

Hello!

Thank you for your interest in the **Asia-Ready Exposure Programme (AEP)**! In this document, you will find details of the AEP and eligibility criteria for the grant.

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Please note that this document may be updated from time to time. Check that you are referring to the latest version here: <https://go.gov.sg/aepdocs>

We look forward to meeting you on your AEP journey!

Regards,  
AEP Team @ NYC  
#AEPnycsg #NYCsg

## A. INTRODUCTION

The **Asia-Ready Exposure Programme (AEP)** is a youth development programme by the National Youth Council (NYC), to provide short-term overseas exposure opportunities for youths to gain a more holistic understanding of the social and cultural contexts, and awareness of economic opportunities and growth trajectories in ASEAN member states, China and India (ACI).

The AEP aims to:

- (i) Increase youths' awareness and understanding of the social, cultural and political dimensions of the ACI cities;
- (ii) Increase awareness of the economic growth trajectories and opportunities in the ACI markets; and
- (iii) Broaden personal growth opportunities and youths' ACI networks.

The AEP is also a grant which supports youths aged 15 to 35 years old who are Singapore Citizens and Permanent Residents to embark on projects within the programme.

### **Framework**

An AEP should:

- (i) Involve youths and/or corporates in the ASEAN member states, China and India, in-person or virtually, subject to travel advisories issued by Singapore's Ministry of Foreign Affairs<sup>1</sup>;
- (ii) Be endorsed by an Endorsing Organisation (EO) which is a recognised education institute or organisation based and registered in Singapore<sup>2</sup>; and
- (iii) Complete three key phases: Preparation, AEP Project and Closure.

### **NYC's Youth Development Outcomes**

At the end of an AEP, participants should achieve the following outcomes:

- (i) Cultural Awareness: Youths are more aware of the differences between cultures and has greater interest and awareness of the ACI countries; and
- (ii) Global Perspectives: Youths understand issues affecting other countries, and the opportunities and challenges that other countries have.

It is encouraged for AEP participants to also achieve the following outcomes, if possible:

- (i) National Perspectives: Youths understand the issues affecting Singapore, and the opportunities and challenges that Singapore has; and
- (ii) Public Policy Awareness: Youths are aware of policies and programmes that tackle issues affecting Singapore's society.

<sup>1</sup> Due to the recent developments pertaining to COVID-19, NYC is adhering closely to the travel advisories and stand advised against travel to affected countries and region. The Overseas Projects are to be done locally through digital platforms or any other non-travel means.

<sup>2</sup> Organisations interested in the AEP, please write to [AEP\\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg).

## Programme Phases

The three key phases of AEP are:

- (i) **Preparation:** To learn more about the language and culture of the ASEAN member states, China and India, as well as Singapore's relations with these countries.
- (ii) **AEP Project:** To complete a project which involves youths and/or corporates in the ASEAN member states, China and India.
- (iii) **Closure:** To evaluate outcomes and submit closure documents within 1 month upon project closure.

Detailed information on the requirements for each programme phases can be found in **Annex A – Table 1.1** and **Table 1.2**.

## **B. FUNDING GUIDELINES**

### Funding Eligibility

- (i) Youths from 15 to 35 years old who are Singapore Citizens or Singapore Permanent Residents (PR) currently studying in IHLs<sup>3</sup> or alumni who have graduated for not more than 3 years.
- (ii) Have not been funded under the AEP before<sup>4</sup>.
- (iii) Applications have to be made or endorsed by an Endorsing Organisation (EO) which is a recognised education institute or organisation based and registered in Singapore.
- (iv) The AEP grant works on a co-funding principle and applications will be assessed based on the merits of the proposal. The AEP grant funds **up to 70% of qualifying project expenses, capped at S\$1,000 per youth**.
- (v) Applicants should indicate other sources of funding (where applicable) for the same project(s).
- (vi) Please refer to Annex A – **Table 1.3** for the lists of qualifying / non-qualifying expenses.

<sup>3</sup> Includes ITE colleges, Polytechnics, Autonomous Universities, Private Education Institutions, IB Programmes (IB) including those in the Madrasahs.

