**INSTRUCTIONS**

1. Applicants are advised to read the **Asia-Ready Exposure Programme (AEP) Factsheet & FAQ** available online (<https://go.gov.sg/aepgrant>) prior to applying for the AEP.
2. Applicants are to submit their AEP applications online via [https://go.gov.sg/**aepapply**](https://go.gov.sg/aepapply). For a successful and smooth submission of application, please download and complete the following templates from [**https://go.gov.sg/aepgrant**](https://go.gov.sg/aepgrant) before applying online:

* AEP Proposal, Budget & Endorsement Letter Template
* AEP Name List Template (if ready)

1. Application should be submitted at least 3 months before the proposed AEP Project Start Date. Applicants who require assistance to fine-tune their proposals are encouraged to send the AEP proposal to [AEP\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg) before the 3-month submission timeline and factor in adequate time to amend the proposal.
2. 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.
3. If you are a youth looking to participate in an AEP, you may explore opportunities within your school / organisation or opportunities with the National Youth Council by submitting this form: <https://go.gov.sg/nycintopencall>

**AEP PROPOSAL, BUDGET & ENDORSEMENT LETTER TEMPLATE**

1. This template is updated from time to time, please ensure that you are using the latest template that can be downloaded here: <https://go.gov.sg/aepgrant>.
2. This template consists of three sections:
   1. Proposal
   2. Budget
   3. Endorsement Letter
3. All sections and fields must be filled unless otherwise stated.
4. Please be succinct and clear in your responses. As a guide, your response to each question should try not to exceed 300 words.
5. Applicants are encouraged to email [AEP\_enquiries@nyc.gov.sg](mailto:AEP_enquiries@nyc.gov.sg) for enquiries and assistance in fine-tuning proposals or consultations.

**OVERVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme / Project Title:**  e.g. AEP Indonesia 2020 |  | | |
| **Project Type:**  **(select one)** | **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:**  **(select all that apply)** | Project Internship / Attachment to an organisation  Content-Based Project (e.g. presentation, infographic, research paper)  Site Visits / Tours / Learning Journeys (can be physical or virtual)  Webinars / Dialogues / Seminars (excluding those organised by NYC)  Training / Workshops (excluding those organised by NYC)  Others, please specify: | | |
| **AEP Project Start Date:**  e.g. 01 Nov 2022 | Click or tap to enter a date. | **AEP Project End Date:**  e.g. 31 Dec 2022 | Click or tap to enter a date. |

*(fill in for Travel / Hybrid projects; for Hybrid projects, to also fill in the table below)*

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| **Travel / Hybrid**  - Travel (4 days to 14 days \*overseas\*)  - Hybrid (4 days to 14 days \*overseas\*, up to 3 months if inclusive of virtual / local overseas exposure / interaction elements) | | | |
| **Travel Country(s), if applicable:**  e.g. Indonesia |  | **Travel State(s) / Province(s), if applicable:**  e.g. Jakarta, Depok and Bogor |  |
| **AEP Travel Start Date:**  (date of departure from Singapore)  Note: Travel dates should be between Project dates  e.g. 15 Nov 2022 | Click or tap to enter a date. | **AEP Travel End Date:**  (date of return to Singapore)  Note: Travel dates should be between Project dates  e.g. 23 Nov 2022 | Click or tap to enter a date. |
| **Estimated No. of Days Overseas:**  (half-day if before or after 12pm)  e.g. 8.5 days, flight leaves for Singapore at 12pm |  | **Estimated No. of Days Overseas with AEP activities:**  (half-day if before or after 12pm)  e.g. 6.5 days |  |
| **Acknowledge:** | Has Risk and/or Emergency Management Plan(s).  Has at least 1 Leader / Head of Delegation / Chaperon endorsed by EO who is above 21 years old as at travel start date. | | |

*(fill in for Hybrid / Local / Fully Virtual projects; for Hybrid projects, to also fill in the table above)*

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| **Hybrid / Local / Fully Virtual**  - Hybrid (4 days to 14 days \*overseas\*, up to 3 months if inclusive of virtual / local overseas exposure / interaction elements)  - Local (4 days to 3 months \*in Singapore\*, has virtual and/or onsite overseas exposure / interaction elements)  - Fully Virtual (4 days to 3 months \*in Singapore\*, only virtual overseas exposure / interaction elements) | | | |
| **Virtual Country(s), if applicable:**  e.g. Vietnam, Indonesia, Thailand |  | **Virtual State(s) / Province(s), if applicable:**  e.g. Ho Chi Minh, Jakarta, Bangkok |  |

