



YOUTH CORPS SERVICE WEEK 2019 Community Service Project Fund

ABOUT THE FUND

YOUTH CORPS SERVICE WEEK 2019

The **Youth Corps Service Week**, organised by Youth Corps Singapore, will take place from 16 to 23 March 2019, commencing with a kick-off event on 16 March. Youth Corps Service Week 2019 aims to rally youths to participate in community service to contribute towards a more caring and cohesive society.

ELIGIBILITY CRITERIA

1. Who can apply?

- Singaporeans or Singapore Permanent Resident (PR) residing locally aged between 16 and 35 years old

2. What can be funded?

- Community service projects in Singapore which focus on addressing the needs of one or more of the following focus areas:
 - i) Elderly
 - ii) Special needs
 - iii) Environment
 - iv) Children and youth
- Community service projects which are not receiving funding from National Youth Council.
- Community service projects which are implemented during 16 – 23 March 2019.

FUNDING & SUPPORT

Funding Amount

- Successful applicants will receive an in-principle fund approval of up to **S\$500.00** or the total allowable project cost, whichever is lower, and the fund will be disbursed on a reimbursement basis within 8 weeks from the receipt of a satisfactory Project Closure Report and supporting documents.
- Examples of projects: Zumba Gold for seniors at a park, heritage trail at Singapore Botanic Gardens for persons with intellectual disabilities, coastal clean-up at East Coast Park, reading programme for children from low-income families at void decks, befriending session with elderly residents in a nursing home, indoor art jamming for persons with Down Syndrome, tuition session for children from low-income families at a student care centre.



Funding Support

All successful applicants are eligible to receive the following support and complimentary service from Youth Corps Singapore:

- Volunteer Management workshop¹ on 16 February 2019, Saturday, 9am to 5pm for a maximum of 2 representatives per project. Workshop venue will be advised upon confirmation of attendance.
- Project consultancy e.g. how to curate a project, how to incorporate service learning
- Use of The Red Box facilities (subject to availability)

Funding Rules

The Youth Corps Service Week 2019 Community Service Project Fund is solely for the delivery of the project and allowable direct project expenses only (e.g. venue, refreshments, transport, activity materials). Non-allowable expenses include, but are not limited to, equipment, prizes, any fixed assets, start-up and operational costs of an organisation, and other organisational-strengthening initiatives. Fundraising projects will not be supported.

All successful applicants are to be registered as Youth Corps Singapore Members at <https://portal.youthcorps.sg/Account/Register>.

PUBLICITY

All successful applicants shall acknowledge Youth Corps Singapore in all publicity related materials and/or media releases created in relation to your community service project, in a manner as required and approved by Youth Corps Singapore. These include, but are not limited to, the use of Youth Corps Singapore's logo, and the use of hashtag in social media posts.

All successful applicants shall submit to Youth Corps Singapore all publicity materials related to your community service project, including but not limited to artwork and media, that acknowledge Youth Corps Singapore for Youth Corps Singapore's written approval before the production and/or release of such publicity materials.

FUND APPLICATION

All project proposals are to be submitted **by 15 January 2019 (Tuesday)** via email to youth_corps_enquiries@nyc.gov.sg.

The following documents must be duly completed and submitted for fund application:

1. Project Proposal
2. Project Budget
3. Direct Credit Authorisation (DCA) Form

An approval email will be sent to successful applicants.

¹ Workshop attendees will be equipped with facilitation skills to enable them to conduct effective icebreakers, briefings and debriefs, as well as conflict management skills to better manage their volunteers. In addition to the 1-day workshop, they will be required to serve as a Volunteer Coordinator in one of the YCS' community service events as a platform to put the skills that they have learnt into practice.



DISBURSEMENT OF FUNDS

The Community Service Project Fund will be disbursed upon successful completion of the project and submission of the following documents:

- Closure Report
- Closure Statement of Accounts
- 10 best project photos with captions

In the event of funding surplus or any failure to achieve the project deliverables or fulfil the funding conditions, YCS reserves the right to withhold or adjust the remaining grant amount at its sole discretion.

ENQUIRIES

For enquiries, please contact youth_corps_enquiries@nyc.gov.sg or 6908 2500.