**Application Form**

**Instructions to Applicants:**

1. Kindly ensure the application form is completed before submitting it to National Youth Council. Insert a “√” whenever selection by check boxes is provided**.** All sections are compulsory unless stated otherwise.
2. All applications are to be endorsed by the head/ leader of organisation/ school before submission.
3. Please submit your application via email to Charmaine\_EU@nyc.gov.sg by **30 January, 5:00pm**. Applicants may be contacted for a discussion.
4. For any enquiries, please email Charmaine\_EU@nyc.gov.sg and indicate “NYF Conversations With Youth” in your email subject.

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| **(I) Applicant Details** *(to be filled in by individual applicant or main project leader/ point-of-contact for applying organizations)* |
| Name of Organisation / School (Individual applicant to put NA): |  |
| Salutation: | Mr√z | Msz | Mrsz | Mdmz | Drz |
| Name as in NRIC/ Passport: |  |
| NRIC/ Passport No.\*: |  | Date of Birth: |  |
| Race: |  | Gender: | M/ F\* |
| Nationality: |  Singaporean√xz |
|  Singapore PR (Resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(country))z |
| Designation at Organisation / School (Individual applicant to put NA): |  |
| Organisation / School Address (Individual applicant to provide residential address): |  |
| Contact Details: | (Mobile) | (Office) |
| (Email) |

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| **(II) Inter-Bank GIRO Details** *(for NYF grant crediting; must be an individual bank account for individual applicants OR corporate bank account for organizations and schools)* |
| Bank Name: |  |
| Branch Name: |  |
| Account Number: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Account Holder: |  |
| Finance Personnel’s Email (individual applicant to put NA): |  |

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| **(III) Project Details** |
| Project Title: |  |
| Project Dates: |  |
| Project Venue: |  |
| Grant Amount Requested: |  |

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| **(IV) Declaration of Interest** |
| I would like to declare the following existing/ potential conflict of interest situation in relation to this grant application: - |
| 1. Name of persons/ companies/ organisations which applicant / applying organisation has relations to or related persons/ companies/ organisations which applicant / applying organisation plans to procure their services/goods:
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| 1. Brief description of the conflict arising from the applicant / applying organisation’s association listed in item (a) above:
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| **(V) Declaration and Acceptance by Individual Applicant OR Organizations’ Endorser (Preferably Head/ Leader of Organisation/ School)** |
| 1. 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 NYC grants. I understand that the application will be decided at the sole discretion of NYC. I also understand that NYC has the right to reject my application should the information I submit be incomplete and/or inaccurate. The NYC shall reserve the right to review, reduce, suspend, terminate or withdraw the assistance in accordance with the stated terms and conditions. NYC reserves the right to act on the breach of its terms and conditions at any point in time. Any decision undertaken by NYC is final.
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| (b) I have also ensured the following in my submission (Please '√'): □ I have completed all relevant sections of the application form, including the relevant Annex and the budget template.□ I have attached all other necessary documents required (e.g. proposal) for my application to be processed. |
| 1. I understand that upon receipt of my satisfactorily completed application, NYC will notify me of the outcome and credit the 1st disbursement of the grant to the designated bank account (if the project is approved) within 8 weeks from the date of receipt of the duly signed Letter of Acceptance of the grant awarded.

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| (d) I understand that NYC may terminate or reduce the grant with immediate effect by giving written notice to the grant recipient upon the occurrence of events including but not limited to the following: (a) failure of the grant recipient to complete any of the deliverables; (b) the final project costs are calculated to be lower than the project costs which were projected in the application; and(c) breach of any terms of the grant documents by the grant recipient; I hereby acknowledge and agree that where NYC terminates or reduces the grant, I shall immediately pay to NYC on demand: (a) all grant monies which have been paid to the organisation up to the date of termination; and (b) subject to NYC's discretion, interest calculated thereon at such rates and for such periods as NYC may, at its sole discretion, decide. |
| 1. I understand that the NYF grant may be taxed as part of the gains or profits from the trade or business if it supplements the trading receipts or defray operating expenses of my organisation unless my organisation is a registered or exempt charity. For clarification on the taxability of the grant, I would refer to [www.iras.gov.sg](http://www.iras.gov.sg) or consult a professional tax advisor.
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| Here at NYC, we value your privacy. We’d like to seek your consent to update and notify you about NYC programmes, grants and events. We will keep your details strictly confidential. If you’d like to opt out of all notifications, please drop us a note at NYC\_Enquiries@nyc.gov.sg. Thanks for your support! |

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| **Name of Individual Applicant OR Endorser** *(underline surname):* | **Signature & Organisation Stamp (if any)** |
| **Designation (if applicable):**  |
| **Contact Number:** |
| **Email:** | **Date:** |

**Project Proposal**

**(I) Project Details**

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| **Project Summary (Please describe the project in not more than 2 pages)**Include details of the project’s Key Activities and how your organization’s work/individual motivations are linked to the project.**Please address the following key considerations:**1. Describe how the project is a conversation with youth and about youth’s concerns/interests. Do include a detailed elaboration on the key topics/issues that will be discussed and the impact of your project on youths.
2. Include process development, if applicable (research on topics discussed in the project and/or innovative ways of engaging youth)
3. Identified challenges/needs in youths and/or youth sector.
4. Describe any community action that will be advocated.

