Young ChangeMakers (YCM) Factsheet

About YCM

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

01

Eligibility Criteria

02
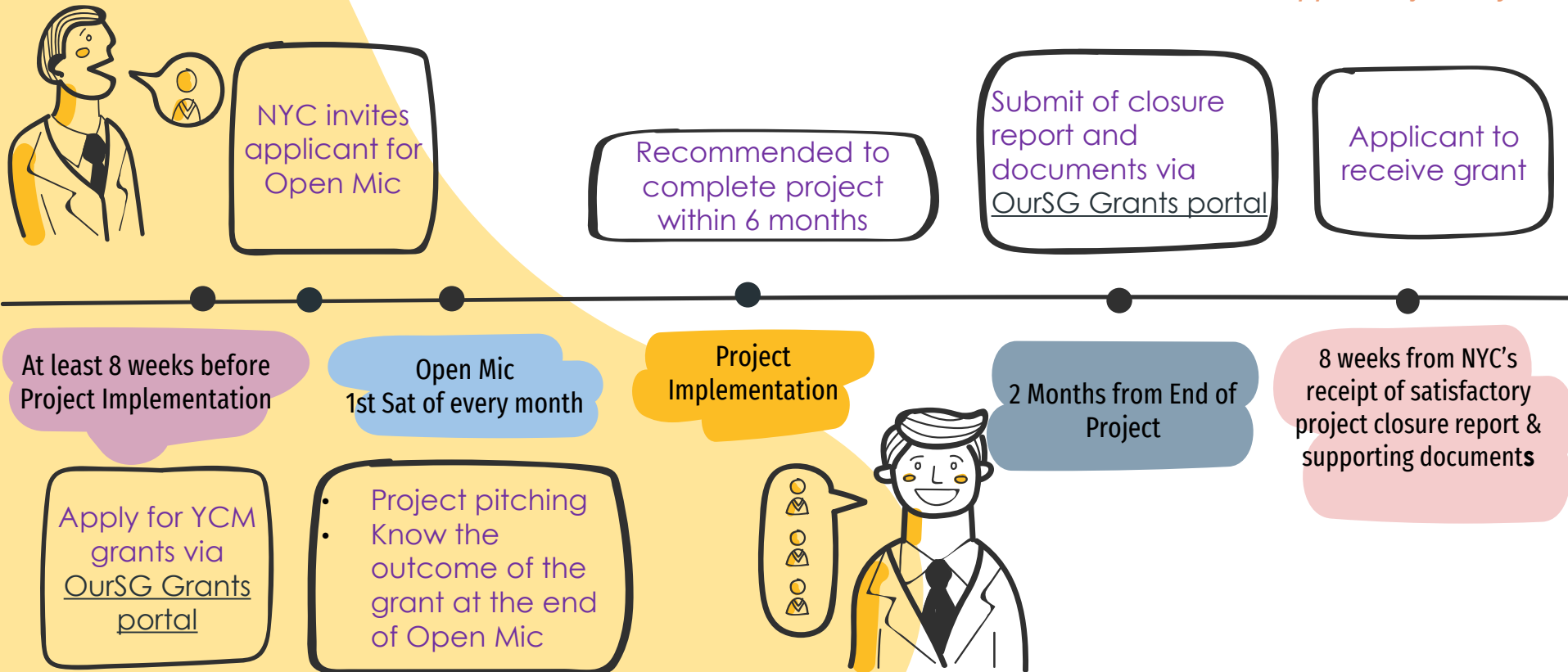
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01
Eligibility Criteria

Eligibility Criteria

Who Can Apply?

ELIGIBLE

- **Singaporean** or **Singapore Permanent Resident (PR) youths** residing locally between **15 and 35 years old.**

What Can Be Funded?

✅ Project should **benefit the Singapore community.**

✅ For **content based YCM projects** (e.g. films, productions, campaigns, publications, plays, etc.), content should be in line with **promoting National Campaigns, Objectives and Values** (e.g. Healthy Lifestyle, Keep Singapore Clean, etc.)

