

Grant Application Guidelines

Hasanah Grant 2023

1.1 BACKGROUND

Yayasan Hasanah's ("Hasanah") vision is to catalyze social impact at scale for a more inclusive and progressive Malaysia. We do this through our grants programme in five impact areas which are Education, Community Development, Environment, Arts and Public Spaces and Knowledge. These impact areas are anchored on 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 that are aligned to our own Theory of Change, and build our collective capacities to strategise, lead, and open doors to policy-making in our respective 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.

We welcome proposals that are clearly aligned with Hasanah's mandate and support any of Hasanah's five Impact Areas. Other considerations include scalability, replicability and deepening of the project, 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 project. All projects for this grant cycle will be reviewed based on our priority areas and our five year Theory of Change 2020-2025 aspirations. We encourage you to read these properly to ensure the relevance of your proposal submission.

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

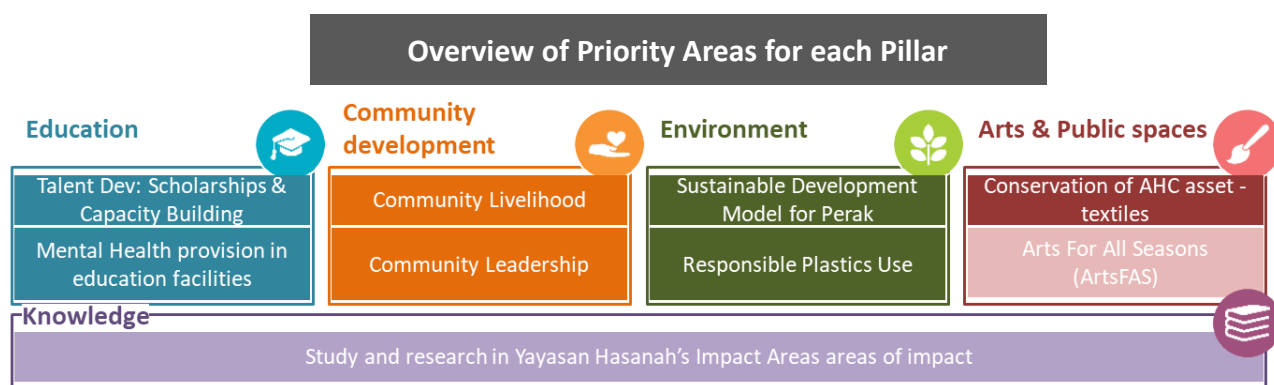
SDG 1: Poverty Alleviation	SDG 6: Clean Water & Sanitation	SDG 12: Responsible Consumption & Production
SDG 2: Zero Hunger	SDG 7: Affordable & Clean Energy	SDG 13: Climate Action
SDG 3: Good Health & Well Being	SDG 8: Decent Work & Economic Growth	SDG 14: Life Below Water
SDG 4: Quality Education	SDG 10: Reduced Inequalities	SDG 15: Life On Land
SDG 5: Gender Equality	SDG 11: Sustainable Cities & Communities	SDG 16: Peace, Justice & Strong Institutions

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1.2 PRIORITIES WITHIN HASANAH'S IMPACT AREAS

As part of our strategy refresh and Theory of Change 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; therefore we encourage you to read the details to ensure relevance of our proposal to what we are seeking for this grant cycle 2023.



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

EDUCATION

Objective 1:

Enhancing school leadership and maximizing student potential

Types of Projects supported under this objective:

- Projects that focus on capacity building, interventions and strengthening of leadership in primary and secondary schools (including middle leaders/teachers);
- Enhancement of teaching pedagogy, learning processes and assessment methods towards creating positive learning environment and maximising student outcomes;
- Projects that support student learning and leadership competencies;
- Innovative approaches to school transformation grounded on *Program Transformasi Sekolah 2025* (TS25) and the Trust School models.

Location:

Nationwide; with priority for projects in the following states – Perlis, Kelantan, Terengganu, Sabah and Sarawak.

Objective 2:

Building Mental Health (MH) system capacity and raising awareness

Types of projects supported under this objective:

- Capacity building for counsellors and teachers to increase mental health knowledge, literacy and skills, that leads to better prevention and intervention projects in schools;
- Projects that enable new and/or strengthen existing mental health and psychosocial services for students;

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- Student-led projects that raise mental health awareness in schools
- Develop and execute impactful communication on mental health topics for students and teachers via various media platforms.

