Youth Corps Expedition Project (YEP) Funding & Publicity Guidelines

Updated as of 24 April 2026

YEP YOUTH CORPS EXPEDITION PROJECT

Powered By:

YOUTH CORPS SINGAPORE
PART OF NYC

Important Notes

Interested to apply for YEP Grant

Apply for YEP grant by emailing Youth_Corps_Enquiries@nyc.gov.sg **at least 6 months before your project trip**. Youth Corps Singapore will review your proposal and confirm eligibility via email.

All YEP grant applications **must receive prior approval** from Youth Corps before submission through the OurSG Grants Portal, or they will be rejected.

YEP Programme Funding (PF) Partners

YEP PF Partners are IHLs/organisations that have formal agreements with Youth Corps Singapore. Please check with your organisation's point of contact for YEP grant process.

If you are unsure of your organisation's PF partner status, please write to Youth_Corps_Enquiries@nyc.gov.sg for clarification.

Youth Corps Expedition Project

- Service-Learning (SL) programme by Youth Corps Singapore, National Youth Council
- To develop **“Asia Ready”**, confident and resilient youth, who are socially responsible and active citizens with the desire to make a difference both at home and overseas!





Objectives of YEP

To develop:

- Confident and resilient youths who are able to work in teams

- Caring youths who actively seek to improve the lives of others both at home and overseas through sustainable Service-Learning projects

- Asia-Ready youths who are socially and culturally aware and able to forge friendships in the ASEAN member states, China and India



A YEP should...



- Involve communities in Asia, with a focus on **ASEAN member states, China and India.**
- **Overseas Host Partner** has to be either a not-for-profit organisation or a representative from the overseas host community.
- Be endorsed by an **Endorsing Organisation (EO)** in Singapore that is either 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.
- Undertake a **Learning Journey** in the overseas host country as part of the Overseas Project.
- Complete **four key phases** i.e. Preparation, Overseas Service-Learning Project, Local Volunteering and Project Closure.

The YEP Journey

Preparation (3 to 5 months)

Overseas (min. 10 SL Days)

Closure (within 2 months)

Local Volunteering (once-off / regular)

- Learn more about **social issues** in Singapore and the overseas host community.
- Leader(s) to have a valid YEP Leaders Training Course Certificate before the recce trip.
- Prepare documents to apply for YEP Grant at least two months before the Overseas trip.
- Complete the ASIA Ready Module (Online).

Overseas Project

- Include a Learning Journey with at least 3 types of organisations in the host country.
- Conduct facilitation and reflection during the overseas trip.

Local Volunteering

- Before or after the overseas project
- Local volunteering can be with Social Service Agencies, Community Organisation, existing volunteering programme from school clubs / residential halls or Youth Corps Singapore

Teams are to submit their Project Closure Documents within 2 months, after the completion of the Overseas Project and Local Volunteering.



YEP Learning Journey

<u>The aim of learning journey is to allow youth to be:</u>

- More aware of the economic development of the overseas host country
- Understand the relations/cooperation between Singapore and the overseas host country
- More aware and open to opportunities in the overseas host country and/or Asia (for example, internship, employment, business, networking etc).



Examples of Learning Journey

by Team Bakmee, Indonesia



SG Governmental-related

SG Embassy in Jakarta



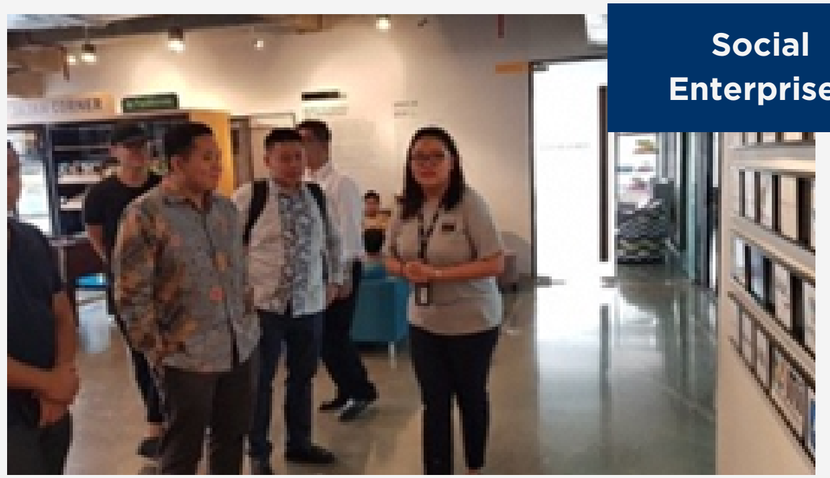
Start-ups

Tokopedia



Innovation-related Organisation

CoHive



Social Enterprises

Blk 71

YEP Overview

Overseas Project

Minimum 10 Service-Learning days which include:
(a) Service-Learning with overseas host community
(b) Learning Journey* (up to 2 days)

