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Important information to note:

* Teams are advised to read the guidelines in the *YEP Funding and Publicity Guidelines* prior to  
  applying for the YEP grant.
* Teams are to complete the online application and submit the required documents to NYC at  
  least 2 months before the start of their Overseas Project.
* Teams that would require assistance from NYC to fine-tune their proposals are encouraged to  
  send the YEP Proposal to NYC at [YEP\_Enquiries@nyc.gov.sg](mailto:YEP_Enquiries%40nyc.gov.sg?subject=) before the 2-month submission  
  timeline and factor in adequate time to amend the proposal.
* Team leaders are advised to complete the YEP Leaders’ Training Course or have a valid YEP  
  Leaders’ Training Course Certificate before submitting the grant application.



When applying for the YEP Grant, ensure the following documents are completed and submitted:

* YEP Online Grant Application Form
* YEP Proposal Template
* YEP Budget Template
* YEP Participant List Template
* Endorsement Letter by Endorsing Organisation and Emergency Management Plan
* First Aid Training Certificates for 2 First Aiders

The YEP Funding and Publicity Guidelines and templates can be downloaded from the NYC Resource Portal ([www.resourceportal.nyc.sg](http://www.resourceportal.nyc.sg)) under Grants.



I. Type of Team Preparation

|  |  |
| --- | --- |
| (Please tick) | Preparation (Please elaborate on the questions below) |
|  | Field Study/Research on relevant social issues in Singapore and  in host country  Start Date:  End Date:   1. *What is/are the identified issue(s)?*      1. *How will the team research to better understand how the issue(s) is/are  faced or handled in Singapore and in the host country?*      1. *Who do you intend to contact to get more accurate analysis of the issue(s)?* |
|  | Service engagement with a relevant local host community   1. *Which local host community will the team engage?*      1. *What activities will be conducted and why?*      1. *On what date will the activities be conducted?* |



II. Profile of Overseas Host Organisation

|  |
| --- |
| Name of Overseas Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address and Contact Person(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Brief Background of Organisation (Mission, vision and key activities)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

III. Needs and Impact Assessment

* Please elaborate on the following and support with data:

../Links/Arrow.png*the demographics, identified needs and assets of the host country and community*

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../Links/Arrow.png*service goals based on the identified needs and assets of the host country and community*

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../Links/Arrow.png*the service activities the team will conduct (highlight the assistance, skills or knowledge*

*that the team is sharing with the host community)*

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../Links/Arrow.png*the steps taken to evaluate the project*

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IV. Project Sustainability

* Please elaborate on:

../Links/Arrow.png*how the team plans for project continuity i.e. how the community can carry on the team’s efforts independently after the team leaves*

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../Links/Arrow.png*whether the current project is linked and/or is an enhancement to the previous team’s effort*

*(for sustainable project)*

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V. Facilitation Plan

* Using the table below, please elaborate on the facilitation plan to illustrate the learning goals and how the goals are met.

|  |  |  |
| --- | --- | --- |
| Learning  Goals | Daily activities/platforms  to meet goals | Facilitation tools and intended reflection/lesson to be drawn |
|  |  |  |
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VI. Sustainable Partnership

* Is this a sustainable project that has served the same overseas host organization / community on its 3rd year or longer, and has a clear plan for continual need assessment, monitoring and impact assessment? If yes, please elaborate on the past projects.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Title | Date of Project | Name of  Overseas Host Organisation | Name of  Overseas Community Engaged | Description of Project |
|  |  |  |  |  |
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* If yes, please explain how the partnership conducts continual need assessment, monitoring and impact assessment.

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VII. Profile of Local Host Organisation

|  |
| --- |
| Name of Local Host Organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address and Contact Person(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Brief Background of Organisation (Mission, vision and key activities)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

VIII. Details of Local Project

* Please elaborate on the following and support with data as far as possible:

../Links/Arrow.png*the project date(s)*

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../Links/Arrow.png*the demographics, identified needs and assets of the host community*

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../Links/Arrow.png*the service activities the team will conduct*

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../Links/Arrow.png*how the team plans for project continuity (e.g. the team engages the local host on a regular basis or develop resources that the local host can use to carry on the team’s effort independently)*

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../Links/Arrow.png*the relevancy of the project scope or issue to that of the overseas project*

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* After identifying the needs and assets, please elaborate on the facilitation plan using the table below to illustrate the learning goals and how the goals are met:

|  |  |  |
| --- | --- | --- |
| Learning  Goals | Daily activities/platforms  to meet goals | Facilitation tools and intended reflection/lesson to be drawn |
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IX. YEP Leaders Training Course Details for Leader(s)

|  |  |
| --- | --- |
| (Please tick) | Attendance for Leaders Training Course |
|  | I’ve attended the above training by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (training provided name & course code) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |
|  | I’ve not attended the above training because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state reason) and will be attending the training on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |

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X. Detailed (Day-to-Day) Itinerary

* Please include (a) preparation activity, (b) the day when the team departs Singapore to the day the team returns to Singapore and (c) the local project using the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity | Remarks |
| Example  Day 1:  01 Dec 2013 | Morning | • Depart for overseas country  • Check-in at hotel | NA |
| Afternoon | • Buy supplies at  local market  • Orientation at site | NA |
| Night | • Reflection and facilitation session | NA |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Activity | Remarks |
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XI. Resource Person Funding Request (if any)

* Please give details on the person’s name and describe the duties/roles that he/she performs in   
  the team

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XI. Additional Information/Appeal (if any)

* Please provide justification/reasons for request for large team size/additional leaders or other items that do not adhere to the current YEP guidelines

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