**YOUTH SERVICE WEEK 2019**

**Community Service Project Fund**

**PROJECT CLOSURE REPORT**

**Instructions:**

1. Please fill in all sections and attach all receipts in your submission.
2. Please submit the Project Closure Report and supporting documents within 2 months from the completion of your project via hardcopy to:

Youth Service Week 2019

Community Service Project Fund

Youth Corps Singapore

The Red Box

113 Somerset Road

Singapore 238165

**PROJECT DETAILS**

|  |  |
| --- | --- |
| **Project Name:** |  |
| **Project Team Size:** |  |
| **Team Leader’s Full Name:** |  |
| **Project Date(s):** |  |
| **Project Venue:** |  |
| **Beneficiary Organisation(s):** |  |
| **Total Number of Beneficiaries:** |  |
| **Total Number of Youth Volunteers (16-35 years old):** *(Excluding team members)* |  |
| **Total Project Cost:** |  |
| **Actual Cost per Beneficiary:** |  |

**REPORT**

**(YOU MAY ATTACH ADDITIONAL INFORMATION AS ANNEXES)**

**Has the project met its objectives?**

|  |  |
| --- | --- |
| **Project Objectives** | **Actual Outcomes** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| 1. **What are some of the positive experience gained while doing this project?**
 |
|  |

|  |
| --- |
| 1. **What are some of the challenges faced? How did you overcome them?**
 |
|  |

|  |
| --- |
| 1. **If you were to implement this project again, what could be done better?**
 |
|  |

|  |
| --- |
| **Please write a 100-word reflection on what the team has learnt through the project (this may be published for publicity purposes).** |
|  |

|  |
| --- |
| **Please include one or two 50-100 word personal anecdotes of how this project has inspired / positively impacted a youth volunteer and/or beneficiary.** |
|  |

**OTHER DOCUMENTS/ ITEMS TO BE SUBMITTED**

1. Attach a copy of the account holder’s bank passbook or bank statement showing clearly the bank account holder name and account number together with a copy of his/her NRIC
2. Upload 10 best project photos **with** **captions** to an online file-sharing drive (e.g. WeTransfer, Google Drive, Dropbox) and provide the link for Youth Corps Singapore to download the photos
* Photos should be of high resolution and reasonable quality (at least 1MB each)
* Photos of the participants in action, interacting with others (please minimise posed shots)
* Please ensure that only media-cleared beneficiary photos are uploaded

|  |  |
| --- | --- |
| Link to photos:  |  |