

# Youth Corps Singapore - YEP Homecoming Grant Guidelines

## Introduction

In 2020, we will be celebrating Youth Expedition Project's (YEP) 20<sup>th</sup> year. The YEP is a platform for youths to meaningfully engage in Service-Learning throughout Asia with a focus on ASEAN, China and India. YEP has since expanded to reach out to about 4,000 youths yearly now. As part of the 20<sup>th</sup> year anniversary celebration, Youth Corps Singapore invites YEP alumni, members and leaders to submit proposals for the YEP Homecoming Grant - a special grant call to co-create a platform for bonding and learning between alumni and current YEP team.

## YEP Homecoming Grant Guidelines

This grant is available for application from 1 October 2019 to 31 December 2020. All projects must be completed by 31 January 2021.

All grant closure documents must be submitted latest by 28 February 2021 for processing.

<b>For YEP Homecoming Grant</b>
As part of the anniversary celebration and to encourage a homecoming for YEP alumni, the YEP Homecoming Grant enables YEP Participant/Alumni to gather (digitally <sup>1</sup> or physically) in Singapore as a platform for bonding, learning and sharing across participants and alumni.
<b>Grant Application</b>
Complete YEP Homecoming Grant – Application via <a href="https://go.gov.sg/yephmcapply">https://go.gov.sg/yephmcapply</a> at least 1 month before the event.
<b>Grant Requirements</b>
<ul style="list-style-type: none"> <li>• Applicant must be a Singapore Citizen or Singapore PR</li> <li>• The YEP must be on-going for at least 3 batches</li> <li>• Minimum of 20 participants from a mix of at least 3 batches</li> <li>• Include at least 2 sharing from a YEP participant or alumni</li> <li>• Can only be funded once per YEP iteration (E.g. Only once for YEP Cambodia Smile 2015, YEP Cambodia Smile 2016, YEP Cambodia Smile 2017 and etc.)</li> </ul> <p><i>1 batch is defined as 1 overseas trip, if the team organizes 2 overseas trips in a year, it will be considered as 2 batches;</i></p> <p><i>1 YEP iteration is defined as the same YEP team (it includes teams which identify with the same name, hand-me-down/sustainable projects, with the same or different project site/country, list provided is non exhaustive)</i></p>

<sup>1</sup> Due to Covid-19, physical gatherings are disallowed until further notice and this will be updated according to the latest MOH guidelines. As such, the YEP Homecoming grant now allows for digital gatherings.

Funding
Successful applicants will receive an in-principle grant approval of 80% or \$1,000, whichever is lower. The grant will be disbursed on a reimbursement basis approximately within eight (8) weeks from the satisfactory submission of the Project Closure Report and the necessary supporting documents.
Non-Allowable Costs
<ul style="list-style-type: none"> <li>• Activities that do not promote social interaction, bonding or team building</li> <li>• Fund-raising costs</li> <li>• Transportation of participants</li> <li>• Contraband products or products that are or would likely to be deemed objectionable by the general public, including but not limited to alcoholic products, tobacco products, etc.</li> <li>• Gifts including tokens of appreciation, cash prizes, vouchers and awards such as trophies, medals, etc. and any fixed assets</li> <li>• National Youth Council reserves the final right to decide on allowable costs.</li> </ul>
Grant Deliverables and Closure Documents
<p>Complete YEP Homecoming Grant – Application via <a href="https://go.gov.sg/yephmcclose">https://go.gov.sg/yephmcclose</a> within 1 month of the completion of the event with the following:</p> <ul style="list-style-type: none"> <li>• List of Expenses (<i>Note: No need for receipts/invoices. However, teams are expected to retain the receipts/invoices for 6 months and submit to YCS upon request (refer to Annex A).</i>)</li> <li>• Attendance List</li> <li>• Slides of presenters (if any)</li> <li>• Link (e.g. google photos) to 20 hi-resolution curated (filtered and edited) photos (with captions) that capture a good mix of the digital event which includes sharing, participants and activities. Link to videos are a plus.</li> <li>• Participants and team tag #youthcorpssg and #yepsg on their Instagram</li> </ul> <p>If receipts are required, within 1 week of request,</p> <p>(1) All receipts are to be clearly scanned, labelled and e-mailed to Nicholas Lee, <a href="mailto:nicholas_lee@nyc.gov.sg">nicholas_lee@nyc.gov.sg</a>.</p>

For enquiries, please direct to [yep\\_enquiries@nyc.gov.sg](mailto:yep_enquiries@nyc.gov.sg)

#### **Annex A: Submission of receipts upon request:**

Upon request for receipts, the applicant shall adhere to the following accounting rules (and any other accounting rules as may be required and specified by Youth Corps Singapore (YCS) from time to time):

- (a) For thermal receipts, the applicant shall provide the original copy and a photocopy of the receipt;
- (b) For invoices, the applicant shall attach the original payment receipt, or make sure the invoice is signed paid and/or signed and stamped by the Vendor;
- (c) For electronic receipts, the applicant shall print out a hardcopy of the receipt.