

FREQUENTLY ASKED QUESTIONS



At NYC, we believe in a world where young people are respected and heard, and have the ability to influence and make a difference to the world. Together with our partners, we develop a dynamic and engaging environment where young people can realise their aspirations and play a part in making Singapore an endearing home for all.

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 [YEP Funding and Publicity Guidelines](#).

Q2 When can I apply for the YEP grant?

A2 You can apply for the grant throughout the year. Please submit your application at least two (2) months 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 [NYC Website](#) (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 [NYC Website](#) and the [YEP Funding and Publicity Guidelines](#). To apply for YEP, send in the application documents to NYC_Enquiries@nyc.gov.sg. For further enquiry and assistance in project scoping, you may email us at YEP_Enquiries@nyc.gov.sg.

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 [NYC Website](#) (*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 necessary 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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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 original 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

