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# Asia-Ready Exposure Programme: are our youth prepared for the future?

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## the future is asia: the importance of regional exposure

Singapore is ranked as one of the world's most competitive economies in recent editions of the Institute for Management Development (IMD) World Competitiveness Ranking. Global exposure in a small economy such as Singapore has always been necessary in the interconnected world we live in. More than before, there is a need for the future generation to look outwards for diverse opportunities.

It has been said, if the 19th Century belonged to Europe and the 20th century belong to America, then the 21st century most certainly belongs to Asia.\*

The question is: are our youth ready? And are you ready to join forces with us to ensure that they are?

\*Jim Rogers, legendary investor and author of 'Street Smarts'



## THE STRAITS TIMES



Singapore Budget 2020:  
70 per cent of local  
students from higher  
learning institutions to  
gain overseas exposure

## background: how did AEP come about

There is a Whole-of-Government push to strengthen **Asia-Readiness** in youth, announced by Deputy Prime Minister Heng Swee Keat in his Budget 2020 speech. By 2025, the Ministry of Education aims for 70% of all Institute of Higher Learning students to obtain some form of overseas exposure, of which 70% of such exposure to be with the ACI region (ASEAN Member States, China and India).

Towards this, NYC has launched the **Asia-Ready Exposure Programme (AEP)** to offer short-term and broad-based exposure opportunities for the youth to gain a more holistic understanding of the social and cultural contexts, and awareness of economic opportunities in ACI.

# what is AEP?

## Vision

Globally-minded and informed youth who are ready with cross-cultural skills and understanding of Asia.

## Mission

The Asia-Ready Exposure Programme (AEP) aims to empower youth\* to be Asia-ready by providing opportunities for meaningful exposure to ASEAN member states, China and India, and strengthening their competencies in building friendships and networks within the region.

\*Singapore Citizens / Singapore Permanent Residents (PR), aged between 15 to 35, and are either currently studying in an Institute of Higher Learning (IHL) or have graduated from an IHL for not more than 3 years.

## desired outcomes

### Cultural Awareness:

Youth are more aware of the differences between cultures (e.g. values, beliefs and social norms) and have greater interest and awareness of the ACI countries.

### Global Perspectives:

Youth understand issues affecting other countries, and the opportunities and challenges that other countries have.






what's in it  
for you\*?


## Additional Talent Funnel



 We all know that finding suitable talent is sometimes the hardest part in running an organisation. With AEP, your organisation can easily expand your talent funnel, giving you more quality choices in potential hires.


## Corporate Social Responsibility



 The saying goes, it takes a village to raise a child. It is our responsibility as a nation to ensure our youth are prepared as much as possible for the world that we live in. As an AEP partner, your organisation can proudly say that it is definitely doing its part.


## Funding Support



 AEP supports your organisation's interest in providing youth exposure to ACI by funding up to S\$1,000/youth.

## Publicity Support



 To generate awareness and sign-ups for AEP, marketing efforts are constantly being deployed. As more youth become aware of AEP, your brand gains awareness in tandem, as part of the AEP ecosystem in the capacity of a supporting host/endorsing organisation.

\*Host organisations are also known as Endorsing Organisations



# how it works: programme overview\*

① →

## preparation

Youth participants will learn more about the language and culture of the ACI countries through online training modules.

Provided by NYC.

② →

## AEP project

Youth participants will gain awareness of economic growth opportunities, acquire cultural understanding, and broaden their personal networks in the ACI countries through projects.

Modalities\*: Travel / Hybrid / Local / Fully Virtual

Duration: 4 days to 3 months

Organised by Endorsing Organisation.

③

## closure

Youth participants will reflect and share on their AEP experience, and evaluate outcomes within 1 month of project conclusion through facilitated debriefs and evaluation sessions.

Organised by Endorsing Organisation.



*\*Programmes can be held in-person and/or virtually, subject to travel advisories issued by MFA Singapore.*

*Entire duration from preparation to closure: ~2 to 4 months, more details in **Annex A***



## how it works: types of AEP projects

### 1 immersion trips

Provide participants with a short-term travel experience to countries in ACI (between 4 to 14 programme days), involving industry visits, cultural exposure and cross-cultural interaction.

Each trip should be led by at least one leader/chaperon who is 21 years old and above endorsed by the EO.

### 2 project internships

Provide participants with a work-related assignment that focuses on actionable micro-projects.

