Disclaimer: This question is applicable to past / current Hasanah partners.

Are you a past / current partner of Hasanah? [Adakan anda merupakan bekas rakan kerjasama atau masih merupakan rakan kerjasama Hasanah?]

If Yes, we need to verify your eligibility. Please upload your audited financial accounts or annual returns for the most recent 2 years. (Jika Ya, kami perlu mengesahkan semula kelayakan anda. Sila muat naik laporan kewangan beraudit untuk 2 tahun terkini.)

Audited financial accounts or annual returns (Y1) [Laporan kewangan beraudit atau Penyata Tahunan (ROS) (Tahun Pertama)]

Audited financial accounts or annual returns (Y2) [Laporan kewangan beraudit atau Penyata Tahunan (ROS) (Tahun Kedua)]

**Details of the Proposed Project (Butiran Cadangan Projek)**

1. Project Title [Tajuk Projek]
2. Will you be implementing this project with another organisation? [Adakah anda akan melaksanakan projek in bersama organisasi lain?]

If Yes, please provide the name of the organisation(s) [Jika Ya, sila namakan organisasi tersebut]

What role(s) will they be playing? [Apakah peranan mereka?]

1. Please select the box corresponding to the specific Impact Area for which you are applying (you may select more than one). Please refer to the Grant Application Guidelines on what each Impact Area covers. [Sila tandakan "Impact Area" yang berkenaan (anda boleh memilih lebih daripada satu). Sila rujuk kepada Garis Panduan Permohonan Geran berhubung "Impact Area".]
2. Please select the box corresponding to the specific Impact Area Priority for which you are applying (you may select more than one). Please refer to the Grant Application Guidelines on what each Impact Area Priority covers. [Sila tandakan Keutamaan “Impact Area” yang berkenaan (anda boleh memilih lebih daripada satu). Sila rujuk kepada Garis Panduan Permohonan Geran berhubung Keutamaan “Impact Area”.]

If your answer is Other(s), please provide a description.

1. Please explain how your proposed project is aligned to the selected Impact Area(s). [Sila nyatakan bagaimana projek yang dicadangkan akan selari dengan pilihan "Impact Area".]
2. Please indicate which of these Sustainable Development Goals (SDG) align to your project (you may select more than one). [Sila nyatakan Matlamat Pembangunan Mampan (SDG) yang manakah sejajar dengan projek (anda boleh memilih lebih daripada satu).]
3. Total duration of the proposed project (months). [Jumlah tempoh projek yang dicadangkan (bulan).]
4. Location(s) of the proposed project. [Lokasi projek yang dicadangkan.]
5. Please specify village / town / district, if applicable [Sila nyatakan kampung/ bandar/ daerah, jika berkaitan]
6. Number of team members implementing the project. [Bilangan ahli pasukan yang akan melaksanakan projek.]
7. Number of volunteers if any, that might directly support the implementation of the project. [Bilangan sukarelawan jika ada, yang akan secara langsung membantu dalam melaksanakan projek.]

**Description of the project [Penerangan projek]**

1. Project goal. Please indicate the long-term goal that your organisation would like to achieve / contribute to in 5-10 years through this project. [Matlamat projek (sila nyatakan matlamat jangka panjang yang akan dicapai/disumbangkan oleh organisasi dalam masa 5-10 tahun menerusi projek ini).]
2. Please state a brief summary of the project. [Nyatakan secara ringkas berkenaan projek.]
3. If this project is part of a larger on-going programme, please explain at which phase this project fits and what are the expected outputs at the end of the project. [Sekiranya projek ini adalah sebahagian daripada program yang lebih besar, sila nyatakan pada fasa mana projek ini sesuai dan apakah output yang diharapkan pada akhir projek.]