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| **APPLICANT DETAILS**  We will contact this person for queries about the application.  Note: 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 for more details. | | | |
| **Full Name (as per your NRIC):**  e.g. Tan Wei Ming, Simon |  | | |
| **Designation & Department / Occupation**  e.g. Manager, Office of International Relations |  | | |
| **Email Address**  e.g. abc@organisation.com |  | **Mobile No.:** e.g. 87654321 |  |

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| **Description of Project:**  Please provide a brief summary / description for your AEP Project. Keep to 300 words. You may include more details under “Project Details” below and/or attach additional details when submitting via the AEP Application Form online. |
|  |

**AEP PARTICIPANTS & OUTREACH**

*(examples provided in yellow; please delete / edit accordingly)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated No. of AEP Participants[[1]](#footnote-1)** *(regardless of funding eligibility)*   * *include members who are not eligible for funding[[2]](#footnote-2) e.g. foreign students in the same class, JC students, or youths funded under AEP before etc.)* * *include leaders who are not eligible for funding[[3]](#footnote-3) e.g. foreigners); leaders are applicable for projects with overseas travel only* | | | | |
| **Involvement** | **No. of Participants** | **Role in Project**  (Indicate N/A for Virtual/Local;  Leader or Member for Travel) | **Occupational Status**  (e.g. ITE, Poly, Uni Student, Fresh Grad etc.) | **Residential Status**  (e.g. Singapore Citizen, PR or Foreigner) |
| **Hybrid / Local / Virtual** | 8 | N/A | ITE / Poly Student | Singapore Citizen / PR |
| 8 | N/A | University Student | Singapore Citizen / PR |
| 4 | N/A | Fresh Grad from ITE / Poly / University | Singapore Citizen / PR |
| 1 | N/A | University Student | Foreigner |
| **Subtotal:** | **21** |  | | |
| **Hybrid / Travel** | 1 | Leader | Staff | Singapore Citizen / PR |
| 1 | Leader | University Student | Singapore Citizen / PR |
| 9 | Member | ITE / Poly / University Student | Singapore Citizen / PR |
| 2 | Member | Fresh Grad from ITE / Poly / University | Singapore Citizen / PR |
| 1 | Member | University Student | Foreigner |
| **Subtotal:** | **14** |  | | |
| **Total No. of AEP Participants** (unique count) | **25** | Remark (if any): e.g. Participants who take part in the virtual component will be given priority to take part in the travel component. | | |
| **Estimated Outreach**   * *exclude AEP participants. This includes speakers, moderators, audience / spectators, youths and volunteers for specific segment of the project but did not go through the whole AEP journey.* | | | | |
| **Involvement** | **No. of Participants** | **Role in Project**  (provide details / description) | **Occupational Status** | **Nationality** |
| **Hybrid / Local / Virtual** | 100 | Attending a webinar session with industry speakers | Poly Students | Singapore Citizen / PR |
| 15 | Youth-to-youth interaction with AEP participants | Students from University of Indonesia | Indonesian |
|  |  |  |  |
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| **Subtotal:** | **115** |  | | |
| **Hybrid / Travel** | 1 | Industry speaker | Self-employed | Indonesian |
| 1 | Industry speaker | Full-time employee | Indonesian |
| 1 | Industry speaker | Full-time employee (Youth) | Singapore Citizen / PR |
| 15 | Youth-to-youth interaction with AEP participants | Students from University of Indonesia | Indonesian |
| **Subtotal:** | **18** |  | | |
| **Total Outreach** (unique count) | **118** | Remark (if any): e.g. 15 students from University of Indonesia will be involved throughout. | | |