The experience should offer opportunities for cross-cultural collaboration, gaining of in-market knowledge, and acquiring of elementary workplace skills.

### 3 content-based projects

Provide participants with a problem-statement related to the ACI region and require them to collaborate cross-culturally to produce research-backed solutions and content (e.g. online publications, campaigns, research papers, film/video productions, etc.).

### 4 thematic events

Have participants organise and participate in events/simulated conferences/webinars/dialogues related to the ACI region (e.g. Model ASEAN Conference).

### 5 any other projects

The project must achieve the youth outcomes of cultural and industry exposure in ACI.

ACI refers to ASEAN Member States, China and/or India; EO refers to Endorsing Organisation

## example of programme partnership: dc frontiers

**DC Frontiers**, a Singapore data analytics and AI company that specializes in corporate intelligence and applications, hosted a 2-month virtual project internship where youth worked with the company's regional machine learning team in Malaysia and Vietnam to train AI models that can read and understand topics in English news.

**Project Type:**  
Project Internship

**Target Audience:**  
Students from  
Institutes of Higher  
Learning and fresh  
graduates of no more  
than 3 years

**Brief overview of programme structure:**

### Onboarding and training

Training on basic machine learning knowledge and usage of internal systems.

### Daily tasks

Reading of major newspapers from every Asian country to identify suitable news articles for the purpose of training AI models, and developing and training new topics of interest according to clients' requirements.

### Cross-cultural collaboration

Fortnightly discussions with colleagues based in Vietnam and Malaysia to guide the participants on their work tasks and share on edge cases.





## example of programme partnership: thesmartlocal

**TheSmartLocal (TSL)**, an independent media publisher, hosted a 4-day virtual workshop on online media in Southeast Asia. Youth participants got to learn from the TSL regional teams on the basic knowledge related to the media industry, including editorial work such as writing, researching and pitching. Participants also had a hands-on experience to produce actual content in groups.

**Project Type:**  
Content-based project

**Target Audience:**  
Students from  
Institutes of Higher  
Learning and fresh  
graduates of no more  
than 3 years

**Brief overview of programme structure:**

Onboarding and training

Training on basic and useful online media skills (e.g. SEO, plagiarism, image curation, importance of cultural nuances), and an introduction to editorial work.

Hands-on project

Research on the ideas/topics that they want to cover and pitch to the regional editors. The participants' articles were eventually published on TSL regional sites.

Cross-cultural collaboration

Regular interactions with the regional editorial teams.



## example of programme partnership: singcham china

The **Singapore Chamber of Commerce and Industry in China (SingCham China)** organised **Open SG×CN**, a 14-day programme designed to empower Singaporean and Chinese youth to develop an understanding of China and Singapore's history, culture and economy.

### Project Type:

Content-based project

### Target Audience:

Students from  
Institutes of Higher  
Learning between 20  
to 25 years old

### Brief overview of programme structure:

#### Conference — 3 days

A series of online and offline events that included keynote speeches and panel discussions with industry experts.

#### Challenge — 9 days

Project work in cross-cultural teams, guided by industry mentors from Singapore and China, to develop solutions that address global challenges.

#### Celebration — 2 days

A hybrid online/offline event that included team presentations, networking sessions and reflection discussions.



## example of programme partnership: hfse global academy

**HFSE Global Academy**, part of HFSE Global Education Group, aims to develop global citizens through curating programmes that connect global youth together. It organised the **Asia Virtual Exposure Series (AVES) 2022** with the aim to equip youths with greater socio and market insights on Vietnam. HFSE took over the programme design from SOG (previous slide) and started running the programme in 2022.

**Project Type:**  
Content-based project

**Target Audience:**  
Students from Institutes of Higher Learning

**Brief overview of programme structure:**

### Onboarding and training

Through conducting market research for a business client, the participants had the opportunity to work closely with Vietnamese students, while being mentored by a local market research expert and relevant industry mentors to gain a deep understanding of consumer behaviours and market potential of various industries in Vietnam.

### Hands-on project

Participants worked on real-world challenge statements that were provided by business clients.