Location:

Nationwide

COMMUNITY DEVELOPMENT

Objective 1:

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

Objective 2:

Developing and enhancing community leadership (develop leaders who can self-organize and lead their communities in undertaking collective efforts to improve their quality of life)

Types of projects supported under Objective 1:

Income and Well-being

- Income generation projects targeted to the B40 (such as head of households, single income families, single mothers, unemployed youths) particularly those that can demonstrate improved wellbeing and sustained impact.
- Projects that increase the capacity of existing B40 microentrepreneurs to scale their current enterprises (for e.g., projects that graduate microentrepreneurs to SMEs or be able to scale to provide employment opportunities to other B40 beneficiaries) and access viable marketplaces
- Projects that adopt the Hasanah Community Based Approach (CBA) model where there will be multifaceted impact in improving the income levels and wellbeing of B40 communities, and which leverage on strategic partnerships with multi-stakeholders

Applicants may opt to include the following projects with proposals submitted under Objective 1 above:

Community Leadership

- Projects 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
- These projects 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.

Proposals are welcomed for i) projects under the Income and Well-being category, and ii) projects that combine Income and Well-being and Community Leadership.

Proposals for projects under the Community Leadership category only will not be assessed. We are strictly looking for interventions in the following locations. Proposals outside these locations will not be assessed.

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Location:

- PPR Lembah Subang, Selangor
- PPR Batu Muda, Kuala Lumpur
- A rural community in Sarawak
- A semi-rural / rural community in Kelantan
- A semi-rural / rural community in Terengganu

ENVIRONMENT

Objective 1:

Perak Sustainability - focusing on restoration, conservation and protection of selected critical ecosystems, ecological linkages and natural heritage assets, building climate adaptation and resilience; and developing alternative financing mechanism for nature conservation.

Types of projects supported under this objective:

- Projects that work on restoration, conservation and protection of critical ecosystem linkages and ecosystems (forest, rivers and marine) and natural heritage assets
- Projects that provide sustainability approaches and capacity development, through civil society and community initiatives
- Projects that provide whole-of-society engagement, system change, and financing for conservation initiatives
- Advocacy projects that use media and technology to raise awareness on climate issues in Perak

Location:

Priority sites in Perak includes Central Forest Spine (CFS) Primary and Secondary Linkages areas, Bukit Larut, Segari Melintang, Pulau Sembilan Marine Area, Lenggong Valley, Kinta Valley Geopark, Ipoh & Kuala Kangsar.

Objective 2:

Plastics - focusing on initiatives that adopts responsible plastic management and prevents plastic waste from ending up in landfill and oceans

Types of projects supported under this objective:

- Projects that increase local community including school children on awareness, participation and conscious effort in responsible plastic management
- Projects that results in adoption of policies and strategies on responsible plastic waste management in a state/or national
- Projects that use media and technology as a tool for advocacy to raise national awareness on responsible plastic waste management

Location:

Nationwide

ARTS & PUBLIC SPACES

Objective 1:

Safeguarding, preservation and conservation of Malaysian heritage textiles, creating an outreach and economic platform, and copyrights

Types of projects supported under this objective:

- Projects that offer identification, preservation, conservation and safeguarding of Malaysian heritage textiles (covering the techniques of weaving, embellishment, painting and printing)
- Projects that provide creation of an experiential and outreach projects to provide platform for education, experience, sales and engagement with artisans.
- Projects that will enable awareness and enhance consumer adaptation of Malaysian heritage textile

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 in Malaysia** (in selected cases, grants may be channeled to organisations registered in foreign jurisdictions but carry out projects in Malaysia and impacting Malaysia):
 - ❖ **Registered organisation under Registrar of Societies Act 1966;** or
 - ❖ **Registered organisation under Companies Act 1965** (Sole Proprietorship, Partnership, Limited Liability Partnership (LLP), Sdn Bhd); or
 - ❖ **Registered Social Enterprises with Ministry of Entrepreneurship and Cooperatives Development (MECD);** or
 - ❖ **Registered organisation under Trustees (Incorporation) Act 1952;** or
 - ❖ **Registered organisation under Trade Licensing Ordinance (Ordinan Perlesenan Perdagangan) (Sabah) / Business;** or
 - ❖ **Registered organisation under Profession and Trade Licensing Ordinance (Ordinan Perniagaan, Profesion dan Perlesenan Perdagangan) (for Sarawak).**
- have been **formed and registered at least two years prior to being considered for 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 annual report submission to Registrar of Societies for two consecutive years or copies**

