Grant Application Guidelines
Hasanah Special Grant 2022

1.1 BACKGROUND

Yayasan Hasanah’s (“Hasanah”) vision is to catalyse social impact at scale for a more inclusive and progressive Malaysia. We do this through our investments in five impact areas of Education; Community Development; Environment; Arts and Public Spaces and Knowledge. 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 values of Empowerment, Trust, Integrity, Inclusivity, Connectedness and Authenticity.

Hasanah works through an ecosystem of champions that include civil society partner organisations, social enterprises, government and regulatory agencies, and the community, where we strive to ensure cohesive, holistic and impactful initiatives on the ground. Our champion-ecosystem is intentionally local. This is part of our strategy to sustain and strengthen the local community’s capacity, ownership and leadership, and to ensure solutions are customised and relevant to local needs.

We emphasise an operational model of equal partnership. Our role is to complement and support the passion and goal of our partners, and build their capacity to strategise, lead, and open doors to policy-making in their areas of work.

Hasanah has supported interventions that are not only transformative and catalytic, but also interventions which have had meaningful social impact on both the nation and the communities it serves. Achieving significant and multi-faceted social impact however requires a longer time horizon.

For the year 2022, Hasanah is honoured to be given the opportunity to collaborate again with the Ministry of Finance (“MOF”) in providing matching grants, using Hasanah’s grant platform to expand the reach of grants and impacts, as well as to reach people in need across the country.

We welcome proposals that are clearly aligned with Hasanah’s mandate and support any of Hasanah’s five Impact Areas. Other considerations include scalability and replicability of the programme, opportunities to advocate for policy change for the better, how its impact can transform or catalyze further progress in the affected issue or area, as well as the sustainability of the programme.

Hasanah’s work in our Impact Areas are aligned to 15 of the 17 Sustainable Development Goals (SDGs). These are:

<table>
<thead>
<tr>
<th>SDG 1: Poverty Alleviation</th>
<th>SDG 6: Clean Water &amp; Sanitation</th>
<th>SDG 12: Responsible Consumption &amp; Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDG 2: Zero Hunger</td>
<td>SDG 7: Affordable &amp; Clean Energy</td>
<td>SDG 13: Climate Action</td>
</tr>
<tr>
<td>SDG 3: Good Health &amp; Well Being</td>
<td>SDG 8: Decent Work &amp; Economic Growth</td>
<td>SDG 14: Life Below Water</td>
</tr>
<tr>
<td>SDG 4: Quality Education</td>
<td>SDG 10: Reduced Inequalities</td>
<td>SDG 15: Life On Land</td>
</tr>
<tr>
<td>SDG 5: Gender Equality</td>
<td>SDG 11: Sustainable Cities &amp; Communities</td>
<td>SDG 16: Peace, Justice &amp; Strong Institutions</td>
</tr>
</tbody>
</table>
1.2 PRIORITIES WITHIN HASANAH’S IMPACT AREAS

As part of our strategy refresh for 2021-2025, we have refocused the priorities to drive deeper interventions in each of our Impact Areas. As such, proposals that align to these sets of priorities will see a greater chance of success.

To guide your application, we have included below the objective as well as the scope of projects that we may support for each Pillar under this year’s grant cycle.

**EDUCATION**

**Objective 1:**
Enhancing school leadership and maximizing student potential

**Types of Projects supported under this objective:**
- Programmes that focus on capacity building & improvement interventions in school leadership (including middle leaders/teachers)
- Improvement in student learning, assessment, and teaching pedagogy towards creating positive learning environment and maximizing student potentials & outcomes
- Trust school – concept change and approaches to school transformation

