COMMON SPACE FOR COMMON GOOD (CS4CG)
CALL FOR PROPOSAL

1. Background

1.1 The Youth Corps Singapore (YCS), a division under the National Youth Council (NYC), is seeking to partner with Community Organisations with an interest in youth development to design, scope and implement service learning events in the community as part of the community service event and/or programme for Common Space for Common Good (CS4CG) initiative.

1.2 The CS4CG initiative aims to encourage youth aged 16 to 35 years from all over Singapore to come together to serve diverse community needs at common spaces through various community service events. YCS is seeking to engage and collaborate with interested Community Organisations to create a movement of young people to ignite positive change through CS4CG initiative.

2. Criteria

ELIGIBILITY CRITERIA	
1. Who can apply?	• Not for Profit Organisation[1] e.g. Youth Sector Organisation (YSO), Social Service Organisation • Social Enterprise[2]

2. What can be funded?	• CS4CG initiative must involve youth volunteers (aged between 15 to 35 years old) who are Singaporeans/ Singapore Permanent Residents.
	• The CS4CG initiative can take form in either of the following:
	 a. <u>CS4CG community service event during Youth Corps Service Week (YCSW)</u>
	  - Interested organisations will be required to develop and implement at least one CS4CG community service events during the annual Youth Corps Service Week (YCSW) that falls between 16-23 March 2019.
	  - Interested organisation will be required to involve at least 30 youth volunteers to volunteer in the event and/or regular programme.
	  - Interested organisation will be required to share the email contact of the youth volunteers and allow YCS to extend invitation[3] for them to be YCS member[4].
	 b. <u>CS4CG regular programme</u>
	  - Interested organisations will be required to develop and implement CS4CG regular programme, with at least six sessions a year in between March 2019 to March 2020, of which one may take place during YCSW.

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[1] Public Company Limited by Guarantee registered with Accounting and Corporate Regulatory Authority (ACRA); or Society registered with Registry of Societies (ROS); or Charitable Trust registered with the Commissioner of Charities (COC); or Co-Operative registered with the Registry of Co-operative Societies); where the organisation representative is a Singapore citizen.

[2] Social Enterprises are organisations that seek to create social impact or meet community needs through their business activities.

[3] There is no obligation when one signs up as a Youth Corps Member in the system. It allows the individual to be kept in the database to be informed of volunteering and learning opportunities by Youth Corps Singapore and its partners.

[4] A youth who signed up with Youth Corps Singapore to take part in our volunteering opportunities is known as a Member.

	- Interested organisation will be required to develop a plan to expose your volunteers into the larger YCS ecosystem to allow them to meet up with other youths and participate in volunteering and learning opportunities beyond your organisation. - CS4CG community service event and/or regular programme should focus on these areas:

Social Inclusion	Sustainability
Children & Family (e.g. Developing financial literacy programmes for families in transition, creating family bonding activities for families of the incarcerated to promote cohesion)	Environment (e.g. Reducing carbon footprint among the community or companies or raising awareness of environmental issues, among others)
Special Needs (e.g. Improving the quality of life for the special needs community or improving accessibility in public spaces)	Heritage (e.g. Heritage programme development or developing Heritage trails to engage the community, among others)
Elderly (e.g. Inculcating healthy eating habits and information in elderly living in one-room rental flats with, co-creating a community garden to promote social cohesion and interaction amongst elderly)	
Youths (e.g. Developing suitable programmes to engage and empower youth-at-risk)	

Refer to Annex A for the deliverables for CS4CG community service event and/or regular programme.

3. Proposals will be evaluated against the following criteria:	i. Innovativeness and creativity of concept of event and/or programme, including venue and activities (30%) ii. Ability to provide meaningful and positive volunteering experience for youth volunteers (30%) iii. Track record of at least two community service events and/or programmes organised by the Community Organisation (20%) iv. Cost reasonableness of proposed budget (20%)

FUNDING

- Successful applicants can receive funding from the National Youth Fund of _up to_ 80% of the approved **total** allowable project costs, capped at $50,000.
- 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.

- Funding will be subject to approval at the discretion of the evaluation panel.

SUBMISSION FOR CALL FOR PROPOSAL

- Applications to be submitted by **15 January 2019, 5:00pm**.

