**INSTRUCTIONS**

1. Please ensure that the **AEP Participants’** [**Pre**](https://go.gov.sg/aeppresurvey) **and** [**Post**](https://go.gov.sg/aeppostsurvey) **Programme Survey Forms have been completed and submitted online** through the links provided in this template.
2. AEP Participants are also required to have completed at least one session of the country information module / learning series organised by NYC. Refer to the [Factsheet & FAQ](https://go.gov.sg/aepgrant) for more information.
3. The following documents must be duly **completed and submitted via email** to the officer-in-charge of your AEP application within 1 month from the end of the AEP Project:
	1. **AEP Closure Report & Statement of Account** (this document)
	2. **AEP Participant List** (if not submitted or there are any changes to the list submitted during application)
	3. **5 best photos of project / participants during AEP Project with caption / story**
		1. Photos should be of high resolution and reasonable quality.
		2. Photos should be of participants in action, interacting with others (please minimise submission of posed shots and be mindful of unflattering angles).
		3. Please ensure that consent has been obtained from the individuals in the photos for usage.
	4. For **content-based projects** (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.
	5. **Receipts** will be requested for submission for audit on a case-by-case basis. Therefore, please retain all original receipts for at least a year from the date of submission of your closure documents.

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.

1. Forms and templates can be found here: <https://go.gov.sg/aepgrant>

**AEP CLOSURE REPORT & STATEMENT OF ACCOUNT 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 two sections:
	1. Closure Report
	2. Statement of Account (SOA)
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 not exceed 300 words.
5. Applicants are encouraged to email the officer-in-charge of your AEP application for enquiries and/or assistance.

**OVERVIEW**

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| **Case Number**e.g. AEP-202007-01-TP (refer to grant approval email) |  |
| **Project / Programme Title**e.g. AEP Indonesia 2020 |  |
| **Country(s)[[1]](#footnote-1)**e.g. Indonesia |  | **State / Province**e.g. Jakarta |  |
| **Proposed AEP Project Start & End Date**(DD-MM-YYYY to DD-MM-YYYY) | e.g. 17-09-2020 to 27-09-2020 | **Actual AEP Project Start & End Date**(DD-MM-YYYY to DD-MM-YYYY) | e.g. 17-09-2020 to 27-09-2020 |

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| **COMPLETION OF TRAINING AND SURVEY** |
| **Item** | **Confirm** | **Remarks** |
| **Country Information Training*** I confirm that all the AEP Participants[[2]](#footnote-2) have attended at least one session of the country information module / learning series organised by NYC.
 | [ ]  |  |
| **Language Course Training** *(leave box unchecked if not applicable)** I confirm that the AEP Participants who have requested to attend the language course have completed their training.
 | [ ]  |  |
| **AEP Pre-Programme Survey*** Link: <https://go.gov.sg/aeppresurvey>
* I confirm that all the AEP Participants have completed the Pre-Programme Survey.
 | [ ]  |  |
| **AEP Post-Programme Survey*** Link: <https://go.gov.sg/aeppostsurvey>
* I confirm that all the AEP Participants have completed the Post-Programme Survey.
 | [ ]  |  |

**PROJECT DETAILS & EVALUATION**

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| **AMENDMENTS TO PROPOSED PLANS** |
| Were there any amendments to the information submitted as at application? If yes, please provide details of the changes to the following. Otherwise, please indicate ‘N.A’.* Project Scope / Objectives
* Key Activities / Tasks undertaken by AEP Participants
* Project Partners
* Implementation Plan / Timeline[[3]](#footnote-3)
* Other Changes
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| **ACTUAL NUMBER OF PARTICIPANTS INVOLVED / REACHED** |
| **Actual No. of AEP Participants[[4]](#footnote-4)***(Regardless of funding eligibility i.e. include youths who are not eligible for funding[[5]](#footnote-5) e.g. foreign students in the same class, JC students, or students who have been funded under AEP before etc.)* | **Breakdown** | **No. of Youths (include nationality and occupation status)**(e.g. 32 Singapore Citizens / PR students) |
| **Institute of Higher Learning (IHL)** i.e. ITE colleges, Polytechnics, Autonomous Universities | e.g. 25 Singapore Citizens / PR (students)2 Foreigners (students) |
| **Young Adults**e.g. part-time employment, full time employment, self-employed, unemployed, national service full-time, gap year, fresh graduate | e.g. 2 Singapore Citizens (fresh graduate)1 Singapore Citizen (NSF, graduated from poly) |
| **Others (please specify)**e.g. non-youths (under 15 / above 35), Sec Sch, JC, Pre-U, Private Education Institutions, IB Programmes, Madrasahs, home-schooled, retired |  |
| **Actual 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)* | **Breakdown** | **No. of Youths (include role in project)**(e.g. 15 Indonesian youths from University of Indonesia who will be involved in youth-to-youth interaction with AEP participants) |
| **Institute of Higher Learning (IHL)**i.e. ITE colleges, Polytechnics, Autonomous Universities | e.g. 15 Indonesian youths from University of Indonesia who will be involved in youth-to-youth interaction with AEP participantse.g. 100 Singaporean students attending the panel session |
| **Young Adults**e.g. part-time employment, full time employment, self-employed, unemployed, national service full-time, gap year, fresh graduate | e.g. 1 invited industry speaker from Indonesia (self-employed) |
| **Others (please specify)**e.g. non-youths (under 15 / above 35), Sec Sch, JC, Pre-U, Private Education Institutions, IB Programmes, Madrasahs, home-schooled, retired | e.g. 2 invited industry speakers from Indonesia and Singapore (Non-Youths, above 35) |

