

Type of organisation <i>Shelter home/ education centre/ etc</i>	
Date of establishment	
Committee members	
Organisation objective(s)	
Types of services provided	
Beneficiaries/ dependents	<p>Number of persons : _____</p> <p>Age group : _____</p> <p>Collection of fees/ payment : <input type="checkbox"/> Yes (<i>describe and specify amount</i>) <input type="checkbox"/> No <i>Membership/ registration/ etc</i></p> <p style="text-align: center;">_____</p> <p>Number of persons staying at centre/ premise, if any : _____</p> <p>Types of activities conducted and how often : _____</p>
Regular donors	
Average monthly operating cost <i>Provide breakdown in separate attachment or complete Schedule A</i>	
Contact person <i>Provide name and contact number</i>	

SUPPORTING DOCUMENTS

- Average monthly operating cost sheet/ completed Schedule A
- A formal letter, printed on the letterhead of organisation, to indicate application for financial support
- Audited financial statement for the last fiscal year or any other document reflecting the annual income and expenditure of the previous year
- Completed Schedule B (if applicable)
- A copy of registration certificate from Companies Commission of Malaysia/ Registrar of Societies
- A copy of all licenses, certificates, permits and/or any other document (e.g., fire certificate, etc) required by law for the operations of the organisation
- A copy of tax exemption certificate
- Copies of utilities bill (water, electricity, etc) for the past 3 months
- A copy of bank account statement clearly indicating organisation name and account number
- Relevant brochure/ photographs/ programme booklet
- Photographs of organisation and activities

- You hereby confirm that the warranties, representations and/or information provided in this form are true and accurate. You hereby expressly acknowledge and agree that Star Foundation may refuse/terminate your application without further notice in the event any of the above is untrue or inaccurate.

Authorised signatory and official stamp

Name:

IC Number:

Designation:

Date:

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IMPORTANT

Star Foundation also runs:

- (i) **Medical Fund Programme** which aims to raise funds for needy individuals suffering from chronic illnesses; and
- (ii) **Wheelchair Programme** which provides wheelchairs to those in desperate need of mobility support.

Should your organisation require assistance in these areas or know of anyone with such needs, contact us at starfoundation@thestar.com.my.

FOR INTERNAL USE ONLY

Remarks by Star Foundation:

Recommendation:

- Yes. Amount recommended: _____
- No

SCHEDULE A
Average Monthly Operating Cost

I PREMISE(S)		
a.	Rental	
b.	Water Bill	
c.	Electricity Bill	
d.	Phone Bill	
e.	Internet Bill	
f.	Repairs/ Maintenance	
g.	Insurance	
h.	Quit Rent/ <i>Cukai Tanah</i>	
i.	Assessment Tax/ <i>Cukai Taksiran</i>	
j.	Others (<i>please specify</i>):	
	1)	
	2)	
	3)	
TOTAL		

II TRANSPORTATION AND MAINTENANCE OF VEHICLE(S)		
a.	Instalment	
b.	Maintenance	
c.	Petrol	
d.	Toll	
e.	Parking	
f.	Others (<i>please specify</i>):	
	1)	
	2)	
	3)	
TOTAL		

III STAFF		
a.	Salary (<i>Number of staff: _____ persons</i>)	
b.	EPF	
c.	SOCSSO	
d.	Others (<i>please specify</i>):	
	1)	
	2)	
	3)	
TOTAL		

IV BENEFICIARIES/ DEPENDENTS	
a.	Education
b.	Insurance
c.	Medical Attention
d.	Allowance
e.	Others <i>(please specify)</i> :
	1)
	2)
	3)
TOTAL	

V ADMINISTRATION	
a.	Printing
b.	Stationery
c.	Others <i>(please specify)</i> :
	1)
	2)
	3)
TOTAL	

VI GENERAL EXPENSES/ MISCELLANEOUS	
a.	Food & Beverage
b.	Others <i>(please specify)</i> :
	1)
	2)
	3)
TOTAL	

**Please provide supporting documents (receipts, bills, quotations, etc) where applicable*

THE AVERAGE MONTHLY OPERATING COST OF THE ORGANISATION IS RM _____

SCHEDULE B

Project(s)

For purposes of this application, a project(s) is a one-off initiative where funds raised will only be used for the completion and success of the same project(s).

Please complete this Schedule B if the request for funding is for a specific project(s).

a.	Title
b.	Location(s)
c.	Estimated time of completion
d.	Budget breakdown
e.	Number of beneficiaries

f.	Brief description (<i>purpose, impact, sustainability, etc</i>)
	<p>The organisation agrees to provide updates on the project(s), by way of email, to Star Foundation at starfoundation@thestar.com.my quarterly from the date of disbursement of funds or as otherwise agreed between the parties.</p> <p>_____</p> <p><i>Authorised Signatory</i></p> <p>Name:</p> <p>IC number:</p> <p>Designation:</p> <p>Date:</p>