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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 Projects

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 multidimensional 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

Partnership development

- Identifying and establishing active cooperation with relevant CSO networks, coalitions, think-

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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 and/or of political nature
- 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
- 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

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- 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

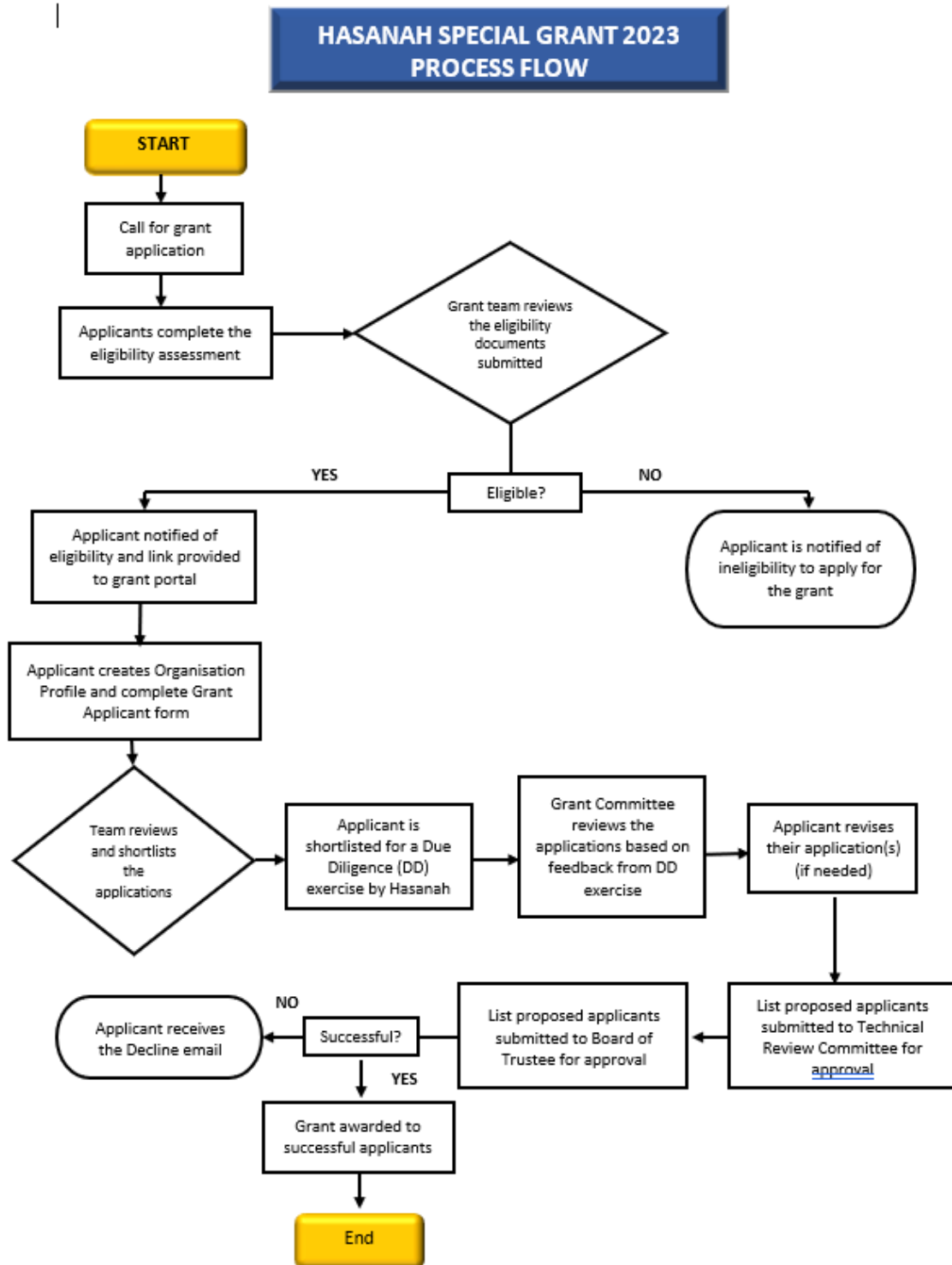
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1.4 HOW TO APPLY

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 15 February 2023 until 15 March 2023 through Hasanah online portal at www.yayasanhasanah.org.