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| **EVALUATION** |
| **Please highlight what has this AEP achieved in terms of youth development for Asia-Readiness, including the project milestones achieved.** |
| E.g. All 30 participants had the opportunity to connect and build relations with 15 youths from Indonesia. They discussed extensively on the economic landscape and key economic issues in both countries and the project has provided a platform for participants to share their experiences on the education and political systems of their countries… |
| **What worked well and what could be improved?** |
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| **What were the challenges faced by the parties involved, including the project partners and the AEP Participants?** |
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| **Please share with us at least two 50 – 100 word personal anecdotes / reflections from AEP Participants of how this AEP has benefited them. Do include their name, age and nationality.** |
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| **How is the AEP perceived by the participants and project partners?** (Should a survey be used, please provide a summary of the participants’ feedback. Anecdotes from the project partners are also welcomed.) |
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| **PHOTOS, VIDEO(S) AND OTHER MEDIA** |
| **5 best photos of project / participants during AEP Project with caption / story (mandatory)**provide as attachment(s) or downloadable link(s) |  |
| For **content-based project** (e.g. publication, campaigns, research paper, film/video production etc.), please submit a copy of the completed project **(mandatory)**provide as attachment(s) or downloadable link(s) |  |
| **Social Media Outreach, if any**e.g. Facebook, Instagram. Please provide the link(s). |  |
| **Project Video, if any**e.g. google photos, drive or YouTube |  |
| **Media Coverage, if any**provide the link(s) or pdf versions of news articles |  |

**STATEMENT OF ACCOUNT (SOA)**

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| **ACTUAL INCOME & EXPENDITURE**Please include all income and expenditure regardless of participants’ funding eligibility. For example, if the AEP is planned for 30 youths which include 2 youths who are not eligible for funding, please reflect the income and expenditure of 30 youths (not 28). |
|  | **ACTUAL INCOME** | **Amount (S$)** | **Remarks** (provide name / description of source of funds where applicable) |
| 1. | Funding from other sources for allowance (e.g. allowance paid by host organisation)Note: if youths are already paid $600 per month by host organisations, AEP will not be funding additional allowance | e.g. 900 | e.g. $100 x 3 youths for 3 months project (paid by host organisation) |
| 2. | Participation fee / cash payment | e.g. 240 | e.g. $80 x 3 youths (paid by youths or school) |
| 3. | Sponsorships / donations (in cash / in-kind) | e.g. NIL |  |
| 4. | Others, please specify: | e.g. NIL |  |
| **TOTAL INCOME** | **e.g. S$1,140** | Note: indicate $0 if other funding sources could not be determined at this point in time |
|  | **ACTUAL EXPENSES** (please highlight expenses which have changed, or were not budgeted for at application, if any) | **Amount (S$)** | **Cost Breakdown** |
|  | e.g. Allowance to youths for remuneration of effortsNote: grant is capped at S$600 per youth | e.g. 5,400 | e.g. $600 x 3 youths for 3 months project |
|  | e.g. Translator necessary for the project execution (e.g. to help facilitate the discussion during the webinar co-hosted by both countries) | e.g. 1,500 | e.g. $50/hr x 3 hours x 10 sessions |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| **TOTAL EXPENSES** | **S$6,900** |  |
| **TOTAL INCOME minus** **TOTAL EXPENSES** | **(S$5,760)** | Note: Use brackets or minus sign to indicate negative value. E.g. (S$5,760) or -S$5,760 |
| **REQUESTING AEP GRANT AMOUNT** | **S$2,850** | e.g. $600 x 3 youths = $1,80070% x $1,500 = $1,050 |
| Briefly explain how you intend to cover balance of the costs not covered by AEP (if any): | e.g. balance of the costs (S$2,910) will be covered by my organisation |

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| **ADDITIONAL INFORMATION, if any**You may provide additional information in the following text box, or as an attachment to be emailed to the officer-in-charge of your AEP application. |
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| **DECLARATION** |
| “Applicant” refers to the individual or organisation applying for this grant. By submitting this claim, I/We and the Applicant declare that the information provided and all its contents are true, accurate and verified. The information is also in accordance with the grant guidelines spelt out in the terms and conditions for the grant award. I/We and the Applicant certify that the soft copy receipts / invoices, where submitted, are true and correct copies of the original documents. |
|  |  |  |
| \*Signature of Applicant / Date | \*Signature of Endorser / Date | \*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 submitted at Application for details if required.*

Thank you for completing the report!

Please submit your completed closure documents via email to the officer-in-charge of your AEP application within 1 month from the end of the AEP Project.

1. If it is a locally held/ virtual project, please indicate the country(s) which the participants will be exposed to. [↑](#footnote-ref-1)
2. AEP Participants are youths who have directly participated and benefitted from the project activities and have gone through all the AEP phases – preparation, project and closure. [↑](#footnote-ref-2)
3. If there is an updated detailed (Day-to-Day) Itinerary (e.g. especially for event-based project), you may provide the details in the text box or attach it as supporting document in the email to the officer-in-charge of your AEP application. [↑](#footnote-ref-3)
4. AEP Participants are youths who directly participate and benefit from the project activities and will go through all the AEP phases – preparation, project and closure. [↑](#footnote-ref-4)
5. 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, are eligible for funding. [↑](#footnote-ref-5)