Young ChangeMakers (YCM) Factsheet

For applications from 1st August 2024 onwards

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NYC
NATIONAL YOUTH COUNCIL SINGAPORE

young ChangeMakers





About YCM

Administered by the National Youth Council (NYC), the **Young ChangeMakers (YCM) grant** aims to provide **seed funding** for youths to **implement projects for the community**.



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Overview of YCM Application

[Grant applicant's journey]



At least 8 weeks before the 1st Sat of the month of Project Implementation

Apply for YCM grants via OurSG Grants portal

NYC invites shortlisted applicant for Open Mic

Open Mic
1st Sat of every month

Pitch your project at Open Mic and know the outcome of the grant within two weeks

Recommended to complete project within 6 months

Project Implementation

Within 2 months upon project completion

Submit project closure report and documents via OurSG Grants portal

Applicant to receive grant reimbursement

8 weeks from NYC's receipt of satisfactory project closure report & supporting documents



01 Eligibility Criteria





Eligibility Criteria

- **Singaporean** or **Singapore Permanent Resident (PR) youths** residing locally between **15 and 35 years old*.**
- Individuals or informal youth groups.
- Project team should **comprise a majority of Singapore Citizen or PR youths.**

Project Criteria

- ☑ Project must **benefit the Singapore community.**
- ☑ Project should be **completed within six (6) months.**

* By birth year

Projects that cannot be funded:

- ☒ Projects/initiatives **under a registered company**
- ☒ Projects with **content held as objectionable** by the general public, or that **may adversely affect social cohesion** in Singapore
- ☒ Projects with **religious or socio-political agenda**
- ☒ Projects that **raise funds for the project applicant**
- ☒ Projects that **diminish public trust and confidence in Government agencies/public institutions**
- ☒ Projects that have **already started prior to Open Mic or grant approval**

02
Funding



Funding

- Successful applicants will receive an in-principle grant approval* of up to **100% of supported costs,** subject to a **maximum of $3,000,** whichever is lower.

- **Projects that demonstrate exceeding merits in terms of project scale and impact** will be awarded an in-principle grant approval* up to 100% of supported costs, subject **to a maximum of $5,000**, whichever is lower.

- **Grant decisions** will be made at a **monthly YCM Open Mic session** which will be facilitated by a panel of Youth Curators.



* Grant is only considered awarded when the Letter of Award has been issued and accepted by the grant applicant.

Funding

- The YCM grant is solely for the delivery of the project and **allowable direct project expenses only**. Teams must clearly demonstrate that costs are direct project expenses.

- The grant will be disbursed on a **reimbursement basis*** approximately **within eight (8) weeks** from the **satisfactory** submission of the Project Closure Report and supporting documents.

*Upfront disbursement is available on a case-by-case basis, based on requesting team's ability to prove intent and/or ability for project implementation. Only up to 50% of the approved grant amount will be disbursed. NYC will make the final decision on upfront disbursement.

Non-allowable Costs

i. **Cash prizes**
ii. **Payment to team members**
iii. **Overseas travel expenses** (e.g. flight ticket, accommodation for overseas guests in Singapore, transport costs for tourism travel insurance, etc.)

The following do not constitute as direct project cost and will not be supported under the grant:

i. **Indirect project expenses that do not directly contribute to the project objectives and outcomes** (e.g. audit fees, van repairs, admissions to film festivals)
ii. **Expenses beyond the project period** (e.g. Zoom subscription fees, which will be pro-rated based on the project implementation period)
iii. **Fundraising expenses for non-fundraising projects*** (e.g. purchase of cookies that are resold to generate income for the project)

*YCM will fund fundraising expenses only if the project objective is to raise funds for a registered charity.

