

Important information to note:

* The YEP Programme Funding (PF) Partnership Report should be submitted within **1 month** from the Financial Audit Report.



The following documents must be duly completed and submitted for the YEP Programme Funding Partnership Closure. All templates can be downloaded from the NYC website under Grants (<https://www.nyc.gov.sg/initiatives/grants/yep-grant>).

**Softcopy (Working Copy):**

* YEP **PF Partnership Report** (this document)
* PF **Template B (Completed Project)** and **Template C (Human Interest Story)**
* Endorsed **Statement of Accounts (SOA)** and endorsed Calculation Sheet for every YEP
* **Team Report** with Detailed Actual Itinerary (if there are changes to the Itinerary submitted as at application) for every YEP
* If there are changes to the **Participant List** submitted as at application, the revised list is to be submitted after the team completes the Local Project and before the Financial Audit
* 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 (300dpi) and reasonable quality (at least 1 MB each).
  + Photos should be of participants in action, interacting with others. 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.)*

**Hardcopy Original:**

* **YEP Host Feedback Forms** for all Host Community Partners of all phases (Preparation, Overseas Project & Local Project)
* **YEP Participants Feedback Forms** (to be completed by all YEP Leaders and Members)
* Youth Expedition Project (YEP), Youth Corps Singapore (The Red Box), 113 Somerset Rd, S(238165)

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| Section A: Partnership Outcomes | | | |
| **Type of Project** | **Projected** | **Actual** | **Audited Amount ($)** |
| 1. **YEP** | X YEPs, with X participants | X YEPs, with X participants | $X |
| 1. **CEP** | X CEPs, with X participants | X CEPs, with X participants | $X |
| 1. **Our Little Red Dot and Beyond** | X runs for all YEP and CEP participants | X runs for all YEP and CEP participants | $X |
| 1. **Sharing** | X sessions, with total target outreach of X participants | X sessions, with total target outreach of X participants | $X |
| 1. **Overseas Partnership Development (OPD)** | Up to X trips | X trips | $X |
| **TOTAL:** | | | **$X** |

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| Section B: No. of YEPs and Participants in Respective Countries  (Brunei, Cambodia, China, India, Indonesia, Laos, Malaysia, Myanmar, Philippines, Thailand, Vietnam) | | | |
| **Countries** | **No. of YEPs** | **No. of YEP Participants**  **(Leaders + Members)** |
| **Brunei Darussalam** | X | X |
| **Cambodia** | X | X |
| **China** | X | X |
| **India** | X | X |
| **Indonesia** | X | X |
| **Lao PDR** | X | X |
| **Malaysia** | X | X |
| **Myanmar** | X | X |
| **Philippines** | X | X |
| **Thailand** | X | X |
| **Vietnam** | X | X |
| **Others, please specify** | - | - |
| **TOTAL:** | **X** | **X** |

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| Section C: Type of YEP / Causes Served | | | | | | | | | | | | | | |
| **S/N** | **Name of YEP(s)** | **Construction** | **Technology** | **Education** | **Health** | **Special Needs** | **Arts** | **Sports** | **Heritage** | **Environment** | **Children and Family** | **Youths** | **Elderly** | **Others, please specify** |
| e.g. | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | YEP ???????   * Overseas * Local |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL:** | **??** | **??** | **??** | **??** | **??** | **??** | **??** | **??** | **??** | **??** | **??** | **??** | **??** |

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| Section D: Trend of YEP for Programme Funding Partner | | | | |
| **PF Partnership** | **No. of YEPs** | **No. of YEP Participants**  **(Leaders + Members)** | **No. of YEP Leaders** | **No. of YEP Members** |
| **FY14** | X | X | X | X |
| **FY15** | X | X | X | X |
| **FY16** | X | X | X | X |
| **FY17** | X | X | X | X |
| **FY18** | X | X | X | X |
| **TOTAL:** | **X** | **X** | **X** | **X** |

Prepared by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name & Designation)

Date : \_\_\_\_\_\_\_\_\_\_\_

Approved by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name & Designation)

Date : \_\_\_\_\_\_\_\_\_\_\_