

YAYASAN PETRONAS PROGRAMME/GRANT PROPOSAL TEMPLATE**Name of Programme/Initiative Proposal:**

Applicants are advised to fill out the following with as much detail as possible. Applicants may use the guiding questions to ensure you provide the relevant information that accurately reflects the nature and scope of your project, which will then enable us to evaluate your proposal accordingly and assess its relevance to Yayasan PETRONAS's objectives.

[Pemohon disarankan untuk mengisi maklumat mengenai projek anda dengan tepat dan terperinci. Pemohon boleh menggunakan soalan panduan yang tersedia untuk memastikan anda dapat memberikan maklumat berkaitan yang jelas mengenai skop projek anda. Maklumat tersebut adalah penting untuk membolehkan pihak Yayasan PETRONAS menilai kertas kerja pemohon dan memastikan kertas kerja pemohon selari dengan objektif kami.]

Applicants should note that the team in Yayasan PETRONAS may not have the detailed understanding of your area and its technical aspects. Due to the volume of proposals that we receive, applicants are encouraged to provide the relevant information in the form below in a concise and non-technical manner (as appropriate) to ensure full understanding of your intent. Further supporting materials or elaboration that could further explain your project may be attached as appendices.

[Pemohon perlu mengambil maklum bahawa pihak Yayasan PETRONAS mungkin tidak mempunyai pemahaman yang terperinci tentang skop projek yang dicadangkan oleh pemohon. Oleh kerana kami menerima jumlah kertas cadangan yang banyak, pemohon adalah sangat digalakkan untuk memberi maklumat tentang projek anda dengan ringkas dan menggunakan ayat bukan teknikal (jika sesuai) untuk memastikan pihak kami dapat memahaminya dengan mudah. Bahan sokongan atau huraian tambahan yang boleh menerangkan projek anda dengan lebih lanjut boleh dilampirkan di ruang Lampiran di bawah.]

OVERALL PROGRAMME/INITIATIVE DETAILS

[BUTIRAN PROGRAM/INISIATIF KESELURUHAN]

Project Goal and Objectives <i>[Matlamat dan Objektif Projek]</i>	<i>What is the long-term goal of your project?</i> <i>[Apakah matlamat jangka panjang projek?]</i> <i>Please list down objectives (max 3) to be achieved by the end of the project.</i> <i>[Sila senaraikan objektif (maksimum 3) untuk dicapai menjelang penghujung projek.]</i>
Issue(s) To Be Resolved <i>[Isu Yang Perlu Diselesaikan]</i>	<i>How did this project came about?</i> <i>[Bagaimana projek atau idea tentang projek ini bermula?]</i> <i>Please list down the main issue(s) and its root cause(s) that the project is trying to resolve. Please indicate the issues' impact on communities, as well as supporting data to prove these claims.</i> <i>[Sila senaraikan isu utama dan isu dasar yang hendak diselesaikan oleh projek ini. Nyatakan kesan isu tersebut terhadap komuniti, dan sertakan data sokongan untuk membuktikan masalah tersebut.]</i> <i>Additionally, share how the project started, as well as provide references of your organisation's past work (i.e. journal publications, post-programme report, etc) and/or proof of other similar pilot programmes (i.e. journal publications, industry websites, etc).</i> <i>[Selain itu, kongsi bagaimana projek itu dimulakan dan sertakan rujukan kerja terdahulu yang telah dilaksanakan oleh organisasi anda (contoh: terbitan jurnal, laporan pasca program, dll) dan/atau bukti program perintis lain yang serupa (contoh: penerbitan jurnal, laman sesawang industri, dll).]</i> <i>Please provide supporting details in Appendix 1</i> <i>[Sila berikan butiran sokongan dalam Lampiran 1]</i>
Project Summary <i>[Ringkasan Projek]</i>	<i>Please provide a brief summary of the project, covering:</i> <i>[Sila berikan rumusan ringkas projek, meliputi:]</i> <i>Main activities of the project</i> <i>[Aktiviti utama projek]</i> <i>Alignment to either of YP's three pillars</i> <i>[Penjajaran kepada salah satu daripada tiga skop YP]</i>