- Organisations interested to submit more than one project, should consolidate and submit in one proposal.

- Results of the Call for Proposal will be announced in February 2019.

- Please email your application to tan_wan_yan@nyc.gov.sg and indicate "CS4CG_Call for Proposal" in your email subject.

For each CS4CG community service event and/or programme, the appointed organisation will be required to provide the following:

- The event and/or programme shall take place in a **public** space (e.g. void deck, parks and community clubs)
- Conceptualise innovative and creative event and/or programme aligned with 'Common Space for Common Good' initiative
- Identification and recruitment of beneficiaries for each event and/or programme
- Design and provide meaningful and positive volunteering experience for volunteers
    i. Develop suitable activities for volunteers to engage the beneficiaries
    ii. Organise orientation and training session(s) for volunteer coordinators and volunteers **separately** to include the following components:
        - Introduction of YCS
        - Conduct of ice-breakers for volunteers to know one another
        - Introduction of beneficiary organisation and profile
        - Briefing of volunteers' roles and responsibilities
        - Sharing of tips on interaction with beneficiaries and highlight potential challenges which volunteers might face
        - Sharing of volunteer policy/ code of conduct
        - Conduct safety briefing
    iii. Organise site recce(s) (if necessary) for volunteer coordinators and/or volunteers
    iv. Match volunteers to beneficiaries and group them into smaller groups if necessary
    v. Manage volunteers on event day and/or programme
        - Register volunteers and distribute relevant collaterals/ logistics
        - Conduct onsite briefing before start of event
        - Conduct debrief at end of event and/or programme
        - Administer post-event survey
- Provide manpower, logistics and administrative support
    i. Provide adequate manpower and all relevant management/ technical support, equipment and materials/ props required for the event and/or programme.
    ii. Provide, set up and operate the necessary audio-visual equipment (including but not limited to notebooks, DVD player, projectors, projection screens, microphones etc.) to support the event and/or programme.
- Provide all necessary transportation
    i. Provide 2-way transport for beneficiaries and volunteers, if required
    ii. Collect, store and transport all required materials, tokens, props and any other items YCS may wish to distribute at the event and/or programme, prior to the event and/or programme, and return balance items (if any) to YCS after the event and/or programme

- Provide food and beverage (must be Halal) for beneficiaries and volunteers, if required
- Obtain all necessary permits and licenses, if necessary
- Provide or propose any other items necessary for the smooth execution of the event and/or programme
- Develop the Risk Assessment Management System (RAMS)
- Prepare the wet weather plan, where applicable
- Prepare a summary report to be submitted to YCS within 2 weeks after completion of the event and/or programme

Appointed organisation is to adhere to the publicity guidelines provided:
- All programmes and events shall be branded as part of Youth Corps Service Week (YCSW) for those taking place during the week and Partnership with Youth Corps Singapore for the regular programmes. Collaterals for YCSW will be provided, collection details to be advised on a later date.
- Once they have been oriented about YCS, the volunteers will wear Youth Corps Singapore attire during CS4CG regular programmes at the Community Organisations.
- Appointed organisation is to acknowledge YCS's support in all media and publicity related materials associated with the approved event and/or programme.

Frequently Asked Questions

Q1: Can I apply for an existing community service programme?

A1: Yes, an existing community service programme/project would need to have strong alignment with the Common Space for Common Good (CS4CG) initiative. Projects that are already receiving funding from National Youth Council will not be considered.

Q2: My organisation is already receiving funding from National Youth Council. Can I still submit a fresh application?

A2: Organisations and individuals that/who are currently receiving funding from NYC may still submit their application, subject to NYC's consideration to fund.

Q3: Can I submit more than one project under my organisation?

A3: Yes, each organisation may more than one project. However, it should be consolidated and submitted in one proposal.

Q4: Is there any funding cap per organisation?

A4: Successful applicants can receive funding from the National Youth Fund of *up to* 80% of the approved **total** allowable project costs, capped at $50,000. For once-off project organised during the Youth Corps Service Week, the funding quantum will be lower.

Q5: Is there any restriction on seeking funding sources from other government agencies?

A5: Each project should not be receiving a total government grant exceeding 80% of total project costs*.*