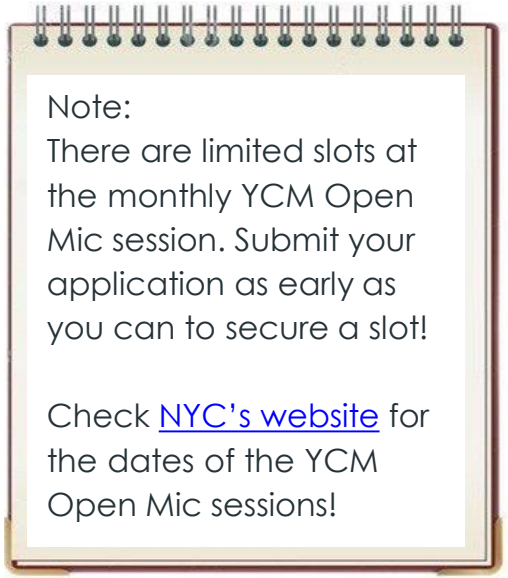


03 Application

Application

- Application is **open throughout the year**.
- Applications should be **submitted <u>at least eight (8) weeks</u> before the 1st Sat of the month when you intend to implement your project** (aka Project Implementation)*****.
- Project Implementation refers to the first day where participants / target audience are engaged. For **content-based YCM projects** (e.g. theatre, film/documentary, exhibition, etc.), the month of Project Implementation refers to the <u>month in which production commences (e.g. film shooting/rehearsals)</u> and not the final screening/show.
- Submit the application online via the OurSG Grants portal. You may utilize this document to know what information is required for your grant application on the portal.





* For instance, if you intend to implement project on 25 June, you need to attend the June Open Mic. To qualify, you will need to apply 8 weeks before the 1st Saturday of June.

Application

For content-based YCM projects (e.g. theatre, film/documentary, exhibition, etc.), do submit the following **compulsory** documents, to aid in the assessment of the project:

- **Script** (for productions, films, plays, etc.) Note: For scripts with segment / entire not in English, translations are to be submitted
- **Content outline/Synopsis** (for publications such as books, magazines, guides, campaigns, etc.)
- **Copies of relevant permits & licenses**, if applicable
- **Declaration of all potential sponsorships and partnerships**

Continued on the next page

Application

- **Letter of endorsement or email confirmation from the teacher/lecturer-in-charge**
  Note: Endorsement should state the classification of the work and that the school is supportive of the project and in acknowledgement of the self-classification. This is applicable to projects by school groups, such as Final Year Projects and CCA Projects.

Classification of work

All applicants are to submit a self-classification based on either IMDA's **Arts Entertainment Classification Code** or the **Film Classification Guidelines**. This information can be provided in the "YCM Supplementary Questions" document to be submitted.

In addition, all project teams are required to apply for IMDA official classification and licensing accordingly, unless exempted (see here for details). Please update NYC on the official classification thereafter.

Application

Project Budget

Do take note of the following when filling up the project budget template:

- ☑ Indicate any other grants, in-kind/cash sponsorship (if any)
- ☑ Provide a breakdown of each expenditure item and include a detailed description
- ☑ For any professional fees e.g. website design, translation, videography, etc., do indicate the market rate benchmark for our reference.

Please note that YCM grant is solely for the delivery of the project and **allowable direct project expenses.** Kindly refer to slide 11 for some categories of items that are not supportable under the YCM grant.

04 Open Mic





About Open Mic



What is the YCM Open Mic?

YCM Open Mic is a platform where **youths pitch their projects** to our experienced youth curators.

YCM Open Mic is typically held on the first Saturday of each month. You may check for the exact dates here. Shortlisted project teams are invited for the Open Mic 2 weeks before the session.

Get on-the-spot feedback, discover synergies and network with peers.

Note: Project teams who fail to turn up for the scheduled Open Mic (after they've RSVP to attend the session), will be suspended from the following Open Mic. In the event that there is a major change in the project proposal 1 week before the scheduled Open Mic date, the project will be rescheduled to the following Open Mic.

About Open Mic

What we offer

- **Perspectives** and **resources** to value-add to your project
- **Networking opportunities** with diverse groups of youths
- **YCM grant** to kick-start your project



What to prepare

- **Enthusiasm** and **creative showcase** of your project ideas
- **Open mind** to learn
- **Passionate and willing heart** to provide constructive feedback to other project teams

05 Conditions Upon Grant Approval



Conditions Upon Grant Approval



Upon Approval

- Successful applicant will receive a **Letter of Award** via the OurSG Grants portal and is required to accept the Grant and grant conditions **within TWO (2) weeks**.
- Curators/mentors will also be assigned to each project, and the applicant is to update his/her curator(s) periodically on the progress of the project.

