

**Instructions:**

1. Project Closure Report, supporting documents and survey feedback must be submitted within **two (2) months** from the completion of your project. Below checklist detailed all the required documents.
2. Please **check the below boxes** to indicate completion and submission of documents and surveys

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| **Closure Documents and Survey Feedback** | **Submitted**  (to check on the boxes) | **Remarks** |
| **Submitted on** [**OurSG Grants portal**](https://oursggrants.gov.sg)  *Note: The maximum upload file size for OurSG Grants portal is 25MB. Please email to* [*partnership\_enquiries@nyc.gov.sg*](mailto:partnership_enquiries@nyc.gov.sg) *and indicate Project title under email subject for any documents exceeding 25MB.* | | |
| 1. YCM Project Closure Report |  |  |
| 1. Signed and Endorsed Statement of Accounts (SOA)   **To note:** Applicant need not submit **r**eceipts/Invoices supporting the SOA. 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, softcopy receipts (digitally signed and certified as true copy by grant recipient or team treasurer) are to be submitted. |  |  |
| 1. A copy/ screenshot of bank details (bank logo, name and account number clearly reflected). |  |  |
| 1. At least 10 best project photos with captions  * *Photos should be of high resolution and reasonable quality (at least 1MB each)* * *Photos of participants in action, interacting with others, are preferred (please minimise posed shots)* |  |  |
| **Completed via the below links** |  |  |
| 1. Completed [YCM grant feedback form](https://www.survey.nyc.gov.sg/EFM/se/6FBD439D20EF07A7) |  |  |
| 1. Completed [YCM Survey (by all team members)](https://www.survey.nyc.gov.sg/EFM/se/6FBD439D2B3C244D) |  |  |



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| Name | Team Name (if applicable) |



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| Project Title & Ref No: | Project Venue |
| Project Start Date | Project End Date |
| Collaborating Partners (if any) | |

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| **Youth Leaders** [Organising Committee i.e. Project Team] | | | **Youth Volunteers** [Youths who help out for the projects  but are not part of the Organising Committee] | | |
| No. of youth in  (Pre-IHL – Sec Sch, JC) | No. of youth in  (IHL – ITE, Poly, Uni) | No. of Young Working Adults | No. of youth in  (Pre-IHL – Sec Sch, JC) | No. of youth in  (IHL – ITE, Poly, Uni) | No. of Young Working Adults |
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| **Youth Participants** [Youths who participate/benefit from the projects] *e.g. participant of workshop* | | | **No. of Non-youth Beneficiaries** | **Pls indicate the beneficiaries** (e.g. children, seniors, persons with disabilities, general population, etc) |
| No. of youth in  (Pre-IHL – Sec Sch, JC) | No. of youth in  (IHL – ITE, Poly, Uni) | No. of Young Working Adults |
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**PROJECT CLOSURE REPORT (YOU MAY ATTACH ADDITIONAL INFORMATION AS ANNEXES)**

**Has the project met its objectives?**

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| **Project Objectives** | **Actual Outcomes** |
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| 1. **What are some of the positive experience gained while doing this project?** |
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| 1. **What are some of the challenges faced? How did you overcome them?** |
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| 1. **If you were to implement this project again, what could be done better?** |
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| **Please write a 100-word reflection on what the team has learnt through the project (this may be published for publicity purposes).** |
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| **Please include one or two 50-100 word personal anecdotes of how this project has inspired / positively impacted a youth participant or beneficiary.** |
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|  | **have plans to scale up my project.** *[Pls tick (*🗸*) this box, if applicable.]* |
|  | If so, please share with us your plans and the types of assistance you might require from NYC (e.g. funding, networks, publicity, mentorship, etc.) in the box below, and we will get in touch with you: |
|  |  |