**Location:**
Nationwide

**Objective 2:**
Building Mental Health (MH) system capacity and raising awareness

**Types of projects supported under this objective:**
- Programmes on capacity building for counsellors and teachers in schools to improve mental health knowledge and literacy via prevention, early intervention, capacity building and networking
- Programmes that enable & strengthen new mental health and psychosocial services for students.
- Programmes that provide mapping of professional mental health support services for teachers and students.
- Programmes that conduct of meta-analysis on global best practices in mental health for students
### Grant Application Guidelines

**Hasanah Special Grant 2022**

<table>
<thead>
<tr>
<th>Programmes that provide/conduct student-led mental health awareness raising programmes and activities in schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmes that provide communication on mental health via various media channels</td>
</tr>
</tbody>
</table>

**Location:**
Nationwide

### Objective 3:
Providing continuous educational support to students and teachers due to the impact caused by the pandemic

**Types of projects supported under this objective:**
- Programmes that assist students to progress after learning loss due to school disruption (after-school remedial education/tutoring)
- Programmes that provide capacity building / upskilling teachers to enable lessons to be delivered across different media and channels and improve the quality of “Pengajaran dan Pembelajaran di Rumah” (PdPR)
- Programmes that support the transition of PdPR to classroom learning and vice versa

**Location:**
Nationwide

---

### COMMUNITY DEVELOPMENT

**Objective 1:**
Supporting and empowering 7 identified communities that will see a sustained improvement in income and wellbeing through the Hasanah Community Based Approach (CBA) model

**Types of projects supported under this objective:**
- Programmes that adopt the Community Based Approach (CBA) model where there will be a multifaceted impact across economic, social, and/or environmental aspects that target low-income B40 communities, and leverage on strategic partnerships with multi-stakeholders
- Programmes that are anchored on income generation projects targeted to the B40 (such as head of households, single income families, single mothers, unemployed youths) particularly those that can demonstrate a sustained impact.
- Programmes that increase the capacity of existing B40 microentrepreneurs to scale their current enterprises (for e.g., programmes that graduate microentrepreneurs to SMEs or be able to scale to provide employment opportunities to other B40 beneficiaries)
- Programmes that support B40 microentrepreneurs to access viable marketplaces

**Location:**
PPR Lembah Subang, Selangor; PPR Batu Muda, Kuala Lumpur; 3 villages in the Tanjung Dua Belas subdistrict, Kuala Langat district, Selangor; 3 villages in Keningau, Sabah; community in Sarawak, community in Kedah/Perlis, community in Kelantan/Terengganu

**Objective 2:**
Developing and enhancing community leadership (develop leaders who can self-organise and lead their communities in undertaking collective efforts to improve their quality of life)
**Grant Application Guidelines**  
**Hasanah Special Grant 2022**

<table>
<thead>
<tr>
<th>Types of projects supported under this objective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Programmes that build the capacity of B40 community leaders with the ability to lead, self-organize and/or take on a leadership role to support and implement projects which improves their community’s livelihood and wellbeing</td>
</tr>
<tr>
<td>▪ These programmes may include capacity building projects that would train B40 community leaders in the following skills: leadership, managing community events/projects, community mapping, conflict resolution, coordination, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPR Lembah Subang, Selangor; PPR Batu Muda, Kuala Lumpur; 3 villages in the Tanjung Dua Belas subdistrict, Kuala Langat district, Selangor; 3 villages in Keningau, Sabah; community in Sarawak, community in Kedah/Perlis, community in Kelantan/Terengganu</td>
</tr>
</tbody>
</table>

**Objective 3:**  
Empowering communities through livelihood programmes

<table>
<thead>
<tr>
<th>Types of project supported under this objective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Programmes that build the capacity of the B40 (such as head of households, single income families, single mothers, unemployed youths) in urban and rural areas to be able to re-start or generate new income through economic activities, particularly those that can demonstrate a sustained impact.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide</td>
</tr>
</tbody>
</table>

**Objective 4:**  
Improving the well-being of the community with the focus on mental health due to the impact caused by the pandemic

