

YEP FUNDING AND PUBLICITY GUIDELINES



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YOUTH EXPEDITION PROJECT (YEP)

Hello!

Thank you for your interest in the **Youth Expedition Project (YEP)**!

In this document, you will find the details of the YEP programme requirements and eligibility criteria for the grant.

1. Requirements of YEP and YEP+

- a. Project Framework
- b. Team Composition
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- e. Grant Application

2. Things to Note After Grant Approval

- a. Disbursement of Grant
- b. Collection of YEP Collaterals
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- d. Changes to Project
- e. Report Submission

3. Other – Corporate Expedition Project (CEP)

Please note that this document may be updated from time to time. Check that you are referring to the latest version here: <https://www.youthcorps.sg/en/initiative/#youth-expedition-project>

We look forward to meeting you on your YEP journey! 😊

Regards,

YEP Team @YouthCorpsSG

#YEPsg #YouthCorpsSG #@NYCsg #SGYouthCares

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YOUTH EXPEDITION PROJECT (YEP)

1. REQUIREMENTS OF YEP and YEP+

Project Framework

Youth Expedition Project (YEP) is a Service-Learning programme by Youth Corps Singapore (YCS) to nurture confident and resilient youths who are active citizens with the desire to make a difference both at home and overseas. A YEP should:

- Involve communities in Asia, with a focus on ASEAN member states, India and China, subject to travel advisory issued by Singapore's Ministry of Foreign Affairs.
- Be endorsed by an Endorsing Organisation (EO) which is a recognised education institution or not-for-profit organisation based and registered in Singapore.
- Adopt the Service-Learning (SL) methodology, involving a service component and a facilitated process to meet learning goals. Equal emphasis is placed on service and learning as teams go through meaningful service projects and engagement with the host community to achieve community, civic and academic learning.
- Complete four key phases i.e. *Preparation, Overseas Project, Local Project and Project Closure*.

YEP Plus (YEP+) is a new model of the programme where teams undertake a learning journey in the overseas host country as part of the Overseas Project. YEP teams are encouraged to adopt the YEP+ model since April 2019, and all YEPs must adopt the YEP+ model by April 2021 (based on Overseas Project start date).

The objectives of YEP+ are to develop:

1. confident and resilient youths who are able to work in teams;
2. youths with strong convictions about their roles and obligations towards the community, and the courage and commitment to act on those convictions;
3. youths with a better understanding of the host country and Singapore at a deeper level – broader social systems, policies and way of life;
4. Singaporeans as caring neighbours and global citizens through sustainable and meaningful projects.
5. youths to be "**Asia-ready**", who possess **global outlook** and able to **operate within multi-national settings**

➤ Desired Outcomes:

- i. Youths to be more aware of the **economic development of the overseas host country**;
- ii. Youths to understand the **relations/cooperation between Singapore and the overseas host country**;
- iii. Youths to be more aware and open to **opportunities in the overseas host country and/or Asia** (for example, internship, employment, business, networking etc.);
- iv. Youths to **build relationships** with Singaporeans working and living overseas OR with youths in the overseas host country.

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Quick Comparison of YEP and YEP+

	YEP	YEP+
Overseas Project	Minimum 10 Service-Learning days	Minimum 10 Service-Learning days which includes a maximum of 2 Learning Journey days
	Community service	Community service and learning journey -- curated and facilitated visits to a mix and a total of at least three organisations (multinational corporations, start-ups, social enterprises, governmental, innovation-related and/or Singapore-related organisations)
	Some teams have youth-to-youth interaction	Interaction with Singaporeans working and living in host country OR youth-to-youth interaction during the service-learning project or learning journey
Funding	Up to 60% of total qualifying project costs, subject to a cap of \$20,000 per team.	Up to 70% of total qualifying project costs, and/or removal of the funding cap of \$20,000 per team.
Network and Consultation	YEP Leaders Workshop: Consultation with staff and volunteers from Youth Corps Singapore (check out and sign up for a session here: https://www.volunteer.sg/youthcorpssg)	