## ASIA VIRTUAL EXPOSURE SERIES (AVES)



- Session 1:**  
Vietnam's political landscape and bilateral relationship with Singapore
- Session 2:**  
The Vietnamese way: What you need to know about the social-cultural environments
- Session 3:**  
Vietnam's economic growth: Why Vietnam is an attractive market for foreign business
- Session 4:**  
Advantage of an emerging market: Insights from one of the largest private sector companies in Vietnam
- Session 5:**  
Vietnam Global Innovation: Accelerating access to Southeast Asia's hottest economy
- Session 6:**  
The rise of a start-up nation: ambition and governmental investment in Vietnam start-up ecosystem
- Session 7:**  
Investing in technology that changes the world
- Session 8:**  
Insights from FPT, a Vietnam tech giant: The story of development into an MNC around the globe



## example of programme partnership: SUSS

The **Singapore University of Social Sciences (SUSS)** organised a 10-day immersion trip to Ho Chi Minh City for students to deepen their interest and understanding of Vietnam through lectures, learning journeys to cultural sites and local companies, and activities with Vietnamese buddies.

**Project Type:**  
Immersion trip

**Target Audience:**  
Students from  
Institutes of Higher  
Learning

**Brief overview of programme structure:**

### Onboarding and training

Lectures conducted by a partner university in Vietnam on the country's historical, sociocultural, economic and political contexts.

### Learning journeys

Facilitated tours to culturally significant sites such as the war remnants museum and Mekong River, and guided visits to local companies in fast-growing industries such as tech and ecotourism.

### Cross-cultural activities

Participants went on curated food tours led by their Vietnamese buddies and carried out street interviews to understand the everyday life of a Vietnamese. They also had the opportunity to interact with Singaporeans who have experience living and working overseas over the course of the programme.



# the AEP grant application process



1 Organisation (i.e. Endorsing Organisation, EO) to submit grant application via [go.gov.sg/aepapply](https://go.gov.sg/aepapply) at least 3 mths before project start date

OR

Email [aep\\_enquiries@nyc.gov.sg](mailto:aep_enquiries@nyc.gov.sg) for an exploratory meeting



2 NYC processes and seeks clarification on proposal / grant application as necessary.

Upon acceptance of grant approved and requirements by EO, NYC processes first disbursement to EO.



3 Participants may be recruited either by:  
1. EO or  
2. Interested youth to apply to NYC via open call. NYC to direct applications to EOs for selection.



4 EO to ensure:  
1. Confirmed participants submit their details via [go.gov.sg/nycintpaxdetails](https://go.gov.sg/nycintpaxdetails)  
2. Submission of AEP Participant List ([go.gov.sg/aepgrant](https://go.gov.sg/aepgrant)) to NYC for funding eligibility checks (recommended).



5 EO to ensure:  
1. Participants complete preparation modules/learning experience provided by NYC.  
2. Participants complete the AEP Pre-Programme survey (selected programmes only – grant officer will inform accordingly).



6 Participants to undertake project which includes elements of **both** cultural and industry exposure, and allows application of the knowledge acquired in the preparation phase. EO to facilitate learning and evaluation session(s) with participants.



7 EO to ensure participants complete  
1. either AEP Post-Only survey ([go.gov.sg/aeppostonlysurvey](https://go.gov.sg/aeppostonlysurvey)) or  
2. AEP Post-Programme survey (selected programmes only – grant officer will inform accordingly).



8 EO to submit closure documents, including updated AEP Participant List (if any) to NYC. Templates available here: [go.gov.sg/aepgrant](https://go.gov.sg/aepgrant)

EO retain receipts for at least a year from the date of submission of your closure documents.



9 NYC processes and seeks clarification on closure documents as necessary.

Receipts will be requested for submission for audit on a case-by-case basis.



10 NYC prepares and sends certificate of participation to AEP participants.

NYC disburses remaining grant amount as necessary.

# is your project eligible for funding?

- Project must involve youth from 15 to 35 years old who are Singapore Citizens / Singapore Permanent Residents (PR) currently studying in IHLs<sup>1</sup> or alumni who have graduated for not more than 3 years; and youth, corporates and/or Singaporeans in ACI.
- Youth who have been funded under the AEP before will not be eligible for funding<sup>2</sup> (with exceptions for select group of youth who will benefit from additional support).
- Applications have to be endorsed by an Endorsing Organisation (EO) which is an organisation based and registered in Singapore.
- If approved, funding will be on a **co-funding basis** and assessed based on the merits of the proposal<sup>3</sup>.
- The AEP grant funds up to 70% of the project qualifying expenses<sup>4</sup> or up to S\$1,000 per eligible youth, whichever lower. Other sources of funding support for the project should be indicated where applicable.