Optional: Additional documents to explain about project (e.g: tables, charts etc) [Pilihan: Dokumen tambahan untuk menerangkan tentang projek (cth: jadual, carta dsb)

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1. **Project objectives, activities and expected outputs. In this section, please list the number of objectives, and an explanation of each objective. Each objective should have one or more activities. Each activity should have an estimated output. [Objektif projek, aktiviti dan jangkaan output: Di dalam bahagian ini, sila nyatakan bilangan objektif dan penerangan untuk setiap objektif. Setiap objektif mestilah mempunyai satu atau lebih aktiviti. Setiap aktiviti perlu mempunyai jangkaan output.]**

**Please refer to the grant glossary for definitions on objectives, activities and outputs. The grant glossary can be found at https://yayasanhasanah.org/partner- with-us/. [Sila rujuk kepada glosari geran untuk maksud objektif, aktiviti dan output. Glosari geran boleh didapati di** [**https://yayasanhasanah.org/partner-with- us/**](https://yayasanhasanah.org/partner-with-%20us/)**.]**

Number of objectives for this project: [Bilangan objektif untuk projek ini:]

*(maximum 5 Objectives [maksima 5 Objektif]; eg: 1 Objective [cth: 1 Objektif]))*

Please describe project objective #1. Your objective should describe the mid- term results that will contribute to the achievement of your goal. [Sila nyatakan objektif #1 projek. Objektif mestilah menerangkan keputusan jangka sederhana yang akan menyumbangkan kepada kejayaan matlamat projek.]

Number of activities for project objective #1. Please list in detail, all project activities that will be implemented throughout the proposed project duration, including how beneficiaries and stakeholders will be involved. [Bilangan aktiviti untuk objektif #1 projek. Sila senaraikan dengan lengkap, semua aktiviti projek yang akan dilaksanakan sepanjang tempoh cadangan projek, termasuk bagaimana penglibatan penerima manfaat dan pihak berkepentingan.] *(maximum 5 aktivities [maksima 5 aktivit]; eg: 1 Objective and 5 activities [cth: 1 Objektif dan 5 aktiviti]))*

Please describe activity #1 for project objective #1. [Sila nyatakan aktiviti #1 untuk objektif #1 projek.]

Please describe the estimated output for activity #1 of project objective #1. [Sila nyatakan jangkaan output untuk aktiviti #1 bagi objektif #1 projek.]

Please describe activity #2 for project objective #1. [Sila nyatakan aktiviti #2 untuk objektif #1 projek.]

Please describe the estimated output for activity #2 of project objective #1. [Sila nyatakan jangkaan output untuk aktiviti #2 bagi objektif #1 projek.]

Please describe activity #3 for project objective #1. [Sila nyatakan aktiviti #2 untuk objektif #1 projek.]

Please describe the estimated output for activity #3 of project objective #1. [Sila nyatakan jangkaan output untuk aktiviti #2 bagi objektif #1 projek.]

Please describe activity #4 for project objective #1. [Sila nyatakan aktiviti #2 untuk objektif #1 projek.]

Please describe the estimated output for activity #4 of project objective #1. [Sila nyatakan jangkaan output untuk aktiviti 4 bagi objektif #1 projek.]

Please describe activity #4 for project objective #1. [Sila nyatakan aktiviti #2 untuk objektif #1 projek.]

Please describe the estimated output for activity #4 of project objective #1. [Sila nyatakan jangkaan output untuk aktiviti 4 bagi objektif #1 projek.]

1. Please list and provide an estimate number for your beneficiaries. For example: Children = 50; Women = 100; Schools = 10 [Sila senarai dan nyatakan anggaran bilangan penerima manfaat. Sebagai contoh: Kanak-kanak = 50; Wanita = 100; Sekolah = 10]

Please describe if and how the beneficiaries will be involved in the implementation of the project activities. [Sila nyatakan jika dan bagaimana penerima manfaat akan terlibat dalam perlaksanaan aktiviti projek]

Please demonstrate how the beneficiaries will directly benefit as the result of this project. [Sila nyatakan bagaimana penerima manfaat akan mendapat faedah langsung hasil daripada projek ini.]

