1. BACKGROUND

The Year of 2020 is an extra-ordinary year for Malaysia and will be remembered in history as when Malaysian got together to battle this COVID-19 pandemic. This infectious disease caused by the Corona Virus, to date has spread into the Malaysian community up to the 5th generation. The Malaysian government is working hard to contain the spread of the diseases and to flatten the curve of infections, and in so doing have enacted a Movement Control Order (MCO) on the 18 March 2020 and this has extended to 28 April 2020. The Malaysian private sectors and civil societies have come on board to support the efforts of the government in providing funds to purchase medical equipment, personal protective equipment (PPE), distribution of basic food necessities to vulnerable communities and providing cook meals to front liners including the medical and security personnel.

Yayasan Hasanah, in partnership with the Ministry of Finance Malaysia, and as part of the Economic Stimulus 2020, is launching a special grant to support social programs to improve the quality of life of poor and B40 families in Malaysia. This is to enable the communities to recover from the COVID-19 pandemic and build resiliency in this time of need.

2. INTRODUCTION

The Hasanah Special Grant (HSG 2020) will be carried out, in collaboration with Civil Society Organisations ("CSOs"), Non-Governmental Organisations ("NGOs") and Social Enterprises ("SEs") in the four impact areas that Hasanah champions i.e. Education, Community Development, Environment, Arts Heritage & Public Space. These Impact Areas are anchored to Hasanah's core foundation of **long-term nation building**; and built on Hasanah's commitment to stakeholders in upholding the principles of *Empowerment, Trust, Integrity, Inclusivity, Connectedness and Authenticity,* in the work that we do.

For this HSG 2020 fund, it will make an exception to expand the scope of Hasanah Impact Area (Education, Community Development, Environment and Arts Heritage and Public Spaces) to include other areas, including animal welfare and management, communication and knowledge building for e.g. public service announcement (PSA) on hygiene, public health, risk communications, in facing future calamities, amongst others

The target groups will be the "poor families" or the bottom 40 communities including vulnerable communities, for e.g. refugees, orang asal, aging community, homeless community, at risk children, women and youth; and persons with disabilities or people with special needs from Peninsular Malaysia, Sabah and Sarawak.

3. FUND SIZE AND DURATION OF PROJECTS

The maximum fund size for any project will be up to RM250,000. Any request above RM250,000 will be reviewed on a case to case basis, and will only be awarded to existing and past Hasanah partners who have met the governance requirements. The proposed projects can be implemented over a duration of 3 to 12 months, from May 2020 onwards up till April 2021.

4. GUIDING RULES

The following section sets out the criteria for the submission, selection and implementation of the initiatives supported by Hasanah.

4.1. Eligible applicants

In order to be eligible for this grant, applicants must be:
a) be legally and locally registered with relevant authorities (Registrar of Societies or the Companies Commission) in Malaysia or a registered company under the Companies Act 1965 for social enterprises (in selected cases, grants may be channelled to organisations registered in foreign jurisdictions but carry out programmes in Malaysia and impacting Malaysia);
b) have been formed and registered at least two years prior to being considered for HSG 2020 fund award – if organisation was previously established under a different name and was operational for more than two years under said name, applicant must provide evidence of this;
c) have audited financial accounts for one year, or submitted Annual Returns to the Registrar of Societies;
d) must be registered with Department of Social Welfare (JKM) to operate during MCO period;
e) be directly responsible for the preparation, implementation and management of the project and not be acting as an intermediary;
f) track record of working with communities for the past 2 years;
g) Demonstrate capacity and structures in place to immediately commence project

Priority will be given to:
a) applicants with an operational presence and experience in targeted locations;
b) applicants with proven experience in coordinating and cooperating with relevant government departments for social program implementation;
c) applicants that demonstrate secure safety measures for their staff, volunteers and beneficiaries to work at all times.

Other related eligibility criteria
a) The applicant may be a co-applicant in another application at the sametime.
b) Public institutions and consultancy may apply as co-applicants with another NGO/CSOs as the core applicant.

4.2. Eligible Programmes

The types of activities which may be supported under this HSG 2020 fund includes:
a) Activities that target and address the needs of the bottom 40% of underserved and vulnerable communities, living in Malaysia;
b) Activities that promote economic empowerment, building of human capital and social inclusivity; and that is able to re-start or generate new economic activities to sustain the community;
c) Provision of social services including counselling services (mental wellbeing and psychosocial support to vulnerable communities etc.) and protection of vulnerable women and children;
d) Educational, capacity building and training activities relevant to Hasanah's Impact

Areas;
e) In-house mentorship, training, pilot projects, aimed at strengthening the capacities of, Non-Governmental Organisations ("NGOs") and communities, relevant to issues or challenges at the local and national level in Hasanah's Impact Areas and exception areas as mentioned above.