**Do highlight the Project’s Uniqueness**Please address how your project is different from other existing projects or collaborations, and/or how it can complement existing projects. Do include the strengths of your project as compared to other similar projects. |
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| **Project Outcomes** * What are the key Project Objectives?
* What are the indicators used to measure these objectives?
* How will you measure the success of your project?
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**(II) Project Outreach**

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| Number of youths (aged 15-35) engaged:(Please ensure that youths are placed in one category only) |
|  | Leaders[[1]](#footnote-1) | Participants [[2]](#footnote-2) | Volunteers[[3]](#footnote-3) |
| Pre-Institute of Higher Learning (IHL) (e.g. Secondary School, Junior College) |  |  |  |
| IHL (e.g. ITE, Polytechnic, University) |  |  |  |
| Young Adults(e.g. Working Professionals, NS Men) |  |  |  |
| Total number of youths engaged |  |

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| **Partners (Youth Sector Organisation[[4]](#footnote-4)/ Youth Social Enterprise[[5]](#footnote-5)/ Schools/ Companies):** |
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| **Project Publicity Plan** (Please detail your project publicity including marketing channels and media plan) |
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**(III) Project Considerations**

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| **Risk Management** (Please detail the potential challenges in this project, and how you will address them.)Include details and learning points from past projects that are applicable to this project |
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| **Project Sustainability** (Please detail any follow-up plan for the project to be continued in the future.) |
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| **Project Scalability** (Please detail, for example, any follow-up plan for the project to grow in scale to receive more participation, any enhancement to the programme line-up or whether the project will be replicated at more places/ other platforms for future runs.) |
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**(IV) Details of Project Team Members**

| S/N | Name | Nationality*(delete where applicable)*  | Employer name/ School name / Other | Age | Email Address | MobileNumber |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Singaporean/ Singapore PR/ Other:\_\_\_\_\_\_\_ |  |  |  |  |
|  |  | Singaporean/ Singapore PR/ Other:\_\_\_\_\_\_\_ |  |  |  |  |
|  |  | Singaporean/ Singapore PR/ Other:\_\_\_\_\_\_\_ |  |  |  |  |

**(V) Others**

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| **How did you find out about the National Youth Fund Call For Proposal?** |
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**Annex A: Background**

**Page 8 to be filled by applying organizations only.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Type of Organisation Registered:** | Youth Sector Organisation√xz | Social Enterprise Registered under raiSE (yes/no) √xz | Schools/ Institutes of Higher Learning√xz | Charity/ Institute of Public Character√xz | Co-operative √xz | Others: please specify |
| **Head of Organisation:**  |  |
| **Year of Formation/ Registration:** |  |

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| **Tell us what your organisation does.** |
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| **Finances** |
| **Please provide details of past funding (including from NYC) that the organisation has received.**  |
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**Page 9 to be filled by individual applicants only. Please also provide a copy of your resume/CV.**

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| **Tell us about your motivation for this project. Do also include how you and your team members’ interests/past experiences can contribute to your project.** |
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| **Finances** |
| **Please provide details of past funding (including from NYC) that you and/or your team members have received.** |
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**Annex B: Project Budget**

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| **Project Budget Breakdown** *(Please provide details of other sources of income for this project. These may include sponsorships (cash or in-kind), grants, donations, etc.)* |
| **S/N** | **Provider/ Item** | **Projected Amount** |
|  | Other grants (Please provide details of each grant received) |  |
|  | Ticket Fee (\_\_\_\_ number of participants X $\_\_\_ per ticket) |  |
|  | In-kind sponsorship (please list the items, if applicable) |  |
|  | Cash sponsorship |  |
|  |  |  |
| **Total Projected Income:** |  |
|  | Training cost (e.g. design thinking) |  |
|  | Marketing (Please provide details. E.g. 1,000 pamphlets at $0.20 each) |  |
|  | Venue rental  |  |
|  | Honorarium( \_\_\_\_ people at $\_\_\_\_/person) |  |
|  | Refreshments ( \_\_\_\_ people at $\_\_\_\_/person; provided for breakfast/ tea break / lunch / dinner) |  |
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| **Total Projected Expenditure:** |  |

**NOTE: Items 6 to 10 are examples of possible project expenditure items. Please remove if they are not applicable to your project.**

1. Youth who will directly participate in and/or benefit from project activities and show the ability and readiness to drive social change/lead initiatives [↑](#footnote-ref-1)
2. Youth who will directly participate in and/or benefit from project activities [↑](#footnote-ref-2)
3. Youth who will assist the organising team in running the project activities. [↑](#footnote-ref-3)
4. Youth Sector Organisation is a non-profit organisation whose core business focus is youth work, or which run programmes for youth. [↑](#footnote-ref-4)
5. Youth Social Enterprise is an entity whose business primarily focuses on engaging and developing youths for the community, and preferably initiated by youths. Do indicate if they are registered under raiSE. [↑](#footnote-ref-5)