

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.

## YOUNG CHANGEMAKERS (YCM)

The Young ChangeMakers (YCM) grant, administered by the National Youth Council (NYC), aims to provide **seed funding** for youths to implement projects for the **community**.

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

### Eligibility Criteria

- 1. Who Can Apply?**
  - Singaporean or Singapore Permanent Resident (PR) youths residing locally between 15 and 35 years old.
- 2. What Can Be Funded?**
  - Project should benefit the Singapore community.
  - Project should be completed within six (6) months from date of award of the grant.
  - Fundraising projects organised by youths for local beneficiaries may be supported.
- 3. Others**
  - Project must not violate the laws of Singapore.
  - Project must not contain any inflammatory and/or discriminatory elements that may disrupt racial and religious harmony, have any political agenda or be contrary to the interest of the community and society at large.
  - For content based YCM projects (e.g. films, productions, campaigns, publications, plays, etc.), the project should be in line with promoting National Campaigns, Objectives and Values (e.g. Healthy Lifestyle, Keep Singapore Clean, etc.).

### Funding

- Successful applicants will receive an in-principle grant approval of up to \$3,000 or up to 80% of total allowable project cost, whichever is lower. Projects that demonstrate exceeding merits in terms of project scale and impact will be awarded up to \$5,000 or up to 80% of total allowable project cost, whichever is lower.

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- The grant will be disbursed on a reimbursement basis approximately within eight (8) weeks from the satisfactory submission of the Project Closure Report and supporting documents.
- Total government funding including YCM grant must not exceed 80% of the total project cost.
- The YCM grant is solely for the delivery of the project and allowable direct project expenses only. The YCM grant does not fund the following:
  - i. Gifts including tokens of appreciation, cash prizes, vouchers and awards such as trophies, medals, etc. and any fixed assets
  - ii. Start-up & operational costs of an organisation, and other organisational-strengthening initiatives
  - iii. Payment to team members
  - iv. Overseas travel expenses i.e. flight ticket, accommodation, etc.
- Grant decisions will be made at a monthly YCM Open Mic session which will be facilitated by a panel of youth project curators.

## Application

- Application is open throughout the year.
- Applications should be submitted **at least six (6) weeks** before the project commencement date. Applicants are reminded to check NYC's website for the dates of the YCM Open Mic sessions and if necessary, submit the application earlier than six (6) weeks before the project commencement date to secure a slot at the YCM Open Mic session.
- Applicant is to submit the application online via the MCCY Grants Portal (<https://mccygrants.gov.sg>)
- For content-based YCM projects (e.g. films, productions, campaigns, publications, plays, etc.), applicant is advised to submit the following compulsory documents, in addition to the standard YCM documents, to aid in the assessment of the project:
  - Script (for productions, films, plays, etc.)
  - Content outline/Synopsis (for publications such as books, magazines, guides, campaigns, etc.)
  - Copies of relevant permits & licenses, if applicable
  - Declaration of all potential sponsorships and partnerships

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## Conditions Upon Grant Approval

### Upon Approval

- A Letter of Award will be sent to the successful applicant via the MCCY Grants Portal and the applicant is required to accept the Grant and Grant conditions via the MCCY Grants Portal **within ONE (1) week**.
- A mentor will be assigned to the successful applicant and the applicant is to update the mentor periodically on the progress of the project.

### Changes to the Project

- NYC and the mentor must be informed in writing of any changes to the proposed project (e.g. objectives, beneficiaries, scale, budget etc) before the project execution date and proceed with the changes only upon NYC agreement.
- NYC reserves the right to withdraw or reduce the grant if the project is found to deviate significantly from its original proposal.

