on ASEAN youths; and
  - Other forms as long as the project meets the SAYF objectives.

### 3. Impact

- Projects with significant impact will be considered favourably. Impact is measured in terms of the following:
  - Number of ASEAN youths participating in the project
  - Number of participating ASEAN member states represented by their youth participants in the project

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- The project's potential for sustained positive impact
- The creative elements in the project leading to a positive impact on any community in ASEAN
- The robustness of the project implementation and project evaluation plans

#### 4. Others

- All applicants except Youth Focal Points must obtain endorsement from their respective Youth Focal Point in the country where they are established.

## Funding

- The SAYF funds projects on a cost-sharing basis. Approved projects will be funded up to 80% of the total allowable project cost.
- Each organisation is subject to a grant limit of SGD\$50,000 per financial year starting from 1 April each year to 31 March the following year.
- Projects that indicate other sources of funding, or use cost-recovery measures to cover at least part of the project cost will be considered favourably.
- The SAYF does not fund gifts and prizes including tokens of appreciation, vouchers and awards such as trophies, medals etc., and any fixed assets. For other cost items not listed, it will be reviewed in relation to its necessity to the project.

## Application

- Application is open throughout the year.
- Application should be submitted **at least 2 months** before the proposed project start date.
- Application has to be made online via the OurSG Grants portal at <https://oursggrants.gov.sg>. For a successful and smooth submission of application, please ensure your CorpPass<sup>1</sup> User account registration at <https://www.corppass.gov.sg> is completed.

<sup>1</sup> CorpPass is a corporate digital identity for entities (such as non-profit organisations and associations) to transact with Singapore Government agencies online.

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## Conditions Upon Grant Approval

### Acceptance of Grant Awarded

- Once the grant application is approved, the OurSG Grants portal will send an email prompting you to login to the portal and review the grant offer. Please read the Letter of Award, and terms and conditions before accepting the grant offer via the portal.

### Disbursement of Grant

- The grant will be disbursed in two or more tranches, depending on the duration of the project and other consideration factors. A portion of the grant will be disbursed upon receipt of the Letter of Acceptance. The remaining grant will be disbursed upon satisfactory progress report or closure of the project and the fulfilment of deliverables.
- In the event that the project incurs a surplus or has not meet the project deliverables satisfactorily, NYC reserves the right to reduce the original approved SAYF grant or seek partial/full refund of the disbursed grant at its sole discretion.

### Changes to the Project

- The project has to be organised in accordance to the original project proposal. NYC must be informed in writing of any changes to the proposed project before the project start date (e.g. objectives, beneficiaries, scale, budget, etc.). NYC reserves the right to revoke the original grant decision or reduce the original approved SAYF grant if the project differs significantly from the original proposal.

### Project Publicity

- NYC and Singapore-ASEAN Youth Fund support should be acknowledged in all media and publicity materials associated with the approved project, from the date of notification of the grant award. These materials include:
  - i. Publicity materials such as banners, backdrops, posters and brochures
  - ii. Online and social media publicity such as Facebook or Instagram posts
  - iii. Media-profiling opportunities such as media releases and interviews
  - iv. Collaterals such as T-shirts and project memorabilia.
  - v. Please credit NYC in all relevant social media posts. This includes tagging the National Youth Council Facebook page ([www.facebook.com/nycsg](http://www.facebook.com/nycsg)) and Instagram page ([www.instagram.com/nycsg](http://www.instagram.com/nycsg)), adding the hashtags #nycsg and #SingaporeAseanYouthFund.
- High resolution NYC logo in various digital formats can be downloaded from the NYC Website [here](#).
- Please include 'Powered By' beside or above the NYC logo where possible.

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## Sample Visual Reference

POWERED BY:



- Please send all publicity materials to NYC for concurrence before production or release. NYC may use these approved materials for our own marketing and PR purposes.

## Report Submission

- The applicant is required to submit progress report(s) and/or a final report as detailed in the Letter of Award. The project report has to be submitted within 2 months after the stated date(s) in the Letter of Award. The report includes:

### Progress Report (where applicable)

- a. Project Progress Report; and
- b. Statement of Accounts (SOA) endorsed by the President, Chief Financial Officer or Chief Executive Officer (or their equivalent) without submission of receipts/invoices.

