



Name of Programme/Grant Proposal *[Nama Program / Geran] :*

Date Submitted *[Tarikh dikemukakan]*

Company Logo & Name of Organisation *[Logo & Nama Organisasi]*

Contact Person: *[Pegawai yang boleh dihubungi]*

Designation: *[Jawatan]*

Telephone No.: *[No. Telefon]*

Email Address: *[Alamat Emel]*

Company Address: *[Alamat Syarikat]*

Signature of organisation's authorised representative:

.....

Name:

Designation:

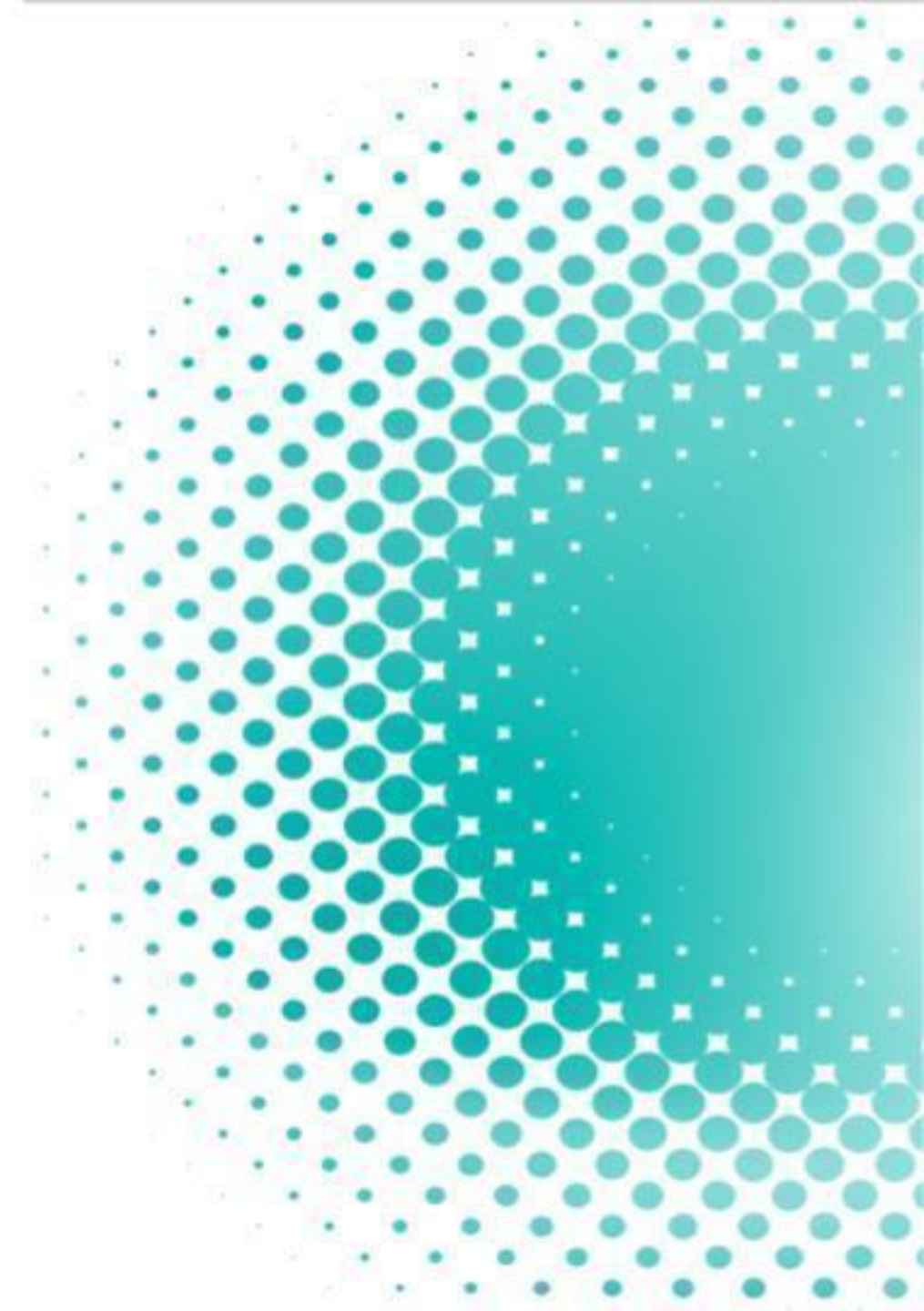
Date:

Instructions Guidelines for Applicants *[Garis panduan arahan bagi pemohon]*

1. This presentation deck is a template to be used to provide applicants a guide in terms of the expected flow and framework when explaining your project *[Slaid pembentangan ini adalah templat cadangan untuk digunakan oleh pemohon supaya projek dapat dibentangkan dengan jelas]*
2. Please fill out the deck according to the guidelines/ instructions in grey. Please **delete** this slide and the instructions in grey before you submit. *[Sila isi slaid mengikut garis panduan/arahan berwarna kelabu. Sila **padamkan** slaid ini dan arahan dalam warna kelabu sebelum anda mengemukakan slaid pembentangan ini].*
3. This presentation deck will be presented to the Yayasan PETRONAS Evaluation Committee and Board of Trustees. So, the information here should only be a high-level view of the programme/ project and a detailed breakdown on costings. *[Fail pembentangan ini akan dibentangkan kepada Jawatankuasa Penilaian dan Lembaga Pemegang Amanah Yayasan PETRONAS. Oleh itu, maklumat di sini hendaklah menrangkumi isi-isi penting sahaja berkenaan program/projek dan perincian kos.]*
4. Ensure that all information are accurate to the best of your knowledge and present it in a clear and concise manner. *[Pastikan semua maklumat adalah tepat dan bentangkannya dengan jelas dan ringkas.]*
5. You may add slides and additional information as required. *[Anda boleh menambah slaid dan maklumat tambahan jika perlu.]*

1.0 Overview

[Gambaran Keseluruhan]



Programme Overview

Describe the proposed project in one short sentence (not more than 30 words).
[Sila terangkan projek yang dicadangkan secara ringkas (tidak lebih daripada 30 patah perkataan)]

.....

Programme Objectives:

Please state key objectives of applying for the grant or programme collaboration.
[Sila nyatakan objektif utama memohon geran / program ini].

01

02

Request

To seek Yayasan PETRONAS' approval for a programme/grant funding on behalf of [insert name of organisation] for: *[Untuk mendapatkan kelulusan Yayasan PETRONAS untuk program/geran bagi pihak (masukkan nama organisasi)]*