- A mixture of at least 3 types of organisations (e.g. one MNC, one social enterprise, one start-up) OR
- A mixture of at least 2 types of organisations and an activity with Singaporean working / living in host country or youth-to-youth interaction with Institutes of Higher Learning setting

**Learning Journey organisations includes multinational corporations, start-ups, social enterprises, governmental, innovation-related, Singapore-related organisations. The overseas host organisation and non-profit organisation are not counted as a Learning Journey organisation.*

Option for Online Engagements:

- Up to 2 Service-Learning days can be converted into 12 hours online engagements.
- Complete within one month before or after overseas project.

E.g. 9 physical service-learning days + 6 hours online engagement (pre and/or post)

Overseas Recce

- 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
  - feasibility study and ground assessment to firm up operational, learning and safety matters with your overseas host partner and comunity
  - stakeholder management and relationship-building with the community
- Must have a valid YEP Leaders Training Course certificate before the recce trip

ASIA Ready Modules

Complete the pre-online modules on:

- Understanding Cultural Social Norms
- Our Little Red Dot and Beyond

Upon submission of the YEP grant application, all YEP participants will be registered to the online modules within 2 weeks. Should your team not receive the login details, you may email to Youth_Corps_Enquiries@nyc.gov.sg for assistance.

Local Volunteering

- Anytime during the YEP Journey (i.e. Pre or Post)
- Regular or once-off session with the local community/ Social Service Agencies/ Youth Corps Singapore
- All team members must participate in the same local volunteering together where possible

Team Composition & Funding Eligibility



Must meet the following requirements:

- 1 - 2 Leaders: 10 – 13 Members OR
- 2 - 3 Leaders: 14 – 25 Members
- Good Ethnic Mix: At least 20% of the team should be from other ethnic groups / nationalities

Team Leader

- Must be Singapore Citizen / Permanent Resident
- At least 21 years old
  - For teams with 3 leaders, at least one leader must be a youth or student leader
  - *The second or third leader must be at least 18 years old by the project departure date*
- Attended YEP Leaders Training Course (LTC) / Have a valid YEP LTC Certificate
- Can be funded multiple times as ‘Leader’ provided all Team Leader criteria are met

Team Member

- Must be Singapore Citizen / Permanent Resident
- Between 15 – 35 years old
- Can be funded only once. A second funding as ‘Member’ is allowed only if enrolled at a different educational level (e.g. ITE > Poly or Poly > Uni).

YEP Funding for Eligible Participants

Team Leader

- Project Grant*: 100% of total qualifying cost, capped at S$1,200 per pax
- 100% YEP Leaders Training Course

Team Member

- Project Grant*: 50% of total qualifying cost, capped at S$1,000 per pax
- YEP PF Partner** Project Grant: 60% of total qualifying cost, capped at S$1,000 per pax

Standard First Aid Training Course:

- 100% of standard first aid training cost, capped at S$200 per pax
- Claimable for up to 2 first aiders (can be either leader and/or member)

- Final grant derived based on achievement of project deliverables, and the finalised number of participants eligible for funding, regardless of project's actual costs, capped at approved grant amount as at application stage.

**Project Grant includes total qualifying project cost and recce cost.*

*** YEP PF Partner are IHLs/organisations that have formal agreement with Youth Corps Singapore. If you are unsure of your organisation's PF partner status, please write to Youth_Corps_Enquiries@nyc.gov.sg for clarification.*

Non-qualifying Expenses

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.

