



YCAP LEGACY PATHWAY PROGRAMME AND CHANGE AGENT AWARD PORTFOLIO AND PRESENTATION GUIDELINES

Alumni Programmes of the Youth Citizens Action Programme (YCAP)
Powered by Empowervate

THE 8 STEPS FOR YOUR PORTFOLIO

Each step includes:

- A “Build On Your YCAP Learning” callout box
- A “Portfolio Task”
- Optional reflection questions and examples from past winners

STEP 1 | REFLECT AND REDEFINE YOUR JOURNEY

Reconnecting to Purpose and Values

- Revisit your YCAP experience: What changed in you, your team, or your community?
- Identify the problem you initially worked on. What is the current status?
- Define your “why” for continuing or starting a new initiative.
- Move from participation to leadership.

Portfolio Task: Write your YCAP origin story and how it evolved into your Change Agent initiative. Include visuals, quotes, or testimonials.

STEP 2 | MAP YOUR IMPACT

- Assessing What’s Working and Why It Matters
- Learn simple frameworks for measuring impact (qualitative and quantitative).
- Revisit YCAP Step 8 (Impact) and expand it with data tools (surveys, graphs, interviews).
- Explore the difference between output, outcome, and impact.
- Align outcomes to the UN Sustainable Development Goals (SDGs).

Portfolio Task: Present your “Before & After” evidence. Include graphs, visuals, and testimonials showing how the project has grown or been sustained.

STEP 3 | PLAN FOR SUSTAINABILITY

From One-Year Projects to Long-Term Systems

- Identify what made your project sustainable (leadership, community buy-in, funding, policy adoption).

- Use YCAP's ABCD model (Asset-Based Community Development) for resource mapping.
- Develop a handover or continuity plan.
- Explain how to transfer ownership, school to community, mentor to mentee.

Portfolio Task: Create a table where you list actions, people, resources, and timelines for the next 1-2 years.

STEP 4 | SCALE AND REPLICATE

Expanding Your Reach and Influence

- Define “replication” vs “scaling.”
- Show how to take a successful model and duplicate it in another school/community.
- Partnerships for growth, connecting with NGOs, local government, and sponsors.

Portfolio Task: Present your Replication Plan, where else could this project work, and what would be needed?

STEP 5 | LEADERSHIP IN ACTION

Personal, Professional, and Community Leadership

- Explore different leadership styles and how they've evolved over time through your YCAP participation.
- Introduce the “Mentor Mindset”, leading by guiding others.
- Include sections on conflict management, resilience, and ethics.
- Reflection prompts for mentors and alumni leading youth teams.

Portfolio Task: Write a Leadership Reflection, how have you led or mentored others, and what have you learned about leading for sustainability?

STEP 6 | FUNDING, ENTREPRENEURSHIP & RESOURCE MOBILISATION

From Fundraising to Social Enterprise

- Shift thinking from donation-driven to value-driven sustainability.
- Introduce social entrepreneurship principles.
- Practical fundraising methods, proposal writing, and networking tips.
- Using Empowervate's partner ecosystem to access support.
- Budget templates (extended from YCAP Step 6).

Portfolio Task: Develop a simplified financial plan for sustaining or scaling your initiative.

STEP 7 | STORYTELLING, COMMUNICATION & ADVOCACY

Amplifying Impact Through Visibility

- Teach alumni how to communicate impact: storytelling, media engagement, and community awareness.
- Include social media guidelines, testimonials, and advocacy messaging.

Portfolio Task: Create a one-page “Project Storyboard” or short video script showing how you’d share your journey publicly.

STEP 8 | PRESENTATION AND SUBMISSION

Bringing It All Together

- Guidance for portfolio compilation and presentation.
- Professional standards for documentation (language, layout, branding).
- Preparing your oral presentation.
- Tips for public speaking and visual presentation.

Portfolio Task: Finalise your digital or printed portfolio using the checklist. Prepare a 3-5 minute PowerPoint presentation summary.

Please let us know if you need any mentorship or support in the completion of this portfolio and presentation

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