	<i>Sustainability: How does this project align with PETRONAS Sustainability Agenda (if relevant) and/or how it can self-sustain or succession plan beyond the project funding period</i> [Kemampanan: Nyatakan bagaimana projek ini sejajar dengan Agenda Kelestarian PETRONAS (jika berkaitan) dan/atau bagaimana ia boleh diteruskan selepas tempoh pembiayaan projek] <i>Rationale: Explain why Yayasan PETRONAS should support this programme or initiative and how Yayasan PETRONAS can play a part or be positioned beyond just being a funder</i> [Rasional: Jelaskan mengapa Yayasan PETRONAS harus menyokong program atau inisiatif ini dan sumbangan lain yang Yayasan PETRONAS dapat membantu selain daripada sokongan kewangan.]
Overall Expected Outputs, Outcomes and Impact <i>[Jangkaan Pengeluaran, Hasil dan Kesan Keseluruhan]</i>	<i>Estimated/expected outcome [Jangkaan hasil]:</i> <i>Overall project expected impact</i> <i>[Jangkaan kesan projek secara keseluruhan]</i> <i>You may also use the Theory of Change table in Appendix 2 to assist in outlining your expected outcomes and impact. If so, please mark “refer to Appendix 2” in this column.</i> <i>[Anda boleh menggunakan rangka kerja ‘Theory of Change’ di Lampiran 2 untuk membantu dalam memperincikan hasil dan kesan yang dijangka daripada projek anda.]</i>
Target Beneficiaries <i>[Benefisiari Sasaran]</i>	<i>Briefly describe the target group who will benefit from this proposed project/ programme.</i> <i>[Jelaskan secara ringkas kumpulan sasaran yang akan memperoleh manfaat daripada projek / program ini]</i> <i>Briefly explain how the target group will benefit from this proposed project/ programme.</i> <i>[Jelaskan bagaimana kumpulan sasaran ini akan memperoleh manfaat daripada projek / program ini].</i>
Overall Project Timeline <i>[Garis Masa Projek Keseluruhan]</i>	Please indicate duration of project in months: _____ months <i>[Sila nyatakan tempoh projek dalam bulan: _____ bulan]</i> From FY20 to FY20 <i>[Dari FY20 hingga FY20]</i> <i>Please provide Gantt chart for the project execution in Appendix 3</i> <i>[Sila berikan carta Gantt untuk pelaksanaan projek di Lampiran 3]</i>

Total Funding Required <i>[Jumlah Pembiayaan yang Diperlukan]</i>	<i>Please state the total funding required in Ringgit Malaysia</i> <i>[Sila nyatakan jumlah pembiayaan yang diperlukan dalam Ringgit Malaysia]</i>
Total Team Members <i>[Jumlah Ahli Pasukan]</i>	<i>Please state the total team members for the project</i> <i>[Sila nyatakan jumlah ahli pasukan untuk projek tersebut]</i> <i>Please provide proposed team structure for the project in Appendix 4</i> <i>[Sila sediakan cadangan struktur pasukan untuk projek di Lampiran 4]</i>
Summary of Past Experience <i>[Rumusan Pengalaman]</i>	<i>Briefly describe similar projects/ programme under similar targeted areas that the organisation has successfully conducted in the past</i> <i>[Jelaskan secara ringkas projek / program yang mirip seperti projek yang dicadangkan yang telah berjaya dilaksanakan oleh organisasi anda]</i>

DETAILS OF MAIN ACTIVITY 1

Activity Objective <i>[Objektif Aktiviti]</i>	<i>What is the objective of this activity? How does it link to the project overall goal and objectives?</i> <i>[Apakah objektif aktiviti ini? Bagaimanakah ia dikaitkan dengan matlamat dan objektif keseluruhan projek?]</i>
Activity Summary <i>[Rumusan Aktiviti]</i>	<i>Please provide a brief summary of this activity, covering:</i> <i>[Sila nyatakan rumusan ringkas aktiviti ini, meliputi:]</i> <i>What is the activity?</i> <i>[Apakah aktiviti tersebut?]</i> <i>Why is the activity important to the project?</i> <i>[Apakah kepentingan aktiviti kepada projek?]</i> <i>When will this activity be conducted?</i> <i>[Bilakah aktiviti ini akan dijalankan?]</i> <i>Who will be involved?</i> <i>[Siapakah yang akan terlibat?]</i> <i>Where will this be conducted?</i> <i>[Dimanakah aktiviti ini akan dijalankan?]</i> <i>How will this be conducted?</i> <i>[Bagaimanakah aktiviti ini akan dijalankan?]</i>