**AEP COMPONENTS & DETAILS**

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| **AEP PREPARATION**  Participants are required to undertake tasks and activities to learn more about the language and culture of the ASEAN member states, China and India (ACI), as well as Singapore’s relations with these countries which could be in the form of reading materials, credit-bearing electives / modules, webinars, conferences, courses and/or events. The preparation and project activities can be held concurrently. | **Acknowledge:** |
| **[mandatory] E-Learning on Learn@NYC**  Applicants are to ensure that all AEP Participants complete the two e-learning courses assigned on Learn@NYC (<https://learn.nyc.gov.sg/>).   * Are you Asia-Ready * Current Affairs Series Module 1, 2 or 3.   Each course will take around 45 minutes to an hour to complete.  Accounts will be created for you and the AEP Participants upon approval of your grant application and/or confirmation of their participation in the programme. |  |
| **[optional] Asia-Ready Webinar Series**  The Asia-Ready Webinar Series is co-organised by NYC with various partners to allow youth to gain a better appreciation of the regional developments and a greater awareness of Singapore’s interconnectivity with the regional markets.  Each webinar is expected to be 1 to 1.5 hours long.  Dates and registration details can be found here: <https://go.gov.sg/aepwebinar> |  |
| **[optional] Asia-Ready Podcast #WhatTheFuture**  What The Future (WTF) is a podcast series by the National Youth Council’s (NYC) Asia-Ready Exposure Programme (AEP), in partnership with the Singapore Institute of International Affairs (SIIA).  Hosted by 987FM Radio DJs Germaine Tan and Avery Aloysius, the podcast aims to help youths understand more about the hot topics of our modern world.  Each podcast is about 20 minutes long.  Click [here](mailto:https://www.youtube.com/watch?v=-TIe5JLpSWM&list=PLN5TkIcY0FRvdhjCmh-J-hFCm1XeSSTwb) for the playlist of all the podcasts.  Writeups on the podcasts can be found here: <https://go.gov.sg/aepresources> |  |
| **[optional] Asia-Ready Resources on Youthopia**  Ultimate toolkit on what you need to know about Asia.  Gain access to bite-sized information about the ASEAN member states, China and India, read commentaries on the latest developments, check out past projects by AEP participants and so much more!  Check out the resources here: <https://youthopia.sg/resources/asia-ready/> |  |

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| **AEP PROJECT DETAILS**  Participants are required to complete a project between 4 days to 3 months which includes both cultural and industry exposure and allows application of the knowledge acquired in the preparation phase. The preparation and project activities can be held concurrently. | |
| **Project Details** | **Description** |
| **What are the project's objectives?** |  |
| **Describe how you plan to achieve both cultural and industry exposure for the participants.**  Please highlight the knowledge and/or skills (if any) that the participants will likely gain. |  |
| **What are the key activities that the participants are required to undertake and the intended learning outcomes?** |  |
| **How will you measure the outcomes of your project?**  E.g. surveys, regular check-ins, facilitation of learning outcomes, etc.  Please provide details of any facilitation plans or tools that will be used in the programme. |  |

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| **PROJECT PARTNERS, if any** | | | |
| **#** | **Name of Partner(s), if any** | **Brief Profile** | **Brief Description of Partner’s Role in the Project** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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| **IMPLEMENTATION PLAN / TIMELINE** | |
| **Date / Period** | **Activity** |
| e.g. Aug to Sept 2020 | e.g. Recruitment of AEP Participants, Submit AEP Grant Application |
| e.g. Oct 2020 | e.g. Youths to complete pre-programme survey and preparation modules.  Youths to prepare for sharing sessions. |
| e.g. 9 Nov 2020 | * Icebreakers / Getting to know each other with students from University of Indonesia * Sharing by youths about education system in Singapore / Indonesia |
| e.g. 10 Nov 2020 | * Presentation on ASEAN by invited speaker * Sharing by youths about political system in Singapore / Indonesia |
| e.g. 11 Nov 2020 | * Dialogue / panel session on economic landscape and key economic activities in Indonesia and Singapore * Sharing by companies on opportunities for youths in Indonesia and Singapore |
| e.g. 12 Nov 2020 | * Cultural exchange * Virtual tour of landmarks in Indonesia and Singapore |
| e.g. 13 Nov 2020 | * Youths prepare for closing ceremony * Closing ceremony * Debrief and evaluation (post-programme survey) |
| e.g. By 13 Dec 2020 | e.g. Submit closure documents to NYC |
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| **ADDITIONAL INFORMATION, if any**  You may provide additional plans / details of your programme / proposal in the following text box, or as an attachment to be uploaded onto the AEP Application Form online. |
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**ADDITIONAL DETAILS REQUIRED FOR HYBRID / TRAVEL AEP**