<sup>4</sup> Exceptions will be made for select group of youths who will benefit from additional support.

### **Funding Considerations**

Your proposal will be assessed based on the extent in which it achieves the following criteria:

**A. NYC's Youth Development Outcomes** as stated above.

**B. Programme Design:**

1. **Industry Exposure**: Project encourage the acquisition of elementary skills (e.g. project management, business development, relationship liaison, financial literacy) and increase awareness of economic growth opportunities in ACI.
2. **Cultural Exposure**: Project help to broaden cultural understanding of ACI and provide opportunities for cross-cultural interactions with overseas youths and/or industry experts or Singaporeans who have experience living and working overseas.
3. **Facilitation**: Purposeful utilisation of tools, games and/or methods to draw out lessons / desired learning outcomes for the participants.
4. **Engagement Level of Participants**: How actively engaged are the participants throughout the programme?

**C. Planning and Management**

5. **Project Implementation Plan**: How sound / detailed is the project implementation plan?
6. **Time Management**: Sufficient time is allocated for preparation, industry and cultural exposure, facilitation of learning and self-reflection.

### **C. APPLICATION**

- Application is open throughout the year. Teams should put "AEP" in their project title, e.g. AEP Indonesia 2020.
- 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](mailto:AEP_enquiries@nyc.gov.sg) before the 3-month submission timeline and factor in adequate time to amend the proposal.
- Applicants are to submit their AEP applications online via <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> before applying online:
  - (i) AEP Proposal, Budget & Endorsement Letter Template
  - (ii) AEP Participant List Template (if ready)
- Applicants are advised to visit <https://go.gov.sg/aepdocs> for the most updated details on the AEP programme or any changes to the AEP policies and requirements, before commencing the online application.

## D. CONDITIONS UPON APPROVAL

### Acceptance of Grant Awarded

- Once the application is approved, an email will be sent to the Applicant, with the Endorsing Organisation kept in the loop. Applicant is to acknowledge the approved grant amount and the grant conditions.
- Applicants are to ensure that AEP Participants (youths who will go through all the AEP phases) complete the **pre-programme survey** (<https://go.gov.sg/aeppresurvey>) prior to the preparation module / project and the **post-programme survey** (<https://go.gov.sg/aeppostsurvey>) at the end of the programme / project.

### Disbursement of Grant

- The grant will generally be disbursed in two tranches, depending on the duration of the project and other consideration factors. A portion of the grant will be disbursed to the EO's bank account indicated in the Proposal by interbank GIRO approximately within 4 weeks from our receipt of the duly signed Letter of Acceptance of the grant award. The remaining grant will be disbursed upon fulfilment of the deliverables and receipt of satisfactory report(s) of the project.
- In the event that the project incurs a surplus or has not met the deliverables satisfactorily, NYC reserves the right to reduce the original approved 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, scope, scale, budget, etc.). NYC reserves the right to revoke the original grant decision or reduce the original approved AEP grant if the project differs significantly from the original proposal.

### Project Publicity

- NYC's support should be acknowledged on all media and publicity materials associated with the approved project, from the date of notification of the grant award. These materials include, but are not limited to:
  - Publicity materials such as banners, backdrops, posters and brochures
  - Online and social media publicity such as Facebook or Instagram posts
  - Media-profiling opportunities such as media releases and interviews
  - Collaterals such as t-shirts and project memorabilia
  - Online publicity channels such as Facebook, websites and electronic direct mailers
    - Please credit NYC in all relevant social media posts. This includes tagging NYC's Facebook Page (<https://www.facebook.com/nycsg>), adding the hashtags #AEPnycsg #NYCsg

- High-resolution NYC logo (with 'Powered by' liner) in various digital formats can be downloaded here: <https://go.gov.sg/aepdocs>. The 'Powered by' liner should be included where possible.