✅ 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.

What Cannot be Funded

☒ Projects/initiatives **under a registered company**

☒ Projects with **content held as objectionable** by the general public, or that **may adversely affect social cohesion** in Singapore

☒ Projects with **religious or political agenda**

☒ Projects that **raise funds for the project applicant**

02
Funding

Funding

- Successful applicants will receive an in-principle grant approval of up to **80% of supported costs,** subject to a **maximum of $3,000,** whichever is lower.

- **Projects that demonstrate exceeding merits in terms of project scale and impact** will be awarded up to 80% of supported costs, subject **to a maximum of $5,000**, whichever is lower.

- 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.
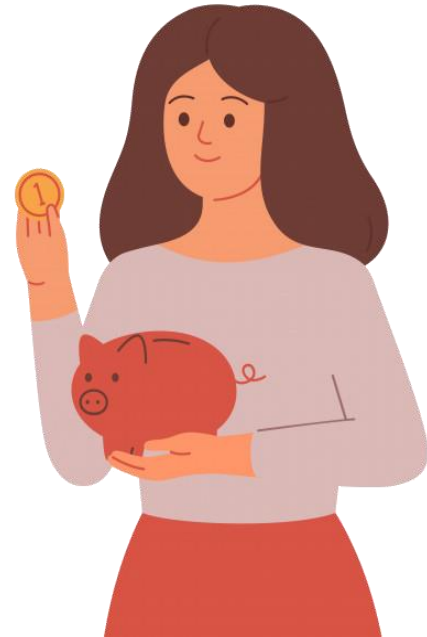
Funding

- The YCM grant is solely for the delivery of the project and **allowable direct project expenses only**.

- **Grant decisions** will be made at a **monthly YCM Open Mic session** which will be facilitated by a panel of youth project curators.

The YCM grant **does not fund** the following:

i. Start-up, operating and capital costs, such as manpower and the purchase of assets
i. Cash prizes and vouchers
ii. Gifts such as tokens of appreciation and awards (e.g. trophies, medals)
iii. Payment to team members
iv. Overseas travel expenses i.e. flight ticket, accommodation, etc

03
Application

Application

365 days

- Application is **open throughout the year**.

- Applications should be **submitted at least eight (8) weeks before the project commencement date**.

- Submit the application online via the OurSG Grants portal (https://oursggrants.gov.sg)

Note:
Submit the application earlier to secure a slot at the YCM Open Mic session!

Check NYC's website for the dates of the YCM Open Mic sessions!

Application

For content-based YCM projects (e.g. films, productions, campaigns, publications, plays, etc.), do submit the following **compulsory** 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

Application

Project Budget

Do take note of the following when filling up the project budget template:

- ✅ Indicate any other grants, in-kind/cash sponsorship (if any)
- ✅ Provide a breakdown of each expenditure item and include a detailed description
- ✅ For any professional fees e.g. website design, translation, videography, etc, do indicate the market rate benchmark for our reference.

Please note that YCM grant is solely for the delivery of the project and **allowable direct project expenses only**. And there is a list of items that YCM grant does not fund.
Pls refer to slide 10 for more information.

04 Open Mic

About Open Mic

What is YCM Open Mic?

🎤 YCM Open Mic is a platform where **youths pitch their projects** to our experienced youth curators.

🎤 YCM Open Mic will be on the first Saturday of the month. Project teams will be invited for the Open Mic 2 weeks before the Open Mic Session.

🎤 Get on-the-spot feedback, discover synergies and network with peers and know the outcome of your grant applications (in-principle approval of grant up to $3,000/$5,000 depending on the merits of your project)

Note: Project teams who fail to turn up for the scheduled Open Mic (after they've RSVP to attend the session), will be suspended from the following Open Mic. In the event that there is a major change in the project proposal 1 week before the scheduled Open Mic date, the project will be rescheduled to the following Open Mic.

