**INSTRUCTIONS**

1. Please ensure that the **AEP Participants’** [**Pre**](https://go.gov.sg/aeppresurvey) **and** [**Post**](https://go.gov.sg/aeppostsurvey) **Programme Survey Forms have been completed and submitted online** through the links provided in this template.
2. The following documents must be duly **completed and submitted via email** to the officer-in-charge of your AEP application within 1 month from the end of the AEP Project:
	1. **AEP Closure Report & Statement of Account** (this document)
	2. **AEP Participant List** (if not submitted or there are any changes to the list submitted during application)
	3. **5 best photos of project / participants during AEP Project with caption / story**
		1. Photos should be of high resolution and reasonable quality.
		2. Photos should be of participants in action, interacting with others (please minimise submission of posed shots and be mindful of unflattering angles).
		3. Please ensure that consent has been obtained from the individuals in the photos for usage.
	4. For **content-based projects** (e.g. publication, campaigns, research paper, film/video production etc.), please submit a copy of the completed project. NYC reserves the right to request for a presentation of the projects.
	5. **Receipts** will be requested for submission for audit on a case-by-case basis. Therefore, please retain the receipts for at least a year from the date of submission of your closure documents.

Do note that NYC reserves the right to use the materials for our publicity purposes. By providing original materials, you represent and warrant that the materials and artwork contained therein are original to you and do not infringe upon the copyright of any other person.

1. Forms and templates can be found here: <https://go.gov.sg/aepdocs>

**AEP CLOSURE REPORT & STATEMENT OF ACCOUNT 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>
2. This template consists of two sections:
	1. Closure Report
	2. Statement of Account (SOA)
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 not exceed 300 words.
5. Applicants are encouraged to email the officer-in-charge of your AEP application for enquiries and/or assistance.

**OVERVIEW**

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| **Case Number**e.g. AEP-202007-01-TP (refer to grant approval email) |  |
| **Project / Programme Title**e.g. AEP Indonesia 2020 |  |
| **Country(s)[[1]](#footnote-1)**e.g. Indonesia |  | **State / Province**e.g. Jakarta |  |
| **Proposed AEP Project Start & End Date**(DD-MM-YYYY to DD-MM-YYYY) | e.g. 17-09-2020 to 27-09-2020 | **Actual AEP Project Start & End Date**(DD-MM-YYYY to DD-MM-YYYY) | e.g. 17-09-2020 to 27-09-2020 |

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| **COMPLETION OF TRAINING AND SURVEY** |
| **Item** | **Confirm** | **Remarks** |
| **Language / Country Information Training*** I confirm that all the AEP Participants[[2]](#footnote-2) have completed either one of the training sessions recognised by the Endorsing Organisation or National Youth Council.
 | [ ]  |  |
| **AEP Pre-Programme Survey*** Link: <https://go.gov.sg/aeppresurvey>
* I confirm that all the AEP Participants have completed the Pre-Programme Survey.
 | [ ]  |  |
| **AEP Post-Programme Survey*** Link: <https://go.gov.sg/aeppostsurvey>
* I confirm that all the AEP Participants have completed the Post-Programme Survey.
 | [ ]  |  |

**PROJECT DETAILS & EVALUATION**

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| **AMENDMENTS TO PROPOSED PLANS** |
| Were there any amendments to the information submitted as at application? If yes, please provide details of the changes to the following. Otherwise, please indicate ‘N.A’.* Project Scope / Objectives
* Key Activities / Tasks undertaken by AEP Participants
* Project Partners
* Implementation Plan / Timeline[[3]](#footnote-3)
* Other Changes
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| **ACTUAL NUMBER OF PARTICIPANTS INVOLVED / REACHED** |
| **Actual No. of AEP Participants[[4]](#footnote-4)***(Directly participate in and benefit from project activities regardless of funding eligibility[[5]](#footnote-5) 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)**[[6]](#footnote-6) | 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 |  |
| **Actual 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) |

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| **EVALUATION** |
| **Please highlight what has this AEP achieved in terms of youth development for Asia-Readiness, including the project milestones achieved.** |
| E.g. All 40 participants had the opportunity to connect and build relations with 20 youths from Indonesia. They discussed extensively on the economic landscape and key economic issues in both countries and the project has provided a platform for participants to share their experiences on the education and political systems of their countries. |
| **What went well and what could be done better?** |
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| **What were the challenges faced by the parties involved, including the project partners and the AEP Participants?** |
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| **Please share with us at least two 50 – 100 word personal anecdotes / reflections from AEP Participants of how this AEP has benefited them. Do include their name, age and nationality.** |
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| **How is the AEP perceived by the participants and project partners?** (Should a survey be used, please provide a summary of the participants’ feedback. Anecdotes from the project partners are also welcomed.) |
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| **PHOTOS, VIDEO(S) AND OTHER MEDIA** |
| **5 best photos of project / participants during AEP Project with caption / story (mandatory)**provide as attachment(s) or downloadable link(s) |  |
| For **content-based project** (e.g. publication, campaigns, research paper, film/video production etc.), please submit a copy of the completed project **(mandatory)**provide as attachment(s) or downloadable link(s) |  |
| **Social Media Outreach, if any**e.g. Facebook, Instagram. Please provide the link(s). |  |
| **Project Video, if any**e.g. google photos, drive or YouTube |  |
| **Media Coverage, if any**provide the link(s) or pdf versions of news articles |  |

**STATEMENT OF ACCOUNT (SOA)**

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| **ACTUAL INCOME & EXPENDITURE**  |
|  | **ACTUAL 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 $0 if there’s no income |
|  | **ACTUAL EXPENSES** | **Amount (S$)** | **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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| **ADDITIONAL INFORMATION, if any**You may provide additional information in the following text box, or as an attachment to be emailed to the officer-in-charge of your AEP application. |
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| **DECLARATION** |
| “Applicant” refers to the individual or organisation applying for this grant. By submitting this claim, I/We and the Applicant declare that the information provided and all its contents are true and accurate. |
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| \*Signature of Applicant / Date | \*Signature of Endorser / Date | \*Stamp of Organisation |

*\*Note: electronic signatures / endorsements accepted*

Thank you for completing the report!

Please submit your completed closure documents via email to the officer-in-charge of your AEP application within 1 month from the end of the AEP Project.

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 have directly participated and benefitted from the project activities and have gone through all the AEP phases – preparation, project and closure. [↑](#footnote-ref-2)
3. If there is an updated detailed (Day-to-Day) Itinerary (e.g. especially for event-based project), you may provide the details in the text box or attach it as supporting document in the email to the officer-in-charge of your AEP application. [↑](#footnote-ref-3)
4. 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-4)
5. 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-5)
6. Includes ITE colleges, Polytechnics, Autonomous Universities, Private Education Institutions, IB Programmes (IB) and Madrasahs. [↑](#footnote-ref-6)