

Sample of Grant Application form

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)]

Summary of the Proposed Project (Ringkasan Cadangan Projek)

1. Project Title [*Tajuk Projek*]
2. Please state a brief summary of the project. [*Nyatakan secara ringkas berkenaan projek.*]
3. To what extent does your organisation have the sector or subject matter experience / expertise to undertake this project? [*Sejauh mana organisasi anda mempunyai pengalaman/ kepakaran/ pakar untuk melaksanakan projek ini?*]
4. Is this project is part of a larger on-going programme? [*Adakah projek ini sebahagian daripada program berterusan yang lebih besar?*]
 - Yes [*Ya*]
 - No [*Tidak*]

If Yes, please explain at which phase this project fits and what are the expected results at the end of the project. [*Jika Ya, sila jelaskan fasa di mana projek ini bersesuaian dan apakah hasil yang dijangkakan pada penghujung 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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5. Will you be implementing this project with another organisation? [*Adakah anda akan melaksanakan projek in bersama organisasi lain?*]
 - Yes [*Ya*]
 - No [*Tidak*]

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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?]*

6. Please select the box corresponding to the specific Impact Area for which you are applying. Please refer to the Grant Application Guidelines on what each Impact Area covers. *[Sila tandakan "Impact Area" yang berkenaan. Sila rujuk kepada Garis Panduan Permohonan Geran berhubung "Impact Area".]*
 - Education *[Pendidikan]*
 - Community Development *[Pembangunan Komuniti]*
 - Environment *[Alam Sekitar]*
 - Arts & Public Space *[Seni & Ruang Awam]*

7. Please select the box corresponding to the specific Impact Area Priority for which you are applying. Please refer to the Grant Application Guidelines on what each Impact Area Priority covers. *[Sila tandakan Keutamaan "Impact Area" yang berkenaan Sila rujuk kepada Garis Panduan Permohonan Geran berhubung Keutamaan "Impact Area".]*
 - Education – School Leadership & Maximising Student Potential *[Pendidikan - Kepimpinan Sekolah dan Memaksimumkan Potensi Murid]*
 - Education - Mental Health & Psychosocial Wellbeing *[Kesihatan Mental & Kesejahteraan Psikososial]*
 - Community Development – Community livelihood *[Punca Pendapatan Masyarakat]*
 - Community Development – Community livelihood & leadership *[Punca Pendapatan & Kepimpinan Masyarakat]*
 - Environment - Sustainable Development Model for Perak *[Alam Sekitar - Model Pembangunan Lestari Perak]*
 - Environment - Responsible Plastics Use *(Alam Sekitar - Penggunaan Plastik Bertanggungjawab)*
 - Arts & Public Space - Conservation of AHC asset – textiles *(Kesenian Ruang Awam - Pemuliharaan asset seni, budaya dan warisan – tekstil)*

8. Total duration of the proposed project (months). *[Jumlah tempoh projek yang dicadangkan (bulan).]*

9. Please specify state(s) of the proposed project. *[Sila nyatakan negeri di mana projek dicadangkan.]*

10. Please specify village / town / district, if applicable *[Sila nyatakan kampung/ bandar/ daerah, jika berkaitan]*

11. Number of team members implementing the project. *[Bilangan ahli pasukan yang akan melaksanakan projek.]*

12. 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.]*

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13. 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]*
14. 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 pelaksanaan aktiviti projek]*
15. 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.]*
16. 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): Perbelanjaan yang diperlukan bagi memastikan projek dapat dijalankan sepanjang tempoh pembiayaan. Semua kos operasi dan pentadbiran yang diperlukan untuk pelaksanaan 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 10-20 % of total requested amount. *[Pembiayaan Pembangunan Organisasi(ODF): Merupakan kos untuk perjalanan organisasi termasuk kos pengurusan, gaji pekerja (pekerja yang tidak terlibat dengan projek). ODF tidak boleh melebihi 10-20% daripada jumlah yang dipohon.]*