Overview of YEP and YEP+

Preparation	Overseas Project	Local Project	Project Closure
3 to 5 months	min. 10 full SL days	within 3 months	within 1 month
<p>Team undertake tasks and activities to prepare for the YEP Journey and to <u>learn more about social issues in Singapore and the overseas host community.</u></p> <p>These include but not limited to:</p> <ul style="list-style-type: none"> • YEP Leaders Training Course[^] • First Aid Course • Overseas Recce Trip[#] • Team Recruitment & Bonding • Research, field study, service-learning activities, etc. • Proposal and Facilitation Plan • Grant Application* • Our Little Red Dot and Beyond[^] 	<p>Team plan and execute an Overseas Project that involves an overseas host partner that is a not-for-profit organisation or a representative from the overseas host community.</p> <p>YEP+: Minimum 10 Service-Learning days which includes a maximum of 2 Learning Journey days.</p>	<p>After completing the Overseas Project, teams are to complete <u>a community project that meets local community needs</u> within 3 months.</p>	<p>After completing the Local Project, to review outcomes as a team and submit Project Closure Documents within 1 month.</p>

[^] Compulsory Training (check out the schedule here: <https://www.youthcorps.sg/en/initiative/#youth-expedition-project>)

[#] An overseas recce trip is necessary for team leaders if they have not been to the overseas community within the last 6 months, as the trip is an important part of (i) feasibility study and ground assessment to firm up operational, learning and safety matters with your overseas host partner and community; and (ii) stakeholder management and relationship-building with the community. (You may find more guiding considerations for overseas recce trip in the '[YEP Leader Handbook](#)')

* The YEP grant application should be submitted to GrantMgmt_Enquiries@nyc.gov.sg at least 2 months before the start of the Overseas Project. More details on page 8 of this document.

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Team Composition

Team Leader(s) and Members

- Team Leaders are required to have attended the YEP Leaders Training Course or have a valid YEP Leaders Training Course Certificate, and endorsed by the Endorsing Organisation (EO) via the Endorsement Letter.
- Teams must meet the following Team Composition:

1 Team Leader	10 - 13 Team Members [excluding Team Leader, including Resource Person(s)]
2 Team Leaders	14 - 25 Team Members [excluding Team Leaders, including Resource Person(s)]

- Teams which wish to accommodate a bigger team size and/or deviate from the stipulated Team Composition above are required to indicate in the “Additional Information” section in the YEP Proposal.
- Teams must have a good ethnic mix where at least 20% of the team should be from other ethnic groups, e.g. of a different race or nationality. Singaporean PRs and foreigners are considered as part of the non-Singaporean ethnicity composition.
- Teams must have a minimum of 2 certified First Aiders.

Resource Person(s)

- Resource Person is optional. The total number of Resource Persons should not exceed 10% of the total number of Team Leaders and Team Members eligible for funding and is subject to NYC’s approval.
- Resource Person must perform a vital role in the team including but not limited to translating, and/or liaising with the overseas partner.
- Resource Person must possess the relevant experience/specific skills relating to the expedition or has close working relationship with the overseas host partner or community.
- Responsibilities of a Resource Person should be unique and clearly different from of the Team Leader. Duties that are typically performed by the Team Leaders e.g. coordination of team’s logistics / finance / programme design / facilitation matters will not be considered.

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Team Funding Eligibility

- For YEP teams, funding is capped at a total of \$20,000 per team.
- For YEP+ teams, funding is capped at the respective funding caps for YEP Leaders Training, First Aid Training, Overseas Recce Trip and Project Costs (see table below).