<table>
<thead>
<tr>
<th>Types of projects supported under this objective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Programmes that provide professional and certified treatment and care for a variety of mental health disorders, such as but not limited to individual psychotherapy/counselling, group/family therapy, recreational therapies, and support groups</td>
</tr>
<tr>
<td>▪ Community-based mental health programmes that build local capacities and offer a range of psychosocial assessment and treatment activities.</td>
</tr>
<tr>
<td>▪ Programmes that provide support to caregivers such as capacity building support on the tools and methodologies on how to care for those facing mental health disorders</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide</td>
</tr>
</tbody>
</table>

**ENVIRONMENT**

**Objective 1:**  
Perak Sustainability - focus on restoration, conservation and protection of selected critical ecosystem linkages in Perak
Grant Application Guidelines  
Hasanah Special Grant 2022

<table>
<thead>
<tr>
<th>Types of projects supported under this objective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Programmes that work on restoration, conservation and protection of CFS critical linkages and ecosystems (forest, rivers and marine)</td>
</tr>
<tr>
<td>▪ Programmes that provide sustainability and capacity development, through civil society and community initiatives</td>
</tr>
<tr>
<td>▪ Programmes that provide whole-of-society networking, system change, and capacity building initiatives</td>
</tr>
</tbody>
</table>

**Location:**  
8 Priority sites in Perak i.e. CFS Priority sites (PL2, PL9 & SL4), Bukit Larut, Segari Forest Reserve, Pulau Sembilan Marine Area, Lenggong Valley, Kinta Valley, Ipoh & Kuala Kangsar.

**Objective 2:**  
Plastics - focus on initiatives that reduce plastic waste in selected communities, schools and workplace areas

<table>
<thead>
<tr>
<th>Types of projects supported under this objective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Programmes that increase community awareness, participation and conscious effort in responsible plastic management</td>
</tr>
<tr>
<td>▪ Programmes that inculcate awareness and knowledge on plastic and waste management among school children</td>
</tr>
<tr>
<td>▪ Programmes that provide adoption of responsible plastic management best practices within the workplace</td>
</tr>
</tbody>
</table>

**Location:**  
Nationwide

**Objective 3:**  
Environmental conservation & restoration – building and enhancing the related supports to affected area/subject due to the impact caused by the pandemic

<table>
<thead>
<tr>
<th>Types of projects supported under this objective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Programmes that provide co-management of natural ecosystems (forest, freshwater, coastal and marine) with local community, including orang asli participation, towards the wise use, protection, conservation, and restoration of our natural heritage</td>
</tr>
<tr>
<td>▪ Programmes that support the long-term monitoring of Biodiversity i.e. to collect data and verify the science on wildlife and its habitats, including the viability and survival of large mammal species, serving as umbrella species for others in the ecosystem</td>
</tr>
<tr>
<td>▪ Programmes that build capacity of relevant stakeholders (judiciary, customs, policy, forestry agencies, wildlife agencies and local communities etc.) to conserve and protect natural resources including biodiversity</td>
</tr>
<tr>
<td>▪ Programmes that support cross collaboration between institutions of higher learning and civil society partners in building youth volunteerism and workforce potential on biodiversity conservation and sustainability, innovations, and solutions for the future</td>
</tr>
<tr>
<td>▪ Programmes that build community readiness and resilience towards climate change including mitigation, urban migration and adaptation actions</td>
</tr>
<tr>
<td>▪ Programmes that are contributing to the protection and management of animals and general wellbeing in both urban and rural areas.</td>
</tr>
</tbody>
</table>
ARTS & PUBLIC SPACE

Objective 1:
Preservation and conservation of “endangered” textiles, creating an outreach and economic platform, and copyrights

Types of projects supported under this objective:
- Programmes that offer identification, preservation, conservation and safeguarding of Malaysian heritage textiles (covering the techniques of weaving, embellishment, painting and printing)
- Programmes that provide creation of an experiential and outreach programmes to provide platform for education, experience, sales and engagement with artisans.