01 Name of Programme *[Nama Program]*

02 Programme / Grant Duration: X Year(s)
[Tempoh Program / Geran]

03 Budget Requirement *[keperluan bajet]: RM*
000,000.00

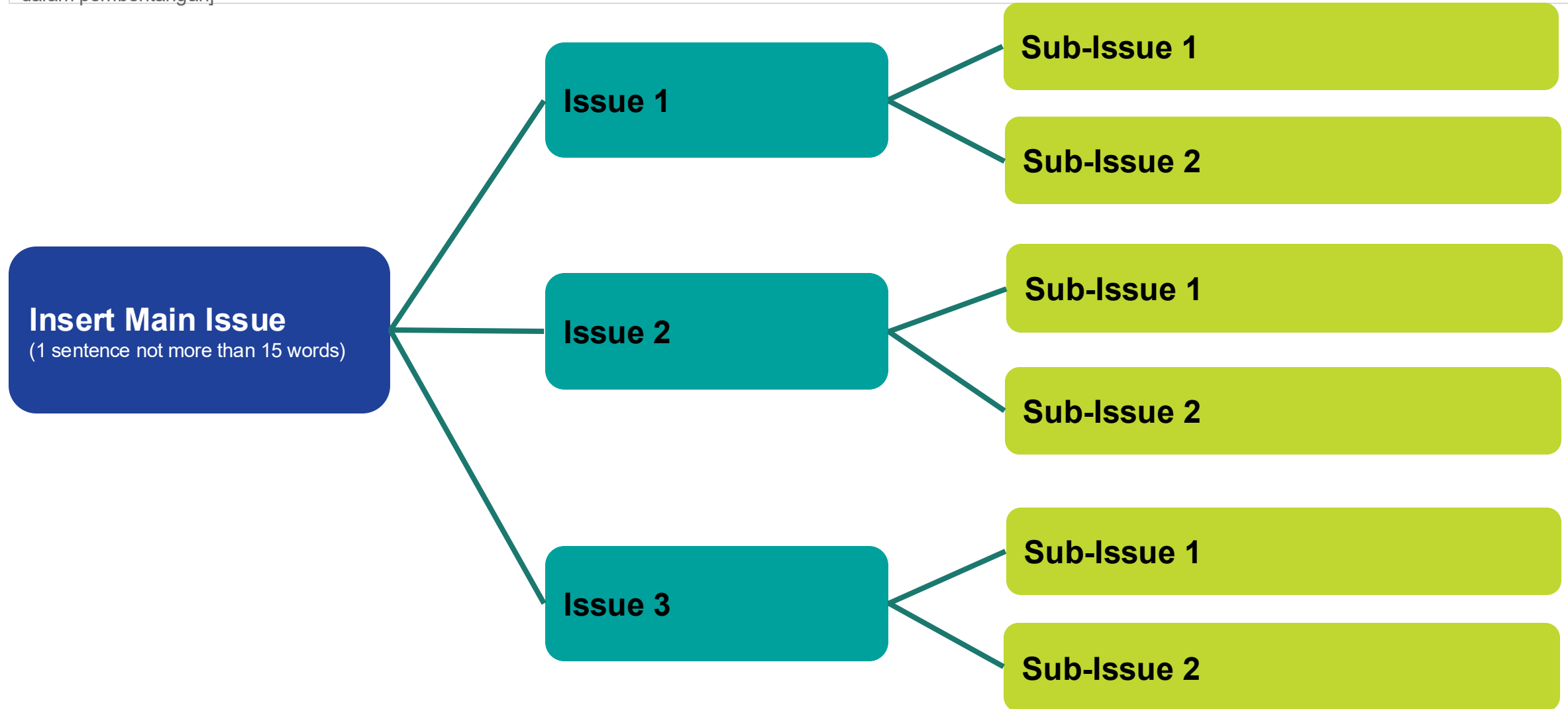
2.0 Issue to be Resolved

[isu yang perlu diselesaikan]



Issue to be Resolved - Background & Context *[isu yang perlu diselesaikan – Latar Belakang & Konteks]*

Show the main problem that you are trying to solve and the specific issues the project is trying to solve. You may use the chart below to help you or present it in an issue tree.
[Jelaskan masalah utama yang anda cuba selesaikan dan isu khusus yang cuba diselesaikan melalui projek ini. Anda boleh menggunakan carta di bawah untuk membantu anda dalam pembentangan]



Problem Statement - Impact of the Problem *[Penyata Masalah – Impak Masalah]*

Please provide a breakdown of facts and data of the critical issues at hand, in a clear and concise manner. For presentation purposes, please present critical findings/ highlights only (maximum 3 slides). *[Sila berikan pecahan fakta dan data isu kritikal yang dihadapi, dengan jelas dan ringkas. Untuk tujuan pembentangan, sila kemukakan penemuan kritikal/ penting sahaja (maksimum 3 slaid).]*

