**INSTRUCTIONS**

1. Applicants are advised to read the **Asia-Ready Exposure Programme (AEP) Factsheet & FAQ** available online ([https://go.gov.sg/aepdocs](https://form.go.gov.sg/aepdocs)) prior to applying for the AEP.
2. Applicants are to submit their AEP applications online via [https://go.gov.sg/**aepapply**](https://go.gov.sg/aepapply). For a successful and smooth submission of application, please download and complete the following templates from [https://go.gov.sg/**aepdocs**](https://go.gov.sg/aepdocs) before applying online:
* AEP Proposal, Budget & Endorsement Letter Template
* AEP Participant List Template (if ready)
1. Application should be submitted at least 3 months before the proposed AEP Project Start Date. Applicants who require assistance to fine-tune their proposals are encouraged to send the AEP proposal to AEP\_enquiries@nyc.gov.sg before the 3-month submission timeline and factor in adequate time to amend the proposal.
2. Endorsing Organisations who are new to AEP, please email AEP\_enquiries@nyc.gov.sg to arrange for a consultation / onboarding session.
3. If you are a youth looking to participate in an AEP, you may explore opportunities within your school / organisation or opportunities with the National Youth Council by submitting this form: <https://go.gov.sg/nycintopencall>

**AEP PROPOSAL, BUDGET & ENDORSEMENT LETTER TEMPLATE**

1. This template is updated from time to time, please ensure that you are using the latest template that can be downloaded here: [https://go.gov.sg/aepdocs](https://form.go.gov.sg/aepdocs).
2. This template consists of three sections:
	1. Proposal
	2. Budget
	3. Endorsement Letter
3. All sections and fields must be filled unless otherwise stated.
4. Please be succinct and clear in your responses. As a guide, your response to each question should try not to exceed 300 words.
5. Applicants are encouraged to email AEP\_enquiries@nyc.gov.sg for enquiries and assistance in fine-tuning proposals or consultations.

**OVERVIEW**

|  |  |
| --- | --- |
| **Project / Programme Title**e.g. AEP Indonesia 2020 |  |
| **Country(s)[[1]](#footnote-1)**e.g. Indonesia |  | **State / Province**e.g. Jakarta |  |
| **AEP Project Start Date**(DD-MM-YYYY) | e.g. 09-11-2020 | **AEP Project End Date**(DD-MM-YYYY) | e.g. 13-11-2020 |

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| **APPLICANT DETAILS**We will contact this person for queries about the application. |
| **Full Name (as per your NRIC)** | e.g. Tan Wei Ming, Simon |
| **Email Address** | e.g. abc@hmail.com | **Mobile No.** | e.g. 87654321 |

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| **DESCRIPTION OF PROJECT**Please provide a brief summary / description for your AEP Project. |
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| **ESTIMATED NUMBER OF PARTICIPANTS INVOLVED / REACHED** |
| **Estimated No. of AEP Participants[[2]](#footnote-2)***(Directly participate in and benefit from project activities regardless of funding eligibility[[3]](#footnote-3) e.g. include foreign students participating in the AEP or students who have been funded before where relevant)* | **Breakdown** | **No. of Youths (include nationality and occupation status)**(e.g. 32 Singapore Citizens / PR students) |
| **Institute of Higher Learning (IHL)**[[4]](#footnote-4) | e.g. 25 Singapore Citizens / PR (students)2 Foreigners (students) |
| **Young Adults**E.g. part-time employment, full time employment, self-employed, unemployed, national service full-time, gap year, fresh graduate | e.g. 2 Singapore Citizens (fresh graduate)1 Singapore Citizen (NSF) |
| **Others (please specify)**E.g. non-youths (under 15 / above 35), Sec Sch, JC, Pre-U, home-schooled, retired |  |
| **Estimated Outreach***(Exclude AEP participants. This includes speakers, moderators, audience / spectators, volunteers for specific segment of the project but did not go through the whole AEP journey)* | **Breakdown** | **No. of Youths (include role in project)**(e.g. 15 Indonesian youths from University of Indonesia who will be involved in youth-to-youth interaction with AEP participants) |
| **Institute of Higher Learning (IHL)** | e.g. 15 Indonesian youths from University of Indonesia who will be involved in youth-to-youth interaction with AEP participantse.g. 100 Singaporean students attending the panel session |
| **Young Adults**E.g. part-time employment, full time employment, self-employed, unemployed, national service full-time, gap year, fresh graduate | e.g. 1 invited industry speaker from Indonesia (self-employed) |
| **Others (please specify)**E.g. non-youths (under 15 / above 35), Sec Sch, JC, Pre-U, home-schooled, retired | e.g. 2 invited industry speakers from Indonesia and Singapore (Non-Youths, above 35) |