Location:
Nationwide

Objective 2:
Continuous support for Arts and the artisans due to the impact caused by the pandemic

Types of projects that we are supporting under this objective:
- Programmes that build a creative economy within the local Arts & Public Spaces realm and supporting livelihood of local artisans through performing arts (dance, music, theatre), story-telling and oral traditions, visual arts and crafts to showcase Malaysia’s preserved and conserved arts, heritage and culture

Location:
Nationwide

1.3 GUIDING RULES

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

1.3.1. Eligible applicants

Applicant
In order to be eligible for a grant, the applicant must:

- 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 or a registered organisation under the Trustees (Incorporation) Act 1952 (in selected cases, grants may be channeled to organisations registered in foreign jurisdictions but carry out programmes in Malaysia and impacting Malaysia);
- have been formed and registered at least two years prior to being considered for
Grant Application Guidelines
Hasanah Special Grant 2022

Hasanah’s grant award – if organisation was previously established under a different name and was operational for at least or more than two years under said name, applicant must provide evidence of such;

- have audited financial accounts for two consecutive years (over the past 3 years), or copies of acknowledgement receipt of 2 years annual report submission to Registrar of Societies or copies of 2 years income tax submission to Inland Revenue Board;
- be directly responsible for the preparation and management of the proposal and not be acting as an intermediary;
- track record of working with communities for the past 2 years;
- demonstrate capacity and structures in place to immediately commence the project;
- have an internal audit process for its annual audit.

Other related eligibility criteria

- The applicant may be a co-applicant in another application at the same time
- Applicant can be a social enterprise - defined as organisations or registered companies whose primary mission is to support a social cause, and have a revenue source that is able to sustain their mission
- Public institutions and consultancy may apply as co-applicants with another CSOs as the core applicant

1.3.2. Eligible Programmes

Types of activities which may be supported under this Grant Cycle:

Inclusivity

- Activities that target and address the needs of the bottom 50% of underserved, vulnerable and marginalised communities in Malaysia
- Activities that promote social inclusivity, economic empowerment and building of human capital; and are able to restart or generate new economic activities to sustain the community
- Activities with innovative solutions to existing social issues

Service delivery

- Educational and training activities relevant to Hasanah’s Impact Areas
- Provision of social services, including counselling services (mental wellbeing and psychosocial support to vulnerable communities etc.) and protection of vulnerable women and children

Advocacy and policy

- Preparation and presentation of policy analyses and reports relevant to Hasanah’s Impact Areas
- Advocacy initiatives focusing on issues relevant to Hasanah’s Impact Areas
- Local campaigns, education of citizens and promotion of principles of transparency, good governance, citizens’ participation in decision-making processes relevant to Hasanah’s Impact Areas

Capacity building

- In-house mentorship, training, pilot projects, aimed at strengthening the capacities of, civil society organisations (“CSOs”) and communities, relevant to issues or problems at the local
and national level in Hasanah’s Impact Areas

- Activities that provide educational, capacity building and training activities in building the resilience of the communities towards the COVID-19 pandemic and natural disasters

**Partnership development**

- Identifying and establishing active cooperation with relevant CSO networks, coalitions, think-tanks and individual organisations specialised in issues relevant to Hasanah’s Impact Areas
- Networking and partnership building for the purpose of achieving a joint social and entrepreneurial activity

**Other eligibility criteria:**

- Proposed project must align to one or more of Hasanah’s Impact Area(s)
- Proposed activities must demonstrate the ability to produce measurable outputs (short-term results), outcomes (mid-term results) and social impact (long-term results) in a selected Impact Area
- Applicant must demonstrate the ability of the proposed activities to become a sustained part of the community resources upon its completion
- Applicant must demonstrate the ability of the proposed activities to be scaled up or expanded across the various regions within Malaysia and beneficiaries as well as ability to replicate the project
- Proposed activities should be catalytic in nature i.e. should create multi-faceted change in areas that promotes a better future for communities in Malaysia