***Note: Applicants for Local / Fully Virtual projects, please skip to next section (Budget).***

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| **DETAILED DAY-TO-DAY ITINERARY FOR PROJECTS WITH OVERSEAS TRAVEL**  Please include the day when the participants depart Singapore to the day the team returns to Singapore. | | | |
| **Date** | **Time** | **Activity** | **Remarks** |
| e.g. Overseas Day X:  1 Mar 2018, Thu | Morning  (before 12pm) | * Depart for overseas country * Flight arrives at XX:XX (local time) * Check-in at hotel |  |
| Afternoon  (after 12pm) | * Buy supplies at local market * Orientation at project site |  |
| Night | * Reflection and facilitation session |  |
| e.g. Overseas Day X:  12 Mar 2018, Mon | Morning  (before 12pm) | * Visit to ASEAN Secretariat and sharing on Sociocultural and Economic relations * Facilitation of learning on importance of ASEAN, bilateral and multilateral relations |  |
| Afternoon  (after 12pm) | * Visit and sharing by Block 71 Jakarta * Facilitation of learning on Jakarta’s potential and opportunities * Visit and sharing by Traveloka * Facilitation of learning on Indonesia’s tech-driven industry |  |
| Night | * Visit and sharing by Burgreens * Facilitation of learning (Sustainable Singapore Blueprint & Singapore’s Zero Waste Masterplan) * Complete AEP post-programme survey |  |
| **Overseas Day-to-Day Itinerary:** | | | |
| Overseas Day 1:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 2:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 3:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 4:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 5:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 6:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 7:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 8:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 9:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 10:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 11:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night |  |  |
| Overseas Day 12:  date, day | Morning  (before 12pm) |  |  |
| Afternoon  (after 12pm) |  |  |
| Night | * (insert or delete rows as necessary) |  |

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| **FACILITATION PLANS FOR PREPARATION, OVERSEAS AND CLOSURE PHASE**  Please explain how the learning will be facilitated for the AEP participants: | | | |
| **S/N** | **Learning Objectives for AEP Participants** | **Facilitation tools / activities** | **Intended reflection / lesson drawn from facilitation (outcome)** |
| *e.g.* | *Learn more about culture of overseas community* | *Group facilitation*   * *How different is the culture from Singapore?* | *Appreciation for diversity* |
| *e.g.* | *For participants to see the enterprising side of Jakarta / Indonesia to realise the importance of looking beyond Singapore for opportunities, and be aware of the competition brought about by globalisation.* | *Journaling*   * *Write down 3 learning points for the visit to CoHive in your journal*   *Group facilitation*   * *Share 1 of the points you noted with the team* | *Co-working spaces encourage collaboration. In an increasingly globalised world, collaboration is increasingly important to enable individuals and businesses to capitalise on one another’s strengths instead of using the traditional way of completing transactions. Balancing competition and collaboration.* |
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|  | (insert or delete rows as necessary) |  |  |

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| **EMERGENCY MANAGEMENT PROCEDURE QUESTIONNAIRE**  Please complete the following to the best of your knowledge. Please indicate the item as ‘N/A’ if the item is not applicable to you / your project. | |
| **Project SITE DETAILS** | |
| Name of Project Site:  (please include country, suburb, village name etc. where applicable) |  |
| Location of Project Site(s): |  |
| Name of Nearest Town: |  |
| Distance from Nearest Town to Site: |  |
| Nature of Activity on Site |  |
| Any Medical Personnel on Site?  If Yes: | Yes/No  Doctor/Paramedic/Nurse |
| Stretcher available on site? (if YES, can it be winched?)  Any other medical equipment on site?  If Yes, extent and nature e.g. First Aid Clinic, Medications, Oxygen, Splints, etc.) | Yes/No  Yes/No |
| Any transport available at project site?  Can the transport fit a stretcher? (Length: 216cm; W: 61cm; Depth: 19cm; Weight: 12kg; Load Capacity: Max 270kg) : | Yes/No  Yes/No |
| Any helipad on site?  If YES, please provide its dimension:  Night Landing Possible?  Aviation Navigational Beacon (NDB or similar) present? | Yes/No  Dimension:  Yes/No  Yes/No |

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| **NEAREST SUITABLE HOSPITAL TO PROJECT SITE (IF KNOWN/ARRANGED)** | |
| Name of Hospital: |  |
| Does Endorsing Organisation have agreement for local treatment? | Yes/No |
| Address: |  |
| Contact Number: |  |
| E-mail: |  |
| Distance from Site: |  |
| Does Hospital have ambulance? | Yes/No |