**AEP COMPONENTS & DETAILS**

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| **AEP PREPARATION** |
| Participants are required to undertake tasks and activities to learn more about ASEAN member states, China and India (ACI). This includes relevant modules, seminars and webinars. Participants are to complete ***either one*** of the following Preparation Modules (i.e. A or B), recognised by the Endorsing Organisation (EO) or the National Youth Council, before or during the AEP Project. * **Option A: COUNTRY INFORMATION TRAINING**

**Aim**: To increase awareness of the political, economic and socio-cultural aspects of the ACI countries, as well as Singapore’s perspective and/or foreign policy with these countries.* **Option B: ACI LANGUAGE TRAINING**

**Aim**: To equip participants with basic conversational skills in an ACI country’s native language and better appreciation of the country’s culture. |
| **Does the proposal include any preparation modules that satisfy either Option A or Option B?** | **Yes** | **No** |
| **Please complete Table 1 below** | **Please complete Table 2 below** |

**Table 1: Preparation Modules Recognised by EO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparation Module**(Country information or Language) | **No. of AEP Participants** | **Status**(Completed / Attending / Will be Attending) | **Remarks** |
| e.g. Language  | e.g. 2 | e.g. Completed | e.g. Malay Language Elective Programme in Secondary School |
| e.g. Country Information  | e.g. 20 | e.g. Attending | e.g. “Understanding ASEAN” elective in Singapore Polytechnic |
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**Table 2: Request for NYC Preparation Module**

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| **No. of AEP Participants** (include nationality) | **Country(s) of Interest**(based on project scope) | **Preference[[5]](#footnote-5) for Preparation Module**(Country information or Language) |
| e.g. 12 SC, 2 PR, 1 foreigner | e.g. Indonesia | e.g. Country Information |
| e.g. 3 SC | e.g. Indonesia | e.g. Language |
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| **TYPE OF AEP PROJECT**  |
| Participants are required to complete a project **between 4 days to 3 months** which includes **both** cultural and industry exposure and allows application of the knowledge acquired in the preparation phase. The preparation and project activities can be held concurrently.Projects can take the following forms:1. Project Internship / Attachment to an organisation
2. Content-based projects related to a problem statement
3. Thematic events (e.g. webinars, dialogues, cultural performances)
4. Any other forms that meets the desired youth development outcomes
 |
| **Please select all that apply:** |
| **Project Internship**[ ]  | **Content-Based Project**[ ]  | **Thematic Events**[ ]  | **Others**[ ]  |

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| **AEP PROJECT DETAILS** |
| **Project Details** | **Description** |
| **What are the project's objectives?** |  |
| **Describe how you plan to achieve both cultural and industry exposure for the participants.**Please highlight the knowledge and/or skills (if any) that the participants will likely gain. |  |
| **What are the key activities that the participants are required to undertake and the intended learning outcomes?** |  |
| **How will you measure the outcomes of your project?**E.g. surveys, regular check-ins, facilitation of learning outcomes, etc. Please provide details of any facilitation plans or tools that will be used in the programme.  |  |

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| **PROJECT PARTNERS, if any** |
| **#** | **Name of Partner(s), if any** | **Brief Profile** | **Brief Description of Partner’s Role in the Project** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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| **IMPLEMENTATION PLAN / TIMELINE[[6]](#footnote-6)** |
| **Date / Period** | **Activity** |
| e.g. Aug to Sept 2020 | e.g. Recruitment of AEP Participants, Submit AEP Grant Application |
| e.g. Oct 2020 | e.g. Youths to complete pre-programme survey and preparation modules.Youths to prepare for sharing sessions. |
| e.g. 9 Nov 2020 | * Icebreakers / Getting to know each other with students from University of Indonesia
* Sharing by youths about education system in Singapore / Indonesia
 |
| e.g. 10 Nov 2020 | * Presentation on ASEAN by invited speaker
* Sharing by youths about political system in Singapore / Indonesia
 |
| e.g. 11 Nov 2020 | * Dialogue / panel session on economic landscape and key economic activities in Indonesia and Singapore
* Sharing by companies on opportunities for youths in Indonesia and Singapore
 |
| e.g. 12 Nov 2020 | * Cultural exchange
* Virtual tour of landmarks in Indonesia and Singapore
 |
| e.g. 13 Nov 2020 | * Youths prepare for closing ceremony
* Closing ceremony
* Debrief and evaluation (post-programme survey)
 |
| e.g. By 13 Dec 2020 | e.g. Submit closure documents to NYC |
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| **ADDITIONAL INFORMATION, if any**You may provide additional information in the following text box, or as an attachment to be uploaded onto the AEP Application Form online. |
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**BUDGET**