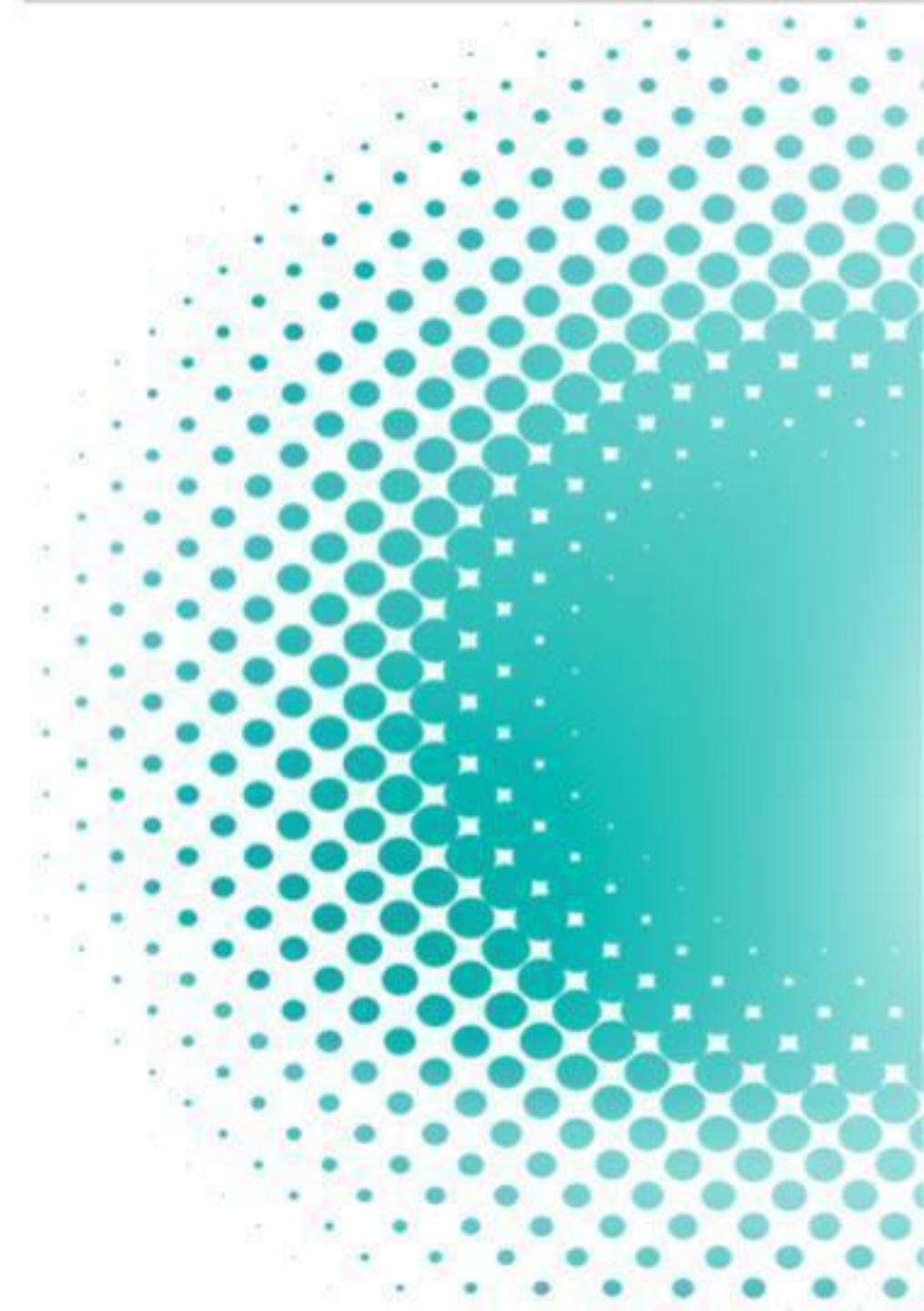
TABLE/GRAPHS/CHARTS

Example

ANALYSIS

3.0 About Us

[Tentang Organisasi]



Our Experience *[Pengalaman]*

Please provide a one-pager describing your organization and your past experience in addressing the problem outlined in Section 2.0 *[Sila berikan penerangan tentang organisasi anda dan pengalaman anda dalam menangani isu yang dibentangkan dalam Bahagian 2.0]*

4.0 Programme Objectives

[Objektif Program]