Expected Outputs, Outcomes and Impact <i>[Jangkaan Pengeluaran, Hasil dan Impak]</i>	What are the expected: <i>[Apakah yang diharapkan:]</i> Short-term Outputs of this activity (within 1-3 years) / Output Jangka Pendek aktiviti ini (dalam tempoh 1-3 tahun): <i>Please provide your targets and ensure it follows the SMART principle. Note that this may form the project KPI.</i> <i>[Sila berikan sasaran anda dan pastikan ia mengikut prinsip SMART. Ambil perhatian bahawa ini mungkin membentuk KPI projek.]</i> Medium-Term Outcome of this activity (within 3-5 years) / Hasil Jangka Sederhana aktiviti ini (dalam tempoh 3-5 tahun): <i>Please provide your targets and ensure it follows the SMART principle. Note that this may form the project KPI.</i> <i>[Sila berikan sasaran anda dan pastikan ia mengikut prinsip SMART. Ambil perhatian bahawa ini mungkin membentuk KPI projek.]</i> Potential long-term impact of this activity (>5 years) / Potensi impak jangka panjang aktiviti ini (>5 tahun) : <i>Please indicate the long-term potential impact to the direct beneficiary, the surrounding community and the environment (if applicable)</i> <i>[Sila nyatakan potensi kesan jangka panjang kepada penerima langsung, masyarakat sekeliling dan alam sekitar (jika berkenaan)]</i>
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DETAILS OF MAIN ACTIVITY 2

Activity Objective <i>[Objektif Aktiviti]</i>	<i>What is the objective of this activity? How does it link to the project overall goal and objectives?</i> <i>[Apakah objektif aktiviti ini? Bagaimanakah ia dikaitkan dengan matlamat dan objektif keseluruhan projek?]</i>
Activity Summary <i>[Rumusan Aktiviti]</i>	<i>Please provide a brief summary of this activity, covering:</i> <i>[Sila nyatakan rumusan ringkas aktiviti ini, meliputi:]</i> <i>What is the activity?</i> <i>[Apakah aktiviti tersebut?]</i> <i>Why is the activity important to the project?</i> <i>[Apakah kepentingan aktiviti kepada projek?]</i> <i>When will this activity be conducted?</i> <i>[Bilakah aktiviti ini akan dijalankan?]</i> <i>Who will be involved?</i>

	<i>[Siapakah yang akan terlibat?]</i> • <i>Where will this be conducted?</i> <i>[Dimanakah aktiviti ini akan dijalankan?]</i> • <i>How will this be conducted?</i> • <i>[Bagaimanakah aktiviti ini akan dijalankan?]</i>
Expected Outputs, Outcomes and Impact <i>[Jangkaan Pengeluaran, Hasil dan Kesan]</i>	What are the expected: <i>[Apakah jangkaan:]</i> • Short-term Outputs of this activity (within 1-3 years) / Pengeluaran Jangka Pendek aktiviti (dalam tempoh 1-3 tahun): <i>Please provide your targets and ensure it follows the SMART principle. Note that this may form the project KPI.</i> <i>[Sila berikan sasaran anda dan pastikan ia mengikut prinsip SMART. Ambil perhatian bahawa ini mungkin menyumbang kepada KPI projek.]</i> • Medium-Term Outcome of this activity (within 3-5 years) / Hasil Jangka Sederhana aktiviti ini (dalam tempoh 3-5 tahun): <i>Please provide your targets and ensure it follows the SMART principle. Note that this may form the project KPI.</i> <i>[Sila berikan sasaran anda dan pastikan ia mengikut prinsip SMART. Ambil perhatian bahawa ini mungkin membentuk KPI projek.]</i> • Potential long-term impact of this activity (>5 years) / Potensi impak jangka panjang aktiviti ini (>5 tahun) : <i>Please indicate the long-term potential impact to the direct beneficiary, the surrounding community and the environment (if applicable)</i> <i>[Sila nyatakan potensi kesan jangka panjang kepada penerima langsung, masyarakat sekeliling dan alam sekitar (jika berkenaan)]</i>

DETAILS OF MAIN ACTIVITY 3 (IF APPLICABLE)

Activity Objective <i>[Objektif Aktiviti]</i>	<i>What is the objective of this activity? How does it link to the project overall goal and objectives?</i> <i>[Apakah objektif aktiviti ini? Bagaimanakah ia dikaitkan dengan matlamat dan objektif keseluruhan projek?]</i>
Activity Summary <i>[Rumusan Aktiviti]</i>	<i>Please provide a brief summary of this activity, covering:</i> <i>[Sila nyatakan rumusan ringkas aktiviti ini, meliputi:]</i> • <i>What is the activity?</i> <i>[Apakah aktiviti tersebut?]</i>