Situational Analysis and Problem Statement [Analisis Situasi dan Pernyataan Masalah]

17. Please provide a brief situation and problem analysis of the relevant issues, sector and stakeholders involved and how will the project address this issue / problem? Please include the mid-term results of this project (mid term: 3-5 years). *[Sila nyatakan secara ringkas Analisa situasi permasalahan berkaitan isu, sektor dan pihak berkepentingan yang terlibat. Bagaimanakah projek ini akan menangani isu/masalah ini? Sila nyatakan matlamat jangka sederhana dan jangka panjang yang akan dicapai (jangka sederhana: 3-5 tahun)]*

Sustainability [Kelestarian]

18. In terms of achieving sustainability, does this project have a clear exit strategy or the plan for the next phase?. *[Dari segi mencapai kemampanan, adakah projek ini mempunyai strategi keluar yang jelas atau mempunyai perancangan untuk fasa seterusnya?].*
 - Yes (Ya)
 - No (Tidak)

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If yes, please describe briefly (do consider aspects such as human & financial resources, established networks, etc) *[Jika ya, sila terangkan secara ringkas (pertimbangkan aspek seperti sumber manusia & kewangan, rangkaian yang ditubuhkan, dsb)].*

19. 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? Please share the activities you will undertake, if any. *[Di peringkat dasar, jika berkaitan - bagaimana projek dapat menyumbang kepada perubahan dasar berkaitan; cth: akan membawa kepada penambahbaikan undang-undang, dasar, amalan, pelaksanaan dasar dsb?]*
20. **Implementation Plan** - please upload completed Implementation Plan (Implementation Plan template can be found at <https://drive.google.com/drive/folders/1MdKpULBELqJSPd-pGPJnss2-B9djUOz1>). *[Pelan Pelaksanaan - sila muat naik Pelan Pelaksanaan lengkap (Templat Pelan Pelaksanaan boleh didapati di <https://drive.google.com/drive/folders/1MdKpULBELqJSPd-pGPJnss2-B9djUOz1>).*

Completed Implementation Plan *[Pelan Pelaksanaan lengkap]*

Please list and explain objectives and output. Each objective and output should have one or more indicator. For each output, please list in detail all project activities that will be implemented throughout the proposed project duration. *[Sila senaraikan dan terangkan objektif dan output. Setiap objektif dan output hendaklah mempunyai satu atau lebih penunjuk. Bagi setiap output, sila senaraikan secara terperinci semua aktiviti projek yang akan dilaksanakan sepanjang tempoh projek yang dicadangkan.]*

21. **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://drive.google.com/drive/folders/1MdKpULBELqJSPd-pGPJnss2-B9djUOz1>). *[Templat lengkap belanjawan - sila muat naik Templat Belanjawan yang lengkap. (Sila rujuk Nota Panduan Belanjawan pada Templat Belanjawan. Templat Belanjawan boleh didapati di <https://drive.google.com/drive/folders/1MdKpULBELqJSPd-pGPJnss2-B9djUOz1>)]*

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. *[Sila berikan butiran terperinci semua kos projek yang timbul daripada pelaksanaan cadangan aktiviti projek di atas. Sila sertakan kos jangkaan untuk aktiviti M&E seperti yang dibentangkan.]*

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

Organisational Structure *[Struktur organisasi]*

Please provide the following information: The organisational structure, including a short biodata of CEO / MD/ Head of Organisation / Project Lead. Also include information on project management experience among staff members who will be managing/implementing the project activities *[Sila sertakan maklumat berikut: Struktur organisasi, termasuk biodata ringkas Ketua Pegawai Eksekutif/ Pengarah Urusan/ Ketua Organisasi/ Ketua Projek]. Nyatakan maklumat Pengurusan projek dalam kalangan staf yang akan mengurus/melaksana aktiviti projek.]*

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23. **Optional Documentation:** Most relevant 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*]