<sup>1</sup> Includes ITE colleges, Polytechnics, Autonomous Universities, Private Education Institutions, IB Programmes (IB) and Madrasahs.

<sup>2</sup> Youths who are not eligible for AEP funding may still apply to participate in an AEP. The Endorsing Organisation shall be solely responsible for the overall stewardship, organisation, management, implementation and safety of the AEP participants and projects.

<sup>3</sup> Evaluation Criteria for Projects can be found at **Annex C**

<sup>4</sup> List of qualifying and non-qualifying expenses at **Annex B**





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# let's join forces

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Apply now at [go.gov.sg/aepapply](https://go.gov.sg/aepapply)

For more information / updates on the AEP grant, please refer to [go.gov.sg/aepgrant](https://go.gov.sg/aepgrant)

For enquiries, drop us an email at [AEP\\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg)

Do also check out Asia-ready Resources curated for youths at [go.gov.sg/youthopia-asiaready](https://go.gov.sg/youthopia-asiaready)

# annex A: preparation

To complete: Grant application submission at least three months before the AEP Project start date: <https://go.gov.sg/aepapply>

Endorsing Organisation (EO) to ensure that participants complete the following that are provided by NYC:

- a) **NYC Participant Details Form for International Programmes (mandatory):** <https://go.gov.sg/nycintpaxdetails>
  - If setting up additional form(s) or avenue(s) for collection of participant details, EOs are advised to collect only essential details for assessment of participation and AEP funding eligibility at point of recruitment or registration of interest.
- b) **Country Information<sup>1</sup>:** Resources on the political, economic and socio-cultural aspects of ACI<sup>2</sup> that aim to increase the participants' understanding of the ACI region.
- c) **ACI Language<sup>1</sup>:** Basic conversational skills in an ACI country's native language that can help participants to better appreciate a country's culture.
- d) **Reading Materials (optional):** Asia-Ready resources specially curated for youths: <https://go.gov.sg/youthopia-asiaready>
- e) **AEP Pre-Programme Survey<sup>3</sup>** (selected programmes only): <https://go.gov.sg/aeppresurvey>

<sup>1</sup> EO to check with NYC on the latest requirement for Country Information and ACI Language.

<sup>2</sup> ACI refers to ASEAN member states, China and/or India.

<sup>3</sup> Grant applicants will be notified if this is required.



# annex A:

## AEP project

**To complete:** A project which includes the three elements below, and allows application of the knowledge acquired in the preparation phase.

**Cultural Exposure:** Projects should help to broaden cultural understanding of the region and provide opportunities for cross-cultural interactions with overseas youth, industry experts and/or Singaporeans who have experience living and working overseas.

**Industry Exposure:** Projects should encourage the acquisition of practical work-related skills such as project management, business development and relationship liaison, while helping to increase awareness of economic growth opportunities within the region.

**Interaction(s) with Singaporean(s) with experience working and/or living in ACI<sup>1</sup>:** EOs are required to incorporate the interaction(s) in the AEP experience. EOs may implement this across the different stages of AEP (preparation, project or closure), especially during the trip / project.

Projects can take the following forms:

- **Travel** (4 days to 14 days overseas)
- **Hybrid** (4 days to 14 days overseas, up to 3 months if inclusive of virtual overseas exposure / interaction elements)
- **Local** (4 days to 3 months in Singapore, with onsite overseas exposure / interaction elements)
- **Fully Virtual** (4 days to 3 months in Singapore, with virtual overseas exposure / interaction elements)

Project components can include:

- **Immersion trips** (e.g. site visits / tours / learning journeys, can be physical or virtual).
- **Project internship or attachment** to an organisation.
- **Content-based projects** (e.g. presentation, infographic, research paper).
- **Thematic events** (e.g. model ASEAN conference)
- Any others that allow the project to achieve the desired youth outcomes.



<sup>1</sup> ACI refers to ASEAN member states, China and/or India.



# annex A: closure

**To complete:** Endorsing Organisation to conduct facilitated debrief and evaluation session(s) that allow participants to reflect and/or share about their AEP experience.

Endorsing Organisation to ensure that participants complete the following that are provided by NYC:

- **AEP Post-Only Survey\*:**  
<https://go.gov.sg/aeppostonlysurvey>

Submission of closure documents to NYC within 1 month upon project closure.