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| **NEAREST AIRPORT** | |
| Name of Nearest Airport: |  |
| Contact Number: |  |
| Distance from Project Sites and Hotel: |  |

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| **GROUP INSURANCE AND EMERGENCY HOTLINE (mandatory)** | |
| Group Insurance Company/Broker: |  |
| Policy Number: |  |
| Emergency Hotline Number: |  |

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| **PERSONNELS STATIONED IN SINGAPORE TO ASSIST THE TEAM IN CASE OF EMERGENCY** | | | |
| Name:  Designation:  Contact Number(s):  Email: |  | Name:  Designation:  Contact Number(s):  Email: |  |

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| **PARTICULARS OF AEP LEADER(S) / HEAD(S) OF DELEGATION / CHAPERON(S)**  The leader(s) / head(s) of delegation / chaperon(s) will be the main point(s) of contact for the EO and AEP participants for the overseas trip. There must be at least 1 Leader / Head of Delegation / Chaperon endorsed by EO who is above 21 years old as at travel start date.  Add or remove the number of AEP Leader(s) as necessary. | | | | | |
| **LEADER / HEAD OF DELEGATION / CHAPERON 1** | | | | | |
| **Full Name (as per your NRIC)**  e.g. Tan Wei Ming, Simon | |  | | | |
| **Current Occupational Status OR Designation & Department**  e.g. Student, University of Social Sciences (SUSS) / Manager, Office of International Relations | |  | | | |
| **Email Address**  e.g. abc@hmail.com | |  | **Mobile No.**  e.g. 87654321 | |  |
| **LEADER / HEAD OF DELEGATION / CHAPERON 2 (if applicable)** | | | | | |
| **Full Name (as per your NRIC)**  e.g. Tan Wei Ming, Simon |  | | | | |
| **Current Occupational Status OR Designation & Department**  e.g. Student, University of Social Sciences (SUSS) / Manager, Office of International Relations |  | | | | |
| **Email Address**  e.g. abc@hmail.com |  | | **Mobile No.**  e.g. 87654321 |  | |

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| **EMERGENCY & EVACUATION CHART**  Outline of **Action** & **Communication** plan in the event of an emergency/accident/incident.  Please include:   * Flowchart and means of **evacuation** for **Medical Emergency** – by vehicle/foot/aircraft/vessel and the route planned and personnel role tasking. * Flowchart and means of **evacuation** for **Non-Medical Emergency** – by vehicle/foot/aircraft/vessel and the route planned and personnel role tasking. * A crisis **communications plan** or flowchart (for medical and non-medical emergency) for information dissemination and executive decision by your endorsing organisation in Singapore. (*You should include the contact number of main stakeholders such as the overseas hosts / partners / staff, if any*)   Note: NYC to be informed through “personnels stationed in Singapore to assist the team in case of emergency” as indicated above.  You may provide details in the following text box, or as an attachment to be uploaded onto the AEP Application Form online. |
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| **ADDITIONAL INFORMATION, if any**  Any additional information you think is important for inclusion in the **Emergency Management Plans**? You may provide details in the following text box, or as an attachment to be uploaded onto the AEP Application Form online. |
|  |

**BUDGET**

|  |
| --- |
| **Step 1: Double click and fill in your budget in this Excel Worksheet:**  **Step 2: When complete, copy and paste the table in the space below.**  **Step 3: Hover your mouse over the top left-hand corner of the pasted table to reveal this icon:** **Right-click on the icon and select “Autofit to Window” from the menu.**  (sample image of the icon and table) |

Paste the table here:

**ENDORSEMENT LETTER**

All AEPs must be endorsed by a recognised education institution or organisation based and registered in Singapore. This letter covers endorsement for the following documents:

* AEP Application Form online
* AEP Proposal & Budget
* AEP Name List
* All other supporting documents relevant for the assessment of the project

