**Application Form**

**Instructions:**

1. Kindly ensure the application form is completed before submitting it to Youth Corps Singapore. Insert a “√” whenever selection by check boxes is provided**.** All sections are compulsory unless stated otherwise.
2. All applications are to be endorsed by the head/ leader of organisation before submission.
3. Please submit your application via email to [tan\_wan\_yan@nyc.gov.sg](mailto:tan_wan_yan@nyc.gov.sg) by **15 January 2019, 5:00pm**. Applicants may be contacted for a discussion.
4. For any enquiries, please email [tan\_wan\_yan@nyc.gov.sg](mailto:Bianca_Foo@nyc.gov.sg) and indicate “CS4CG\_Call for Proposal” in your email subject.

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| **(I) Applicant Details** *(to be filled in by point-of-contact)* | | |
| Name of Organisation: |  | |
| Name and Designation at Organisation / School: |  | |
| Contact Details: | (Mobile) | (Office) |
| (Email) | |

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| **(II) Inter-Bank GIRO Details** *(for NYF grant crediting; must be a corporate bank account)* | | | | | | | | | | | | | | | | | | | | |
| Bank Name: |  | | | | | | | | | | | | | | | | | | | |
| Branch Name: |  | | | | | | | | | | | | | | | | | | | |
| Account Number: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Account Holder: |  | | | | | | | | | | | | | | | | | | | |

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| **(III) Project Details** | |
| Project Title: |  |
| Project Dates: |  |
| Grant Amount Requested: |  |

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| **(IV) Declaration of Interest** |
| I would like to declare the following existing/ potential conflict of interest situation in relation to this grant application: - |
| 1. Name of persons/ companies/ organisations which applicant / applying organisation has relations to or related persons/ companies/ organisations which applicant / applying organisation plans to procure their services/goods: |
| 1. Brief description of the conflict arising from the applicant / applying organisation’s association listed in item (a) above: |

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| **(V) Declaration and Acceptance by Endorser (Preferably Head/ Leader of Organisation)** |
| 1. I hereby certify that the information given is to the best of my knowledge and I agree to abide by all the terms and conditions on NYC grants. I understand that the application will be decided at the sole discretion of NYC. I also understand that NYC has the right to reject my application should the information I submit be incomplete and/or inaccurate. The NYC shall reserve the right to review, reduce, suspend, terminate or withdraw the assistance in accordance with the stated terms and conditions. NYC reserves the right to act on the breach of its terms and conditions at any point in time. Any decision undertaken by NYC is final. |
| (b) I have also ensured the following in my submission (Please '√'):  □ I have completed all relevant sections of the application form, including the relevant Annex and the budget template.  □ I have attached all other necessary documents required (e.g. proposal) for my application to be processed. |
| 1. I understand that upon receipt of my satisfactorily completed application, NYC will notify me of the outcome and credit the 1st disbursement of the grant to the designated bank account (if the project is approved) within 8 weeks from the date of receipt of the duly signed Letter of Acceptance of the grant awarded. |
| (d) I understand that NYC may terminate or reduce the grant with immediate effect by giving written notice to the grant recipient upon the occurrence of events including but not limited to the following:   1. failure of the grant recipient to complete any of the deliverables; 2. the final project costs are calculated to be lower than the project costs which were projected in the application; and 3. breach of any terms of the grant documents by the grant recipient;   I hereby acknowledge and agree that where NYC terminates or reduces the grant, I shall immediately pay to NYC on demand:   1. all grant monies which have been paid to the organisation up to the date of termination; and 2. subject to NYC's discretion, interest calculated thereon at such rates and for such periods as NYC may, at its sole discretion, decide. |
| 1. I understand that the NYF grant may be taxed as part of the gains or profits from the trade or business if it supplements the trading receipts or defray operating expenses of my organisation unless my organisation is a registered or exempt charity. For clarification on the taxability of the grant, I would refer to [www.iras.gov.sg](http://www.iras.gov.sg) or consult a professional tax advisor. |
| Here at NYC, we value your privacy. We’d like to seek your consent to update and notify you about YCS programmes, grants and events. We will keep your details strictly confidential. If you’d like to opt out of all notifications, please drop us a note at [youth\_corps\_enquiries@nyc.gov.sg](mailto:youth_corps_enquiries@nyc.gov.sg). Thanks for your support! |