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| **ESTIMATED INCOME & EXPENDITURE**  |
|  | **ESTIMATED INCOME** | **Amount (S$)** | **Remarks** |
| 1. | Funding from other sources (exclude AEP Grant)  | e.g. NIL |  |
| 2. | Tickets / Fees | e.g. NIL |  |
| 3. | In-kind sponsorship / donations | e.g. NIL |  |
| 4. | Cash sponsorship / donations  | e.g. NIL |  |
| 5. | Others, please specify: | e.g. NIL |  |
| **TOTAL INCOME** | **e.g. S$0** | indicate $0 if there’s no income |
|  | **ESTIMATED EXPENSES** | **Amount (S$)** | **Cost Breakdown** |
|  | e.g. Allowance to youths for remuneration of efforts (grant is capped at S$600/youth) | e.g. 1,500 | e.g. $500 x 3 youths for 1 month project |
|  | e.g. Translator necessary for the project execution (e.g. to help facilitate the discussion during the webinar co-hosted by both countries) | e.g. 1,500 | e.g. $50/hr x 3 hours x 10 sessions |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **TOTAL EXPENSES** | **S$3,000** |  |
| **REQUESTING AEP GRANT AMOUNT** | **S$3,000** |  |

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| **INTER-BANK GIRO DETAILS** |
| **Bank Name/Code** |  |
| **Branch Name/Code** |  |
| **Account Number to be Credited[[7]](#footnote-7)** |  |
| **Name of Account Holder** |  |
| **Finance Personnel’s Email** |  |

**ENDORSEMENT LETTER**

All AEPs must be endorsed by a recognised education institution or organisation based and registered in Singapore. This letter covers endorsement for the following documents:

* AEP Application Form online
* AEP Proposal & Budget
* AEP Participant List
* All other supporting documents relevant for the assessment of the project

**ROLE OF ENDORSING ORGANISATION (EO)**

* Be interested to engage youths for projects with ACI focus.
* Preferably have existing networks with youths and/or organisations in the ASEAN member states, China and India.
* Be solely responsible for the overall stewardship, organisation, management, implementation and safety of the AEP participants and projects, which includes but not limited to:
	+ Advise stakeholders on the planning and design of the AEP experience to ensure AEP’s objectives are met;
	+ Recruitment, selection, engagement and monitoring of AEP participants and partners for completion of AEP’s key phases;
	+ Ensure that the risk factors identified are optimally managed and reduced to an acceptable level;
	+ Ensure consistency and presence of NYC-AEP branding and be prepared to manage and support media request and enquiries; and
	+ Ensure appropriate administrative and financial governance of the funds from NYC-AEP, which includes cost-reasonableness of projects, accuracy of funding claims submitted, disbursement of funds to participants (where relevant) after NYC credits the approved grant amount to EO’s bank account.

**ROLE OF ENDORSER**

An Endorser is an authorised representative of the Endorsing Organisation. There should be no more than 2 Endorsers for each Endorsing Organisation. If applicant and endorser are from the same Endorsing Organisation, the Endorser would need to be someone of a higher authority.

* Applications from organisations and grassroots/community organisations based and registered in Singapore must be endorsed by the Head or authorised representative of the organisation.
* Applications from recognised education institutions and student body e.g. Science Club, must be endorsed by the Head or authorised representative of the Student Affairs/Development/International Relations Office or persons authorised by the principal of the institution.