About Open Mic

What we offer

📢 **Perspectives** and **Resources** to value-add to your project

📢 **Networking opportunities** with diverse groups of youths

📢 **YCM grant** to kick-start your project

What to prepare

📢 **Enthusiasm** and **creative showcase** of your project ideas

📢 **Open mind** to learn

📢 **Passionate and willing heart** to provide constructive feedback to other project teams

Conditions Upon Grant Approval

Upon Approval

- Successful applicant will receive a **Letter of Award** via the **OurSG Grants portal** and is required to accept the Grant and Grant conditions **within ONE (1) week**.

- A mentor will be also assigned and the applicant is to update the mentor periodically on the progress of the project.

Conditions Upon Grant Approval

Changes to the Project

- Applicant must **inform NYC and the mentor** in writing of any changes to the proposed project **before the project execution date** and to only 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.

Conditions Upon Grant Approval

Project Publicity

Teams are required to **credit the NYC and YCM** in **all media and publicity related materials** such as

- ✅ 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

For social media postings, do tag the NYC Facebook and Instagram , YCM Facebook and Instagram pages as well as adding the hashtag #nycsg, #ycmsg and #youngchangemakers and mentioning the grant received from NYC

Conditions Upon Grant Approval

Project Publicity

- High resolution copies of the NYC and YCM logos can be downloaded on the YCM website

- Please include "Powered By" besides or above the NYC logo where possible

- For publicity materials with multiple logos, please align the **"Powered By" NYC and YCM logos** to the left

- Please also **include the below liner in any publicity/marketing materials or state it before the start of an engagement**
  "Any materials, information or views expressed are those of the organisers and do not necessarily reflect the official policy or position of any other supporting organisation(s)."

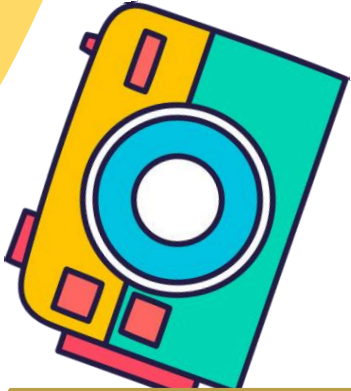Please send all publicity materials to NYC for approval **before production or release**.

Sample Visual Reference

POWERED BY:

Conditions Upon Grant Approval

Things to note for photos

- Please ensure that consent has been obtained from the individuals in the photos for usage.

NYC may use these approved materials for our own marketing and PR purposes and dissemination to external partners.

Conditions Upon Grant Approval

Project Closure
Submit the below documents on OurSG Grants portal

- YCM Project Closure Report

- A copy/ screenshot of bank details (bank logo, name and account number clearly reflected).

- Signed and Endorsed Statement of Accounts (SOA)

- At least 10 best project photos with captions
  - High resolution and reasonable quality (at least 1MB each)
  - Show participants in action, interacting with others are preferred (minimise posed shots)

Complete the below surveys via the links

- YCM Survey to be completed by all team members

- YCM Grant Feedback Form to be completed team leader

Please note:
- OurSG Grants portal can accept a maximum file size of **25MB**
- For any documents >25MB, please email to **partnership_enquiries@nyc.gov.sg** and indicate Project title under email subject

Conditions Upon Grant Approval

Things to note for receipts

- Receipts/Invoices supporting the SOA for the approved project **need not be submitted** for application **after 1 Sept 2020**. However, receipts/invoices are to be **retained for six (6) months from the submission of YCM Closure Report.**

- Upon NYC's request for a sample check, soft copy receipts (**digitally signed and certified as true copy by grant recipient or team treasurer**) are to be submitted.

Conditions Upon Grant Approval

Things to note for receipts

(cont)

This includes receipts of **ALL** **project expenses related to the project**, including non-supported expenses and expenses covered under other grants, and/or sponsorships.

- For thermal receipts, please make a copy in case they are unclear or faded

- For invoices, please also attach the proof of payment, or ensure the invoice is signed paid and/or signed and stamped by the Vendor.