**The following types of initiatives are non-eligible:**

- Direct donations or grants to individuals
- Initiatives concerned only or mainly with individual sponsorships for participation in workshops, seminars, conference and congress; or for studies or training courses
- Initiatives addressing health problems or any other that are not within Hasanah’s Impact Areas
- Initiatives that support political campaigns
- Initiatives essentially focused on construction activities, purchase of equipment, purchase and/or renovation of building or offices for commercial purposes
- Initiatives aimed predominantly at charitable donations and profit-making activities
- Initiatives which are already funded by another Hasanah’s grant and undertaken before the date of contract signature
- Initiatives that provide beneficiaries with immediate relief such as providing food aid, sanitary items, infant and childcare items, masks, PPEs and disinfectants
- Faith-based activities

### 1.3.3. 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.

**Ineligible costs**
The following costs are not eligible:
- customs and import duties, or any other charges
- purchase or leasing of land and existing buildings
- fines, financial penalties and expenses of litigation
- bank charges, costs of guarantees and similar charges
- conversion costs, charges and exchange losses, as well as other purely financial expenses
- contribution in kind
- depreciation costs
- debts and debt service charges
- provision for losses or potential future liabilities
- credits to third parties
- salary costs of the personnel of national or public administration
1.4 HOW TO APPLY

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. The flowchart below depicts Hasanah’s grant application process. Proposals can be received on an on-going basis starting from 17 January 2022 until 30 June 2022 through Hasanah online portal at www.yayasanhasanah.org.
Step 1: 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.

Please ensure that the email you use to submit your eligibility assessment is the same email that you will use throughout this grant application process.

Applicants may access the eligibility assessment once the grant cycle opens. The eligibility of an applicant is based on:

- Being registered with either Registrar of Society (ROS) or Registrar of Companies (ROC) or under the Trustees (Incorporation) Act 1952 for a period of at least 2 years.
  - If your Organisation is less than 2 years old but was previously established under a different name and was operational for at least 2 years under said name, you will be asked to provide evidence of such.
- Having audited financial accounts for the past 2 years.

Please make sure if you have a copy of your certificate of registration with ROS or ROC, and most recent audited financial accounts before you start the eligibility assessment.

Your eligibility documentation will be reviewed by our Grants Team.

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.

Please ensure that the email you use to register your account is the same email that was used to submit your eligibility assessment.

Step 2: 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.

Step 3: 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.
Grant Application Guidelines
Hasanah Special Grant 2022

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
- Previous year or current year balance sheet (assets and liabilities) and statement of income and expenses (preferably no more than 3 months old)
- Current operating budget breakdown for the organisation
- Most recent publications, news articles or other relevant materials about the organisation or the project, if applicable (these are optional, non-submission will not affect evaluation of proposal)

You may submit more than one application at each grant cycle.

Applicants may request for further clarification during the application process. Questions may be sent by email to grant.application@hasanah.org.my no later than three working days before the deadline.

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 “Hasanah Grant” page on the Hasanah website.

You may also attend Hasanah Open Days that are held preceding the grant application timing to provide you an opportunity to discuss and seek clarification of our application process and tips.

1.5 REVIEW AND SELECTION OF APPLICANTS

Grant applications will be reviewed by the Impact Area teams and respective Grant Managers and deliberated during the Hasanah Grant Committee meeting. During the opening of the cycle, there will be a rolling process of review and approval made on the applications. For example, applications submitted earlier would be reviewed and potentially get the approval earlier.

