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## YOUTH EXPEDITION PROJECT (YEP)

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## YOUTH EXPEDITION PROJECT (YEP)

### Section A: Project Eligibility and Application

### Q1 What is the purpose of the YEP grant?

A1 The Youth Expedition Project (YEP) grant seeks to support youth participants who are Singaporeans or Singapore Permanent Residents between 15 and 35 years old to embark on overseas Service- Learning projects in Asia with a focus on the ASEAN region, India and China. Apart from the Overseas Project, teams are required to carry out one local Service-Learning project after returning to Singapore. Details of the grant can be found in the <u>YEP Funding and Publicity Guidelines</u>.

#### Q2 When can I apply for the YEP grant?

A2 You can apply for the grant throughout the year. Please submit your application <u>at least two (2)</u> <u>months</u> before the commencement date of the proposed Overseas Project. NYC reserves the right to reject late or incomplete applications.

- Q3 If my Overseas Project does not fall in the ASEAN, India or China region, do I still qualify for YEP grant?
- A3 Yes, your project can still qualify for YEP grant, but it would be subjected to the travel advisory issued by Ministry of Foreign Affairs and approved on a case-by-case basis upon evaluation of the project's merits. It should also be noted that preference would be given to projects conducted in ASEAN, India and China.

Q4 What are the guidelines concerning faith-based work?

A4 Teams may work with overseas faith-based partners provided the service benefits the entire community and not just a particular faith or religious group. The group is not allowed to engage in proselytizing and any other work with religious connotations.

#### Q5 Where can I download all relevant templates for application?

A5 All templates, including proposal and report, are available on the <u>NYC Website</u> (Under *Grants* > *Youth Expedition Project*).



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- Q6 There is a change in my team members after I have submitted the application / grant approval. What should I do?
- A6 You will need to notify National Youth Council on the change and submit the updated YEP Participant List.

#### Q7 I need help for the YEP application. Where can I get help?

A7 You can find information on the <u>NYC Website</u> and the <u>YEP Funding and Publicity Guidelines</u>. To apply for YEP, send in the application documents to <u>NYC Enquiries@nyc.gov.sg</u>. For further enquiry and assistance in project scoping, you may email us at <u>YEP Enquiries@nyc.gov.sg</u>.

### Section B: Team Composition and Requirements

- Q8 I understand that each team is only allowed 2 leaders. Can I request for a third leader to be appointed and funded under YEP?
- A8 The purpose of stipulating two (2) leaders to a team of 25 members is to maximise the service and learning opportunity for each participant and ensure that the team size is not too big for the overseas host to accommodate. However, if the project scope necessitates a bigger team and the overseas host has indicated their agreement to host the big team, team leaders can fill in the relevant section in the YEP Proposal to justify and seek approval during application. The approval will be on a case-by-case basis.

- Q9 Leaders are to undergo NYC-YEP Leaders' Training Course by NYC's designated trainers. Where can I get information on the trainers and training schedule?
- A9 The information is available on the <u>NYC Website</u> (*Under Grants > Youth Expedition Project > YEP Leaders' Training Course Details*). All leaders are required to have attended the YEP Leaders Training Course or have a valid YEP Leaders Training Course Certificate before submitting a YEP application.

- Q10 I am a certified nurse or nursing student or was trained as a Medical Officer at SAF, do I need to attend the First Aid Course?
- A10 We would require proof of current certification of competency in First Aid. Nurses in specialised vocations (e.g. psychiatric services, communicable disease control) may require proof of First Aid competency.



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- Q11 Is it true that YEP participants can only be funded once? Can past YEP participants be part of the team?
- A11 YEP Members can only be funded once, but there is no limit to the number of times YEP Leaders can be funded. Past YEP Members who are stepping up to be YEP Leaders can be funded. Past YEP participants can be (and should be considered as) part of the team if embarking on the YEP journey together.

#### Q12 How do I seek funding for foreigners as Resource Persons?

A12 YEP funds Resource Persons who are foreigners and aged between 15 and 35 years old. Team leaders can fill in the relevant section in the YEP Proposal Template to detail the vital role and duties he/she will perform in the team and seek approval during application. The approval will be on a case-by-case basis.

- Q13 Teams are to fulfil the criterion of having at least 20% of the team from other ethnic groups. Can foreigners and Singapore Permanent Residents be included as other ethnic group(s)?
- A13 Yes, you can include foreigners and Singapore Permanent Residents in the count of other ethnic groups. The purpose of the imposition of the criterion is to encourage community bonding and learning amongst various races and ethnic groups.

### Section C: Project Design

- Q14 If this is not the first time I am working with the partner, do I still need to conduct a reconnaissance trip?
- A14 A reconnaissance trip is <u>necessary</u> for team leaders if they have not been to the overseas community within the last 6 months, in order to:
  - > Conduct up-to-date feasibility study and ground assessment
  - Familiarise themselves with the overseas host for greater understanding of the community strengths and for sustained collaboration
  - Identify evolving service and learning opportunities
  - Make risk and emergency management preparations

- Q15 I intend to organise a sharing session as the Local Project after I return from my Overseas Project. Does this fulfil the Service-Learning requirement?
- A15 The sharing session does not fulfil the service-learning requirement. You will need to organise a Local Project that meets the needs of a local community and learning goals of the project.