- 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 documentary proof of the value of sponsorship/retail price.

Conditions Upon Grant Approval

Processing Procedures for Fundraising Project

☑ NYC will assess the Project Closure Report and inform applicants of the 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.

Please wait for NYC's further instructions before proceed with any donation to the beneficiaries.

Conditions Upon Grant Approval

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 SOA and that total government funding **must not exceed 80% of the total project cost**.

- 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.

06
FAQ

Frequently Asked Questions (FAQ)

Project Application

Q1   How much of the project can be funded by the YCM grant?
The YCM grant does not fund more than 80% of supported costs. 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 eight (8) weeks before the commencement date of the proposed project. NYC reserves the right to reject applications that are submitted late.

Frequently Asked Questions (FAQ)

Project Application

Q3 **Can I apply for YCM grant if my project is part of an organisation's initiative?**
No, YCM grant supports ground-up project by individual youth or non-registered informal youth group. For an organisation's initiative, please check out National Youth Fund instead.

Q4 **If my organisation is supporting my ground-up initiative via organisation's resources and sponsorship, will I still be eligible for YCM grant?**

Yes, we encourage project applicant to be resourceful in sourcing for partnership and sponsorship as YCM grant only funds up to 80% of supported costs, subject to a maximum of $3,000 or $5,000 (for project with exceeding merits) whichever is lower. However, project should be delinked from the organisation's business and should not bear any organisation's logo in all publicity materials.

Frequently Asked Questions (FAQ)

Project Application

Q5 **Where can I apply for the Young ChangeMakers (YCM) grant?**
You can submit your YCM applications via the OurSG Grants portal at
https://oursggrants.gov.sg. You will then be prompted to login using your SingPass.

Q6 **What should I do if I do not have a SingPass?**
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

Frequently Asked Questions (FAQ)

Project Application

Q7 **What if I have forgotten my password?**
Please click on this link:
www.singpass.gov.sg/singpass/onlineresetpassword/userdetail

Q8 **What devices are supported? / Is the OurSG Grants portal mobile-friendly?**
The site is device-responsive and can be accessed from tablets and smartphones. It can be viewed using the latest two versions of Chrome, Safari, Microsoft Edge and Firefox.

Q9 **Will I be able to use the OurSG 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 OurSG Grants portal.

Frequently Asked Questions (FAQ)

Project Application

Q10 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.

Frequently Asked Questions (FAQ)

Project Application

Q11 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 OurSG Grants portal Dashboard.

Frequently Asked Questions (FAQ)

Project Application

Q12 **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 to any critical fields (e.g. project start date and end date, project scope, proposed/requested budget amount), please contact the grant officer or email to partnership_enquiries@nyc.gov.sg to indicate your wish to amend the application.

Such requests and amendments will need to be re-submitted before your scheduled Open Mic date.

Frequently Asked Questions (FAQ)

Accepting Grant Offer

Q13 How should I accept the grant offer?

Once the grant is approved, you will receive an email prompting you to log in to the OurSG 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.

Frequently Asked Questions (FAQ)

Project Closure

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.

Frequently Asked Questions (FAQ)

Project Closure

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

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.

The SOA will be endorsed and verified by Non-Profit Organisation (NPO) if applicants work with NPO.

Frequently Asked Questions (FAQ)

Project Closure

Q17 How should the receipts be submitted?

For application after 1 Sept 2020, receipts/Invoices supporting the SOA for the approved project need not be submitted. However, receipts/invoices are to be retained for six (6) months from the submission of YCM Closure Report. Upon NYC's request for a sample check, soft copy receipts (digitally signed and certified as true copy by grant recipient or team treasurer) are to be submitted. All receipts should be clearly labelled and arranged in accordance with the Statement of Accounts.

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.

Frequently Asked Questions (FAQ)

Project Closure

Q19 I have further query on the YCM grant. Who can I contact?

For any other enquiries, you can email partnership_enquiries@nyc.gov.sg. Our grant officers will be in touch with you within three (3) working days.

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