



**Youth Advolution for Health (YAH) Grant
Project Proposal Submission**

PROJECT TITLE *<Capitalised & Centralised>*

by:
<Names of Group Members>

<Module, if applicable>
<Learning Institution>

A Proposal Submitted for
YAH Grant

<Date of Submission>

Project Title / Cover Page

- The title should be clear, concise and enable the reader to paint a quick picture of the key idea(s) of your project.

Aim of project

- This section should include a project overview. That is, think about the 'picture' you want to paint in the mind of the reader.

- If your team is collaborating with other organisations, include their names on the title/cover page.

Background

- What is the need/problem upon which your project is based?

- Why are these problems important?

- Any supporting data (statements from journal articles/statistics) to substantiate the need for this project?

Objectives

- What are the main objective(s) for the project and for the activities that you are proposing in the project? (e.g. is it to increase awareness, change attitudes, motivate change or change behaviour?)

- Objectives should be specific, measurable and preferably not exceed two.

Proposal

Target Audience

- Who is the project intended for? Is it an event targeted to the masses or targeted audience (e.g. smokers, youth with unhealthy eating habits)

- What is the total number of people this project reaches out to?(e.g.Face to face or online).

Implementation

What activities will be implemented during the project? (provide detailed description of activities e.g. Marketing plans e.g. video, posters, message / Activity / Sport / Competition/ Quiz/ Skit/ Role play/ Game/Discussion/ Talk / Workshop / Camp/etc)

- What are the materials that you want to develop e.g. props, video clips?

- What are the resources you require from Health Promotion Board (HPB)?

- Attach samples of self-designed posters and/or pamphlets, if any.

Budget

- What is the amount of funding you need to implement the project?

- **What is the HPB funding amount required?**

Categorise your budget as follows:

Categories	Unit Price	Quantity	Expected. Budget
Material/Equipment (list)			
Publicity (list)			

<i>Printing (list)</i>			
<i>Decoratives & Props (list)</i>			
<i>Other expenses (list) e.g. transportation of props, refreshments, speaker fees, purchase of incentives but no cash prizes (capped at 30% of total approved budget),</i>			
Total			

Timeline

- When will each aspect of the project be implemented? It is recommended that the timeline be presented graphically.

Evaluation

- How will you decide whether or not your project has been successful, achieved its objectives, etc?
Eg. No of participants reached. Of which X% of participants will have a good understanding of the harmful effects smoking/ X% of participants will exercise at least once a week/ X% of participants who smoke pledge to try to quit smoking./ X% will encourage a friend to adopt a healthy lifestyle.
- Pls provide a draft evaluation/feedback/survey form.

References

- A complete list of reference should be appended after the last section of the proposal. You are encouraged to use the APA style of reference citation.
- The following examples can be used as a guide for citations from various types of reference materials.

Books

Huth, E.J. (1982). *How to write and publish papers in the medical sciences*. Philadelphia: 151 Academic Press

Periodical / Journal Articles

Donahue, J.G., Piesman, J., & Spielman, A. (1987). *Reservoir competence of white-footed mice for Lyme disease spirochetes*. *American Journal of Tropical Medicine and Hygiene*, 36, 92-96

On-Line Sources

Long, J.W., & Ryback, J.J. (1995). *The essential guide to prescription drugs*. Available: <http://www.blarg.net/~charlatn/DepMeds.html#Points>. Last assessed on 15 May 1998.

Submitted by:

- Name of Team Leader/Project Liaison:
- Contact Number:
- Email:

NOTE: Proposal submitted for YAH Funding should not exceed 1000 words.

Appendices - *Accompanying materials must be securely mounted.*



**Youth Advolution for Health (YAH) Programme
Checklist before submission of proposal**

Title of Proposal:

	Please Tick	
	Yes	No
1. Organisation & submission format		
Does the proposal conform to the standard format for:		
Title Page	<input type="checkbox"/>	<input type="checkbox"/>
Main Text	<input type="checkbox"/>	<input type="checkbox"/>
Bibliography or References	<input type="checkbox"/>	<input type="checkbox"/>
2. Content		
Is there clear and logical development of thought, idea and argument?	<input type="checkbox"/>	<input type="checkbox"/>
Does project aims to address a relevant health topic (Topics healthy eating, physical activity, mental wellness, sexual education, alcohol education, smoke- free lifestyle etc)	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposal show rational/ reasoning for organising this project and justify link to health promotion efforts	<input type="checkbox"/>	<input type="checkbox"/>
Is the nature of project or event able to realistically provide teachable opportunities or learning experiences?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a marketing plan to reach the target numbers?	<input type="checkbox"/>	<input type="checkbox"/>

NOTES:

- (1) Ensure that your proposal does not exceed 1000 words
- (2) Any direct quotation or information taken from a published source must be cited to give credit to the original author.
- (3) Attach any appendices, materials that maybe used for publicity for the Committee's reference.

Submission

All YAH project proposals should be submitted to Director (Projects) at projects@exco.yah.sg. For all enquiries, you may contact 6435 3254 or email projects@exco.yah.sg.

Checklist of Documents to be submitted when claiming for reimbursement

S/N	Item	Check
1.	Terms of Agreement	
2.	<p>Project Evaluation Report – to include:</p> <ul style="list-style-type: none"> a. Title of Project b. School (if applicable) c. Names and email addresses of team leader, all project members and teacher mentor (if applicable) d. Summary of project e. Objectives of project f. Project implementation g. Evaluation of project <ul style="list-style-type: none"> ▪ Were the objectives met? Provide statistical data from feedback/survey conducted - Specific indicators to measure awareness and behaviour change (e.g. proportion of youth who consume 2 portions of fruit and 2 portions of vegetables; proportion of youth who smoke) related to the health topic addressed through the project. ▪ Was the project successful? Why? ▪ What are some areas for improvement? ▪ What were some of the lessons learnt while developing and implementing the project? h. Record of expenses e.g. invoices & receipts i. Photographs of the project 	
3.	<p>Blog Entry on YAH Website</p> <ul style="list-style-type: none"> - To be submitted soft copy to projects@exco.yah.sg (limit to 500 words with pictures) - To describe experience organising the project and what the project is about and its achievement. 	
4.	<p>Photocopy of NRIC of person-in-charge Photocopy of Bank Account Book of person-in-charge OR GIRO Form of organisation</p>	
5.	Original Receipts/ Certified True Copies	