

# Instructions for National Youth Fund Proposal

- This template highlights the guiding points for your deck.  
Do follow the format proposed and incorporate these key points into your existing deck or create a new one.
- Your deck should be succinct but include sufficient information for NYC to understand your project. Feel free to share with us supplementary information, if any.

# Application Checklist

Applicants to **acknowledge the checklist and attached** this as part of the submission documents.

- ☐ Proposal Template
- ☐ [Budget Template](#)
- ☐ [NYF Outcome Survey Application](#)
- ☐ [Bank Details Form](#)

**For applicants requesting for grant amount >\$50k are required to submit the following additional documents**

- ☐ Logic Model (to refer to slide 14)
- ☐ Financial Statements (for past 3 years)

**For reference**

[NYF Outcomes Measurement Toolkit](#)

# Application Checklist

## **Collation of youth data**

Applicants are required to collate youth data during programme registration and submit the collated data as part of the closure reports.

Link: [NYF List of Youth Leaders and Participants](#)

I am agreeable to collate youth data as above:

☐ Yes

☐ No (Reasons: \_\_\_\_\_)

# Proposal Template

## Project Title

Name of applicant

# Applicant Background

<b>Organisation details</b> <i>[including total youth network size (and active network size), total social media reach]</i>	
<b>Highlight past experience/track record of similar projects, if relevant</b>	
<b>Team members' background credential</b> that will value add to the project	(Alternatively, do attach team members CVs for our reference.)

# Collaboration with Partners (if any)

**Please indicate other partners' roles in the project** and if these partners are confirmed or tentative (if any)

Name of Partner	Role in Project

# Explaining the Problem/Gap

What <b>problem(s)/ gap(s)</b> are you trying to address?	
Why is it <b>important to address this problem/ gap?</b>	

# Brief Solution & Implementation Plan

<b>Project overview</b> <ul style="list-style-type: none"><li>• Objectives, Solution; and Key Target Audience</li></ul>	
<b>Intended outcomes</b>	
<b>Are there existing solutions and how does your project complement or improve upon them?</b>	
<b>Project Date</b>	



# Brief Solution & Implementation Plan

## Project Implementation Plan

(key stages and their respective activities)

(key stages and their respective activities), include programme partners *(if any)*

Example:

January	Marketing & Outreach
February	Training of Youth Leaders
March	20 <sup>th</sup> March start of the project

Month	Activities

# Potential Risks or Challenges

<b>Potential Risks or Challenges</b> Pls state risk concisely e.g. outreach, financials, etc and how it potentially impact on the project	<b>Possible Solutions</b> Pls outline specific, actionable steps to mitigate it

# Youth Targets

Breakdown of target youths developed through the project (please see definition in notes)

	Leaders <sup>1</sup>	Volunteers <sup>2</sup>	Participants <sup>3</sup>
Pre-Institute of Higher Learning (Pre-IHL)			
Institute of Higher Learning (IHL)			
Young Adults			
Total number of youths developed			

**The profile of youths developed for this project will include:**

☐ Mainstream youths

☐ Specific target audience such as youths with special needs/ youths from specific ethnic/interest group etc

*Please specify:* \_\_\_\_\_

<sup>[1]</sup> Youth Leaders (i.e. Youths who lead initiatives, organise project activities, and drive social change during the project).

<sup>[2]</sup> Youth Participants (i.e. Youths who will directly participate in and benefit from project activities).

<sup>[3]</sup> Youth Volunteers (i.e. Youths who assist the organising team in running the project activities).