**Background of the Project: Situation, Problem and Stakeholder Analysis**

**[Latarbelakang projek: Situasi, Masalah dan Analisa Pihak Berkepentingan]**

1. Please provide a brief situation and problem analysis of the relevant issues, sector and stakeholders involved. [Sila nyatakan secara ringkas situasi dan analisa masalah berkaitan isu, sektor dan pihak berkepentingan yang terlibat]
2. How will the project address this issue / problem? Please include the mid-to- long term results of this project (mid: 3-5 years; long-term: >5 years). [Bagaimanakah projek ini akan menangani isu/masalah ini? Sila nyatakan matlamat jangka sederhana dan jangka panjang yang akan dicapai (jangka sederhana: 3-5 tahun; jangka panjang: >5 tahun)]
3. How have you identified this issue / problem? Please share if there are any research or source materials (could be undertaken by your/ other organisation and/or may include government data) that supports your identification of the problem. Was there a prior engagement/ need assessment done to identify the problem? You may upload source of materials / research below, if applicable. [Bagaimanakan anda mengenalpasti isu/masalah ini? Sila kongsikan jika terdapat kajian atau sumber maklumat (yang akan dilaksanakan oleh anda/organisasi lain dan/atau termasuk maklumat daripada kerajaan) yang akan membantu mengenal pasti masalah. Adakah terdapat pertimbangan penglibatan/ penilaian keperluan untuk mengenal pasti masalah?]

Source of materials / research for the project (if applicable) [Sumber maklumat/ kajian untuk projek ini (jika berkaitan)]

Source of materials / research for the project (if applicable) [Sumber maklumat/ kajian untuk projek ini (jika berkaitan)]

Source of materials / research for the project (if applicable) [Sumber maklumat/ kajian untuk projek ini (jika berkaitan)]

1. Why did you choose this approach? [Mengapakan anda memilih pendekatan ini]
2. Please share to what extent does your organisation have the sector or subject matter experience / expertise to undertake this project? [Sila kongsikan sejauh mana organisasi anda mempunyai sektor/ kepakaran/ pakar untuk melaksanakan projek ini?]

**Monitoring and Evaluation (M&E) [Pemantauan & Penilaian (M&E)]**

1. Please present (a) the type of information you plan to collect in order to monitor the progress of your project activities; (b) how you will collect this information, and (c) how frequently you plan to do this (e.g. (a) level of satisfaction; (b) collected through surveys; (c) administered quarterly) [Sila nyatakan (a) jenis maklumat yang akan dikumpulkan untuk memantau kemajuan aktiviti projek; (b) bagaimana maklumat akan dikumpulkan; (c) kekerapan anda akan melakukan (cth: (a) tahap kepuasan (b) pengumpulan melalui kaji selidik (c) ditadbir setiap suku tahun)]

Financial – how will the project activities be financed after Hasanah’s funding ends? Please list potential fundraising activities. [Kewangan - bagaimana aktiviti projek akan dibiayai selepas pembiayaan Hasanah tamat? Sila senaraikan potensi aktiviti sumbangan dana.]

Institutional – how will your internal and/or external resources put in place during project implementation (human resource, established networks, etc) allow for the project activities to continue after the project ends? [Institusi - bagaimana sumber dalaman dan/atau luaran akan disatukan semasa perlaksanaan projek (sumber manusia, rangkaian yang ditubuhkan, dsb) membolehkan aktiviti diteruskan selepas projek berakhir?]

At the policy level, if applicable – how will this project contribute to relevant policy changes; e.g. will it lead to improved legislation, policies, practices, implementation of the policy etc? [Di peringkat dasar, jika berkaitan - bagaimana projek akan menyumbang kepada perubahan dasar berkaitan; cth: akan membawa kepada penambahbaikan undang-undang, dasar, amalan, perlaksanaan dasar dsb?]

1. **Requested Funding (MYR).** Please state breakdown of PMF/ODF below. [Pembiayaan yang dipohon. Sila nyatakan pecahan PMF/ODF di bawah.]