\*If AEP Pre-Programme Survey was requested for submission at Preparation, participants to submit AEP Post-Programme Survey (<https://go.gov.sg/aeppostsurvey>) at closure instead of AEP Post-Only Survey. Grant applicants will be notified if this is required.



# annex B: qualifying & non-qualifying expenses\*

## qualifying expenses

- Return airfare (budget / economy), airport taxes, standard baggage allowance
- Travel insurance<sup>1</sup>
- Accommodation (overseas)
- Transport (overseas)
- **Meals** (overseas, allowable cost at \$15 per pax per programme day – **receipts not required for submission**)
- Interpreter/translator (if necessary and is crucial for the project execution)
- Project internship allowance to youth for remuneration of efforts: capped at \$600
- Direct logistical costs necessary for participants to carry out their AEP Project (e.g. materials, IT system accounts)
- Others that are critical for the delivery of the AEP projects, could be considered

<sup>1</sup> We strongly advise participants to obtain insurance that covers accidental death and permanent disability. Insurance policy must cover local and international emergency medical evacuation expenses / services.

## non-qualifying expenses

- Entertainment expenses (e.g. retreats, welcome, birthday, farewell celebrations)
- Contingency, miscellaneous expenses
- Personal expenses (e.g. transportation, internet/phone bills, COVID-related tests/kits)
- Fundraising expenses, donations
- Gifts
- Assets
- Staff regular payroll
- Overseas recce trip
- Visa fees for projects with overseas travel
- Rest and relax / recreational (R&R) expenses, tips
- Sight-seeing / guided tours / visits to museums without clear learning objectives
- Training expenses for language, facilitation and first aid

\*The lists of qualifying and non-qualifying expenses is non-exhaustive and may be approved at the sole discretion of NYC on a case-by-case basis.



# annex C: evaluation criteria

## NYC's Youth Development Outcomes

At the end of an AEP, participants should achieve the following outcomes:

(i) **Cultural Awareness:** Youths are more aware of the differences between cultures and has greater interest and awareness of the ACI countries; and

(ii) **Global Perspectives:** Youths understand issues affecting other countries, and the opportunities and challenges that other countries have.

It is encouraged for AEP participants to also achieve the following outcomes, if possible:

(i) **National Perspectives:** Youths understand the issues affecting Singapore, and the opportunities and challenges that Singapore has; and

(ii) **Public Policy Awareness:** Youths are aware of policies and programmes that tackle issues affecting Singapore's society.

## Funding Considerations

Your proposal will be assessed based on the extent in which it achieves the following criteria:

- (i) **NYC's Youth Development Outcomes**
- (ii) **Programme Design**
  - 1. **Industry Exposure:** Project increase awareness of economic growth opportunities in ACI through visits to organisations from single or varied industries. It can include visits to MNCs, start-ups, governmental, innovation/economic-related and/or Singapore-related organisations, and encourage the acquisition of elementary skills (e.g. project management, business development, relationship liaison, financial literacy).
  - 2. **Cultural Exposure:** Project help to broaden cultural understanding of ACI through visits to learning / educational places with clear learning objectives and facilitation plan, and provide opportunities for cross-cultural interactions with overseas youths and/or industry experts or Singaporeans with experience working and living overseas.
  - 3. **Facilitation:** Purposeful utilisation of tools, games and/or methods to draw out lessons / desired learning outcomes for the participants.
  - 4. **Engagement Level of Participants:** How actively engaged are the participants throughout the programme.
- (iii) **Planning and Management**
  - 1. **Project Implementation Plan:** How sound / detailed is the project implementation plan.
  - 2. **Time Management:** Sufficient time is allocated for preparation, industry and cultural exposure, facilitation of learning and self-reflection.



# annex D: additional details pertaining to grant disbursements

## Grant Disbursement

Upon approval of grant application, an email will be sent to the Applicant, with the Endorsing Organisation kept in the loop. Applicant is to [acknowledge](#) the approved grant amount and the grant conditions.

The grant will generally be disbursed in [two tranches](#), depending on the duration of the project and other consideration factors. A portion of the grant will be disbursed to the EO's bank account indicated in the Proposal by interbank GIRO approximately [within 4 weeks](#) from our receipt of the acceptance. The remaining grant will be disbursed upon fulfilment of the deliverables and receipt of satisfactory report(s) of the project.

In the event that the project incurs a surplus or has not met the deliverables satisfactorily, NYC reserves the right to reduce the original approved grant or seek partial / full refund of the disbursed grant at its sole discretion.