	Team Leader	Team Member	Resource Person
Funding Eligibility	<ul style="list-style-type: none"> ▶ Must be <u>Singapore Citizen or Permanent Resident (PR)</u> ▶ <u>At least 21 years old</u> before/on the departure date of the Overseas Project ▶ <u>Have attended the YEP Leaders Training Course</u> or have a valid YEP Leaders Training Course Certificate ▶ <u>Endorsed by the Endorsing Organisation (EO)</u> via the Endorsement Letter <p>(For teams with 2 Team Leaders, the second Team Leader i.e. co-leader must be at least 18 years old and above, before/on the departure date of the Overseas Project)</p>	<ul style="list-style-type: none"> ▶ Must be <u>Singapore Citizen or Permanent Resident (PR)</u> ▶ <u>Between 15 – 35 years old</u> ▶ Must <u>not</u> have been funded under the YEP before 	<ul style="list-style-type: none"> ▶ Must be a <u>foreigner</u> ▶ <u>Between 15 – 35 years old</u> ▶ Must <u>not</u> have been funded under the YEP before ▶ Responsibilities of a Resource Person should be <u>vital and clearly different from the Team Leader</u> <p>(See “Team Composition” on previous page)</p>
Recce & Project	<p>Project Cost</p> <ul style="list-style-type: none"> ▶ <u>100% of total qualifying project cost, capped at \$1,000 per pax</u> <p>Overseas Recce Trip Cost</p> <ul style="list-style-type: none"> ▶ <u>50% of total qualifying cost</u> for one overseas recce trip 	<p>Project Cost</p> <ul style="list-style-type: none"> ▶ <u>Up to 50% of total qualifying project cost, capped at \$1,000 per pax</u> ▶ Additional <u>10% funding</u> for Overseas Project with Sustainable Partnership 	
YEP Leaders Training	<p>YEP Leaders Training</p> <ul style="list-style-type: none"> ▶ <u>100%</u> of training cost 	N.A.	N.A.
First Aid Training	<p>First Aid Training</p> <ul style="list-style-type: none"> ▶ <u>100%</u> of first aid training cost, <u>capped at \$200 per pax (inclusive of GST)</u> and <u>2 First Aiders per team</u> <p>(Note: The 2 First Aiders must be Singapore Citizen or Permanent Resident between 15 – 35 years old and can be a past participant to be eligible for funding)</p>		N.A.

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Non-Qualifying Expenses

- ▶ Fundraising costs; capital for microcredit projects;
- ▶ Entertainment expenses (e.g. thank you, farewell dinners);
- ▶ Gifts (e.g. welfare packs); Donations (in cash or in-kind);
- ▶ Rest and relax / recreational (R&R) expenses; tips;
- ▶ Sight-seeing / guided tours / visits to museums without clear learning objectives;
- ▶ Field study attachment and/or exchange trip with no community service and learning elements;
- ▶ Additional printing cost for YEP t-shirts; production of additional team attire;
- ▶ Per diem or allowances to individuals and/or any personal costs (e.g. personal international calls);
- ▶ Agency fees for coordination or administration fees of local and/or overseas partner, organisation, agency and/or travel agent

Qualifying Expenses

Training Costs

- ▶ YEP Leaders Training (for eligible leaders of the team, see page 4 and 5)
- ▶ First Aid Training (for maximum 2 eligible first aiders in the team, see page 5)

Overseas Recce Trip Costs (for Leaders only)

- ▶ Return airfare (budget / economy), airport taxes, VISA fees, standard baggage allowance
- ▶ Overseas recce trip expenses e.g. travel insurance, accomodation, transport, meals etc.

Preparation Costs

- ▶ Basic Medical Check Up, Vaccination and Medical Supplies e.g. malaria pills, first aid kit etc.
- ▶ Preparation Activities e.g. team bonding, workshops, service-learning activities

Overseas Project Costs

- ▶ Return airfare (budget / economy), airport taxes, VISA fees, standard baggage allowance
- ▶ Travel Insurance
- ▶ Accommodation
- ▶ Transport
- ▶ Meals

- ▶ Telecommunication
- ▶ Resources for Overseas Service-Learning Project
- ▶ YEP+ Learning Journey e.g. programme fee
- ▶ Interpreter / Translator (if necessary)
- ▶ Labour Cost (if necessary, qualifying costs up to SGD\$500.00)

- Leaders are advised to seek accommodation that can help teams immerse themselves in the host community e.g. rented house near the host community, community hall, classroom, a villager's house etc.
- Not inclusive of costs incurred during Rest & Recreation days (if any)
- Not inclusive of airport transfer in Singapore

Local Project Costs

- ▶ Resources for Local Project

The preceding lists of qualifying and non-qualifying costs are non-exhaustive and may be approved at the sole discretion of NYC on a case-by-case basis.