Objectives of the Programme *[Objektif Program]*

Please provide a summary outlining the main activities of your project, the outputs, outcomes and expected impact. You may use the Theory of Change table below to help illustrate your points (you may add a column if there are more than 2 activities, please keep max 3) or you may also provide your own illustration with the required points. *[Sila berikan maklumat ringkas tentang aktiviti-aktiviti utama dalam projek ini, jangkaan hasil dan impak projek. Pemohon boleh menggunakan carta di bawah untuk menerangkan tentang maklumat yang diperlukan ataupun menggunakan ilustrasi sendiri]*

Project Goal/ Targeted Impact <i>[matlamat projek/impak yang disasarkan]</i>	To <i>e.g. To provide long-term employment at livable wage for the disabled community in Selangor</i>	
Main Interventions <i>[intervensi utama]</i>	Main Intervention/Activity 1	Main Intervention/Activity 2
Long Term (>5 years) <i>[jangka masa lama (>5 tahun)]</i>	SMART Target (Long Term)	SMART Target (Long Term)
Mid Term (3-5 years) <i>[pertengahan penggal (3-5 tahun)]</i>	- SMART Target (Mid – Term) - SMART Target (Mid – Term)	- SMART Target (Mid – Term) - SMART Target (Mid – Term)
Output (1-3 years) <i>[Output (1-3 tahun)]</i>	- Output 1 - Output 2 - Output 3	- Output 1 - Output 2 - Output 3
Key Activities <i>[Aktiviti-aktivit Utama]</i>	- Activity 1 - Activity 2 - Activity 3	- Activity 1 - Activity 2 - Activity 3
Input/ Resource <i>[input/sumber]</i>	- Financial - Person/ Experts - Others	- Financial - Person/ Experts - Others

5.0 Programme Details

[Butiran-butiran Program]



Programme Detail – Description of Main Activity 1 *[Butiran*

Program – Penerangan Aktiviti Utama 1]

Please provide a description of each component of the program e.g. key activities, location, number of beneficiaries, key outputs from this component *[Sila huraikan setiap komponen program cth: aktiviti-aktiviti utama, lokasi, bilangan benefisiari, hasil utama dari komponen-komponen aktiviti tersebut]*



Programme Detail – Description of Main Activity 2 *[Butiran Program – Penerangan Aktiviti Utama 2]*

Please provide a description of each component of the program e.g. key activities, location, number of beneficiaries, key outputs from this component *[Sila huraikan setiap komponen program cth: aktiviti-aktiviti utama, lokasi, bilangan benefisiari, hasil utama dari komponen-komponen aktiviti tersebut]*



Programme – Key Activities and Timeline *[Program – Aktiviti- aktiviti Utama dan Garis Masa]*

Please present the key activities of the programme timeline in a Gantt chart. The image below is only a sample. You may present it in a visually appealing way that best illustrates the activities of your programme but ensure that it covers key tasks, months and expected payment milestones. *[Sila bentangkan aktiviti utama mengikut garis masa program dalam carta Gantt. Gambar di bawah hanyalah contoh. Pemohon boleh membentangkannya dengan cara terbaik untuk menggambarkan program anda. Pastikan anda menunjukkan aktiviti penting, tempoh dan cadangan pembayaran dana berdasarkan perkembangan kerja]*

No	Task	Duration	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
1	Agreement signing	1 day																								
2	Workshop (Preparation & Execution)	1 month																								
3	Site visit	14 days																								
4	Obtain approval of plans and design	60 days																								
5	Material approval	30 days																								
6	Procurement	4 months																								
7	Briefing	2 months																								
8	Assemble	4 months																								
9	Reporting	1 month																								
10	Monitoring & Evaluation	4 times																								
Estimated project development progress (Cumulative)			-	5	10	15	20	25	30	40	55	60	65	70	75	80	-	-	85	-	-	90	-	-	95	100
Disbursement Payment Milestones			20								30					20							20			10
Disbursement Payment Milestones (Cumulative)			20								50					70							90			100