**ROLE OF ENDORSING ORGANISATION (EO)**

* Be interested to engage youths for projects with ACI focus.
* Preferably have existing networks with youths and/or organisations in the ASEAN member states, China and India.
* Be solely responsible for the overall stewardship, organisation, management, implementation and safety of the AEP participants and projects, which includes but not limited to:
  + Advise stakeholders on the planning and design of the AEP experience to ensure AEP’s objectives are met;
  + Recruitment, selection, engagement and monitoring of AEP participants and partners for completion of AEP’s key phases;
  + Ensure that the risk factors identified are optimally managed and reduced to an acceptable level;
  + Ensure consistency and presence of NYC-AEP branding and be prepared to manage and support media request and enquiries; and
  + Ensure appropriate administrative and financial governance of the funds from NYC-AEP, which includes cost-reasonableness of projects, accuracy of funding claims submitted, disbursement of funds to participants (where relevant) after NYC credits the approved grant amount to EO’s bank account.
  + Manage and support the AEP Participants in handling communication and possible media enquiries in the occurrence of emergencies, especially when the team is overseas.
  + For projects involving overseas travel:
    - Advise and ensure that all personnel involved in emergency management are clear about the action and communication plan in the event of an emergency/accident/incident.
    - Ensure that the leader(s) is/are prepared adequately to ensure the safety and learning aspects of an AEP project. Leader(s) should meet the basic requirements of AEP leadership being: trained or skilled in leadership and facilitation skills.

**ROLE OF ENDORSER**

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).

* 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.

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| --- | --- |
| **ENDORSING ORGANISATION DETAILS** | |
| **Name of Endorsing Organisation**  As shown on <https://www.uen.gov.sg/> |  |
| **Unique Entity Number (UEN)**  As shown on <https://www.uen.gov.sg/> |  |
| **Organisation Address** |  |
| **Organisation Website (if any)** |  |
| **Vision / Description of Endorsing Organisation** |  |
| **Organisation Type**  **(select one)** | **Government**: Statutory Board, Public Agency  **Non-profit**: registered society, public company limited by guarantee, charitable trust  **Social enterprise** (indicate if registered with raiSE)  **Businesses**: sole proprietorship, partnership, limited partnership, limited liability partnership, private limited, public limited; foreign company subsidiary, branch office, or representative office |
| **For Companies, Businesses, and Social Enterprises, please indicate your company type according to ACRA records.**  **(select one)**  <https://www.acra.gov.sg/how-to-guides/setting-up-a-local-company/determining-the-company-type> | **Exempt private company**   * Name usually ends with “Pte Ltd”. * Can have a maximum of 20 shareholders. * No shareholder is a corporation.   **Private company limited by shares**   * Name usually ends with “Pte Ltd”. * Can have a maximum of 50 shareholders. * Corporations can be shareholders.   **Public company limited by shares**   * Name usually ends with “Ltd”. * Can have more than 50 shareholders. * Liability of the shareholders to creditors of the company is limited to the capital originally invested by the shareholders.   **Public company limited by guarantee** (e.g. NUS, NTU, SMU, SIT, SUSS, SUTD, \*Scape, NVPC etc.)   * Name usually ends with “Ltd”. * Carries out non-profit making activities of national or public interest, such as promoting arts, charity etc. * Liability of members is limited to the amount which they undertake to contribute to the assets of the company in the event of winding up. This amount will be specified in the company’s constitution.   **Unlimited private company**   * Usually has the words “Unlimited” as part of its name. * Hybrid company incorporated with or without share capital   **Unlimited exempt private company**   * Can have a maximum of 20 shareholders. * No shareholder is a corporation.   **Unlimited public company**   * May have more than 50 shareholders. * Corporations can be shareholders. |

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| **ENDORSER DETAILS**  Note: 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 for more details. | | | |
| **Full Name (as per your NRIC):**  e.g. Sarah Lim Mei Yin |  | | |
| **Designation & Department / Occupation**  e.g. Director, Office of International Relations |  | | |
| **Email Address**  e.g. xyz@organisation.com |  | **Mobile No.:** e.g. 98765432 |  |

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| **INTER-BANK GIRO DETAILS** | |
| **Bank Name/Code** |  |
| **Branch Name/Code** |  |
| **Account Number to be Credited[[4]](#footnote-4)** |  |
| **Name of Account Holder** |  |
| **Finance Personnel’s Email** |  |