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Project Design and Assessment

The YEP project design should be **at least satisfactory** in **all 4** key project assessment criteria:

Criteria	Below Expectation	Satisfactory	Exceeding Expectation (+5% per criteria exceeded)
Overseas Project			
(1) Needs & Impact Assessment	<ul style="list-style-type: none"> Description of needs and service goals is vague or unconvincing and cites little or no data Project is low impact as service tasks are routine tasks that would otherwise be better managed by local manpower / resources 	<ul style="list-style-type: none"> Description of needs and service goals are clear, supported by general data gathered during preparation phase Project is somewhat impactful as team provides assistance, requiring skills or knowledge not easily available in the local community resources Evaluation plan is present to gather summative information at the end of service 	<ul style="list-style-type: none"> Description of needs and service goals are clear, compelling, and supported by recent, valid, and targeted data gathered during preparation phase Project is impactful as team provides new dimensions to previous efforts and assistance that would not be provided without help of team Clear evaluation plan gathers information on the service to monitor project and make future recommendations
(2) Project Sustainability Plan	<ul style="list-style-type: none"> No linkage and/or enhancement to previous teams' efforts No plan for project continuity after team leaves 	<ul style="list-style-type: none"> Show some linkage and/or enhancement to previous teams' efforts; or Plan for project continuity after team leaves so that the community can carry on the team's efforts independently 	<ul style="list-style-type: none"> Show clear linkage and/or enhancement to previous teams' efforts; or Clear and robust plan for project continuity after team leaves so that the community can carry on the team's efforts independently
(3) Facilitation Plan	<ul style="list-style-type: none"> Description of learning goals is vague; The lesson or activity plan relates loosely to the learning goals 	<ul style="list-style-type: none"> Description of learning goals is clear; Include some lessons or activities that are designed to meet the learning goals 	<ul style="list-style-type: none"> Description of learning goals is clear; Include a daily lesson or activity plan that is designed to meet the learning goals Purposeful utilisation of tools, games and methods to draw out lessons for the team to evoke active citizenry, national identity, personal and community values.
(4.1) Learning Journey (for YEP+ only)	<ul style="list-style-type: none"> Failure to meet the criteria stated 	<ul style="list-style-type: none"> (1) Minimum 10 Service-Learning days which includes a maximum of 2 Learning Journey days (2) Visit a mix and a total of at least three multinational corporations, start-ups, social enterprises, governmental organisations, innovation-related organisations or Singapore-related organisations in the overseas host country to achieve the objectives and desired outcomes (see page 2) (3) Learning Journey must be curated and facilitated. <p>AND EITHER (4a) OR (4b)</p> <ul style="list-style-type: none"> (4a) Interaction with Singaporeans working and living in host country to understand and appreciate the opportunities and challenges present (4b) Include youth-to-youth interaction, which can be done during the service-learning project or learning journey to give our youths more intimate insights to the life of youths in that country 	

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Criteria	Below Expectation	Satisfactory	Exceeding Expectation (+5% per criteria exceeded)
Local Project			
(4.2) Local Project	<ul style="list-style-type: none"> Description of community needs, service goals and learning goals is vague or unconvincing and cites little or no data 	<ul style="list-style-type: none"> Description of community needs and service goals are clear, supported by general data Description of learning goals is clear; Include some lessons or activities that are designed to meet the learning goals 	<ul style="list-style-type: none"> Description of community needs and service goals are clear, supported by targeted data Description of learning goals is clear; Include some lessons or activities that are designed to meet the learning goals Purposeful utilisation of tools, games and methods to draw out lessons of continuity beyond YEP
Funding	Teams to fine-tune the proposal	Up to 30% of qualifying project cost [With all other YEP requirements met]	Up to 50% of qualifying project cost [With all other YEP requirements met]
Additional Funding	N.A.	<p>Sustainable Partnership for Overseas Project (+10% funding) The Endorsing Organisation (EO) is encouraged to serve 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.</p> <p>YEP+ to ASEAN member states, China & India (+10% funding and/or removal of team funding cap may be granted at the sole discretion of NYC)</p>	