# Roles undertaken by Youth Leaders and Volunteers

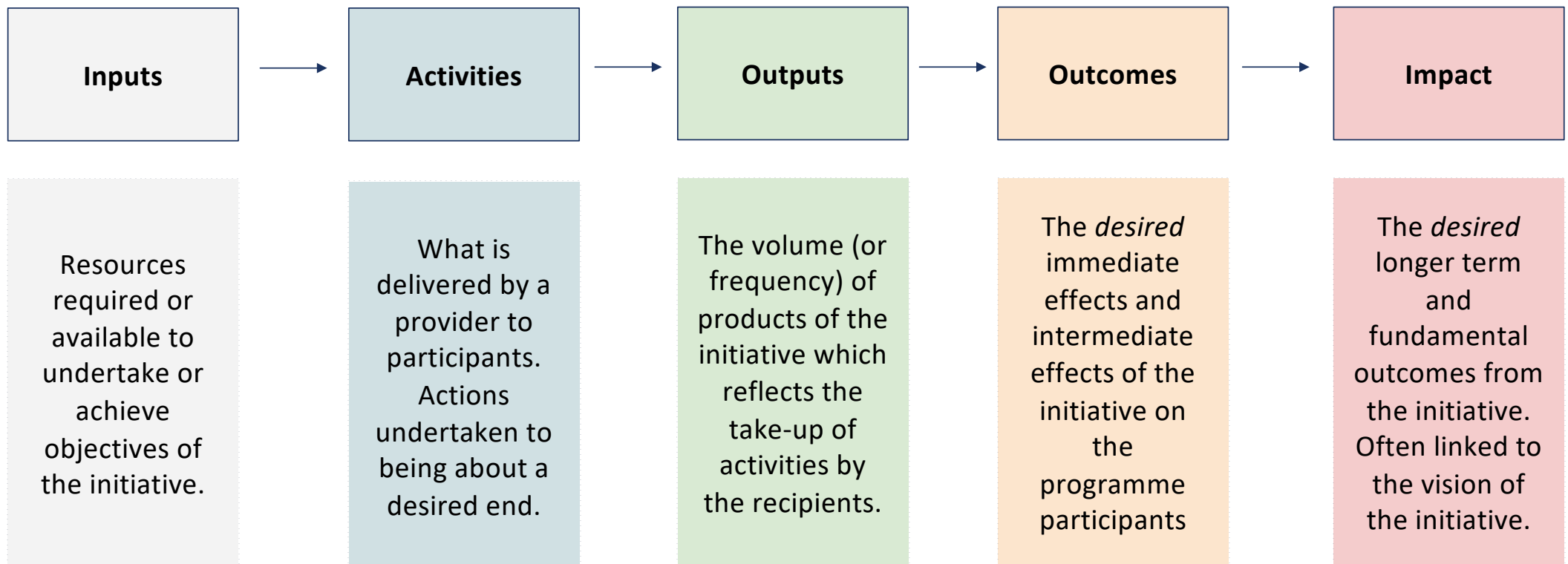
Roles	Responsibilities	<b>To provide the following details:</b> <ul style="list-style-type: none"> <li>- Focus of the training</li> <li>- How many sessions/hours</li> <li>- Any assessment/quiz before youths can perform their role?</li> </ul>
<b>Leaders</b>	(Eg: Leaders- To ensure that the team completes the project in a timely manner/ facilitators who work closely with the trainers)	(Eg: Youth Leaders are required to undergo two training sessions. Each four hours long. The first will focus on awareness of XXX and subsequent training will be focused on xxx skills)- The duration and contents of the training will have to customised based on the needs of the programme.
<b>Volunteers</b>	(Eg: Volunteers- To undertake duties such as ushers to ensure smooth running of the event day/ To)	(Eg: A two-hour volunteer briefing will be done a week before the event. Youths are required to attend the event for an onsite briefing one day before the event.)  Note: The duration and contents of the training will have to customised based on the needs of the programme.

# Target Non-Youths Engaged

<b>No. of non-youth engaged</b>	
<b>Roles within the project</b> i.e. Describe specifically how the roles support and develop youth participants.	

# Logic Model Guide (for grant request of >\$50,000)

“A programme logic model is a picture of how your programme works – the theory and assumptions underlying the programme. ...This model provides a road map of your programme, *highlighting how it is expected to work, what activities need to come before others, and how desired outcomes are achieved.*”- Kellogg Foundation (1998)



# Budget

- Please provide detailed project budget breakdown via this [excel](#)