- Sample Visual Reference:



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

### **Report Submission**

- Please ensure that the AEP Participants' [Pre](#) and [Post](#) Programme Survey Forms have been completed and submitted online through the links provided above.
- 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:
  - a) AEP Closure Report & Statement of Account
  - b) AEP Participant List (if not submitted or there are any changes to the list submitted during application)
  - c) 5 best photos of project / participants with caption / story
    - i. Photos should be of high resolution and reasonable quality.
    - ii. Photos should be of participants in action, interacting with others (please minimise submission of posed shots and be mindful of unflattering angles).
    - iii. Please ensure that consent has been obtained from the individuals in the photos for usage.
  - d) For content-based project (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.
  - e) 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. As receipts printed on thermal paper will fade over time, please make and keep a copy of such receipts.

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.

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TABLE 1.1: DETAILED INFORMATION ON AEP COMPONENTS

|                   | Preparation  | AEP Project  | Closure  |
|-------------------|--|--|--|
| <b>Duration</b>   | 1 to 3 months, depending on curriculum. May be attended before the start of Project or in parallel with the Project.   | 4 days to 3 months, depending on scope of Project.   | Within 1 month upon completion of AEP Project.   |
| <b>Purpose</b>    | <ul style="list-style-type: none"> <li>To increase and enhance participants' understanding of the ACI countries, and Singapore's diplomatic relations with these countries.</li> <li>To equip participants with a basic proficiency in an ACI language and communication skills that will help them to feel more confident in navigating the ACI countries.</li> </ul> | <ul style="list-style-type: none"> <li>For participants to be more aware of economic growth opportunities and discover personal growth opportunities in the ACI countries.</li> <li>To allow participants to apply the skills / knowledge gained from the Preparation modules while concurrently acquiring practical elementary skills such as project management and business communication etc.</li> </ul>                 | <ul style="list-style-type: none"> <li>To allow participants to reflect on their AEP experience.</li> <li>To evaluate if participants have attained deeper understanding of the people and cultural contexts, and if there were changes in their perceptions towards opportunities in the ACI country(s).</li> </ul> |
| <b>Activities</b> | <ul style="list-style-type: none"> <li>Submit <b>AEP Application</b> through the online form (<a href="https://go.gov.sg/aepapply">https://go.gov.sg/aepapply</a>) 3 months before your AEP Project start date.</li> <li>Complete the AEP <b>pre-programme survey</b>.</li> <li>Learn more about the culture of the people in ACI as well as Singapore's</li> </ul>    | <p>Activities should fulfil <b>both cultural and industry exposure</b>.</p> <ul style="list-style-type: none"> <li>Cultural Exposure: Designed and curated experience for youths to meet and interact with youths and/or other groups from ACI countries to exchange ideas and/or broaden perspectives. Topics can be relevant to their course of work/study or be matched to chosen industry exposure component.</li> </ul> | <ul style="list-style-type: none"> <li><b>Facilitated debrief and evaluation session(s)</b> that allow participants to reflect on and share about their AEP experience.</li> <li>Complete the AEP <b>post-programme survey</b>.</li> <li>Submission of <b>AEP Closure</b> documents to the officer-in-</li> </ul>    |

|  |   |   |  |
|--|---|---|--|
|  | <p>diplomatic relations with these countries through a curated country information module / learning series (e.g. webinars) recognised by the EO or NYC.</p> <ul style="list-style-type: none"> <li>Pick up an ACI language* through an introductory course offered by an IHL or NYC.</li> </ul> <p><i>* Youths are encouraged to pick up a language relevant to the AEP Project.</i></p> <p><i>* Youths who are already conversant in the language, may opt to be (i) exempted, or (ii) to pick up another ACI language or a higher level of the language.</i></p> | <ul style="list-style-type: none"> <li><b>Industry Exposure:</b> Involves exposure to selected organisations from single or varied industries which demonstrates relevance to the context of ACI countries in terms of development and opportunities, as well as show relevance to context of youths. Project should allow youths to acquire some elementary skills based on the project scope.</li> </ul> <p>Activities that participants undertake should fall under <b>at least one</b> of the project types<sup>5</sup> listed in <a href="#">Table 1.2</a> below. Activities that have elements from different project types will also be considered.</p> <p>Project's content/message must not violate the laws of any participating country.</p> <p>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.</p> | <p>charge of your AEP application via email.</p> |
|--|---|---|--|

<sup>5</sup> For projects that do not fall under any of the listed project types, applicants are encouraged to send the AEP proposal to [AEP\\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg) before the 3-month submission timeline and factor in adequate time to amend the proposal where necessary.



