

YSEALI Seeds for the Future

Application Guide

Tips for Building a Strong Project:

1. Think through your innovative idea until you have a clear, tangible project concept. The more abstract or vague your project idea, the harder it will be to put into action.
2. Select team members that you know and trust and who are responsive. You as project leader will be responsible for getting all of the team members to do their part for the project and ensure that the grant funds are being used as planned to implement your activities. Your team should be made up of people who share the same goal, are reliable, and able to work independently when needed.
3. Budget realistically. Though your desire may be to do a large, all-encompassing project, your grant will be a maximum of \$20,000. Think carefully through each of your planned activities, choose the most important, and budget so that you have enough funds to fully complete those activities. Doing a smaller project very well is better than undertaking a large project and failing to complete all the planned activities because you ran out of money.

Tips for Building a Strong Proposal:

1. Think of a catchy project name. The name of your project is the first thing the review panel will see. If the name is catchy and captures the essence of your project well, the reviewers are more likely to remember your project.
2. Your project must address one of these four themes that Asian youth identified as their generation's greatest challenges:
 - Civic Engagement: Includes activities that promote human rights, religious tolerance, anti-trafficking, women's empowerment, etc.
 - Economic Development: Includes activities that support youth development, entrepreneurship, and sustainable economic growth.
 - Education: Includes activities that enhance access to education for underserved populations (for example: girls, religious minorities, disabled persons), provide English language study opportunities, and instruction in STEM fields (science, technology, engineering, and math).

- **Environmental Protection:** Includes activities that address climate change, pollution, disaster preparedness, environmental education, and food security issues.
3. Where will your project take place? Your project must take place in at least one of the ASEAN member countries. Projects that foster cross-border cooperation and involve activities in more than one ASEAN country will be given special consideration. If you want to do a multi-country project but need help recruiting team members in a second country, check out the YSEALI network on [Facebook](#) and [Twitter](#). YSEALI members and activities from across the region are featured and you may find partners who share your same vision and goals.
 4. Describe your innovative project. Make sure that your project description is clear and concise. After reading this description, the proposal review panel should have a clear idea of the problem you are addressing, what activities you will undertake to address it, how your project is innovative, and why it will be successful.
 5. What impact will your project have?
 - **What are your project's goals?** Describe both the large and small goals of your project. What is your guiding objective at the broadest level? What are the smaller goals you aim for that will make it possible to achieve that big objective? Remember, when setting goals they should be **SMART: Specific, Measurable, Attainable, Relevant, Time-bound**.
 - **Who will benefit?** Define what groups or communities will benefit from your project and describe how the project will help them.
 - **What results do you anticipate?** Define the **measurable** results of your project activities. Like your project goals, your results should include both broad level results and micro-level results.
 - **How will you measure success?** Explain how you will measure your success in achieving your defined results. The type of measurement you use will depend on the nature of your project. Take this opportunity to think critically and creatively about your project and what success for your project will be.
 6. How will you publicize your project? Letting people know about your project and getting their support and involvement is important to the success of your project. Describe your plan to raise awareness about your work via social and traditional media.
 7. What local partners will be involved? When conceiving your project, think about what local partners may be interested in your activities and possibly willing to support your

efforts. You are encouraged to engage with partners like including government, NGOs and private business organizations to support your project goals.

8. Project Dates: You should plan your project to start on or after September 1, 2015 and finish no later than June 30, 2016. Actual project start dates are dependent on grant winners' timely compliance with pre-grant requirements and requests for additional information from the International Republican Institute (IRI).
9. Project timeline: Provide a detailed list of the steps you will take to implement your project. You should include estimated dates to demonstrate how activities will progress during the project time period you have outlined.
10. Project and funds management: Think through how you will structure your project team to ensure that activities will be successfully implemented. Describe how your team will function, including who will make decisions and be responsible for various pieces of project implementation. Think through how your project team will manage your grant funds. Describe how you will decide when to expend grant funds and who will manage the team's bank account and cash. Be sure to think about accountable and transparent practices for financial management, including requiring more than one team member to authorize and review expenditures.
11. Grant amount and budgeting: The maximum amount of YSEALI Seeds for the Future grants is US\$20,000. You should provide an itemized budget using the template provided on the application website.

YSEALI Seeds for the Future funds can be used to pay for:

- Intra-regional or in-country transportation
- Trainer or speaker expenses
- Reasonable equipment and materials
- Meals or refreshments that are integral to the overall project goals
- Communications and publicity materials such as manuals or project advertisements

YSEALI Seed for the Future funds cannot be used to pay for:

- Airfare to or from the United States
- Staff salaries, office space, or overhead/operational expenses
- Large items of durable equipment
- Excessive meals, refreshments, entertainment or alcohol
- Academic research
- Provision of direct social services to a population

- Support of opposition of partisan political activity
- The fund public or password-protected websites

Preparing your budget: All items in your budget that cost more than \$200 must be itemized and unit cost breakdowns should be provided wherever possible.

CORRECT: Local Travel (Jakarta) - \$50/person x 10 people = \$500

INCORRECT: Local Travel - \$500

Items of related costs should not be lumped together but should be separated into their individual cost items.

CORRECT: Trainer Fee - \$50/person x 1 trainer = \$50

Venue Rental - \$300

Refreshments - \$5/person x 50 people = \$250

INCORRECT: Training Event - \$600