Conditions Upon Grant Approval

Changes to the Project

- Applicant must **inform NYC and the curators** in writing of any changes to the proposed project (e.g. change in project scope / dates / target audience / budget proposal).
- For major changes (e.g. changes in project scope / objectives, or changes to the script), applicants can only proceed **upon NYC's agreement.**
- NYC reserves the right to withdraw or reduce the grant if the project is found to deviate significantly from its original proposal.



Conditions Upon Grant Approval



Project Publicity

Teams are required to **credit the NYC and YCM** in **all media and publicity related materials** such as:

- ☑ Traditional publicity platforms such as banners, backdrops, posters and brochures
- ☑ Collaterals such as T-Shirts
- ☑ Media-profiling opportunities such as media releases and interviews
- ☑ Online publicity channels such as Facebook, websites and electronic direct mailers

For social media postings, do tag the NYC Facebook and Instagram ,
YCM Facebook and Instagram pages as well as adding the hashtag #nycsg, #ycmsg and #youngchangemakers and mentioning the grant received from NYC

Conditions Upon Grant Approval

Project Publicity

- High resolution copies of the NYC and YCM logos can be downloaded on the YCM website. Please include "Powered By" beside or above the NYC logo where possible.
- For publicity materials with multiple logos, please align the **"Powered By" NYC and YCM logos** to the left
- Please also include the below liner in any publicity/marketing materials or state it before the start of an engagement *"Any materials, information or views expressed are those of the organisers and do not necessarily reflect the official policy or position of any other supporting organisation(s)."*

Please send all publicity materials to NYC for approval **before production or release**.

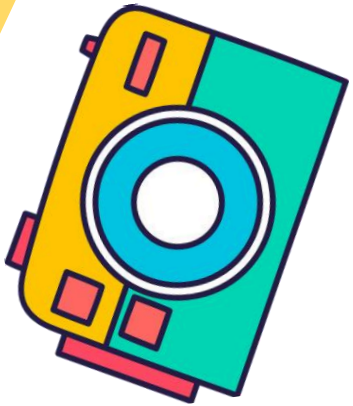
Sample Visual Reference

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young Change makers

Conditions Upon Grant Approval



Things to note for photos

- Please ensure that consent has been obtained from the individuals in the photos for usage.

NYC may use these approved materials for our own marketing and PR purposes and dissemination to external partners.



Social Media Feature Guidelines

Who is this applicable to?

- This feature is for YCM Projects which are about to launch or are ongoing and require amplification support

Where can my projects be potentially featured?

There are various platforms available for your projects:

- YCM Facebook & Instagram (@ycm.sg)
- NYC Connects
- YCS Newsletter

You may find out more about each of the available platforms here

Social Media Feature Guidelines

How can I get my project featured?

- Follow us on our social pages - Instagram & Facebook at @ycm.sg
- Prepare 2 posters in image file with dimensions:
  - 1200px (h) * 800px (w)
  - 480px (h) * 1440px (w)
- Please note that the NYC & YCM logos should be placed clearly on the materials. Do refer to the publicity guidelines on your Letter of Award.
- Submit a request through go.gov.sg/ycm-publicity or scan the QR code on the right.

Requests must be submitted **at least one (1) week** in advance prior to desired posting date

Conditions Upon Grant Approval

Project Closure

Submit the below documents on OurSG Grants portal. You can download the templates from NYC website here.

- YCM Project Closure Report
- Signed and Endorsed Statement of Accounts (SOA)
- Bank account details using the template provided
- At least 10 best project photos with captions
  - High resolution and reasonable quality (at least 1MB each)
  - Show participants in action, interacting with others are preferred (minimise posed shots)

Complete the below surveys

- YCM Survey to be completed by **all** team members
- YCM Grant Feedback Form to be completed by grant applicant

Please note:

- OurSG Grants portal can accept a maximum file size of **25MB**
- For any documents >25MB, please email to **partnership_enquiries@nyc.gov.sg** and indicate Project title under email subject

Conditions Upon Grant Approval

Things to note for receipts

- Receipts/Invoices supporting the SOA for the approved project **need not be submitted** for application **after 1 Sept 2020**. However, receipts/invoices are to be **retained for six (6) months from the submission of YCM Closure Report.**

- **NYC may request soft copy receipts from some teams as part of our sample checks.** This includes receipts of ALL project expenses related to the project, including non-supported expenses and expenses covered under other grants, and/or sponsorships.