	• <i>Why is the activity important to the project?</i> <i>[Apakah kepentingan aktiviti kepada projek?]</i> • <i>When will this activity be conducted?</i> <i>[Bilakah aktiviti ini akan dijalankan?]</i> • <i>Who will be involved?</i> <i>[Siapakah yang akan terlibat?]</i> • <i>Where will this be conducted?</i> <i>[Dimanakah aktiviti ini akan dijalankan?]</i> • <i>How will this be conducted?</i> <i>[Bagaimanakah aktiviti ini akan dijalankan?]</i>
Expected Outputs, Outcomes and Impact <i>[Jangkaan Pengeluaran, Hasil dan Impak]</i>	What are the expected: <i>[Apakah yang diharapkan:]</i> • Short-term Outputs of this activity (within 1-3 years) / Output Jangka Pendek aktiviti ini (dalam tempoh 1-3 tahun): <i>Please provide your targets and ensure it follows the SMART principle. Note that this may form the project KPI.</i> <i>[Sila berikan sasaran anda dan pastikan ia mengikut prinsip SMART. Ambil perhatian bahawa ini mungkin membentuk KPI projek.]</i> • Medium-Term Outcome of this activity (within 3-5 years) / Hasil Jangka Sederhana aktiviti ini (dalam tempoh 3-5 tahun): <i>Please provide your targets and ensure it follows the SMART principle. Note that this may form the project KPI.</i> <i>[Sila berikan sasaran anda dan pastikan ia mengikut prinsip SMART. Ambil perhatian bahawa ini mungkin membentuk KPI projek.]</i> • Potential long-term impact of this activity (>5 years) / Potensi impak jangka panjang aktiviti ini (>5 tahun) : <i>Please indicate the long-term potential impact to the direct beneficiary, the surrounding community and the environment (if applicable)</i> <i>[Sila nyatakan potensi kesan jangka panjang kepada penerima langsung, masyarakat sekeliling dan alam sekitar (jika berkenaan)]</i>

BUDGET OF PROPOSED PROJECT/ PROGRAMME [BAJET PROJEK / PROGRAM]

Please use following template to detail out the cost of the proposed project/programme. It is encouraged for the cost to be broken down to be as detailed as possible (e.g: to include operating cost, etc.)

[Sila gunakan templat dibawah untuk huraian pecahan kos bagi projek/ program yang dicadangkan. Anda digalakkan untuk menghuraikan pembahagian kos kepada butiran terperinci (contoh: kos operasi, dll.)

Activity	Detail	Assumption	Amount (RM)
Activity 1	Item 1		A
	Item 2		B
	Subtotal (1)		A+B
Activity 2	Item 1		C
	Item 2		D
	Subtotal (2)		C+D
Activity 3	Item 1		E
	Item 2		F
	Subtotal (3)		E+F
TOTAL			(1) + (2) + (3)

You may provide additional explanation/assumptions to the budget in Appendix 5

Please provide a Gantt chart detailing the projected cash flow for at least the duration of the project/ programme and provide a clear breakdown of the costings in Appendix 6. Please also indicate your expected payment milestone and percentage.

[Sila lampirkan carta Gantt bagi menghuraikan cadangan aliran tunai sekurang-kurangnya bagi tempoh pelaksanaan projek/ program dan sertakan pecahan kos di Lampiran 6. Sila nyatakan juga jangkaan tempoh penyaluran kewangan dari Yayasan PETRONAS serta peratus penyaluran]

MONITORING AND EVALUATION / PEMANTAUAN DAN PENILAIAN

Please elaborate your proposal on how the project will be monitored during implementation (e.g. via working committee, potential members, roles, frequency of meeting) [Sila huraikan cadangan anda tentang cara projek akan dipantau semasa pelaksanaan (contoh. melalui jawatankuasa kerja, cadangan ahli, peranan, kekerapan mesyuarat)]

Please elaborate on the type of information you plan to collect in order to monitor the progress of the project's activities and elaborate on how the information will be collected (e.g. percentage of income increase post-training period, via quarterly survey to xx% of the trainees). [Sila huraikan jenis maklumat yang akan dikumpulkan bagi memantau perkembangan aktiviti projek dan huraikan cara maklumat tersebut akan dikumpulkan (contoh: peratusan peningkatan pendapatan selepas tempoh latihan, melalui tinjauan suku tahunan kepada xx% pelatih)]

