Thank you for your interest in applying for the Star Social Impact Grant (SSIG).

Please complete this form to facilitate the processing of your application.

|  |
| --- |
| Project Name: |

Select one of the following Focus Areas that best represents your proposed project.

(Please use a separate form if you have more than one proposal)

|  |  |
| --- | --- |
|  | **Community development**   * Take care of the needs of vulnerable communities * Equip marginalised communities with knowledge, training and skills so that they can attain productive employment to earn a sustainable living * Run programmes to address social, education and economic inequalities in modern society |
|  | **Education**   * Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all |
|  | **Access to basic needs and infrastructure**   * Ensure needy communities have access to basic infrastructures such as clean water, sanitation facilities, electricity etc. to elevate their quality of life |
|  | **Environmental protection**   * Protect, conserve and rehabilitate the environment, especially forests and wildlife through effective advocacy/education efforts and meaningful on-ground initiatives. |
|  | **Health and wellbeing**   * Promote healthy living and well-being at all ages including raising awareness, screening and prevention initiatives. * Address a wide range of diseases and the many different persistent and emerging health issues through provision of treatment and healthcare especially to vulnerable communities. |

Note:

Projects submitted should:

1. be aligned with one or more of Star Foundation’s focus area(s) in addressing the needs of vulnerable Malaysian communities or the environment;
2. have a clear timeline and to be completed within 12 months of receiving the grant;
3. demonstrate the ability to produce measurable outcomes and impacts by the end of the project (not limited to the number of people the project benefitted);
4. ideally introduce innovative solutions to existing social issues;
5. possess the ability to be scaled up/expanded/replicated across Malaysia.

Under SSIG, Star Foundation DOES NOT support projects of the following nature:

1. Direct donations or grants to individuals;
2. Direct donations to support an organisation’s operational expenses and staff salaries, except if associated with the proposed project;
3. Sponsorships for participation in workshops, seminars, conferences, studies, courses etc.;
4. Initiatives related to medical/academic research, provision of medical devices, health treatments etc.;
5. Initiatives that support political campaigns or faith-based activities;
6. Fundraising events, donation drives, events and conferences, gala/annual dinners etc.;
7. Building/construction activities for organisation’s own premises or expansions, land or vehicle purchases

**PROPOSAL SUBMISSION**

* This completed project proposal should be uploaded to the [Star Social Impact Grant Application Form](https://docs.google.com/forms/d/e/1FAIpQLScZUcaVLNDvfoOWVw2PGO0AlotFn-giIM31rGsNr9mSMd1ZMg/viewform?usp=sf_link) on Star Foundation’s website.
* You are encouraged to provide other information that may help the Foundation better understand your project proposal.
* The Foundation will contact you to request further information if needed.
* Applications will be processed within 2 – 3 months from the closing date. The Foundation will contact you to update on the status of your application once confirmed.

By submitting this proposal application:

* You 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 provided information is untrue or inaccurate.
* You agree to provide mid-term and project completion reports, by way of email, to Star Foundation at starfoundation@thestar.com.my from the date of disbursement of funds or as otherwise agreed between the parties.
* You agree to provide Star Foundation with both financial and operational information which is relevant to the project in the event the proposal submitted is supported by the Foundation.

**Project Proposal Application Checklist**

Please ensure that the following documents are attached alongside your application. You can upload these documents in the ‘Supporting Documents’ section of the online application form.

|  |  |  |
| --- | --- | --- |
| **No.** | **Document** | **Check** |
| 1 | A formal letter, printed on the organisation letterhead, to indicate application for SSIG |  |
| 2 | Completed SSIG Project Proposal with Implementation Plan and Budget Breakdown |  |
| 3 | A copy of registration certificate from Companies Commission of Malaysia/ Registrar of Societies |  |
| 4 | 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 |  |
| 5 | A copy of tax exemption certificate (if applicable) |  |
| 6 | Audited financial statement for the last fiscal year or any other document reflecting the annual income and expenditure of the previous year |  |
| 7 | A copy of bank account statement clearly indicating organisation name and account number |  |
| 8 | A copy of Form 8 / Form 9 / Form 3 / Form 49 / NGO's current committee members list |  |
| 9 | Brief information on past programmes with relevant brochure/ photographs/ programme booklet / audio-visual files (if any) |  |

**(A) Organisation Details**

Your organisation profile will allow us to better understand the nature and scope of your organisation, and to assess its relevance to the proposed project.

|  |  |
| --- | --- |
| **Organisation details** | |
| 1. Organisation name   *Full name as per registration certificate* |  |
| 1. Type of organisation   *The type of organisation is based on its registration with the local authority.* | Non-Governmental Organisation (NGO)  Social Enterprise  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Please highlight your selection)* |
| 1. Organisation is registered under   *The government agency in which the organisation is registered.* | Registrar of Societies (ROS)  Suruhanjaya Syarikat Malaysia (SSM)  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Please highlight your selection)* |
| 1. Registration number (ROS/SSM/Others) |  |
| 1. Organisation’s date of establishment   *Date format: dd/mm/yy* |  |
| 1. Correspondence address   *Location of the organisation.* |  |
| 1. Organisation’s background information   *Please include a brief elaboration on services provided, past achievements, description of groups served/serving and the geographical areas covered.* |  |
| 1. Website/Social media link (if any) |  |
| 1. Has the organisation previously received any kind of support from Star Foundation?   If yes, , kindly specify the fund utilisation | Yes  No  Year:  Amount:  How donations were utilised: |
| 1. Sources of funding   *Kindly elaborate how the organisation obtains funding to sustain operations.* |  |
| 1. Regular donors   *Who are some of your regular donors that support the organisation?* |  |
| 1. List of core committee members   *Kindly list down their names and designations.* |  |
| 1. Number of salaried staff and their salary range (if any) |  |
| **Other details** | |
| 1. Does your organisation receive financial aid from the Welfare Department (Jabatan Kebajikan Masyarakat) or receive any grant scheme from the public and/or private sector?   If yes, please elaborate on the contributor, year, amount and purpose. |  |
| 1. Is your organisation affiliated to any other NGOs and/or organisations?   If yes, please elaborate. |  |
| 1. Has your organisation organised fundraising events in the past 2 years?   If yes, please elaborate. |  |