Other eligibility criteria:
a) Proposed activities must demonstrate the ability to produce measurable outputs (short-term results), and outcomes (mid-term results) in a selected Impact Area.
b) Applicant ideally should demonstrate the ability of the proposed activities to become a sustained part of the community resources once the project is over.

Non-eligible Projects

The following types of initiatives are **non-eligible**:
a) Initiatives concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses; or for studies or training courses.
b) Initiatives that support political campaigns.
c) Initiatives aimed predominantly at charitable donations and profit making activities.
d) Faith-based activities.

4.3. Eligibility of costs

Hasanah will only support 'eligible costs'. The categories of costs that are non-eligible are indicated below. It is in the applicant's interest to provide a realistic and cost-effective budget.

In-eligible costs

The following costs are not eligible:
a) customs and import duties, or any other charges
b) purchase or leasing of land and existing buildings
c) fines, financial penalties and expenses of litigation
d) second-hand equipment
e) bank charges, costs of guarantees and similar charges
f) conversion costs, charges and exchange losses, as well as other purely financial expenses
g) contribution in kind
h) depreciation costs
i) debts and debt service charges
j) provision for losses or potential future liabilities
k) credits to third parties
l) salary costs of the personnel of national or public administration

5. HOW TO APPLY

5.1. *Submission of Proposal/Applications*

Proposals and relevant documents from applicants must be submitted to an online portal at www.yayasanhasanah.org. Only proposals from eligible partners will be reviewed and considered. Applicants or proposals which do not comply with the outlined eligibility criteria will be rejected and notified of the reasons. If the organisation, have problems accessing internet, please connect us directly through our email hsg2020@hasanah.org.my.

Proposals can be received on an ongoing basis starting from **15 April 2020** through Hasanah online portal at www.yayasanhasanah.org.

5.2. *Eligibility Assessment*

Only eligible applicants will be allowed to submit an application for a Hasanah grant. In order to assess if your organisation would be eligible to apply, please complete the eligibility assessment available on the Hasanah grant portal.

Your eligibility documentation will be reviewed by our HSG 2020 Review Committee. If the application does not meet the eligibility criteria stated above, you will not be eligible to apply for a grant.

You will be notified via email if you are eligible to proceed to apply for a grant. All eligible applicants will be invited to register an account on the Hasanah grant portal, and submit their grant applications via Hasanah's online grant portal.

5.3 *Creating an Organisation Profile*

Once you have registered your account on the Hasanah grant portal, you may proceed to create your organisation profile. **Please ensure that the email you provide in your organisation profile is the same email used to register your account on the Hasanah grant portal.**

The profile page will contain information of your organisation and previous projects. Step-by-step instructions will be provided on the portal. You may update your profile page at any time.

5.4 *Completing the Application Form*

Once you have created your profile page, you can proceed to complete the Application Form. Please complete this carefully and as clearly as possible. Some fields are required and must contain a response. If your response is Not Applicable, you must state it as such.
Any major inconsistencies in the Application Form may lead to a rejection of the application. Full applications must be in English or Bahasa Malaysia.

Only completed Application Form(s) together with accompanying relevant documentation, will be reviewed. It is therefore of utmost importance that these documents contain all relevant information concerning the proposal. These documents are:
- Implementation Plan (available for download at the Grants page of the Hasanah

website)
- Budget Breakdown (available for download at the Grants page of the Hasanah website)
- Organisational Structure

To ensure equal treatment of applicants, Hasanah cannot give a prior opinion on the eligibility of applicants or a proposal.

For a step-by-step guide on how to apply using our online grant portal, please click on the link available on the Grants page of the Hasanah website.

6. REVIEW AND APPROVAL OF PROPOSALS

The internal review process will be carried out by HSG 2020 Grant Committee including carrying out a cursory due diligence review of applicants.

Shortlisted applicants and projects, may be asked to revise their application as deemed necessary, prior to being recommended to Joint Approval Committee (JAC).

The Joint Approval Committee (JAC) is represented by YH Managing Director and a fellow representative from Ministry of Finance (MOF).