    - For thermal receipts, please make a copy in case they are unclear or faded.
    - For invoices, please also attach the proof of payment.
    - For Vendors who are unable to issue receipts, please get a written receipt signed off by the Vendor and the Team Treasurer/Team Leader/Mentor.
    - For sponsored items, please submit documentary proof of the value of sponsorship/retail price.



Conditions Upon Grant Approval

Donations to beneficiaries should only be made after obtaining NYC's approval

Processing Procedures for Fundraising Project

- NYC will assess the Project Closure Report and inform applicants of the final YCM grant awarded for their project, and the amount that should be donated based on the final YCM grant quantum.
- Applicants are then to proceed with the donation and submit the receipt or acknowledgement letter of donation **within two (2) weeks** of being notified by NYC of the final YCM grant quantum.
- Upon receipt of the donation document, NYC will disburse the final grant.

Conditions Upon Grant Approval



Disbursement of Grant

- The grant will be disbursed on a **reimbursement basis** approximately within **eight (8) weeks** from NYC's receipt of a satisfactory Project Closure Report and supporting documents, and NYC is satisfied that the project was implemented **in accordance with the original proposal and the expenditure incurred was in relation to the delivery of the project.**
- YCM grant will go towards offsetting the project deficit.
- NYC reserves the right to withhold/adjust the approved grant and/or seek partial/full refund of the disbursed grant at its sole discretion.
- Applicant shall promptly refund NYC any money incorrectly paid to him/her as a result of a grant withdrawal, grant reduction, an administrative error or otherwise.



06 FAQ

Frequently Asked Questions (FAQ)



Project Application

Q1 How much of the project can be funded by the YCM grant?

The YCM grant funds up to 100% of allowable direct project costs, subject to a maximum of $3,000 or $5,000 (for project with exceeding merits) whichever is lower.

Q2 When can I apply for the YCM grant?

You can apply for the grant for projects organised throughout the year. Please submit your application at least eight (8) weeks before the 1st Saturday of project implementation month.

For content-based YCM projects (e.g. theatre, film/documentary, exhibition, etc.), project implementation month refers to the production (e.g. film shooting/rehearsals). NYC reserves the right to reject applications that are submitted late.

Frequently Asked Questions (FAQ)

Project Application

Q3 Can I apply for YCM grant if my project is part of an organisation's initiative?

No, YCM grant supports ground-up project by individual youth or non-registered informal youth group. For an organisation's initiative that contributes to youth development, please check out National Youth Fund instead.

Q4 If my organisation is supporting my ground-up initiative via my organisation's resources and sponsorship, will I still be eligible for YCM grant?

Yes, we encourage project applicant to be resourceful in sourcing for partnership and sponsorship as the YCM grant funds up to 100% of allowable direct project costs, subject to a maximum of $3,000 or $5,000 (for project with exceeding merits) whichever is lower.

However, the project **should be delinked from the organisation's business** and **should not bear any organisation's logo in all publicity materials**. The project should clearly reflect the applicant's desire to start a ground-up initiative.

Frequently Asked Questions (FAQ)



Project Application

Q5 Where can I apply for the Young ChangeMakers (YCM) grant?

You can submit your YCM applications via the OurSG Grants portal at https://oursggrants.gov.sg. You will then be prompted to login using your SingPass.

Q6 What should I do if I do not have a SingPass?

You will need to apply for a SingPass account before you can apply for the YCM grant. Please click on this link: www.singpass.gov.sg/singpass/register/instructions

Q7 What if I have forgotten my password?

Please click on this link:
www.singpass.gov.sg/singpass/onlineresetpassword/userdetail

Frequently Asked Questions (FAQ)

Project Application

Q8 What information needs to be included in the application form?

The YCM application must be submitted by a Singaporean or Singapore PR youth aged between 15 – 35 years old. Should the Team Leader's age be below 21 years old, the Team Leader's Parent, Guardian or Teacher is required to sign on the Endorsement Letter.

The Grant Applicant/Team Leader must also provide information about the project team members, the proposed project and the projected income and expenditure in the required format, and any other information that may support the application.

Frequently Asked Questions (FAQ)

Project Application

Q9 How will I know if my application is submitted and how do I check on the status of my application?