### Project Publicity

- NYC's support should be acknowledged on all publicity materials from date of award of the grant. Teams are required to credit the National Youth Council and Young ChangeMakers (YCM) in all media and publicity related materials released in conjunction with the approved project. These materials include:
  - Traditional publicity platforms such as banners, backdrops, posters and brochures
  - Media-profiling opportunities such as media releases and interviews
  - Collaterals such as T-Shirts
  - Online publicity channels such as Facebook, websites and electronic direct mailers
- Please credit NYC in all relevant social media posts. This includes tagging the National Youth Council Facebook page (<https://www.facebook.com/nycsg>), adding the hashtag #nycsg and mentioning the grant received from NYC
- High resolution copies of the NYC logo can be downloaded on the YCM website (<https://www.nyc.gov.sg/en/initiatives/grants/young-changemakers/>)
- Please include 'Powered By' beside or above the NYC logo where possible.

### Sample Visual Reference

# FACT SHEET



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POWERED BY:



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

## Project Closure Report Submission

- The grant recipient is required to submit the following **within two (2) months** from the end of the project:

For MCCY Grants Portal (MGP) Applications		For Non-MCCY Grants Portal (MGP) Applications <sup>1</sup>
<b><i>To be submitted on MCCY Grants Portal (MGP)</i></b>	<b><i>To be submitted in hard copy</i></b>	➤ Submit Project Closure Report and all supporting documents in <u>hardcopy</u>
<ul style="list-style-type: none"><li>➤ YCM Project Closure Report</li><li>➤ At least 10 best project photos with <u>captions</u></li><li>➤ A copy/ screenshot of bank details (bank logo, name and account number clearly reflected).</li></ul>	<ul style="list-style-type: none"><li>➤ Signed and Endorsed Statement of Accounts (SOA)</li><li>➤ All <u>original/Certified True Copy</u> receipts of the project expenses</li></ul>	

- For thermal receipts, please provide the original and/or a Certified True Copy.
- For invoices, please also attach the original payment receipt, or make sure the invoice is signed paid and/or signed and stamped by the Vendor.
- If receipts are photocopies or computer print-outs, they must be Certified True Copy by the Organisation/Team Treasurer/Team Leader/Mentor with signature, name and designation,

<sup>1</sup> Non-MCCY Grants Portal (MGP) applications refer to applications submitted via email/ mail.

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and if applicable, Organisation stamp.

- For Vendors who are unable to issue receipts, please get a written receipt signed off by the Vendor and the Team Treasurer/Team Leader/Mentor.
- For sponsored items, please submit a documentary proof of the value of sponsorship/market cost price/retail price, e.g. a sponsorship letter or email confirmation of the sponsorship indicating the item and value of sponsorship.
- YCM grant feedback form which can be found [here](#)
- Photos should be of high resolution and reasonable quality (at least 1 MB each).
- Photos of the participants in action, interacting with others, are preferred (please minimise posed shots).
- These photos may be used for NYC's social media platforms, media coverage, publications and dissemination to external partners. Please ensure that consent has been obtained from the individuals in the photos for usage.
- The documents which are to be submitted via hardcopy, to mail it to Young ChangeMakers (YCM), c/o NYC Grant Management, Blk 490 Lorong 6 Toa Payoh, HDB Hub Biz Three #04-10, Singapore 310490.

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## Disbursement of Grant

- The grant will be disbursed on a reimbursement basis approximately within eight (8) weeks from NYC's receipt of a satisfactory Project Closure Report and supporting documents, and NYC is satisfied that the project was implemented in accordance with the original proposal and the expenditure incurred was in relation to the delivery of the project.
- The final grant amount will be based on the Statement of Accounts (SOA), receipts for the allowable project cost and that total government funding must not exceed 80% of the total project cost.
- If project involves fundraising, donation(s) is/are to be made to the local beneficiary **only upon further instructions from NYC** after verification by NYC of the project implemented and the project expenses. A receipt or acknowledgement letter from the beneficiary for the sum donated must be produced to NYC before disbursement of the grant is made (pls refer to the Processing Procedures for Fundraising Project below).
- NYC reserves the right to withhold/adjust the approved grant and/or seek partial/full refund of the disbursed grant at its sole discretion.
- Applicant shall promptly refund NYC any money incorrectly paid to him/her as a result of a grant withdrawal, grant reduction, an administrative error or otherwise.