7. EVALUATION OF PROPOSALS

The quality of the applications, including the Implementation Plan and proposed budget, will be evaluated using the evaluation criteria in the evaluation grid below, based on a scoring system between 1 and 5 as follows:

Scoring system 1-5:
 1 – poorly developed / below expectations, 2 – needs clarification, 3 – meets basic expectations, 4 – well developed / explained, 5 – great quality of answer / exceeds expectations

Grant Application Evaluation Grid

1. Organisational Programme Area and Implementation Expertise		
1.1 Are the problems facing the communities clearly identified and explained?	5	
1.2 Does the organisation have the subject matter expertise to implement the project?	5	
1.3 How likely would the proposed activities continue to be sustained in the community?	5	
	Sub-score	**/15**

Overall comments and issues of concern to be addressed for organisational programme area and implementation expertise:		
2 **Effectiveness and feasibility of the project: A measure of the extent to which the project attains its objective. Will the project deliver outputs and intended outcomes?**		
2.1 Are the target groups clearly identified?	5	
2.2 Are the proposed activities well-described, follow a logical sequence, appropriate, and consistent with the expected results?	10	
2.3 Does the Implementation Plan reflect the proposed project activities? Is it feasible?	10	
2.4 Does the proposal contain M&E activities?	5	
	Sub-score	**/30**
Overall comments for operational and financial capacity:		
3 **Project implementation during Covid-19 specific duration**		
3.1 To what extent the safety measure has been put in place?	5	
	Sub-score	**/5**
Overall comments on project implementation during Covid-19 specific duration:		
4 **Operational and financial capacity: will resources be used wisely?**		
4.1 Does applicant have sufficient management capacity i.e. relevant staff (including senior management, full-time / part-time staff, research / data collection team, and volunteers) to successfully implement project?	5	
4.2 If the location of the project differs from the location of the organisation's HQ, please evaluate applicant's capacity to implement this project (e.g. cooperation with local affiliates in project location / volunteers in project location / satellite offices in project location).	5	
4.3 Does applicant have sufficient experience in managing grants of similar amounts as requested?	5	
	Sub-score	**/15**
Overall comments for operational and financial capacity:		
5 **Budget and cost effectiveness of proposal**		
5.1 Is the estimated cost for the project activities realistic (is it too high / too low)?	5	
5.2 Has a detailed breakdown of cost been provided?	5	

5.3 Is the ratio between the estimated costs and the expected results satisfactory? (Please indicate proposed revisions in budget if estimated cost vs estimated results are not satisfactory)	5	
	Sub-score	**/15**
Overall comments for budget and cost effectiveness:		
TOTAL SCORE		**/80**

Only grant applications with evaluation scores of equal to, or more than 55, should be recommended to proceed to the Due Diligence stage.

8. NOTIFICATION OF HASANAH'S DECISION

Decisions of HSG 2020 Grant Committee will be conveyed to successful applicants **within 30 days** of applicant's submission including disbursement of the first tranche of funds.

9. FUND DISBURSEMENT

Following the decision to award a grant, applicants will be offered a contract, based on Hasanah's Grant Agreement template, which will include the partners' proposal, work plan and reporting schedules.

The grant disbursements will be done according to duration of project:
- For projects that are within 3 months, and RM100,000 and below, disbursements will be done in one tranche, i.e. prior to commencement of the project.
- For projects that are within 3 – 6 months, and RM100,000 and above; disbursements will be done in two tranches, i.e. first disbursement prior to commencement of the project and the final disbursement a month before project ends.
- For projects that are within 6 – 12 months; disbursements will be done in three tranches, i.e. first disbursement prior to commencement of the project, second disbursement mid-way through the project and the final disbursement a month before project ends;
- The final disbursement date for this HSG 2020 fund will be in December 2020.

10. MONITORING AND REPORTING

Implementing partners delivering short term projects i.e. up to 3 months must submit their project report as per the template specified by Hasanah, at the end of the project.

Implementing partners delivering projects that are 3 - 6 months in duration must provide a progress update on mid-point of the project and at the end of the project. The end of project report must include the project statement of fund utilisation, no later than 1 month after their project ends.

Implementing partners delivering projects that are 6 - 12 months in duration must provide a progress update every 3 months, with a final project report, including project statement of fund

utilisation, no later than 1 month after their project ends.

All progress updates and final report submissions must be submitted online to the portal at www.yayasanhasanah.org using the templates provided by Hasanah.

A summary of all deliverables, together with a copy of all reports, will be provided to the Ministry of Finance on a quarterly basis, after reports have been received from implementing partners