Grant Application

- Teams should put “YEP” in their project title. E.g. “YEP Team Chang”.
- The **YEP grant application should be submitted to GrantMgmt_Enquiries@nyc.gov.sg at least 2 months before the start date of the Overseas Project.**
- Teams that require assistance to fine-tune their proposals are encouraged to send the YEP Proposal to yep_enquiries@nyc.gov.sg **before** the 2-month submission timeline and factor in adequate time to amend the proposal.
- The following documents must be duly completed and submitted for the grant application:
 - YEP Proposal, Emergency Management Plan & Endorsement
 - YEP Budget
 - YEP Team Name List
 - First Aid Training Certificates for 2 First Aiders (if available at time of application)
 - YEP Leaders Training Certificate(s) (if available at time of application)
- ▶ Templates for (i) to (iii) can be downloaded here: <https://www.youthcorps.sg/en/initiative/#youth-expedition-project>



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YOUTH EXPEDITION PROJECT (YEP)

2. THINGS TO NOTE AFTER GRANT APPROVAL

Teams can visit the Youth Corps Singapore Website (<https://www.youthcorps.sg/en/initiative/#youth-expedition-project>) for the most updated details on the YEP programme or on any changes to the YEP policies and requirements.

Disbursement of Grant

- An approval email will be sent to the Team Leaders, with the Endorsing Organisation (EO) kept in the loop. Team Leaders are to **acknowledge the approved grant amount and the grant conditions.**
- The first disbursement of the approved grant amount will be credited into the designated bank account approximately within 4 weeks from acknowledgement of the approval email and the grant conditions.
- The final grant amount will be based on the Statement of Accounts (SOA), receipts for qualifying project cost and the number of Team Leaders, Team Members and Resource Persons who are eligible for funding. The remaining disbursement amount will be released upon verification that the project was implemented in accordance with the original proposal and of the project expenses incurred, and that the remainder of the approved grant amount is required.
- In the event of funding surplus or any failure to achieve the project deliverables or fulfil the grant conditions, NYC reserves the right to seek refund of the grant amount disbursed, or withhold or adjust the remaining grant amount at its sole discretion.

Collection of YEP Collaterals

- **Upon approval of your YEP application**, all YEP Leaders, Members and Resource Persons of the team, **regardless of funding eligibility**, are provided a specially designed YEP pack, which includes a YEP t-shirt, a journal and other stationery for you to chronicle your YEP journey and facilitate learning.
- The YEP packs and t-shirts are to be collected at Youth Corps Singapore, The Red Box, 113 Somerset Road, Singapore 238165, Reception at Level 1, Telephone: 6908 2500 from Mondays to Sundays, 10am to 10pm (exclude 12pm to 2pm). Please ensure that you have furnished t-shirt sizes and received confirmation from youthcorps_booking@nyc.gov.sg before heading down for collection.
- YEP participants are encouraged to wear the YEP t-shirt for your YEP journey (i.e. Preparation, Overseas, Local and Closure). Please see Report Submission on the page 11 – 12 for more details.

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Project Publicity

- NYC's support should be acknowledged on all publicity materials from date of award of the grant. Teams are required to credit Youth Corps Singapore (YCS), part of National Youth Council (NYC), and Youth Expedition Project (YEP) in all media and publicity related materials released in conjunction with the project. These include, but are not limited to online publicity, such as electronic direct mailers, Facebook and websites, traditional publicity platforms, such as banners, posters, brochures and direct mailers, as well as media-profiling opportunities such as media features and interviews.
- Note: High-resolution YEP-YCS-NYC logo can be downloaded from the Youth Corps Singapore Website (<https://www.youthcorps.sg/en/initiative/#youth-expedition-project>). The use of logos shall be as follows:



- All artwork, as well as media and publicity related materials, must be sent to yep_enquiries@nyc.gov.sg before production or release. NYC reserves the right to use the materials for publicity purposes.
- To amplify your team's good work and compile all YEP teams' experiences, we encourage you to hashtag #YEPsg, #YouthCorpsSG, #NYCsg and #SGYouthCares for your social media postings.