## Changes to Project

The project has to be organised in accordance to the original project proposal. NYC must be informed in writing of any changes to the proposed project before the project start date (e.g. objectives, scope, scale, budget, etc.). NYC reserves the right to revoke the original grant decision or reduce the original approved AEP grant if the project differs significantly from the original proposal.

## Project Closure

The following documents must be duly completed and submitted to the officer-in-charge of your AEP application [within 1 month](#) from the end of the AEP Project:

- a) [AEP Closure Report & Statement of Account](#)
- b) [AEP Participant List](#) (if not submitted or there are any changes to the list submitted during application)
- c) [5 best photos of project / participants with caption / story](#)
  - i. Photos should be of high resolution and reasonable quality.
  - ii. Photos should be of participants in action, interacting with others (please minimise submission of posed shots and be mindful of unflattering angles).
  - iii. Please ensure that consent has been obtained from the individuals in the photos for usage.
- d) For [content-based project](#) (e.g. publication, campaigns, research paper, film/video production etc.), please [submit a copy of the completed project](#). NYC reserves the right to request for a presentation of the projects.
- e) [Receipts](#) will be requested for submission for audit on a case-by-case basis. Therefore, please retain the receipts for at least a year from the date of submission of your closure documents. As receipts printed on thermal paper will fade over time, please make and keep a copy of such receipts.





# annex E: project publicity

NYC's support should be **acknowledged on all media and publicity materials associated with the approved project**, from the date of notification of the grant award.

These materials include, but are not limited to:

- Online and social media publicity such as LinkedIn, Instagram, Facebook, websites and electronic direct mailers
- Publicity materials such as banners, backdrops, posters and brochures
- Collaterals such as t-shirts and project memorabilia
- Media-profiling opportunities such as media releases and interviews

Please tag NYC in all relevant social media posts:

- LinkedIn: <https://www.linkedin.com/company/nycsg>
- Instagram: [@nycsg](https://www.instagram.com/nycsg/), <https://www.instagram.com/nycsg/>
- Facebook: <https://www.facebook.com/nycsg>

And include the hashtags **#AsiaReady #AEPnycsg #NYCsg**

High-resolution NYC logo (with 'Powered by' liner) in various digital formats can be downloaded here:

<https://go.gov.sg/aepgrant>

The 'Powered by' liner should be included where possible.  
Sample Visual Reference:



Please send all publicity materials to NYC via your grant application officer for concurrence before production or release. NYC may use these approved materials for our own marketing and PR purposes.

Do note that 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.



# annex F:

## FAQ

### Q1. Who can apply for the AEP grant?

- A1. Applications must be made or endorsed by an Endorsing Organisation (EO) which is a recognised education institute or organisation based and registered in Singapore.

Endorsing Organisations who are new to AEP, please email [AEP\\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg) to arrange for a consultation / onboarding session.

### Q2. Who can endorse my application / documents?

- A2. An Endorser is an authorised representative of the Endorsing Organisation. There should be no more than 2 Endorsers for each Endorsing Organisation. If Applicant and Endorser are from the same Endorsing Organisation, the Endorser would need to be someone of a higher authority (i.e. the Applicant and the Endorser cannot be the same person). Please see Endorsement Letter section of the Proposal template for more details.

- Applications from organisations and grassroots/community organisations based and registered in Singapore must be endorsed by the Head or authorised representative of the organisation.
- Applications from recognised education institutions and student body e.g. Science Club, must be endorsed by the Head or authorised representative of the Student Affairs / Development / International Relations Office or persons authorised by the Principal of the institution.

- Q3. I am a youth and I am interested to organise / participate in an AEP. How do I go about doing it?

- A3. If you are interested to organise an AEP with an eligible Endorsing Organisation, drop us an email at [AEP\\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg).

If you are interested to join an AEP, fill in the NYC International Open Call Application form (<https://go.gov.sg/nycintopencall>) and we will get in touch with you whenever there are opportunities available!

- Q4. I have participated in other NYC programmes previously. Can I still join AEP?

- A4. Youths who have participated in **other NYC's regional programmes** (e.g. Youth Expedition Project, Youth Leadership Exchange Programmes etc.) can still join AEP and tap on the AEP funding (see **AEP funding eligibility on page 14**).

This is in acknowledgement that the various programmes have different sets of objectives and youths will gain different forms of exposure from each programme.