- 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 / exchange trip with no community service & learning elements
- Additional printing cost for YEP T-shirts, production of additional team attire
- Per diem or allowances to individuals / any personal costs (e.g. personal international calls)
- Agency fees for coordination or administration fees of local / overseas partner, agency / travel agent
- Fixed assets (e.g. equipment, computers/laptops, furniture)
- Add on airfare cost (e.g. inflight meals, seats selections, personal baggage add-ons (on top of standard baggage allowance), entertainment etc.)



Qualifying Expenses

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.

Training Costs	• YEP Leaders Training (for eligible leaders of the team) • Standard First Aid Training (for maximum 2 eligible first aiders in the team)
Recce Trip (Leaders Only)	• Return airfare (budget / economy), airport taxes, group VISA fees, standard baggage allowance • Overseas recce trip expenses (e.g. travel insurance, accommodation, transport, meals etc.)
Preparation Costs	• Basic medical check-up, vaccination and medical supplies (e.g. malaria pills, first aid kit, typhoid, tetanus and influenza) • Preparation Activities (e.g. team bonding, workshops, service-learning activities)
Overseas Project Costs (*Refer to ODAC Rates)	• Return airfare (budget / economy), airport taxes, Group VISA fees, standard baggage allowance • Travel Insurance • **Accommodation*** (leaders are advised to seek accommodation that can help teams immerse themselves in the host community) • **Transport & Meals*** • Resources for Overseas Service-Learning Project • Learning Journey e.g. mementoes (capped at S$40 per organisation), programme fee • Interpreter / Translator (if necessary, capped at 2 pax) • Labour Cost (if necessary, qualifying costs up to S$500) • Telecommunication Cost - local SIM card or roaming (leaders only)
Online Project Costs	• IT network for overseas community (e.g. routers, WIFI) • Resources for online engagement (e.g. Zoom subscriptions of up to 3 months) • Professional fees, e.g. engaged counsellor / psychologist expertise on mental health workshop (capped at S$200)
Local Volunteering Costs	• Resources for Local Volunteering

Overseas Daily Allowable Cost

The ODAC rate is determined based on the YEP activities of the day, which include:

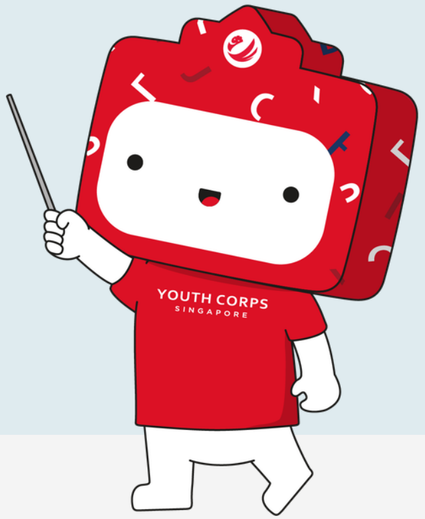
- Learning Journey
- Service activities at project sites
- Engagement with overseas partners and communities
- Commuting to project sites / learning journey
- Preparation for service-learning activities in the host country

It starts from the local time of flight arrival at; and ends at the local time of flight departure from the overseas host country.

- 12pm (local time) is used as the reference point to determine which rate will be granted.
- For the first and last day of the overseas journey, a minimum of half-day rate shall be granted even if there is no YEP activities
- ODAC shall not apply for R&R activities with the exceptions stated in the next table.

ODAC Computation Examples

Half Day Rate (SGD $20 per pax)	Full Day Rate (SGD $40 per pax)	Not Funded
Day of arrival or departure without YEP activities	Flight arrives before 12pm with YEP activities	Full day R&R before and after YEP activities
Flight arrives after 12pm with YEP activities	Flight departs after 12pm with YEP activities	
Flight departs before 12pm with YEP activities	Full-day of service with host organisation	
Half-day YEP activities and half-day R&R	Half-day of service with host organisation and half-day of Learning Journey	
Full-day R&R in between SL days	Full-day of Learning Journey	



Click on the **link for budget template to compute the ODAC amount*

Grant Process - Preparation Phase

For PF Partners, please check with your organisation's point of contact (POC) regarding the grant processing procedures & documents.

Apply for YEP grant by emailing Youth_Corps_Enquiries@nyc.gov.sg at least 6 months before your project trip. Youth Corps Singapore will review your proposal and confirm eligibility via email.