**(B) Proposed Project Details**

|  |  |
| --- | --- |
| **Project Introduction** | |
| 1. Project Name |  |
| 1. Project Status | Project has already started  Project will only start after grant confirmation  *(Please highlight your selection)* |
| 1. Focus Area   *Select Focus Areas that are most closely related to your project.* | Community development  Education  Access to basic needs and infrastructures  Environmental protection  Health and wellbeing  *(Please highlight your selection)* |
| 1. Related Sustainable Development Goals (SDG) |  |
| 1. Project manager contact details | * Name: * Designation: * Mobile number: * Email address: |
| **Project Details** | |
| 1. Project description   *Describe the project including a brief situation and problem analysis of the relevant issues, sector and stakeholders involved.* |  |
| 1. Project objectives   *Main objective(s) of the proposed project.* |  |
| 1. How do the project objectives relate to the Star Foundation’s Focus Areas? |  |
| 1. Action plan   *List down and elaborate the activities to be done in achieving the objectives.*  *Note: You may use the Project Implementation Plan template in Section C to explain in detail.* |  |
| 1. Target group of the proposed project.   *Who will benefit from this project?* |  |
| 1. Targeted number of beneficiaries   *Beneficiaries/dependents can be those who participate in your programmes / benefit from your services and offerings etc.* |  |
| 1. Projected impacts   *How will the target beneficiaries benefit from the proposed project? How does the project address key issues/problems identified? How will the project make a difference to the people/ community/ beneficiaries?* |  |
| 1. Method of measuring impact   *How do you measure the impact of the proposed project to the target beneficiaries?* |  |
| 1. Sustainability of the proposed project   *How do you plan to sustain this project in the future?* |  |
| 1. Project duration   *How long will this project be implemented for?* |  |
| 1. Project start date and expected end date |  |
| 1. Project location(s)   *Where will the project be carried out?* |  |
| 1. List of project’s core committee members   *If the project’s core committee members are different from the organisation’s core committee members, kindly list down their names and project designations.* |  |
| 1. Number of volunteers involved (if any)   *Number of volunteers who might directly support the implementation of the project.* |  |
| 1. Collection of fees/payment from beneficiaries (eg. registration fee, membership fee, charges for services etc)   *If fees are collected, specify the fee amount and describe the purpose.* |  |
| **Project Funding** | |
| 1. Overall project cost (Amount in MYR) |  |
| 1. Amount of grant requested (in MYR) |  |
| 1. Total funds secured from other contributors (if any) (in MYR) |  |
| 1. Targeted funding start date |  |
| 1. Name of payee   *Please provide the actual payee name (organisation’s account) that matches the name on the payee's bank statement.* |  |
| 1. Bank name |  |
| 1. Bank account number |  |
| 1. Tax exemption status | Yes (Tax exemption number: )  No  *(Please highlight your selection)* |
| 1. Payee contact details | Mobile number:  Email address: |
| **Others** | |
| 1. What opportunities exist, if any, for Star Media Group employees to participate in the project as volunteers? |  |
| 1. Communication of findings to Star Foundation   *Aside from the mid term report and project completion report to be shared with Star Foundation, how will the organisation communicate/ publish the findings/results of your project to the Foundation and to the public?* |  |

**(C) Project Implementation Plan**

This section requires you to provide details of the planned activities and the associated timeframe.



**(D) Budget Breakdown**

Please provide the projected cost structure of the proposed project based on the quotations, purchase orders, salary slips, invoices, and receipts. Kindly note that the template given below acts as a guideline and is not exhaustive. You should ensure that the budget provided is as detailed as possible.

You may add any other budget items specific to the project's nature and needs. If you have a more detailed budget breakdown document, please attach them alongside this application form.

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**(E) Past Project Portfolios (If applicable)**

Please provide details of your organisation’s **previously completed** projects/initiatives and demonstrate how the group/community benefited from the projects/initiatives.

You may attach additional documents or reports that may support your application.

|  |  |
| --- | --- |
| **Project 1** | |
| Project Name |  |
| Project Description |  |
| Project Objective(s) |  |
| Start Date and End Date |  |
| Project Duration |  |
| Actual Project Cost (MYR) |  |
| Beneficiaries Impacted (Who, How many etc.) |  |
| Impacts Delivered |  |
| Other information | *Provide link to a folder containing high resolution photographs / video clips / news article etc of the programme* |

|  |  |
| --- | --- |
| **Project 2** | |
| Project Name |  |
| Project Description |  |
| Project Objective(s) |  |
| Start Date and End Date |  |
| Project Duration |  |
| Actual Project Cost (MYR) |  |
| Beneficiaries Impacted (Who, How many etc.) |  |
| Impacts Delivered |  |
| Other information | *Provide link to a folder containing high resolution photographs / video clips / news article etc of the programme* |

**-End of Proposal-**