

# Proposal

Thank you for your kind interest in applying for Yayasan Sime Darby Sponsorship.  
To facilitate the processing of your application, please complete this form.

Proposed Project Name:

Select ONE of the key areas below that best represents the project you are proposing.  
(Please use a separate form if you have more than one proposal)

|                                                                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Education Development</b><br><i>Initiatives that help improve access to basic education and support research and advocacy works in order to reduce 'access to quality education' gaps between urban and rural students.</i> |  |
| <b>Environment</b><br><i>Initiatives that protect and preserve the environment and conserve animals in their natural habitat.</i>                                                                                              |  |
| <b>Community &amp; Health</b><br><i>Initiatives that promote the well-being and increase awareness of the rights of individuals, women, and children from disadvantaged backgrounds.</i>                                       |  |
| <b>Sports</b><br><i>Initiatives that promote the development of sport activities in building up the capacity of our national sports talents.</i>                                                                               |  |
| <b>Arts &amp; Culture</b><br><i>Initiatives that promote the development and create better awareness and appreciation of local traditions, arts, and culture.</i>                                                              |  |

Note: YSD is also open for Collaborative scholarship and bursary programmes to assist deserving and needy individuals to pursue tertiary education at recognised higher learning institutions.  
If you are interested to collaborate with us, please email us at [scholarships@simedarby.com](mailto:scholarships@simedarby.com).

Yayasan Sime Darby (YSD) does not provide grants to or fund the activities of industry-associations, especially profitable organisations, unions, and political organisations.

## SUBMISSION OF PROPOSAL

- The completed project proposal should be uploaded to YSD's website.
- You may include other information that may assist YSD in gaining a better understanding of your proposal.
- YSD will contact you to request further information if needed.
- Your application will be processed within 2 – 4 weeks. YSD will contact you once the status of your proposal has been confirmed.
- Successful uploads will receive notification e-mails generated by the system.

Please ensure that you have read the Personal Data Protection Act 2010 Notice on YSD's website before submitting your application.

*YSD reserves the right to independently monitor and/or assess a project which receives support from the Foundation, and that our officers would be given access to information both financial and operational in nature.*

*By submitting this proposal application, you have taken note of the above paragraph, and agree to grant YSD access to, and/or provide, information which is relevant to the project in the event the proposal submitted herewith 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 on the 'Attachment' page of the application form.

| No. | Document                                                                                                                                                                  | Check |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1   | <u>Registration Certificate</u> from Registrar of Companies (ROC) or Registrar of Societies (ROS). Welfare homes must also include their registration certificate by JKM. |       |
| 2   | <u>Financial Statements</u> for the last 3 years that had been audited by professional auditors.                                                                          |       |
| 3   | <u>Brief Background Introduction</u> of your organisation or your <u>Organisation's Profile</u> .                                                                         |       |
| 4   | CV of Project Manager and other key individuals involved in the project.                                                                                                  |       |
| 5   | <u>Itemised Budget Framework</u> for the sponsorship application.                                                                                                         |       |
| 6   | <u>Relevant quotations/invoices/receipts</u> to support figures stated in the itemised budget framework.                                                                  |       |

## (A) Details of the Proposed Project

| Project Details                                                                                                                                                                                                                  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>1. Main objective of the proposed project.</p> <p><i>What is the main aim of the proposed project?</i></p>                                                                                                                    |  |
| <p>2. Plan of action in achieving the main objective.</p> <p><i>What will be done in each quarter to achieve the main objective?</i></p> <p>Note: You may attach a project timeline table to explain this section in detail.</p> |  |
| <p>3. Target group of the proposed project.</p> <p><i>Who will benefit from this project?</i></p>                                                                                                                                |  |
| <p>4. Benefits to the target group.</p> <p><i>How will the target group/area benefit from the proposed project?</i></p>                                                                                                          |  |
| <p>5. Method of measuring the impact to the target group.</p> <p><i>How do you measure the impact of the proposed project to the target group?</i></p>                                                                           |  |

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| <p>6. Sustainability of the proposed project.</p> <p><i>What is the lifespan of the project? How do you plan to fund the project in the future?</i></p>                                        |  |
| <p>7. Target deliverables of the proposed project.</p> <p><i>What is the desired project outcome?</i></p>                                                                                      |  |
| <p>8. Objective of the project in relation to YSD's objectives</p> <p><i>How is your proposed project aligned to YSD's objectives?</i></p>                                                     |  |
| <p>9. Method of publishing /communicating the findings to YSD.</p> <p><i>How will your organisation communicate/ publish the findings/result of your project to YSD and to the public?</i></p> |  |

## (B) Cost Structure

Please provide the projected cost structure of the proposed project. Cost should be calculated using relevant documents such as quotations, purchase orders, salary slips, invoices, and receipts. If this information is not available, please justify your estimation methods. 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.

If you have a more thorough budget breakdown document, please attach them alongside this application form.

| Category                   | Detailed Description | Cost (RM) | Subtotal |
|----------------------------|----------------------|-----------|----------|
| <b>Personnel</b>           |                      |           | 0        |
| <b>Travel</b>              |                      |           | 0        |
| <b>Supplies/Equipments</b> |                      |           | 0        |
| <b>Other Direct Cost</b>   |                      |           | 0        |
| <b>Indirect Cost</b>       |                      |           | 0        |
| <b>Grand Total</b>         |                      |           | 0        |

## (C) Past Project Portfolios (If Applicable)

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

You may attach additional documents or reports if required

| PROJECT 1                        |  |
|----------------------------------|--|
| Project Name                     |  |
| Start Date & Duration of Project |  |
| Actual Project Cost              |  |
| Project Description              |  |
| Project Impact/Findings          |  |

| PROJECT 2                        |  |
|----------------------------------|--|
| Project Name                     |  |
| Start Date & Duration of Project |  |
| Actual Project Cost              |  |
| Project Description              |  |
| Project Impact/Findings          |  |

**-End of Proposal-**