Programme Management Fund (PMF): These are the expenses required to ensure delivery of the proposed project over the period of funding. All operational or admin costs needed for project implementation should be built into PMF. [Pembiayaan Pengurusan Program (PMF): Merupakan perbelanjaan yang diperlukan bagi memastikan projek dapat dijalankan sepanjang tempoh pembiayaan. Semua kos operasi dan pentadbiran yang diperlukan untuk perlaksanaan projek perlu dinyatakan di dalam PMF.]

Organisational Development Fund (ODF): These are the costs that go towards the running of the organisation, including admin costs, staff salaries (staff not directly involved in the project). ODF should not exceed 10% of total PMF. [Pembiayaan Pembangunan Organisasi(ODF): Merupakan kos untuk perjalanan organisasi termasuk kos pengurusan, gaji pekerja (pekerja yang tidak terlibat dengan projek). ODF tidak boleh melebihi 10% daripada jumlah PMF.]

1. **Implementation Plan** - please upload completed Implementation Plan (Implementation Plan template can be found at https://yayasanhasanah.org/partner-with-us/). [Pelan Perlaksanaan - sila muat naik Pelan Pelaksanaan lengkap (Templat Pelan Perlaksanaan boleh didapati di <https://yayasanhasanah.org/partner-with-us>].

Completed Implementation Plan [Pelan Pelaksanaan lengkap]

Please provide a detailed breakdown of the activities under each Project Objective and the implementation plan for the activity.

1. **Budget Template - please upload completed Budget Template** (Please refer to the Budget Guidance Notes found in the Budget Template. The Budget Template can be found at https://yayasanhasanah.org/partner-with-us/ (https://yayasanhasanah.org/partner-with-us/)). [Templat lengkap belanjawan - sila muat naik Templat Belanjawan yang lengkap. (Sila rujuk Nota Panduan Belanjawanpada Templat Belanjawan. Templat Belanjawan boleh didapati di https:yayasan.org/partner-with-us]

Completed Budget template [Templat belanjawan lengkap]

Please provide a detailed breakdown of all project costs that arise from the implementation of proposed project activities above. Please also include expected cost for M&E activities as presented.

1. **Please upload your organisational structure** [Sila muat naik struktur organisasi]

Organisational Structure [Struktur organisasi]

Please provide the following information: the organisational structure experience of the staff (permanent/part-time/volunteer) that will implement the project activities short biodata of CEO / MD/ Head of Organisation / Project Lead [Sila sertakan maklumat berikut: Struktur organisasi pengalaman kakitangan (tetap/ separuh masa/ sukarelawan) yang akan melaksanakan aktiviti projek biodata ringkas Ketua Pegawai Eksekutif/ Pengarah Urusan/ Ketua Organisasi/ Ketua Projek]

1. **Additional Financial Documentation: please include the following documents [Maklumat kewangan tambahan: sila sertakan dokumen berikut]**

Last year’s / current year’s balance sheet (assets and liabilities) and statement of income and expenses (preferably no more than three months old). [Penyata imbangan bagi tahun terkini/ tahun lepas (aset dan liabiliti) dan penyata pendapatan dan perbelanjaan (untuk penyata tidak lebih daripada tiga bulan).]

The current operating budget breakdown for the organisation [Belanjawan operasi organisasi terkini]

1. **Optional Documentation**: Most recent publications, news articles or other relevant materials about the organisation or the project, if applicable (non-submission will not affect evaluation of proposal) [Pilihan dokumentasi: Penerbitan terkini, artikel berita atau yang berkaitan berkenaan dengan organisasi atau projek, jika berkaitan (jika tidak disertakan tidak akan menjejaskan penilaian permohonan]

Optional Document 1 [Pilihan dokumentasi 1]

Optional Document 2 [Pilihan dokumentasi 2]

Optional Document 3 [Pilihan dokumentasi 3]