Upon submission, you will
(a) see a pop-up indicating the reference ID for your application and
(b) receive an email notification via the email address provided for the application.
The status of your application will also be updated on the OurSG Grants portal Dashboard.

Q10 What if I made a mistake in the submission / wish to provide additional details regarding the application? Can I retrieve the application and make amendments?

You will not be able to make any amendments once the application is submitted and issued with a reference ID.

For amendments to any critical fields (e.g. project start date and end date, project scope, proposed/requested budget amount), please contact the grant officer or email to partnership_enquiries@nyc.gov.sg to indicate your wish to amend the application. Such requests and amendments will need to be re-submitted before your scheduled Open Mic date.

Frequently Asked Questions (FAQ)

Funding

Q11 Can meals be supported for the project (i.e. participants of my programme)?

Refreshments (breakfast/snacks) and meals (lunch/dinner) are supported up to $5 and $10 per pax respectively. For film projects, the same applies for project team members and cast on filming day.

Q12 What type of transport costs will be allowed?

Project teams should only use private transport for reasons such as carrying heavy equipment or carrying bulky items from one location to another. For film projects, private transport will also be allowed during hours when public transport is not available – i.e. before 6am and after 11pm.

Q13 When will I receive the funding?

The grant will be disbursed on a reimbursement basis after the project is completed and necessary documents have been submitted by the project team and reviewed by NYC. If the project team requires upfront funding support during project implementation, kindly contact the grant officer in-charge of your project. All requests will be assessed on a case-by-case basis and only up to 50% of the approved grant amount may be disbursed.

Frequently Asked Questions (FAQ)



Accepting Grant Offer

Q14 How should I accept the grant offer?

Once the grant is approved, you will receive an email prompting you to log in to the OurSG Grants portal, where you will be able to review and accept grant offers online.

Please read the Letter of Award and its Annexes (including the Terms & Conditions) carefully before accepting the offer.

Frequently Asked Questions (FAQ)

Project Closure

Q15 How do I get the grant disbursement?

The grant will be disbursed on a reimbursement basis approximately within eight (8) weeks from NYC's receipt of a satisfactory Project Closure Report and supporting documents, and NYC is satisfied that the project was implemented in accordance with the original proposal and the expenditure incurred was in relation to the delivery of the project.

Q16 How do I account for in-kind sponsorships in the project closure report?

For in-kind sponsorships, please reflect the value of the sponsorship/retail price of the sponsored items in the Statement of Accounts under Income as well as under Expenditure, and indicate that the item(s) have been sponsored.

Frequently Asked Questions (FAQ)

Project Closure

Q17 Who can sign/endorse the Statement of Accounts (SOA) and certify the receipts?

The SOA is to be prepared and signed by the Team Treasurer. The Team Leader is to check and endorse that the SOA is true and accurate. If the team treasurer is the team leader, the SOA is to be endorsed by another project team member.

For YCM individual applicant, the SOA is to be signed by the applicant and endorsed by the Parent / Guardian / Teacher.

The SOA will be endorsed and verified by Non-Profit Organisation (NPO) if applicants work with NPO.

Frequently Asked Questions (FAQ)

Project Closure

Q18 How should the receipts be submitted?

For application after 1 Sept 2020, receipts/Invoices supporting the SOA for the approved project need not be submitted. **However, NYC may request soft copy receipts from some teams as part of our sample checks.** All receipts/invoices should therefore be retained for six (6) months from the submission of YCM Closure Report. Receipts should be clearly labelled and arranged in accordance with the Statement of Accounts.

Q19 Am I able to claim for petrol mileage?

Yes, you may compute your mileage claim using this mileage calculator and save the printout. Please indicate the purpose of the trips on the printout and submit it as a supporting document upon NYC's request for a sample check. Mileage claims are calculated at a rate of **$0.25/km**.

Frequently Asked Questions (FAQ)

Project Closure

Q20 Can the approved YCM grant be credited to an organisation account or be paid by cheque?

No, as YCM is meant to empower individual youths, the grant can only be credited into a personal bank account held by the Grant Applicant or Project Team Member. Grant disbursements will only be made via by inter-bank GIRO.

Q21 I have further query on the YCM grant. Who can I contact?

For any other enquiries, you can email us at: **partnership_enquiries@nyc.gov.sg**. Our grant officers will be in touch with you within three (3) working days.



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