Service in the City – Project Proposal

While all proposals will be accepted, special consideration would be given to proposals that cover the following working areas:

- Health – Improving Nutrition, Physical Activity
- Aging – Pioneer Generation
- Personal Development – Reading, Lifelong learning
- Conservation
- Social Media – Responsible Media use/commentary

Please schedule an appointment with CIPE (Yock Theng, yocktheng.tan@yale-nus.edu.sg) to discuss your project before you submit a formal proposal.

Your project proposal (maximum 4 pages, double-sided) should clearly articulate the following:

i. Name(s) of students involved in project & description of competencies and/or experiences with subject matter
ii. Description of project
iii. Rationale – Explain why project is important:
   a. what gap or opportunity it responds to
   b. what/whose needs it meets
   c. how it addresses these needs effectively, and in a sustainable manner
iv. Project objectives and desired outcomes – Describe the key aims and outcomes.
v. Description of partner organization(s)
   *You are strongly encouraged to identify and work with a partner organization. Please speak with CIPE if you don’t yet have a candidate in mind.
vi. Methodology – Describe how project will be executed.
vii. Assessment – Provides details on how you will evaluate the impact of your project and the type of data or indicators you will use in your evaluation.
viii. Budget – Provide estimates on an itemized basis, with an indication of expenditure timelines.
ix. Timeline / itinerary – Provide a timeline / itinerary of the activities you will undertake during the project.
x. Ethical considerations, in particular:
   a. How participants’ interests/needs will be identified and addressed;
   b. the steps you will take to engage in an ethical and culturally-sensitive way with the community you are serving, e.g., language, community empowerment, ethical photography;
   *Please also describe how informed consent will be obtained, and how participants’ interests/needs will be identified and addressed
   c. sustainability and how impact can be deepened in the longer term; whether through efforts to transfer learning and expertise to communities and practitioners on-site or to multiply efforts towards the cause following the project
   d. financial prudence i.e. how your budget has been optimized,
e. How learning can be brought back to the Yale-NUS community
A strong proposal:

• Demonstrates that you have researched the problem/opportunity and community carefully
• Has clear objectives
• Addresses ethical considerations, in particular (c)
• Demonstrates the team’s competencies and/or experience with subject matter
• Is feasible, and has considered the project methodology, budget and timeline thoughtfully and realistically.

Send your proposal to youcktheng.tan@yale-nus.edu.sg by February 1, 2017.