- YEP Leaders to attend YEP Leaders Training Course (LTC)* / Have a valid YEP LTC Certificate
- 2 Certified First Aiders in the team
- Recce trip (to be done after attending YEP LTC)
- Leader /Applicant to complete and submit the following documents** via *OurSG Grants Portal* upon Youth Corps' email approval of the project
  - YEP Grant Proposal, Emergency Management Plan/ Flowchart
  - YEP Budget & ODAC Computation
  - Quotation/ Invoices/ Supporting documents of the budgeted line items
  - YEP Team Namelist
  - YEP Model Release Form
  - YEP LTC and First Aid Certificates
- Complete the Online Asia Ready Module



Refer to **Annex for YEP LTC details*

***Click on the **link** for YEP documents and templates. For emergency management plan preparation, you may use the **NYC Overseas Programme Safety Guide** as a reference to guide your planning process.*

Grant Process - Upon Grant Approval

For PF Partners, please check with your organisation's point of contact (POC) regarding the grant processing procedures & documents.

- Adhere to the YEP Publicity Guidelines*
- Arrange for collection of the YEP Collaterals from Youth Corps Singapore*
- Leader/Applicant to accept the Letter of Award (LOA) via OurSG Grants Portal
- The first 50% tranche will be disbursed to the Endorsing Organisation bank account, approx. 4 weeks upon leader's acceptance of the LOA

Overseas Phase

- Document the YEP trip with photos / videos
- Conduct facilitation / debrief
- Immerse in the YEP experience

Refer to **Annex for more details*



Grant Process - Closure Phase

For PF Partners, please check with your organisation's point of contact (POC) regarding the grant processing procedures & documents. There is a unique feedback form links for PF Partners.

- Complete the feedback forms *(YEP Leaders & Members Feedback Form & YEP Overseas Host Partners Feedback Form)*
  - Please check the Letter of Award issued via OurSG Grants Portal for the relevant feedback form links
  - [For PF Parnters] Please check with your organisation's YEP POC for the unique feedback form links

- Leader /Applicant to complete and submit the following documents* via *OurSG Grants Portal* within 2 months upon project completion
  - YEP Closure Report (submission of YEP trip photos in closure report)
  - YEP Statement of Expenses
  - Updated YEP Team Namelist (if there are changes to the list submitted as at application)
  - Updated YEP Model Release Form (if there are additional names to be submitted)

- Final YEP grant amount will be disbursed to Endorsing Organisation bank account, approx. 4 weeks upon approval of grant closure.

Click on the **link for YEP documents and templates*

Annex

Publicity Guidelines

- 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 and Youth Corps 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, Instagram 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.

- High-resolution YEP logo can be downloaded via *https://go.gov.sg/yepycslogo2025*

- All artwork, as well as media and publicity related materials, must be sent to *Youth_Corps_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 tag **@youthcorpssg** in your social media post

Annex

YEP Collaterals

- Upon approval of the YEP application, all YEP Leaders and Members 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 to chronicle the YEP journey and facilitate learning.

- The YEP packs and t-shirts are to be collected at:

  Youth Corps Singapore
  The Red Box, Reception at Level 1
  113 Somerset Road, Singapore 238165
  Mondays to Saturdays, 10am to 9pm (exclude 12pm to 2pm).

- Email the t-shirt sizes and team namelist to youthcorps_booking@nyc.gov.sg and arrange for collection. Please provide at least 2 weeks in advance timeline for the collection request.

- YEP participants are encouraged to wear the YEP t-shirt during the YEP journey (i.e. Preparation, Overseas, and Local).

- For YEP PF Partners, please approach your organisation's point of contact to collect the YEP packs.

Annex

YEP Leaders Training Course (LTC)

- Leader(s) are required to have attended the YEP Leaders Training Course or have a valid YEP LTC certificate (valid for 4 years). Leader(s) needs to have a valid certificate before the overseas recce.

- These are the existing training providers for LTC or Refresher Course
  - YMCA of Singapore
  - ETCH Empathy
  - Field Experience (LTC and Refresher Course)

- Click on the ***link*** for the training schedules and information.

- Leader(s) would need to pay the full course amount of **$930** for YEP LTC or **$465** for Refresher Course before the YEP grant is disbursed.

Connect with us

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Youth_Corps_Enquiries@nyc.gov.sg