Programme – Monitoring & Evaluation *[Program – Pemantauan & Penilaian]*

Please present the proposed key performance indicators for the program and how it will be monitored and evaluated (e.g. who will be monitoring, frequency, report content to be submitted) *[Sila kemukakan penunjuk prestasi utama yang dicadangkan untuk program dan cara ia akan dipantau dan dinilai (cth. siapa yang akan memantau, kekerapan, kandungan laporan yang akan dikemukakan)]*

No	Indicator	Target	Method of Measurement / Instrument /	Frequency	Party responsible
1					
2					
3					
4					
5					

Programme – Risks & Mitigation *[risiko dan mitigasi]*

Please indicate the **major** risks and mitigation action from your proposal paper (examples provided) in this space. The full risks and mitigation may be included in Appendix. Delete any risk areas that are not applicable to the project. *[Sila nyatakan risiko utama dan tindakan mitigasi daripada kertas cadangan and di ruang ini. Risiko dan mitigasi lengkap boleh disertakan dalam Lampiran. Padamkan mana-mana jenis risiko yang tidak berkenaan dengan projek]*

Risk Area	Risk Description	Potential Impact	Mitigating Actions	Residual Risk
Project Risk <insert Risk Statement>				
Legal/Regulatory Risk <insert Risk Statement>				
Health, Safety & Environment Risk <insert Risk Statement>				
Other Risk <insert Risk Statement>				

6.0 Detailed Costings

[Butiran terperinci kos]



Costings *[Kos]*

Please provide a clear breakdown of costings here and in a separate attachment (in .xls format). You may use the table below to help you or create your own, as long as the breakdown is clear. *[Sila berikan pecahan kos yang jelas di sini dan dalam lampiran berasingan (dalam format .xls). Anda boleh menggunakan jadual di bawah atau mencipta jadual anda sendiri, asalkan pecahannya jelas.]*

Activity	Detail	Assumption (based on cost benchmarking or market price)	Amount (RM)
Activity 1 Set-up cost	Item 1		A
	Item 2		B
	Subtotal (1)		A+B
Activity 2 Operational cost	Item 1		C
	Item 2		D
	Subtotal (2)		C+D
Activity 3 Administrative cost	Item 1		E
	Item 2		F
	Subtotal (3)		E+F
TOTAL			(1) + (2) + (3)