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## Processing Procedures for Fundraising Project

- All applicants are required to submit their YCM Project Closure Report and supporting documents for assessment and proceed with any donation to the beneficiaries **only upon further instructions from NYC**.
- Upon receipt of the closure report, NYC will assess the report and inform applicants of the revised/final YCM grant awarded for their project, and the amount that should be donated based on the final YCM grant quantum.
- Applicants are then to proceed with the donation and submit the receipt or acknowledgement letter of donation **within two (2) weeks** of being notified by NYC of the final YCM grant quantum. Upon receipt of the donation document, NYC will disburse the final grant.
- For applicants who wish to proceed with the donation before submitting the YCM Project Closure Report to NYC: Please note that NYC reserves the right to request applicants to carry out a second round of donation should the original amount donated be less than the amount advised by NYC after the report is assessed.

## Frequently Asked Questions

### Project Application

#### **Q1 How much of the project can be funded by the YCM grant?**

As the project should be organised on a cost-sharing basis, the YCM grant does not fund more than 80% of the total allowable project cost. Total government funding including YCM grant must not exceed 80% of the total project cost.

#### **Q2 When can I apply for the YCM grant?**

You can apply for the grant for projects organised throughout the year. Please submit your application **at least six (6) weeks** before the commencement date of the proposed project. NYC reserves the right to reject applications that are submitted late.

#### **Q3 Where can I apply for the Young ChangeMakers (YCM) grant?**

From 1<sup>st</sup> January 2019, you can submit your Young ChangeMakers (YCM) applications via the MCCY Grants Portal at <https://mccygrants.gov.sg>. You will then be prompted to login using your SingPass.

#### **Q4 What should I do if I do not have a SingPass?**



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You will need to apply for a SingPass account before you can apply for the YCM grant

Please click on this link:

[www.singpass.gov.sg/singpass/register/instructions](http://www.singpass.gov.sg/singpass/register/instructions)

Q5 **What if I have forgotten my password?**

Please click on this link:

[www.singpass.gov.sg/singpass/online/resetpassword/userdetail](http://www.singpass.gov.sg/singpass/online/resetpassword/userdetail)

Q6 **Will there be additional requirements for applications with the shift to the MCCY Grants Portal?**

No. There is no change to the application requirements for the Young ChangeMakers (YCM) Grant. However, all grant applicants will be required to login and access the MCCY Grants Portal via their SingPass.

Q7 **What devices are supported? / Is the MCCY Grants Portal mobile-friendly?**

The site is device-responsive and can be accessed from tablets and smart phones. It can be viewed using the latest two versions of Chrome, Safari, Microsoft Edge and Firefox.

Q8 **Will I be able to use the MCCY Grants Portal to apply for other MCCY grants?**

Grants from other agencies (e.g., the National Arts Council) will be available for application via the MCCY Grants Portal in due course.

Q9 **What information needs to be included in the application form?**

The YCM application must be submitted by a Singaporean or Singapore PR youth aged between 15 – 35 years old. Should the Team Leader's age be below 21 years old, the Team Leader's Parent, Guardian or Teacher is required to sign on the Endorsement Letter. The Team Leader must also provide information about the project team members, the proposed project and the projected income and expenditure in the required format, and any other information that may support the application.

Q10 **How will I know if my application is submitted and how do I check on the status of my application?**

Upon submission, you will (a) see a pop-up indicating the reference ID for your application and (b) receive an email notification via the email address provided for the application.

The status of your application will also be updated on the MCCY Grants Portal Dashboard (the application will no longer be in the "Draft" section of the Dashboard, but instead in the "Grants"

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section.) You can log in to the MCCY Grants Portal to view the status of your application any time.

## Q11 What if I made a mistake in the submission / wish to provide additional details regarding the application? Can I retrieve the application and make amendments?