TABLE 1.2: KEY CONSIDERATIONS FOR PROJECT SCOPING

|   | Attachment to an organisation<br>(Project Internship)  | Content-based projects related<br>to a problem statement   | Thematic Events  |
|---|--|--|--|
| <b>Project scope / type</b>                     | <p>Provide participants with a work experience and project-based assignment in organisations that can offer some cultural exposure and develop work-related skills.</p> <p>The project taken by the youth during the attachment should focus on actionable micro-projects to concretise youths' learning of ACI, as well as acquire some elementary workplace or industry-related skills based on the project scope.</p> | <p>Provide participants with a problem-statement related to the ACI region and require them to come up with research-backed solutions and content (e.g. publication, campaigns, research paper, film/video production etc.).</p> | <p><u>Topic-based events:</u> Have participants organise and participate in simulated conferences / webinars / dialogues related to the ACI region (e.g. Model ASEAN Conference).</p> <p><u>Cultural/Sports events:</u> Have participants organise and participate in cultural / sports activities that can promote understanding and awareness of ACI cities (e.g. Wayang Kulit performance).</p> |
| <b>Key considerations when scoping activity</b> | <p>Ensure that the attachment project includes some elements of cross-country interaction (e.g. with colleagues in regional offices) and in-market understanding (e.g. analysis of ACI markets).</p>   | <p>Ensure that the problem-statement allows participants to gain a deeper understanding of the region and draw connection back to Singapore.</p>   | <p><u>Topic-based events:</u> Ensure that topics of discussion relate to current regional issues and encourage the use of newly acquired ACI language during discussions.</p> <p><u>Cultural/Sports events:</u> Ensure that the chosen activities are relevant to the ACI region and allows participants to experience local practices of the chosen city.</p>                                     |

**TABLE 1.3: LIST OF QUALIFYING AND NON-QUALIFYING EXPENSES**

| <b>Qualifying Expenses</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Allowance to youth participants for remuneration of efforts: Capped at S\$600</li> <li>• Direct logistical costs necessary for participants to carry out their AEP Project (e.g. materials, IT system accounts)</li> <li>• Interpreter / Translator (if necessary and is crucial for the project execution)</li> <li>• Others that are critical for the delivery of the AEP projects, could be considered</li> </ul> |
| <b>Non-Qualifying Expenses</b>  |
| <ul style="list-style-type: none"> <li>• Entertainment expenses (e.g. retreats, welcome, birthday, farewell celebrations)</li> <li>• Fundraising costs</li> <li>• Donations</li> <li>• Personal expenses (e.g. transportation, internet/phone bills)</li> <li>• Assets</li> <li>• Contingency, miscellaneous expenses</li> <li>• Training expenses for Preparation phase (e.g. language, country knowledge)</li> </ul>  |
| <p>*The preceding lists of qualifying and non-qualifying expenses are non-exhaustive and may be approved at the sole discretion of NYC on a case-by-case basis.</p>   |

## **FREQUENTLY ASKED QUESTIONS (FAQS) ON AEP**

### **Q1. Who can apply for the AEP grant?**

- A1. Applications must be made or endorsed by an Endorsing Organisation (EO) which is a recognised education institute or organisation based and registered in Singapore. Endorsing Organisations who are new to AEP, please email [AEP\\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg) to arrange for a consultation / onboarding session.

### **Q2. I am a youth and I am interested to organise / participate in an AEP. How do I go about doing it?**

- A2. If you are interested to organise an AEP with an eligible Endorsing Organisation, drop us an email at [AEP\\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg).  
 If you are interested to join an AEP, fill in the NYC International Open Call Application form (<https://go.gov.sg/nycintopencall>) and we will get in touch with you whenever there are opportunities available!

