

Important information to note:

* Teams will complete a Local Project within 3 months after completing the Overseas Project.
* Teams are to submit the completed hardcopy Team Report Template and the supporting documents listed below to NYC within 1 month from the end of the Local Project for project closure.



The following documents must be duly completed and submitted for project closure. All templates can be downloaded from the NYC resource Portal (www.resourceportal.nyc.sg) under Grants.

* YEP Team Report (this document)
* YEP Host Feedback Forms for all host communities of all phases (Preparation, Overseas Project & Local Project)
* YEP Feedback Form (to be completed by all YEP leaders and participants)
* Detailed actual Itinerary of the Overseas Project (if there are changes to the Itinerary submitted as at application)
* If there are changes to the Participant List submitted as at application, the revised list is to be uploaded online at NYC Resource Portal after the team completes the Overseas Project
* Endorsed Statement of Accounts (SOA) and endorsed Calculation Sheet
* All original receipts of the project expenses including first aid course fee receipts



For thermal receipts, please provide the original and a photocopy.



For invoices, please also attach the 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 Endorsing Organisation with signature, name, designation and Organisation stamp.



For Vendors who are unable to issue receipts, a written receipt signed off by the Vendor and the Endorsing Organisation will be required.

* All A CD-R or an online link for download of publicity materials, videos and at least 20 photographs with captions (10 for Overseas Project and 10 for Local Project(s); in JPEG format)



Photos should be of high resolution and reasonable quality (at least 1 MB each).



Photos should be of participants in action, interacting with others (please minimise submission of posed shots). Please ensure that some of the photos are of participants in the YEP t-shirts.

*(Note: 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.)*

All documents are to be submitted via hard-copy to:

Youth Expedition Project (YEP)

c/o Grant Management

National Youth Council

Blk 490 Lor 6 Toa Payoh

HDB Hub Biz Three #04-10

Singapore 310490



|  |
| --- |
| Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Project Reference Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Leader 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Leader 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Blog Address/Website for your Project (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



Note: Projects before 1 July 2015 are required to tick the ‘Service Engagement’ option

|  |  |
| --- | --- |
| (Please tick) | Type of Preparation (Please elaborate on the questions below) |
|  | Field Study/Research on relevant social issues in Singapore and in host country*Please do not limit your sharing to the following questions:*1. What was the identified issue(s)?

1. What research method was used?

1. What were the key findings or data collected?

1. How did the findings/data aid in the Overseas and Local Projects?

1. Any amendments to the original field study/research proposed at the

application stage? If yes, please provide reasons and details of changes. |

|  |  |
| --- | --- |
| (Please tick) | Type of Preparation |
|  |  Service engagement with a relevant local host community *Please do not limit your sharing to the following questions:*1. Which local host community did your team engage?

1. What activities were conducted and why?

1. When were the activities conducted?

1. Were there amendments to the original activities proposed at the application stage? If yes, please provide reasons and details of changes.
 |



|  |
| --- |
| Name of Overseas Host Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Activities Conducted with Overseas Host Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Overseas Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Were there amendments to the original activities proposed at the application stage? If yes, please provide reasons and details of changes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



|  |
| --- |
| Name of Local Host Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Activities Conducted with Local Host Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Local Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Were there amendments to the original activities proposed at the application stage? If yes, please provide reasons and details of changes. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



* Please share with us the following from a leader’s perspective of your team:



*Did your team meet the initial set-out service goals in relation to the identified needs of the
(i) Local host community and; (ii) Overseas host community? How and why did it/did it not meet the goals?*





*Did your team meet the initial set-out learning goals? How and why did it/did it not achieve the goals?*





*What are the challenges/situations faced by the parties involved, including the overseas host community and the YEP team?*





*What are the particularly meaningful/significant experience(s) worth celebrating? E.g. team has deepened understanding of humility and reciprocity.*





*What areas could your team have improved upon for this project?*





*Personal anecdotes/reflections of how this project has impacted or inspired you.*



* Please share with us the following from at least two team members:



*Personal anecdotes/reflections of how this project has impacted or inspired them.*





Thank you for applying for NYC’s YEP Grant. NYC values your feedback to ensure continuous improvement of our grants and services.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Leader)



1. The grant was useful in achieving my team’s project objectives and team participants’ personal development objectives.

Agree

Disagree

Strongly Disagree

Neutral

Strongly Agree

Comments:



2. For YEP, the online application was user-friendly.

Agree

Disagree

Strongly Disagree

Not Applicable

Strongly Agree

Neutral

Comments:



3. During the grant application process, the officers were friendly and resourceful.

Agree

Disagree

Strongly Disagree

Neutral

Strongly Agree

Comments:



4. The process of the approval of the grant was done in a timely manner?

Disagree

Agree

Strongly Disagree

Neutral

Strongly Agree

Comments:



5. During the process of submitting the closure report, the officers were friendly and helpful?

Agree

Disagree

Strongly Disagree

Neutral

Strongly Agree

Comments:



6. What recommendations would you make to NYC to strengthen our grant scheme or service delivery as a whole?

Comments:



7. What other forms of support can NYC provide for you in order to serve you and/or your organisation’s needs?

Comments:



8. How likely are you to recommend NYC Grants to others and why?

Comments:



9. Please let us know of your views, feedback, comments and/or suggestions if any:

Comments:



Thank you for completing the form.

- End -