

Instructions for National Youth Fund Closure Report

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. Feel free to share with us supplementary information, if any.

Project Closure Checklist

- ☐ Project Closure Report
- ☐ Details of your actual media and publicity coverage for the project
- ☐ The coded pre and post results for each selected NYC outcome indicator in Excel format
- ☐ Analysed outcomes/ data insights (for projects with a grant of above \$50k)
- ☐ [Endorsed Statement of Accounts \(SOA\)](#) and receipts[#]
- ☐ [NYF List of Youth Leaders and Participants](#)
- ☐ At least *10 best project photos with captions

Note:

[#] Receipts and invoices submission are for projects audited by NYC-appointed auditor. Organisations engaging their own external certified Public Accountant for project audit will be required to retain their receipts for up to 3 years and submit the documents to the Agency upon request.

**To save the photos in cloud storage and provide the download link should the total file size exceeds Our SG Grants portal's file limit of 50MB. For any sensitive data/documents, you may email to the grant officer who will provide a separate secure link will provide to upload your documents)*

Project Closure Report

Were there any changes from the original proposal ? If yes, why?	
What is the overall impact of this project ?	
What went well throughout the project?	
What difficulties/challenges did you face and how did you overcome them?	
What could have been done differently ?	

Project Closure Report

Youth Outreach KPIs		
	Number of Youth	
	Approved Project (Target)	Actual
Youth Leaders		
Youth Participants		
Youth Volunteers		
Explain actual youth outreach status and steps taken to meet the targets.		

Project Closure Report

Of the youths developed, what percentage of the youths had positive change. (Based on the Youth Development Outcome Survey)	
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[Please refer to the video resources](#) for instructions on how to clean and code your data before submission.

Project Closure Report

Other KPIs As indicated in the Letter of Award)	Achieved KPIs*	Remarks (Explain why the project exceeded, met, or fell short of its KPIs)

**Please attach together with your report the coded pre and post results for each selected indicator in Excel format; and share supplementary info e.g. youths/partners anecdotes as separate attachment/subsequent slides*

Project Closure Report

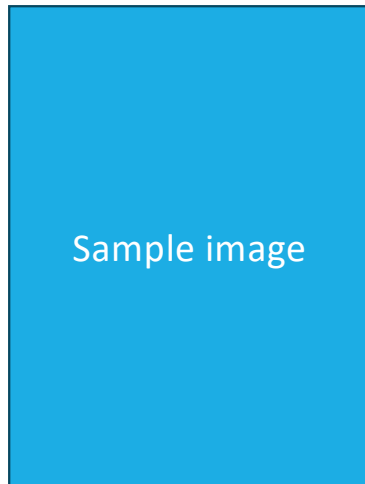
How have the youth leaders, volunteers and participants in general benefited from the project?	To provide examples this can be in terms of how youths have applied/ have plans to apply the skills gained through the programme in their daily lives. <i>Eg: Post programme a youths proceeded to take up a mental health hackathon to further challenge herself having been inspired by her own work in this project/ A youth together with his friends started a community project inspired by the programme</i>	
Youth Voice		
Name of youth leader/ volunteer/participant	Role	Personal Anecdote

Project Closure Report

Please indicate any other collaboration with partners which are <u>different</u> from what was mentioned during application.	Name of Partner		Role in Project
What are the learnings from the project? How will this be incorporated into future plans for the project?			
What are the future plans for the organisation? In what areas would you be keen to explore further partnerships with NYC?			
Any other feedback?			

Project Closure Report

Please provide details of your actual media and publicity coverage for the project



Platform:

Link:

NYF Grant Feedback Form

Thank you for applying for NYC's grant schemes. NYC values your feedback. To ensure continuous improvement of our grants and services. Please take a moment to fill up this feedback form to let us know how we are doing.

1. The approval of the grant was done in a timely manner.

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

2. The NYC staff provided effective support throughout my grant application and closure.

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

3. Would the project have happened if not for the grant from NYC?

☐ Yes ☐ No

4. How likely are you to recommend NYC Grants to others?

☐ Very Unlikely ☐ Unlikely ☐ Neutral ☐ Likely ☐ Very Likely

NYF Grant Feedback Form (Con't)

5. Apart from funding, did you receive any other forms of support from NYC for this project? If yes, pls highlight points or state briefly)

- ☐ Yes (Publicity and partners connection, Resource access, Training/workshop, Project sharpening/refinement, Others: _____) ☐ No

6. What recommendations would you make to NYC to strengthen our grant scheme or service delivery as a whole? This may also include other forms of support that NYC can provide to serve your needs better.

7. Any other comments / feedback / suggestions:
