1.0 WHAT IS HASANAH MICRO GRANT (HMG)?

The Hasanah Micro Grant (HMG) is a small-scale, trust-based fund that supports grassroots organisations and community groups in implementing creative, local initiatives. It is designed to be accessible and flexible, helping those who are closest to the issues to take timely action where it matters most.

While lasting impact takes time, we believe meaningful change often begins with small, strategic steps. The HMG supports early-stage projects that deliver tangible outputs today, with the potential to grow, scale, or be replicated in the future.

The HMG encourages experimentation, innovation, and documentation of success, guided by but not limited to the Hasanah Theory of Change (TOC). It supports community-based organisations (CBOs) in their growth and transition through capacity building and strategic development.

HMG also aims to spark cooperation, encourage the sharing of resources, and strengthen networks that can collectively grow into larger initiatives or contribute to a broader common cause. It promotes cross-sector collaborations that go beyond traditional grant boundaries for example, integrating craft with mental health support through art therapy.

Furthermore, HMG provides space for emerging grassroots organisations/ CBOs, and social innovators to move beyond the concept stage and explore cross-disciplinary practices.

We invite proposals that align with Hasanah's goals and contribute to any of our five impact areas. Priority will be given to community-led initiatives that are practical, locally grounded, and ready to make a difference.

All applications will be reviewed based on their alignment with our priorities and guided by but not limited to the Hasanah 2020–2030 TOC. Applicants are encouraged to refer to these guided documents when developing their applications.

2.0 WHAT KIND OF PROGRAMS AND ACTIVITIES CAN BE SUPPORTED

The Hasanah Micro Grant supports creative, community-based initiatives that address local challenges and contribute to one or more of Hasanah's five Impact Areas. Below are examples of the types of initiatives that may be supported under the HMG:

Capacity Building	**Test and Pilot Innovations**	**Reach diverse target groups**	**Responding to emerging needs**
REQUIREMENTS			
• Mentorship, training, or pilot projects to strengthen CSO or community group capabilities • Efforts that enhance local knowledge and implementation capacity in the Hasanah's Impact Area • Research and evidence-informed community studies	• Supports new or untested ideas that aim to address social, environmental, or community challenges creatively • Encourage experimentation and learning through small-scale implementation before scaling up • Focuses on generating insights, documenting lessons, and identifying what works	• Engages and empowers groups that are often underrepresented, marginalised, or hard to reach • Promotes inclusivity, diversity, and equitable access to opportunities and resources • Encourages approaches that bring different communities together through shared learning and collaboration	• Provide flexible and rapid support to address sudden or evolving community challenges • Enables communities to respond swiftly to crises, transitions, or new opportunities. • Prioritises adaptive, locally driven solutions that fill urgent gaps or test practical responses.
EXAMPLE OF PROJECTS			
❖ Supporting local CBOs to run programmes in new non-CBA communities ❖ Technical training programme for local community divers in conducting systematic survey etc ❖ Conducting baseline surveys, community needs assessment, systematic mapping study/review, or action research	❖ A local NGO trialing a community composting system to reduce household waste. ❖ Innovate traditional textiles by experimenting with natural dyes and waste fabrics	❖ Livelihood skills project that are not under Hasanah's focus target groups, eg people living with and affected by HIV/ AIDS ❖ Organising art workshops for people with disabilities to encourage self-expression and confidence	❖ Piloting water conservation initiatives following drought or environmental shifts ❖ Developing a mental health support hotline for youth during periods of social stress.

3.0 GUIDING RULES

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

3.1 ELIGIBLE APPLICANTS

Applicants interested in applying to HMG must satisfy the following criteria:

Legal registration	Minimum operational history	Supporting documents	Project readiness
• Registrar of Societies Act 1966 • Enterprises registered under Companies Act 2016 • Cooperative Act 1993 • Trade Licensing Ordinance (Sabah) • Profession and Trade Licensing Ordinance (Sarawak)	• Registered and active for at least six (6) months • If operated under a different name previously, it must submit supporting documentation demonstrating continuous operations for one or more years.	• Organisation portfolio/ profile, and any two of the following: • Copies of 3 months' bank statement; or • Recent audited financial statement/ annual report submission to ROS/ annual income tax submission to LHDN; or • Recent eCCRIS/ CTOS report	• Demonstrate organisational capacity, operational stucture, and readiness to immediately implement the proposal upon grant approval

Additional applicant eligibility guideline	• **Applicants that have previously received Hasanah grant** (Hasanah Grant, Hasanah Special Grant, Hasanah Social Enterprise Fund, Arts for All Seasons) **are not eligible to apply.** • Applicants are **directly responsible** for the preparation and management of the application and shall **not be acting as an intermediary**.

The eligibility of the project is as per the table below.

NO	SUBJECT	REQUIREMENTS
1.	Project eligibility criteria	a. The project must contribute meaningfully and guide to at least one of Hasanah's designated impact areas, as outlined in the HMG guidelines. b. Activities must be designed to produce tangible, short-term outcomes that show clear progress or benefit to the target community within the grant period. c. Applicants should show how the project can be embedded into existing community structures or resources, ensuring its relevance and usefulness beyond the grant period. d. While HMG supports small-scale initiatives, proposed activities should demonstrate the potential to be adapted, expanded or replicated across other communities or regions in the future.

NO	SUBJECT	REQUIREMENTS
2.	Non-eligible initiatives	a. Direct donations or grants to individuals b. Initiatives concerned only or mainly with individual sponsorships for participation. in workshops, seminars, conferences and congresses or for studies or training courses. c. Standalone clinical or service-delivery health interventions outside Hasanah's strategic focus (e.g. medical treatment funding). Preventive, community-based wellbeing initiatives aligned with Hasanah's impact areas may be considered d. Initiatives that support political campaigns and/or of a political nature. e. Initiatives essentially focus on construction activities, purchase of equipment, purchase and/or renovation of buildings or offices for commercial purposes. f. Initiatives aimed predominantly at charitable donations and profit-making activities. g. Initiatives which are already funded by another Hasanah's grant and undertaken before the date of contract signature. h. Faith-based activities.
3.	Non-eligible cost. Hasanah will only fund eligible, reasonable, and cost-effective expenses. The following costs are not eligible:	a. Customs and import duties, or related charges b. Land or building purchases, or leases c. Fines, penalties and legal expenses d. Bank charges, guarantee fees, and similar financial costs e. Currency exchange losses or conversion fees f. Contribution in kind g. Depreciation costs h. Debts and debt servicing i. Provision for future losses or liabilities j. Loans or credits to third parties k. Salary costs for personnel of national or public administration

3.2 WHAT IS THE FUNDING OF THE AMOUNT AND PROJECT DURATION

Total funding amounts is up to RM50,000 over a 6 to 12 month project duration. Funding can cover e.g. materials and supplies, workshops & training, services, transportation & logistics, communications & outreach, capacity building and operational support (project-related only).

3.3 HOW TO APPLY

Applications can be submitted by parties who meet the criteria. Here is the step-by-step guide on how to apply using the online grant portal. The applicant is to make sure to have a copy of the certificate of registration and the above documents before starting the application.

1. Click on the link available on the Grants page of the Hasanah website www.yayasanhasanah.org
2. Applicants are required to answer all the questions (where applicable) in the Eligibility Assessment, Organisation profile, and Applications section.

Step 1: Eligibility Assessment
All applicants are required to complete the Eligibility Assessment as the first step of the application. Ensure all required documents are ready for uploading before starting the assessment.

Once reviewed, the applicants will receive an email for the result of this assessment.

Step 2: Grant Application Submission
Once your Eligibility Assessment is approved, you will receive login credentials to access the Hasanah Application Portal.

Log in, update your organisation profile, and submit the full application.

Download the application template below and upload the completed form during submission.

Each applicant can submit **only one (1) application per calendar year**. If the application is unsuccessful, they may submit a new application after the result of the first application has been released.

Applicants may request further clarification during the application process. Questions may be sent by email to grant.application@hasanah.org.my.

To ensure equal treatment of applicants, Hasanah cannot give a prior opinion on the eligibility of applicants or an application. For a step-by-step guide on how to apply using online grant portal, please click on the link available on the "Hasanah Micro Grant" page on the Hasanah website.

3.4 REVIEW AND SELECTION OF APPLICANTS

Grant applications will be opened throughout the year and will be reviewed by the Impact Area team on quarterly basis. This means that applications submitted earlier may be assessed and approved ahead of later submissions, depending on their readiness and completeness.

Applicants are encouraged to submit their proposals at least sixteen (16) weeks before intended project start date, to allow sufficient time for review, due diligence and approval.

Applicants will be notified via email once a decision has been made. Incomplete applications or those requiring clarification may experience longer processing times. Applicants are advised to regularly check your inbox, including spam and junk folders, to ensure that no important notifications or correspondence regarding their application are missing.

3.5 WHAT ARE HMG PROPOSAL ASSESSMENT CRITERIA

All applications will be evaluated based on the following criteria:
- Relevance and alignment of the proposed project with Hasanah's Impact Area(s),
- Responsiveness to community needs and potential for positive social impact;
- Appropriateness of project costs and budget allocation; and
- Capacity and capability of the applicant to deliver and implement the project effectively.

The quality of the applications, including the implementation plan and proposed budget, will be evaluated using the evaluation criteria.

3.6 NOTIFICATION OF HASANAH'S DECISION

Applicants who are shortlisted may be asked to revise the application as deemed necessary prior to being recommended to the Managing Director for final approval. Following the decision to award a grant, applicants will be offered a contract based on Hasanah's Micro Grant Agreement.

3.7 FUND DISBURSEMENT

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

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

3.8 MONITORING AND REPORTING

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

4.0 LEGAL TERMS & DISCLAIMER

Hasanah provides this Grant Guideline for informational purposes only, and the following legal provisions apply:

4.1 NO GUARANTEE OF GRANT AWARD

Meeting the eligibility criteria, submitting complete documentation, or being invited to proceed to due diligence does not constitute a guarantee that a grant will be awarded. Hasanah retains full discretion in the evaluation and approval of all applications, including the right to reject any application without assigning any reason.

4.2 RIGHT TO AMEND, SUSPEND, OR CANCEL

Hasanah reserves the right to amend, suspend, or cancel the programme, in whole or in part, at any time and without prior notice. This includes changes to the eligibility requirements, scope of support, deadlines, funding availability, review process, or terms of as the grant.

4.3 DISCRETION IN EVALUATION

All decisions made by Hasanah regarding eligibility, evaluation scores, due diligence findings, and final approvals are final and non-contestable. Hasanah shall not be held liable for any costs incurred by applicants in preparing or submitting grant applications, participating in the due diligence process, or in any other related engagement.

4.4 RISK AND COMPLIANCE

Applicants are encouraged to conduct risk assessments as part of their proposal development. This includes identifying and mitigating operational, financial, environmental, legal, or reputational risks. Hasanah will not be liable for any losses arising from factors including but not limited to:
   a) Changes in governmental policies;
   b) Environmental conditions;
   c) Economic disruptions or force majeure events; and
   d) Non-compliance by grantees with legal or regulatory obligations.

4.5 ACCURACY OF INFORMATION

Applicants are responsible for ensuring the accuracy and truthfulness of all information and supporting documents submitted to Hasanah. Any misrepresentation, falsification, or withholding of material facts may result in immediate disqualification or termination of the grant agreement, if awarded.

4.6 CONFIDENTIALITY AND INTELLECTUAL PROPERTY

All application materials will be treated with confidentiality. However, by applying, applicants acknowledge and agree that Hasanah may internally share proposals with its evaluation committees, partners, and funding agencies. Intellectual property rights in all project proposals remain with the applicant, except where otherwise stipulated in a separate agreement.