### Final Report

- c. Post Project Report;
  - d. Statement of Accounts (SOA) endorsed by the President, Chief Financial Officer or Chief Executive Officer (or their equivalent);
  - e. Scanned receipts/invoices of the project expenses;
    - ✓ NYC reserves the right to exclude receipts that are unclear or faded from the total project cost.
    - ✓ For Vendors who are unable to issue receipts, please get a written receipt signed off by the Vendor and the Organisation.
  - f. 10 best high-resolution project photos with captions submitted via an external link or an email as attachments; and
  - g. Online Grant Feedback Form.
- Incomplete set of project report will be rejected by NYC. This may result in NYC withholding the remaining grant and effecting a refund of the disbursed.

## SINGAPORE-ASEAN YOUTH FUND

Frequently Asked Questions

**Q1: My project addresses issues related to Asia and has participants from Asian countries. Will the project be eligible for funding under SAYF?**

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**A1:** The aim of the Fund is to promote and strengthen the ASEAN identity in ASEAN youth. Projects involving participants with at least 50% ASEAN youths, have a good ASEAN country mix, and addresses ASEAN issues are eligible for funding.

**Q2: How are the grants assessed?**

**A2:** Grants are assessed based on their merits. The assessment criteria are found at Para 3. Impact on Page 2 of the factsheet.

**Q3: Which “recognised institutions” can endorse my application?**

**A3:** The application must be endorsed by the relevant authority of the applying organisation e.g. Student Affairs Office, Principals of schools, Executive Director and a representative of the relevant Youth Focal Point (applicable to non-Singapore-based applicants). The Youth Focal Point endorsement has to be obtained prior to submitting the proposal through the OurSG Grant portal.

**Q4: Can I request that the approved Singapore-ASEAN Youth Fund be credited to a personal account or be paid by cheque?**

**A4:** No, grants can only be credited into a non-personal bank account held by a registered non-profit organisation, educational institution or Youth Focal Point. This is to ensure that the use of the Singapore-ASEAN Youth Fund grant is properly managed by the applicant. NYC prefers to credit the grant by inter-bank GIRO (for local banks) and telegraphic transfer (for foreign banks).

**Q5: What must applicants do to receive the remaining of the grant upon project completion?**

**A5:** Approved applicant is required to submit the required progress report(s) and a final project report to NYC according to the schedule detailed in the Letter of Award. Each disbursement tranche is contingent on the fulfilment of the conditions and deliverables stated in the Letter of Award. Any project surplus has to be returned to NYC. This is to ensure that other organisations can benefit from the Fund.

**OurSG Grants portal**

**Q6: When should applicants apply for the Singapore-ASEAN Youth Fund through the OurSG Grants portal?**

**A6:** Online applications via the portal at <https://oursggovt.gov.sg> will start from 1 April 2019.

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Q7: What should applicants do if we don't have a CorpPass?

A7: The CorpPass User account registration is available at https://www.corppass.gov.sg .

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Q8: Is the Youth Focal Point required to have a CorpPass?

A8: No, the Youth Focal Point will give their endorsement on the proposal before the proposal is uploaded and submitted through the OurSG Grants portal.

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Q9: How do applicants retrieve their CorpPass password?

A9: The CorpPass User account password resetting is available at https://www.corppass.gov.sg at the Login page.

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Q10: Will there be additional requirements with the shift to the OurSG Grants portal?

A10: No, the grant application requirements remain unchanged. The exception is only for the login and access to the OurSG Grants portal through a CorpPass User account.

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Q11: Is there any restriction on the devices to access the OurSG Grants portal?

A11: The portal is compatible on most devices and can be accessed from personal computers, laptops, tablets and smart phones with an internet connection. It is best viewed from the latest two versions of Chrome, Safari, Microsoft Edge, and Firefox.

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Q12: How do applicants check if their application is submitted or status of the application?

A12: Upon submission, applicants will be able to see (a) a pop-up indicating the reference number for the application and (b) receive an email notification to acknowledge the application via the email address provided for the application.

The application status is also updated on the OurSG Grants portal Dashboard (the application will no longer be in the "Draft" section of the Dashboard, but instead in the "Grants" section). Applicants can login to the OurSG Grants portal to view the status of the application at any point of time.

Q13: How do applicants amend their application or provide additional information?

A13: Once a grant application is submitted, applicants will no longer be able to make any amendments.

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For amendment of critical fields such as project dates, proposed/requested budget amount, applicants may contact the grant manager to put forth the request. It will be considered on a case-by-case basis.