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### Section D: Project Funding and Finance-Related Matters

#### Q16 What do you mean by 'YEP funds up to 50% of allowable costs'?

A16 Based on the merits of each application, each team can potentially be funded between 10% to 50% of allowable costs under YEP.

#### Q17 Why is my project receiving less than 50% YEP Funding?

A17 The YEP funds each team up to 50% of the allowable costs, based on the merits of each project. The four key project assessment criteria for evaluation are: i) Needs and Impact Assessment, ii) Project Sustainability Plan, iii) Facilitation Plan and iv) Local Project. For more information, teams can refer to the Project Design and Assessment Guide in the <u>YEP Funding and Publicity</u> <u>Guidelines</u>.

#### Q18 How is the quantum derived?

A18 The quantum is determined at NYC's sole discretion based on the extent to which the project fulfils the four project assessment criteria - i) Needs and Impact Assessment, ii) Project Sustainability Plan, iii) Facilitation Plan and iv) Local Project.

### Q19 Am I still eligible for the additional 10% funding for repeat projects?

A19 Projects will be considered for the additional 10% funding if the project demonstrates evidence of sustainable partnership, which means the project serves the same overseas host organisation/community over a period of at least 2 years and continue to serve them for a third year, with a clear plan for continual need assessment, monitoring, evaluation and impact assessment.

#### Q20 Are we allowed to appeal?

A20 NYC's decision on the approved YEP grant is final. An appeal will be considered only if the application was rejected.

#### Q21 Are we allowed to raise funds?

A21 Yes, teams may run fund-raising campaigns, seek sponsorships, and include personal contributions to cover the costs of their YEP.



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#### Q22 Can I claim for reconnaissance trip costs?

- A22 YEP will fund leaders for the reconnaissance trip, capped at the YEP funding accorded to your team.

#### Q23 Are the Preparation project and Local Project funded under the YEP grant?

A23 Grant for the YEP programme includes the preparation project and Local Project, and is capped at \$20,000 per team. Teams should consider the project phases (i.e. Preparation project, Overseas Project and Local Project) as a whole learning experience.

#### Q24 When do I get the first tranche of 50% of the grant?

A24 You will receive the grant approximately within one month of receiving our grant approval notification email and the leader's acknowledgement of the grant conditions.

### Q25 Can the approved YEP grant be paid by cheque?

A25 No, the YEP grant can only be credited into a corporate bank account held by the Endorsing Organisation.

#### Q26 How do I get the remaining 50% of the grant?

- A26 You have to submit a detailed report containing the following within 1 month after completing your Local Project:
  - > YEP Team Report
  - > YEP Host Feedback Form (for all host communities of all phases)
  - > YEP Feedback Form (to be completed by all YEP leaders and participants)
  - Endorsed Statement of Accounts (SOA)
  - All <u>original</u> receipts of the project expenses including first aid course fee receipts
  - A CD-R or an online link for download of 20 photographs with caption (10 for Local Project and 10 for Overseas Project in JPEG format)
  - A detailed actual Itinerary of the Overseas Project (if there are changes to the Itinerary submitted at application)
  - A revised list of participants to be submitted after the team completes the project (if there are changes to the list submitted at application)

The final 50% of the approved grant will be released upon verification that the project was implemented in accordance with the original proposal, and that the remaining 50% of the approved fund was needed. NYC reserves the right to withhold/adjust the remaining grant and/or



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seek refund of this disbursed grant at its sole discretion.

#### Q27 How do I manage the receipts/invoices?

A27 All expenses should be substantiated by a receipt. For vendors who are unable to issue receipts, please get a written receipt signed off by the vendor and the endorsing organisation. As receipts printed on thermal paper (e.g. supermarket receipt) will fade over time, please submit a photocopy the receipt together with the original. For invoices, please also attach the original payment receipt, or make sure the invoice is signed paid and/or signed and stamped by the Vendor. All receipts/invoices should be properly numbered, dated and translated to English (if it contains foreign language) for easy reference to the Statement of Accounts.

#### Q28 How do I refund the YEP grant?

- A28 You can make the refund in the form of a cheque made payable to "National Youth Fund' or in cash by handing it to National Youth Council office at Toa Payoh HDB Hub.
- Q29 I have been requested by my Endorsing Organisation to update their finance department on the payment details of the grant. How do I inform the National Youth Council to make this arrangement?
- A29 You can fill in a finance officer contact details in the Endorsement Letter by Endorsing Organisation & Emergency Management Plan template, so that we can copy them when we send out the payment advice email.
- Q30 Can I budget for a contingency fund during application?
- A30 YEP do not fund contingency fund.

- Q31 Do I have to purchase travel insurance for my Overseas Project?
- A31 Yes, each team has to purchase suitable travel insurance for exigencies. Teams should consult their Endorsing Organisations on their preferred insurance agency as well as the suitability.



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### Q32 Can I print a common project t-shirt for my team using the YEP grant?

A32 For consistency in the branding of YEP, all teams are required to use the YEP t-shirt, which should be collected prior to the commencement of the project from **The Red Box**, Reception at Level 1 from Mondays to Sundays, 10am to 10pm (113 Somerset Rd, Singapore 238165, Telephone: 6908 2500). As YEP t-shirts are provided, YEP grant does not fund printing of team t-shirts or any additional printing cost (e.g. printing of project team name) for YEP t-shirts.