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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 or under Trade Licensing Ordinance (Ordinan Perlesenan Perdagangan) (Sabah) / Business; or under Profession and Trade Licensing Ordinance (Ordinan Perniagaan, Profesion dan Perlesenan Perdagangan) (for Sarawak).
- or 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, 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 about 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.

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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
- 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 2023” page on the Hasanah website.

You may also attend Hasanah Outreach Projects 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 2023 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

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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	Score
<i>1.1 Will the proposed project add value to the priorities of Hasanah's TOC 2020-2025 for the impact areas?</i>	
<i>1.2 Will this project significantly push the realisation of Hasanah's TOC 2020-2025 targets & impact?</i>	
<i>1.2 Does the organisation have the subject matter expertise to implement the project?</i>	
Sub-score	/15
Overall comments for organisational programme area and implementation expertise:	
2. Effectiveness and feasibility of the project	Score
<i>2.1 Is there a clear alignment between the project objectives and its impact to the target group(s) or final beneficiaries?</i>	5
<i>2.2 Are the proposed activities well-described, follow a logical sequence, appropriate, and consistent with the expected results?</i>	5
<i>2.3 Does the Implementation Plan reflect the proposed project activities? Is it feasible?</i>	5
<i>2.4 Does the proposal contain well-developed M&E activities and relevant indicators?</i>	5
Sub-score	/20
Overall comments for effectiveness and feasibility of the project:	
3. Operational and financial capacity	Score
<i>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?</i>	5

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3.2 Does applicant adequately present the involvement of relevant stakeholders in the implementation of project activities?	5
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 / understanding of local community needs / volunteers in project location / satellite offices in project location).	5
3.4 Does applicant have sufficient experience in managing grants of similar amounts as requested?	5
Sub-score	/20
Overall comments for operational and financial capacity:	
4. Organisational track record	Score
4.1 Has Hasanah worked with this partner? If yes, please rate the performance of this partner on a scale of 1-5 ❖ 1 - being non performer, not recommended to continue ❖ 2 - non performer but can improve with better project expectations, ❖ 3 - performer but slow and delayed reports ❖ 4 - good performer and on time reporting and meets most targets ❖ 5 - excellent partner with on time reporting exceeding targets)	5
4.1 (b) Has Hasanah worked with this partner? If no, please indicate the performance based on desktop research/ reference checking? ❖ 1-2 – being sub-standard ❖ 3-4 – being mediocre/ run-of-the mill ❖ 5 – being good/ excellent	0
4.2 Has the partner worked with local foundations and corporations, government bodies and international funders?	5
4.3 Has the partner managed funding of more than RM250,000 per project	5
Sub-score	/15
Overall comments for organisational track record:	
5. Budget and cost effectiveness	Score
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

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Overall comments for budget and cost effectiveness:	
6. Sustainability of the project	Score
6.1 <i>Is the project likely to have multiplier effects? (Including scope for replication, deepening of impact with extended communities, extension and key sector learnings, advocacy potential?)</i>	5
6.2 <i>Does the proposal adequately address the following aspects of project sustainability?</i> <ul style="list-style-type: none"> <i>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?</i> 	5
Sub-score	/10
TOTAL SCORE	/95

Only grant applications with evaluation scores of equal to, or more than 65, will be recommended to proceed to the Due Diligence stage.

1.6 NOTIFICATION OF HASANAH'S DECISION

Impact Area teams, Grant Managers, Monitoring, Learning, Evaluation & Knowledge (MLE&K) teams and Finance team will review the applications. Only shortlisted applications will be informed for the team to conduct Due diligence. Finding from Due Diligence and recommendations will be deliberated at the Grant Committee Review Meeting. Applicants who are shortlisted at the Grant Committee Review Meeting may be asked to revise their application as deemed necessary, prior to being recommended to the 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.