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| **DECLARATION** | | | | |
| “Applicant” refers to the individual or organisation applying for this grant.  I/We and the Applicant, declare that: | | | | |
| 1. Application is endorsed by a recognised education institution or organisation based and registered in Singapore by an authorised representative. | | | | Yes  No |
| 1. The Unique Entity Number (UEN) of Endorsing Organisation is correct and valid. | | | | Yes  No |
| 1. Has the Applicant been or is currently being:    * investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or    * subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction in the last 5 years? | | | | Yes  No  If yes, please provide details: |
| 1. Has the Applicant been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? | | | | Yes  No  If yes, please provide details: |
| 1. Has the Applicant been or is currently:    * bankrupt, wound up or under judicial management    * subject to any bankruptcy, winding up or judicial management proceedings, or    * appointed a receiver or manager? | | | | Yes  No  If yes, please provide details: |
| 1. Has the Applicant applied for or obtained any other grant, tax incentive or financial incentive for this project? | | | | Yes  No  If yes, please provide details: |
| 1. Has the Applicant commenced on this project prior to this application, such as signing any contract and making any form of payment to any supplier or service provider engaged? | | | | Yes  No  If yes, please provide details: |
| 1. Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the Applicant, its related companies or their directors and shareholders? | | | | Yes  No  If yes, please provide details: |
| 1. If the answer to Question 6 is yes, will the Applicant be claiming project costs which may be incurred by such suppliers and service providers? | | | | Yes  No  If yes, please provide details: |
| 1. Is the Applicant related directly or indirectly to the Agency (e.g. staff of the Agency, appointment holder or member of any committee/board/council overseen by the Agency)? | | | | Yes  No  If yes, please provide details: |
| **CONSENT AND ACKNOWLEDGEMENT** | | | | |
| The Applicant consents to the release of any information provided in this application, in support of this application or on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant’s suitability for the grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors and assessors.    The Applicant gives its consent for the Agency to obtain and verify information from or with any source, as the Agency deems appropriate for the assessment of this application.  The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to the grant, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the grant (if approved) shall be subject to such further terms and conditions as may be set out in the Letter of Award, where applicable.  The Applicant acknowledges and agrees that the Applicant shall be undertaking the project at the Applicant’s own cost and risk. The Applicant agrees that in no event will the Agency be liable to the Applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this application.  The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this application.  I/We and the Applicant, declare that all facts stated in this application and all accompanying information are true and correct to the best of our knowledge and that we have not withheld or distorted any material facts or information.  I/We and the Applicant understand that I/We and the Applicant have a continuing obligation to promptly notify the Agency if there is any change affecting any fact or information set out in this application form and declaration.  I/We and the Applicant understand that I/We and the Applicant may face prosecution if I/We and the Applicant provide false or misleading statements or fail to disclose material facts or information, and the Agency may, at its discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that may have been disbursed, and I/We and the Applicant shall have no claim against the Agency in relation thereto.  I/We and the Applicant have read and agree to abide by all the Terms of Use for this website. | | | | |
| I/We and the Applicant consents to and acknowledges all of the above. | | | | |
|  | |  | |  |
| \*Signature of Applicant | | \*Signature of Endorser | | \*Stamp of Organisation |
| Date:  Name:  Designation: |  | Date:  Name:  Designation: |  |

*\*Note: Electronic signatures / endorsements accepted. The Applicant and the Endorser cannot be the same person. Please see Endorsement Letter section for more details.*

Please submit your completed application to the National Youth Council via the [AEP Application Form online](https://go.gov.sg/aepapply) ([https://go.gov.sg/aepapply](https://form.go.gov.sg/aepapply)) at least 3 months before your Project Start Date.

AEP Application: (1) AEP Application Form online, (2) this document and (3) AEP Name List (if ready).

1. AEP Participants are leaders or members who directly participate in the project activities (e.g. e-learning, projects, reflections etc.) and will go through all the AEP phases – preparation, project and closure. Does not include overseas youths who are engaged as part of the programme for cross-cultural interaction (this group of youths are considered under outreach). Also does not include overseas chaperon / partner. [↑](#footnote-ref-1)
2. Members are eligible for funding if they are Singapore Citizens / PR aged 15 to 35 currently studying in IHLs or alumni who have graduated for not more than 3 years; and have not been funded under AEP before. [↑](#footnote-ref-2)
3. Leaders are eligible for funding if they are Singapore Citizens / PR aged 21 and above. [↑](#footnote-ref-3)
4. EOs are required to have / apply for a **Vendor@Gov** account using their CorpPass. Corporate bank accounts should be used instead of personal ones. [↑](#footnote-ref-4)