You will not be able to make any amendments once the application is submitted and issued with a reference ID.

For amendments before the application dateline for any critical fields e.g. project start and end date, proposed/requested budget amount, you may contact the grant officer to indicate your wish to amend the application. Such requests and amendments will need to be re-submitted before the application deadline to be valid.

## Q12 How should I accept the grant offer?

Once the grant is approved, you will receive an email prompting you to log in to the MCCY Grants Portal, where you will be able to review and accept grant offers online.

Please read the letter of award and terms and conditions carefully before accepting the offer.

## Project Closure

## Q13 My project has ended. How should I submit my Project Closure Report/ claim my Grant?

Upon completion of your project, please submit your closure report accordingly, based on the table below.

For MCCY Grants Portal (MGP) Applications		For Non-MCCY Grants Portal (MGP) Applications
<i>To be submitted on MCCY Grants Portal (MGP)</i>	<i>To be submitted in hard copy</i>	➤ Submit Project Closure Report and all supporting documents in <u>hardcopy</u>
➤ YCM Project Closure Report ➤ At least 10 best project photos with <u>captions</u> ➤ A copy/ screenshot of bank details (bank logo, name and account number clearly reflected).	➤ Signed and Endorsed Statement of Accounts (SOA) ➤ All <u>original/Certified True Copy</u> receipts of the project expenses	



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## **Q14 How do I get the grant disbursement?**

The grant will be disbursed on a reimbursement basis approximately within eight (8) weeks from NYC's receipt of a satisfactory Project Closure Report and supporting documents, and NYC is satisfied that the project was implemented in accordance with the original proposal and the expenditure incurred was in relation to the delivery of the project.

## **Q15 How do I account for in-kind sponsorships in the project closure report?**

For in-kind sponsorships, please reflect the value of the sponsorship/retail price of the sponsored items in the Statement of Accounts under Income as well as under Expenditure, and indicate that the item(s) have been sponsored.

## **Q16 Who can sign/endorse the Statement of Accounts (SOA) and certify the receipts?**

All YCM project teams are to appoint a Team Treasurer from the organising committee to be in charge of the financial accounts. The SOA is to be prepared and signed by the Team Treasurer. The Team Leader is to check and endorse that the SOA is true and accurate. For YCM individual applicant, the SOA is to be signed by the applicant and endorsed by the Parent / Guardian / Teacher. For applicants who will be working with a Non-Profit Organisation during the course of their project, the Non-Profit Organisation may also verify and endorse the SOA.

For receipts that are photocopies or computer print-outs, they must be Certified True Copy by the Organisation / Team Treasurer / Team Leader / Mentor with signature, name and designation, and if applicable, Organisation stamp.

## **Q17 How should the receipts be submitted?**

All receipts should be clearly labelled and arranged in accordance with the Statement of Accounts. As receipts printed on thermal paper (e.g. supermarket receipt) will fade over time, please make a copy of the receipt to submit together with the original copy. NYC reserves the right to exclude receipts that are unclear or faded from the total allowable project cost.

## **Q18 Can the approved YCM grant be credited to an organisation account or be paid by cheque?**

No, as YCM is meant to empower individual youths, the grant can only be credited into a personal bank account held by the Applicant / Team Leader / Team Member / Parent or Guardian of the Applicant. Grant disbursements will only be made via by inter-bank GIRO.

## **Q19 How do I refund the YCM grant if required?**

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You can either issue a cheque made payable to "National Youth Council" or in cash by bringing it down to National Youth Council's office. Our office is located at Blk 490 Lorong 6 Toa Payoh, HDB Hub Biz Three, #04-10, Singapore 310490.

**Q20 I have further query on the YCM grant. Who can I contact?**

For any other enquiries, you can email [GrantMgmt\\_Enquiries@nyc.gov.sg](mailto:GrantMgmt_Enquiries@nyc.gov.sg) . Our grant officers will be in touch with you within three (3) working days.