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| **Name of Endorser** *(underline surname)* | **Signature & Organisation Stamp (if any)** |
| **Designation** |
| **Contact Number** |
| **Email** | **Date** |

**Project Proposal**

**(I) Project Details**

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| **Project Title:** |  | |
| **Type of CS4CG:** | √z  *CS4CG community service event during Youth Corps Service Week (YCSW)* | √  z  *CS4CG regular programme* |
| **Causes:** |  | |
| **Project Implementation Dates:** |  | |
| **Project Summary (Please describe the project in not more than 2 pages)**  *Include details of Project Objectives, Key Activities and Volunteer Engagement Plan to ensure meaningful and positive volunteering experience.*  **Please also address the following key considerations:**   1. *Identified challenges/ needs in the community* 2. *Describe how your project will involve and impact youth volunteers*   ***Do highlight the Project’s Uniqueness***  *Please describe how the project differs from other existing projects or previous collaborations. Include details on the strengths of your project.* | | |
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| **Project Outcomes** (Please list down the indicators used to measure how the project will meet its objectives.) |
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**(II) Project Outreach**

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| **Number of Youths (aged 15 to 35) engaged:** | | Participants[[1]](#footnote-1) |
| Volunteers[[2]](#footnote-2) |
| Spectators[[3]](#footnote-3) |
| **Breakdown of Youths engaged:** | | |
| Pre-Institute of Higher Learning (IHL)  (e.g. Secondary School, Junior College)  √z  \_\_\_\_\_\_\_\_  (Number) | IHL  (e.g. ITE, Polytechnic, University)  √xz  \_\_\_\_\_\_\_\_  (Number) | Young Adults  (e.g. Working Professionals, NS Men)  √xz  \_\_\_\_\_\_\_\_  (Number) |
| **Partners (Youth Sector Organisation[[4]](#footnote-4)/ Youth Social Enterprise[[5]](#footnote-5)/ Schools/ Companies/ Government Agencies):** | | |
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| **Project Publicity Plan** (Please detail your project publicity including marketing channels and media plan) |
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**(III) Project Considerations**

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| **Project evaluation** (Please detail the qualitative and quantitative tools that will be used to evaluate the impact of your project and how volunteer experience will be measured e.g. participant feedback forms.) |
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**Annex A: Organisation Background**

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| **Name of Organisation:** |  |
| **Head of Organisation:** |  |
| **Year of Formation/ Registration:** |  |

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| **Tell us what your organisation does** |
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| **Track Records** (Details of at least two community service events organised and its impact to the beneficiaries and volunteers) |
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| **Finances**(Please provide details of past funding (including from NYC) that the organisation has received) |
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**Annex B: Project Budget**

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| **Project Budget Breakdown** *(Please provide details of other sources of income for this project. These may include sponsorships (cash or in-kind), grants, donations, etc.)* | | |
| **Income** | | |
| **S/N** | **Provider/ Item** | **Projected Amount** |
|  | Grant (Please provide details of each grant received) |  |
|  | Ticket Fee or Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | In-kind sponsorship |  |
|  | Cash sponsorship |  |
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| **Total Projected Income:** | |  |
| **Expenditure** | | |
|  | Marketing  (Please provide details. E.g. 1,000 pamphlets at $0.20 each) |  |
|  | Venue rental |  |
|  | Refreshment  ( \_\_\_\_ person at $\_\_\_\_/person; provided for breakfast/ tea break / lunch / dinner) |  |
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| **Total Projected Expenditure:** | |  |

NOTE: Items 6 to 8 are examples of possible project expenditure items. Please remove if they are not applicable to your project.

*\** *The grant does not fund a) overhead costs (manpower cost for execution of the regular programme would be considered), and b) gifts and prizes, including tokens of appreciation, vouchers and awards such as trophies, medals, etc. For once-off project organised during the Youth Corps Service Week, the funding quantum will be lower and it will not cover manpower cost.*

1. Youth who will directly participate in and/or benefit from project activities [↑](#footnote-ref-1)
2. Youth who will assist the organising team in running the project activities [↑](#footnote-ref-2)
3. Youth who will indirectly participate in and/or benefit from project activities [↑](#footnote-ref-3)
4. Youth Sector Organisation is a non-profit organisation whose core business focus is youth work, or which run programmes for youth. [↑](#footnote-ref-4)
5. Youth Social Enterprise is an entity whose business primarily focuses on engaging and developing youths for the community, and preferably initiated by youths. [↑](#footnote-ref-5)