All applicants will be assessed on:

- Relevance and alignment of projects to Hasanah’s Impact Area(s), specifically our 2022 priorities as stipulated in item 1.2
- Alignment to one or more of the SDGs
- Relevance to communities in need
- Costs and budgets
- Delivery and implementation capacity and capability

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:
Grant Application Guidelines
Hasanah Special Grant 2022

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

<table>
<thead>
<tr>
<th>I. Organisational Programme Area and Implementation Expertise</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Will the proposed project add value to the priorities of Hasanah’s impact areas?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.2 Does the organisation have the subject matter expertise to implement the project?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-score</strong></td>
<td><strong>/10</strong></td>
<td></td>
</tr>
</tbody>
</table>

Overall comments and issues of concern to be addressed for organisational programme area and implementation expertise:

<table>
<thead>
<tr>
<th>2 Effectiveness and feasibility of the project</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Is there a clear alignment between the project objectives and its impact to the target group(s) or final beneficiaries?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.2 Are the proposed activities well-described, follow a logical sequence, appropriate, and consistent with the expected results?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.3 Does the Implementation Plan reflect the proposed project activities? Is it feasible?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>2.4 Does the proposal contain well-developed M&amp;E activities and relevant indicators?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-score</strong></td>
<td><strong>/20</strong></td>
<td></td>
</tr>
</tbody>
</table>

Overall comments for effectiveness and feasibility of the project:

<table>
<thead>
<tr>
<th>3 Operational and financial capacity</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 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?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3.2 Does applicant adequately present the involvement of relevant stakeholders in the implementation of project activities?</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3.3 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).</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3.4 Does applicant have sufficient experience in managing grants of similar amounts as requested?</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
## Grant Application Guidelines
### Hasanah Special Grant 2022

<table>
<thead>
<tr>
<th>Sub-score</th>
<th>/20</th>
</tr>
</thead>
</table>

### Overall comments for operational and financial capacity:

<table>
<thead>
<tr>
<th>4 Budget and cost effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1</strong> Is the estimated cost for the project activities realistic (is it too high / too low)?</td>
</tr>
<tr>
<td><strong>4.2</strong> Has a detailed breakdown of cost been provided?</td>
</tr>
<tr>
<td><strong>4.3</strong> 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)</td>
</tr>
</tbody>
</table>

### Overall comments for budget and cost effectiveness:

<table>
<thead>
<tr>
<th>Sub-score</th>
<th>/15</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5 Sustainability of the project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1</strong> Is the project likely to have multiplier effects? (Including scope for replication, extension and information sharing.)</td>
</tr>
<tr>
<td><strong>4.2</strong> Does the proposal adequately address the following aspects of project sustainability?</td>
</tr>
<tr>
<td>• Financial – how will the project activities be financed after Hasanah’s funding ends? Please list potential fundraising activities.</td>
</tr>
<tr>
<td>• Institutional – how will the organisation’s 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?</td>
</tr>
<tr>
<td>• At policy level, if applicable – how will this project contribute to relevant policy changes; e.g. will it lead to improved legislation, policies, practices, etc?</td>
</tr>
</tbody>
</table>

### Overall comments for sustainability of the project:

<table>
<thead>
<tr>
<th>Sub-score</th>
<th>/15</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>/80</td>
</tr>
</tbody>
</table>

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

### 1.6 NOTIFICATION OF HASANAH’S DECISION

*Guidelines for Grant Applicants*
*Ver 9; January 2022*
Impact Area teams and Grant Managers will review the applications. Only shortlisted applications will be informed for team to conduct Due diligence. Finding from Due Diligence and recommendations will be deliberated at the Grant Committee Meeting. Applicants who are shortlisted at the Grant Committee Meeting may be asked to revise their application as deemed necessary, prior to being recommended to the Joint Approval Committee and Hasanah Board of Trustees for final approval. Following the decision to award a grant, applicants will be offered a contract based on Hasanah’s Grant Agreement.

1.7 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.

Hasanah team will be in touch with you to discuss on the grant disbursements according to project timeline, expected deliverables and tranches.

1.8 MONITORING AND REPORTING

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