No	Indicator	Target	Method of Measurement / Instrument /	Frequency	Party responsible

1					
2					
3					
4					
5					

RISKS AND MITIGATION / RISIKO DAN MITIGASI

Please provide a risk assessment conducted on the proposed project/ programme that was either done internally by the organisation or by an external industry expert, as well as a practical risk mitigation plan. Please use the following template, you may delete where not applicable. [Sila huraikan penilaian risiko bagi projek / program yang dicadangkan berdasarkan penilaian dalaman atau pakar industri luar dan huraikan pelan mitigasi risiko yang dirancang. Sila gunakan templat berikut, padam mana-mana maklumat yang tidak berkenaan.]

Risk Area	Risk Description	Potential Impact	Mitigating Actions	Residual Risk
Project Risk <insert Risk Statement> e.g. delay in obtaining number of targeted participants	- E.g The project aims to include 100 community members as participants to ensure benefit - There may be difficulty to achieve the number of eligible participants, especially in remote areas where people live far away	Medium	- E.g. to ensure eligibility criteria covers all relevant categories that should benefit from the project instead of just focusing on a select few - Incorporate socialization/awareness sessions with the community members to increase their interest in participating - Incorporate solutions to transportation issues for villagers from remote areas	Low
Legal/Regulatory Risk <insert Risk Statement> e.g. change in regulations for eligibility of carbon credit	- E.g. One of the project's objective is to also allow the claiming the carbon credit from the Government - Any change to the eligibility criteria may render the project to be ineligible for carbon credit	High	E.g Continuously engage and monitor with the relevant government agencies to ensure project owner is to update with potential changes and allow for pivoting	Medium

Health, Safety & Environment Risk <insert Risk Statement> e.g. <i>incident at project site</i> <i>e.g. flood affects achievement of project milestone</i>	• <i>E.g. One of the training center is vulnerable to flash flood</i> • <i>Occurrence of the flood will immediately delay the implementation of the project as the training will need to be rescheduled, cleaned and repaired before further usage</i>	High	• <i>E.g. Continuous monitoring of weather</i> • <i>Schedule trainings at back-up location during rainy season</i> • <i>Set up and communicate an emergency plan in the unexpected occurrence of flood</i>	Low
Other Risks				

APPENDICES

Applicant to fill out the following:

Appendix 1: Details of the Issue

Appendix 2: Proposed Theory of Change (you may use the framework below to outline your activities, expected output, outcome and impact)

Project Goal/ Targeted Impact <i>[Matlamat projek/impak yang disasarkan]</i>	To Target must be SMART – Specific, Measurable, Actionable, Relevant to the Problem and Time bound e.g. To provide long-term employment at livable wage for the disabled community in Selangor	
Main Interventions <i>[Intervensi utama]</i>	Main Intervention/Activity 1	Main Intervention/Activity 2
Long Term (>5 years) <i>[Jangka masa panjang (>5 tahun)]</i>	SMART Target (Long Term)	SMART Target (Long Term)
Mid Term (3-5 years) <i>[Jangka masa sederhana (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 jangka pendek (1-3 tahun)]</i>	- Output 1 - Output 2 - Output 3	- Output 1 - Output 2 - Output 3

Key Activities <i>[Aktiviti-aktiviti 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

Appendix 3: Timeline of the Proposed Project/ Programme *[Garis masa projek/ program yang dicadangkan]*

Please include tranches for when the organisation expects financial drawdowns for each milestone of the programme/ research project in the timeline.

Appendix 4: Proposed Project Team Structure *[Cadangan carta organisasi projek]*

Appendix 5: Additional explanation/ assumptions of Budget (if any) *[Maklumat tambahan/ andaian bajet (jika ada)]*

Appendix 6: Milestones & Deliverables

Example:

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

No.	Milestone & Activities	Deliverables	%	Total Amount (RM)
5	Upon approval of Final Report and achievement of KPI		10	xxx
	• xxxx	• Xxx	xx	xxx
	TOTAL			xxx

-End of Proposal-

Prepared by:

Name:
Designation:
Date:

Reviewed by:

Name:
Designation:
Date:

Approved for Submission by:

Name:
Designation:
Date:

Please leave this section blank. To be filled out by the Evaluation Committee.

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Yayasan PETRONAS EC to fill.