### **Q3. I have participated in other NYC programmes previously. Can I still join AEP?**

- A3. Youths who have participated in other NYC's regional programmes (e.g. Youth Expedition Project, Youth Leadership Exchange Programmes etc.) can still join AEP and tap on the AEP funding. This is in acknowledgement that the various programmes have different sets of objectives and youths will gain different forms of exposure from each programme.

### **Q4. Who can endorse my application / documents?**

- A4. 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.

### **Q5. I made a mistake in the submission / wish to provide additional details regarding the application. Can I retrieve my application and make amendments?**

- A5. Upon submission of your application, the grant officer in charge of your application will get in touch with you within 7 working days. You may furnish amendments / additional documents to him/her directly.

**Q6. How much grant support can I receive? Is there a cap on funding?**

A6. The AEP grant works on a co-funding principle and applications will be assessed based on the merits of the proposal.

The AEP grant funds up to 70% of qualifying project expenses, capped at S\$1,000 per youth. The cap of \$1,000 includes allowance to youths for remuneration of efforts where necessary, which is capped at S\$600.

Remaining cost are to be borne by the EO and/or youths. EOs may tap on other qualifying government grants (**excluding other NYC grants**) to cover 100% of their AEP costs. EOs should indicate other sources of funding (if applicable) for the same project(s).

**Q7. Can AEP fund manpower, third-party or training costs?**

A7. You may include such costs in your proposal with the necessary justifications. The lists of qualifying and non-qualifying expenses (see page 10 above) are non-exhaustive and may be approved at the sole discretion of NYC on a case-by-case basis.

**Q8. How do I budget for the item if I do not know how much it costs? Can I budget for contingency or miscellaneous expenses?**

A8. AEP does not fund contingency or miscellaneous expenses. As items and specifications vary greatly based on different needs, factors and considerations, applicants are advised to do some research which could include but not limited to looking up online stores / prices, obtaining quotations through email or phone calls, checking out physical stores etc. to provide an accurate estimation of the costs you are likely to incur for budget submission. You may provide quotations obtained as supporting documents for your AEP application.

**Q9. How do I account for in-kind sponsorships?**

A9. For in-kind sponsorships, the Statement of Account should reflect the estimated cost price / retail price of the sponsored items. Applicants must also highlight and indicate expenditure items that were sponsored and submit documentary proof of the value of the sponsorship e.g. a sponsorship letter or email confirmation of the sponsorship indicating the item(s) and value of sponsorship.

**Q10. How long does it take from application to approval?**

A10. Upon submission of your application, the grant officer in charge of your application will get in touch with you within 7 working days. Assessment typically takes 2 months if there are no further clarifications on your submission.

**Q11. How is the funding quantum derived? Are we allowed to appeal?**

A11. The quantum is determined at NYC's sole discretion based on the extent to which the projects fulfil the funding considerations – (i) NYC's Youth Development Outcomes, (ii) Programme Design, (iii) Planning and Management. You may refer to page 4 (Funding Considerations) above for more details.

NYC's decision on the approved AEP grant is final. An appeal will be considered only if there are major changes to the project(s).

**Q12. How do I accept the grant offer? Are electronic signatures acceptable?**

A12. Once the application is approved, you will receive an email from NYC on the necessary details. Please read the Letter of Award and Terms and Conditions carefully before accepting the offer.

Yes, electronic signatures are acceptable. Please attach the signed Letter of Acceptance and keep all the signatories in the loop when you reply to our email.

**Q13. How will I receive the approved AEP grant? How is the fund disbursed?**

A13. Please refer to page 5 (Conditions Upon Approval) above.

**Q14. Do I need to submit receipts or an audited statement of account for closure?**

A14. 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. As receipts printed on thermal paper will fade over time, please make and keep a copy of such receipts.

Submission of an audited statement of account is not necessary. However, you may submit it as supporting documents for closure if you have one.

**Q15. Who do I contact for assistance?**

A15. If you have any questions, or wish to discuss your application in detail, you are welcomed to contact the AEP team at [AEP\\_Enquiries@nyc.gov.sg](mailto:AEP_Enquiries@nyc.gov.sg).