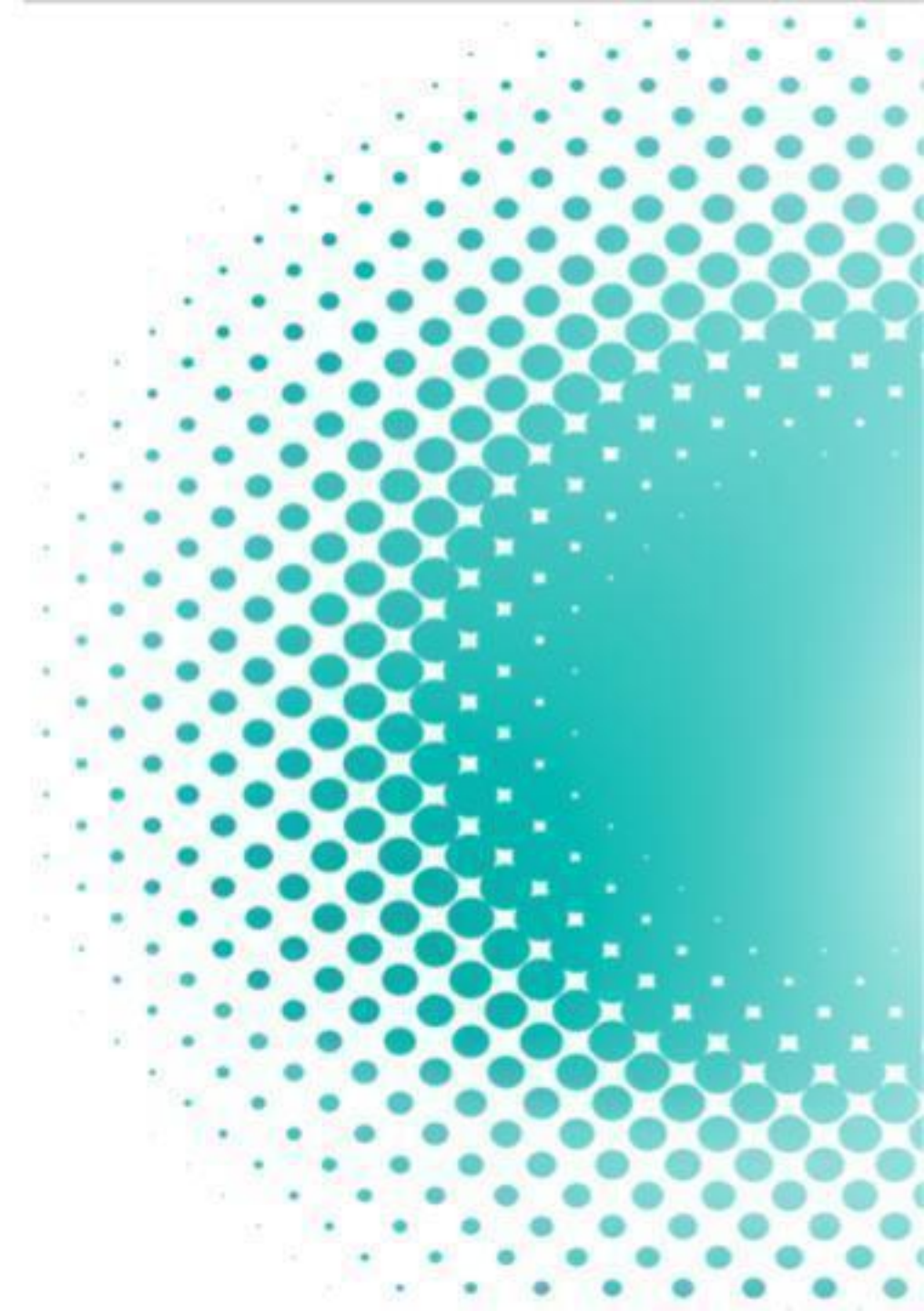
Milestones and Deliverables

Please provide clear Scope of Work with agreed-upon milestone, ensuring they are achievable. *[Sila nyatakan skop kerja yang jelas dengan milestone yang dipersetujui, dengan memastikan ianya boleh dicapai.]*

No.	Milestone & Activities	Deliverables	%	Total Amount (RM)
1	Upon signing of agreement	N/A	20	Xxx
2	Upon approval of Progress Report 1 including (but not limited to):		xx	xxx
	• xxx	- Xxx - Xxx - Xxx	xx	xxx
3	Upon approval of Progress Report 2 including (but not limited to):		xx	xxx
	• xxxx	- Xxx - Xxx - Xxx	xx	xxx
4	Upon approval of Progress Report 3 including (but not limited to):		xx	xxx
4a	• xxxx	- Xxx - Xxx - Xxx	xx	xxx
5	Upon approval of Final Report and achievement of KPI		10	xxx
	• xxxx	Xxx	xx	xxx
	TOTAL			xxx

7.0 Our Team

[Carta Organisasi Projek]



Our Team

Include the organisation chart or team structure for the programme/ project and show how stakeholders come into play (i.e. Are they part of the oversight committee? Who will be liaising with the beneficiaries?). Use the chart below as a guide. *[Sila tunjukkan carta organisasi untuk projek ini dan juga masukkan maklumat tentang orang berkepentingan kepada projek ini. Nyatakan fungsi dan tanggungjawab mereka]*

Feel free to include pictures, names and designation of team members. *[Pemohon boleh menyertakan maklumat lain seperti gambar, nama dan jawatan]*

Stakeholders:

- Yayasan
- Beneficiaries
- Local Government
- Others

Programme/ Project Oversight Committee

Programme / Project Manager

Team 1

Team 2

Team 3

Key Responsibilities:

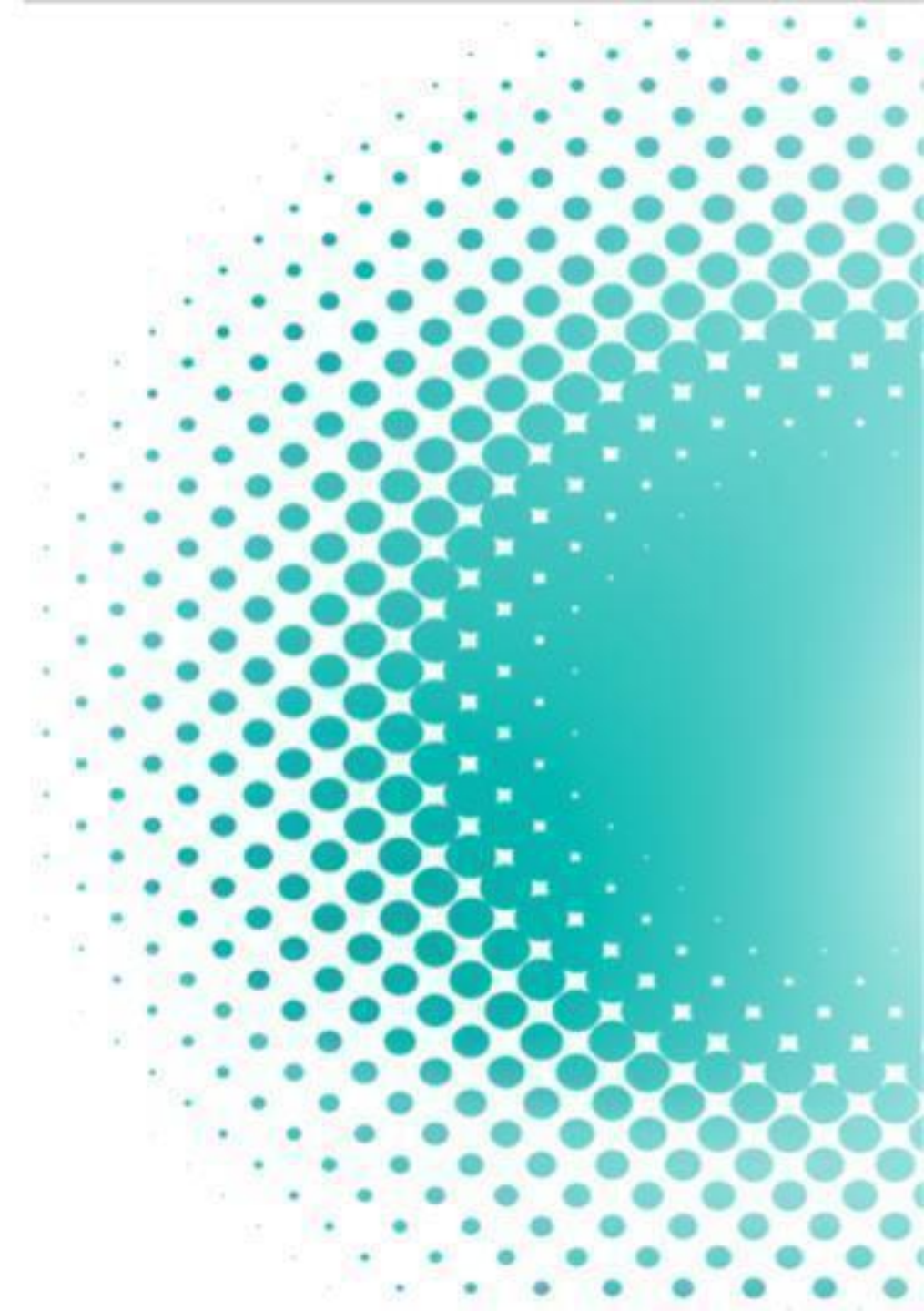
Responsibility 1

Responsibility 2

Responsibility 3

8.0 Appendix

[Lampiran]



Appendix

Please include any additional supporting information in this section *[Sila sertakan sebarang maklumat sokongan tambahan dalam bahagian ini]*

XXX

[\[Open\]](#)

