

NYAA-NEXUS PROJECT GRANT

PROJECT PROPOSAL FORMAT AND GUIDELINES

Please describe your project in about two to four A4 pages, single-spaced, font size 12. The proposal should include, but not be limited to, the information listed below. Please feel free to include pictures, charts, diagrams and any other supporting materials in your proposal.

IMPORTANT: *Proposals with incomplete or insufficient details will not be processed.*

1. **Aims of project:** State clearly how the project relates to National Education. For example, if you plan to organise a photography competition which captures snapshots of all the signature raintrees that lined the Singapore roads, the objective could be, “To showcase Singapore as a garden city”.

2. **Personal development:** How does your project foster personal development among your team members? What skills/knowledge (e.g., leadership, event management, marketing and promotions, teamwork and budget management) will your team members gain by taking part in the project?

3. **Project end-product:** Describe your project’s end product in detail (e.g., website, game, exhibition, concert, book, video, or animation clip).

4. **Third-party involvement:** Are any other agencies involved in your project e.g., as co-organiser, supporter or sponsor? If so, please indicate who they are and the level of their involvement.

5. **Target audience:**

a. What is the profile of your target audience? For example, do they belong to any particular age group? Do they all have the same profession e.g., students, teachers, working adults? Do they share any common characteristics e.g., parents, HDB heartlanders, new citizens?

b. How many people do you expect your project to reach? Please provide details on how the number is derived.

IMPORTANT: Please note that projects should be targeted primarily at Singaporeans and residents of Singapore.

6. **Publicity:** How do you intend to reach your target audience? How will you publicise your project to your target audience?

7. **Timeline:** Please provide a detailed timeline showing the various stages in your project and the completion date.

8. **Budget:** Your budget should include:

a. An itemised breakdown of your budget (including any income).

b. Other sources of funding (please state if you have applied for funds from other organisations or grants).

Please note that the grant should only be used for **operating costs** (e.g., developing film for a photography project). Capital expenses (e.g., buying a digital camera) will not be funded. Applicants should only request for funding on the operating costs in their budget.