- Q5. I have participated in an AEP previously. Can I still join AEP?

- A5. You may check with the Endorsing Organisation of your previous AEP participation if it was funded under AEP. **If you were funded under AEP previously, you will not be eligible for AEP funding for subsequent AEPs.**

**Youths who are not eligible for AEP funding may still apply to participate in an AEP.** However, Endorsing Organisation reserves the right to only recruit youths who are eligible for funding, or request for payment for costs which would otherwise be covered by AEP.

Endorsing Organisations are solely responsible for the overall stewardship, organisation, management, implementation and safety of the AEP participants and projects.



# annex F:

## FAQ

- Q6. Must the Leader/Chaperon for the overseas component be Singapore Citizen or PR? What if he/she is below 21 years old?**
- A6. All Leader/Chaperon(s) must be **endorsed by the EO**. Justifications should be provided if leader appointed is below 21 years old on/before date of departure from Singapore. Leader need not be Singapore Citizen or PR, but should be living/working in Singapore.
- Q7. How much grant support can I receive? Is there a cap on funding?**
- A7. The AEP grant works on a **co-funding** principle and applications will be assessed based on the merits of the proposal.
- The AEP grant funds **up to 70% of qualifying project expenses, capped at S\$1,000 per youth**. The cap of \$1,000 includes allowance to youths for remuneration of efforts where necessary, which is capped at S\$600 per youth. If youths are already paid \$600 per month by host organisations, AEP will not be funding additional allowance.
- Remaining cost are to be borne by the EO and/or youths. EOs may tap on other qualifying government grants (excluding other NYC grants) to cover 100% of their AEP costs. EOs should indicate other sources of funding (if applicable) for the same project(s).

### Q8. How do I budget for allowance?

- A8. If deemed necessary and critical for the project (e.g. project internship), applicants may budget for allowance to be paid to the youths for remuneration of efforts. The rate could be based on existing benchmarks or rates practiced within the organisation / industry. As per other items budgeted, cost breakdown and/or supporting documents should be provided to justify reasonableness of the budgeted expense.

Applicants are required to provide proof that the allowance are credited to the youths' accounts when requested. NYC may also reach out to seek verification from youths as necessary.

### Q9. How do I budget for the item if I do not know how much it costs? Can I budget for contingency or miscellaneous expenses?

- A9. AEP does not fund contingency or miscellaneous expenses. As items and specifications vary greatly based on different needs, factors and considerations, applicants are advised to do some research which could include but not limited to looking up online stores / prices, obtaining quotations through email or phone calls, checking out physical stores etc. to provide an accurate estimation of the costs you are likely to incur for budget submission. You may provide quotations obtained as supporting documents for your AEP application.

### Q10. How do I differentiate personal expenses from project expenses for items like mobile phone and internet subscription plans and transport?

- A10. The AEP grant will cover additional costs, if any, incurred as a result of youths participating in the project. The costs must be clearly attributed to the youths and/or the project. Applicants may submit a good estimate of such costs in the budget, if any.

NYC reserves the right to determine at its sole discretion on qualifying and non-qualifying expenses.



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### Q11. Can AEP fund manpower, third-party or training costs?

A11. You may include such costs in your proposal with the necessary justifications. The costs must be clearly attributed to the youths and/or the project. The lists of qualifying and non-qualifying expenses (see [Annex B](#)) are non-exhaustive and may be approved at the sole discretion of NYC on a case-by-case basis.

### Q12. How do I account for in-kind sponsorships?

A12. For in-kind sponsorships, the Statement of Account should reflect the estimated cost price / retail price of the sponsored items. Applicants must also highlight and indicate expenditure items that were sponsored and submit documentary proof of the value of the sponsorship e.g. a sponsorship letter or email confirmation of the sponsorship indicating the item(s) and value of sponsorship.

### Q13. I made a mistake in the submission / wish to provide additional details regarding the application. Can I retrieve my application and make amendments?

A13. Upon submission of your application, the grant officer in charge of your application will get in touch with you **within 7 working days**. You may furnish amendments / additional documents to him/her directly.

### Q14. How long does it take from application to approval?

A14. Upon submission of your application, the grant officer in charge of your application will get in touch with you within 7 working days. **Assessment typically takes 2 months** if there are no further clarifications on your submission.

### Q15. How is the funding quantum derived? Are we allowed to appeal?

A15. The quantum is determined at NYC's sole discretion based on the extent to which the projects fulfil the funding considerations – (i) NYC's Youth Development Outcomes, (ii) Programme Design, (iii) Planning and Management. You may refer to [Annex C \(Evaluation Criteria\)](#) for more details. NYC's decision on the approved AEP grant is final. An appeal will be considered only if there are major changes to the project(s).

### Q16. How do I accept the grant offer? How is the fund disbursed?

A16. Once the application is approved, you will receive an email from NYC on the necessary details. Please read the Letter of Award and Terms and Conditions carefully before accepting the offer. Please reply to the email confirming your acceptance and keep all the relevant personnel in the loop. Refer to [Annex D](#) for **details pertaining to grant disbursements**.

### Q17. Do I need to submit receipts or an audited statement of account for closure?

A17. Receipts will be requested for submission for audit on a case-by-case basis. Therefore, please **retain the receipts and/or proof of expenditures for at least a year from the date of submission of your closure documents**. As receipts printed on thermal paper will fade over time, please make and keep a copy of such receipts.

Submission of an audited statement of account is not necessary. However, you may submit it as supporting documents for closure if you have one.

**Receipts for meals (overseas) are not required for submission.**





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### Q18. Is there a maximum number of students for a project?

A18. There is no maximum number. Endorsing Organisations are solely responsible for the overall stewardship, organisation, management, implementation and safety of the AEP participants and projects.

### Q19. Can AEP participants join later, leave early, skip a module/session, drop out or withdraw halfway from the preparation modules and/or the programme / project? Who should they seek permission from, or who do they have to inform? Is a make up needed / available?

A19. Youths should plan ahead and commit to the entire programme as absence, dropping out or withdrawing halfway without valid reasons does not reflect well on the person, and it may affect the rest of the participants adversely.

Where there are valid reasons (e.g. medical, compassionate), youths should inform the organisers and their school teacher / staff of Endorsing Organisation as early as possible to facilitate their planning / processes. Documentation(s) indicating reason(s) for absence may be requested for submission and a make-up session may be arranged where possible / available.

NYC and/or Endorsing Organisations reserve the right to reclaim costs incurred (e.g. training provided) from youths at its sole discretion.

Q20. Are the preparation modules compulsory? Where can I find the dates / for the curated country information module / learning series (e.g. webinars) organised by NYC? How to register?

A20. AEP participants must attend at least one curated country information module / learning series (e.g. webinars) organised by NYC. Each webinar is expected to be 1 to 2 hours long.

All preparation modules are held online. The dates and registration instructions will be made available here: <https://go.gov.sg/aepwebinar>. This document is updated from time to time.

Participants may sign up for more than one session of the webinars should they be interested. Attending additional webinars and preparation modules are based on request, subject to availability and determined by NYC at its sole discretion.

### Q21. When should the youths attend the preparation modules?

A21. AEP participants may attend the preparation modules during the Preparation or AEP Project phase and should complete all preparation modules before the end of their AEP project.

### Q22. Do youths need to pay to attend the preparation modules?

A22. The costs of delivering the preparation modules is fully subsidised by NYC and/or our partners, therefore, there is no additional out-of-pocket expenses for the AEP participants.

### Q23. Can non-AEP participants take part in the preparation modules?

A23. AEP participants will be given priority in attending the preparation modules where possible. Non-AEP participants may take part in the preparation modules subject to availability and determined by NYC at its sole discretion.



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**Q24. The youths have attended something similar before, do they have to attend the compulsory country information module organised by NYC?**

A24. Yes, AEP participants must attend at least one curated country information module / learning series (e.g. webinars) organised by NYC unless waiver was granted and communicated to grant applicant by NYC. Such sessions are specially curated for AEP participants to equip youths with the knowledge and perspectives specific to AEP.

**Q25. The compulsory country information module held this month clashes with another pre-arranged commitment.**

A25. Youths are encouraged to make arrangements such that the country information module is attended at the earliest opportunity. The sessions will generally only be held once every few months and must be attended before the end of the AEP project.

**Q26. Who do I contact for assistance?**

A26. If you have any questions, or wish to discuss your application in detail, you are welcomed to contact the AEP team at [AEP\\_Enquiries@nyc.gov.sg](mailto:AEP_Enquiries@nyc.gov.sg).

This document may be updated from time to time.  
To ensure you are referring to the latest copy, please visit: <https://go.gov.sg/aepgrant>