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| **PARTICULARS OF ENDORSING ORGANISATION & ENDORSER** |
| **Name of Endorsing Organisation** |  |
| **Unique Entity Number (UEN)** |  |
| **Organisation Type*** Non-profit: registered society, public company limited by guarantee, charitable trust
* Businesses: sole proprietorship, partnership, limited partnership, limited liability partnership, private limited, public limited; foreign company subsidiary, branch office, or representative office
* Social enterprise (indicate if registered with raiSE)
* Government: Statutory Board, Public Agency
 |   |
| **Organisation Address** |  |
| **Organisation Website (if any)** |  |
| **Vision / Description of Endorsing Organisation** |  |
| **Name of Endorser** |  |
| **Designation & Department** |  |
| **Contact Number of Endorser** |  |
| **Email Address of Endorser** |  |

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| **DECLARATION** |
| “Applicant” refers to the individual or organisation applying for this grant.I/We and the Applicant, declare that:  |
| 1. Has the Applicant been or is currently being:
	* investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
	* subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction in the last 5 years?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| 1. Has the Applicant been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| 1. Has the Applicant been or is currently:
	* bankrupt, wound up or under judicial management
	* subject to any bankruptcy, winding up or judicial management proceedings, or
	* appointed a receiver or manager?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| 1. Has the Applicant applied for or obtained any other grant, tax incentive or financial incentive for this project?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| 1. Has the Applicant commenced on this project prior to this application, such as signing any contract and making any form of payment to any supplier or service provider engaged?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| 1. Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the Applicant, its related companies or their directors and shareholders?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| 1. If the answer to Question 6 is yes, will the Applicant be claiming project costs which may be incurred by such suppliers and service providers?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| 1. Is the Applicant related directly or indirectly to the Agency (e.g. staff of the Agency, appointment holder or member of any committee/board/council overseen by the Agency)?
 | [ ]  Yes [ ]  NoIf yes, please provide details: |
| **CONSENT AND ACKNOWLEDGEMENT** |
| The Applicant consents to the release of any information provided in this application, in support of this application or on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant’s suitability for the grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors and assessors. The Applicant gives its consent for the Agency to obtain and verify information from or with any source, as the Agency deems appropriate for the assessment of this application. The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to the grant, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the grant (if approved) shall be subject to such further terms and conditions as may be set out in the Letter of Award, where applicable. The Applicant acknowledges and agrees that the Applicant shall be undertaking the project at the Applicant’s own cost and risk. The Applicant agrees that in no event will the Agency be liable to the Applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this application. The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this application.I/We and the Applicant, declare that all facts stated in this application and all accompanying information are true and correct to the best of our knowledge and that we have not withheld or distorted any material facts or information. I/We and the Applicant understand that I/We and the Applicant have a continuing obligation to promptly notify the Agency if there is any change affecting any fact or information set out in this application form and declaration. I/We and the Applicant understand that I/We and the Applicant may face prosecution if I/We and the Applicant provide false or misleading statements or fail to disclose material facts or information, and the Agency may, at its discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that may have been disbursed, and I/We and the Applicant shall have no claim against the Agency in relation thereto.I/We and the Applicant have read and agree to abide by all the Terms of Use for this website. |
| **☐** I/We and the Applicant consents to and acknowledges all of the above. |
|  |  |  |
| \*Signature of Applicant / Date | \*Signature of Endorser / Date | \*Stamp of Organisation |

*\*Note: electronic signatures / endorsements accepted*

Please submit your completed application to the National Youth Council via the [AEP Application Form online](https://go.gov.sg/aepapply) ([https://go.gov.sg/aepapply](https://form.go.gov.sg/aepapply)) at least 3 months before your Project Start Date.

AEP Application: (1) AEP Application Form online, (2) this document and (3) AEP Participant List (if ready).

1. If it is a locally held/ virtual project, please indicate the country(s) which the participants will be exposed to. [↑](#footnote-ref-1)
2. AEP Participants are youths who directly participate and benefit from the project activities and will go through all the AEP phases – preparation, project and closure. [↑](#footnote-ref-2)
3. Singapore Citizens / PR aged 15 to 35 currently studying in IHLs or alumni who have graduated for not more than 3 years; and have not been funded under AEP before, are eligible for funding. [↑](#footnote-ref-3)
4. Includes ITE colleges, Polytechnics, Autonomous Universities, Private Education Institutions, IB Programmes (IB) and Madrasahs. [↑](#footnote-ref-4)
5. Your preference will be taken into consideration. However, please note that Preparation Modules will be provided at the sole discretion of NYC. [↑](#footnote-ref-5)
6. If there is a detailed (Day-to-Day) Itinerary (e.g. especially for event-based project), you may provide the details in the table or attach it as supporting document in the AEP Application Form online. [↑](#footnote-ref-6)
7. EOs are required to have / apply for a Vendor@Gov account using their CorpPass. Corporate bank accounts should be used instead of personal ones. [↑](#footnote-ref-7)