Changes to Project

- NYC must be informed in writing of any changes to the proposed project at least 2 weeks before the project execution date (e.g. objectives, beneficiaries, scale, budget, etc.).
- NYC reserves the right to withdraw or reduce funding if the project deviates significantly from the original proposal.

Report Submission

- Teams must submit the following **within 1 month** from the end of your Local Project:
 - i. YEP **Feedback Forms (online)**
 - All Overseas and Local Host Partners and/or Communities
 - All YEP Leaders, Members & Resource Persons
 - YEP Grant Application (for applications through NYC grants management only)

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- ii. **YEP Team Report & Declarations**
 - Declarations for Compulsory Training and Feedback Submission
 - Updated Plans for Overseas Project (if there are changes to the plans submitted as at application)
- iii. **YEP Statement of Accounts (SOA) and Expenditures (endorsed)**
- iv. **Updated YEP Team Name List** (if there are changes to the list submitted as at application) to be sent to GrantMgmt_Enquiries@nyc.gov.sg
- v. **First Aid and Leaders Training Certificates** if not submitted during application
- vi. **All original receipts** of the project expenses including YEP Leaders and First Aid course fee receipts
 - For payments made in foreign currency, please submit foreign currency exchange receipt for cash payments and bank transfer records / credit card statements where applicable.
 - Please ensure that breakdown of expenses is provided for resources for overseas project, and where receipts are in foreign language, an English translation for the item(s) is provided.
 - Arrange receipts according to its category of expenditure (e.g. Preparation Activities) and paste them on A4 paper for submission. Label / number receipts accordingly e.g. A1, A2, A3, B1, etc.
 - For thermal receipts, please provide the original and a photocopy or printed photo with the details clearly visible. (Note: Do not write over printed details of the original receipt)
 - For invoices, please attach the original payment receipt, or make sure the invoice is signed paid and/or signed and stamped by the Vendor.
 - If receipts are photocopies or computer print-outs, they must be Certified True Copy by the Endorsing Organisation (EO) with signature, name, designation and Organisation stamp.
 - For Vendors who are unable to issue printed receipts, please get a written receipt signed off by the Vendor and the Endorsing Organisation (EO).
- vii. **An email attachment of 10 photographs with caption/story** (7 for Overseas Project & 3 for Local Project) to be sent to GrantMgmt_Enquiries@nyc.gov.sg
 - Please ensure that some of the photos are of participants in the YEP t-shirts.
 - Photos should be of high resolution and reasonable quality (at least 1 MB each).
 - Photos should be of participants in action, interacting with others (please minimise submission of posed shots and be mindful of unflattering angles).
 - Please include in the email if available:
 - Online link for download of your project video (e.g. google photos, drive or YouTube)
 - Online link(s) to your project's social media channels (e.g. Facebook, Instagram etc.)

(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.)

➤ Forms and Templates for **(i) to (iv)** can be found here: <https://www.youthcorps.sg/en/initiative/#youth-expedition-project>

➤ The **hardcopy** documents **(ii) to (vi)** are to be submitted to **Youth Expedition Project (YEP), c/o NYC Grant Management, Blk 490 Lorong 6 Toa Payoh, HDB Hub Biz Three #04-10, Singapore 310490.**

➤ Items **(iv) and (vii)** are to be sent to GrantMgmt_Enquiries@nyc.gov.sg



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YOUTH EXPEDITION PROJECT (YEP)

3. OTHER – CORPORATE EXPEDITION PROJECT (CEP)

For young adults to have a chance to partake in the Youth Expedition Project (YEP), a sub-scheme under YEP is created. All YEP requirements apply except for the following:

Criteria	CEP Requirements
Team Composition	Minimum 1 Team Leader to 6 Team Members [Excluding Team Leader including Resource Person(s)] who are young adults
Overseas Project Service-Learning Days	Minimum 6 full service-learning days in the community
Team Leader	Must be 21 years old and above
Team Members	Must be between 21 – 35 years old

Note: Youths who can take part in a YEP will not be eligible for funding under CEP.