**JFKL Small Grant Programme FY2023**

**Application Instructions**

**JFKL Small Grant Programme FY2023**

**Application Form**

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| --- | --- | --- |
|  | **Date:** | Click or tap to enter date of application |
| **1.** | **Title of the Project:** |
|  | Enter the title/name of your project |
|  |  |
| **2.** | **Category of the Project:***Please check/choose ONE (1) box only.* |
|  | **Category A** |
|  | [ ]  Performance | [ ]  Exhibition | [ ]  Film Screening |
|  | [ ]  Publication | [ ]  Other |  |
|  | **Category B** |
|  | [ ]  Conference/Seminar/Workshop/Masterclass  | [ ]  Publication | [ ]  Other |
|  | **Category C** |
|  | [ ]  Conference | [ ]  Teacher Training | [ ]  Publication of Teaching Resources |
|  | [ ]  Support for Resource Centre/Library | [ ]  Other |
|  |  |
| **3.** | **Types of the Project:** |
|  | [ ]  Physical | [ ]  Online | [ ]  Hybrid (Physical & Online) |
|  |  |
| **4.** | **Project Period:** |
|  | From | Click or tap to enter your start date | To | Click or tap to enter your finish date |
|  |  |
| **5.** | **Project Venue(s) / Online Platform(s):** |
|  | State the venue or platform of your project |
|  |  |
| **6.** | **Organisation Information:** |
|  | **Name of Organisation** | **:** | Specify the name of your organisation in full |
|  | **Name of Section that conducts the Project** | **:** | *(e.g., Division, Faculty, Department, Sector, etc.)* |
|  | Specify the section in charge of this project under your organisation |
|  | **Legal Status** | **:** | Specify the legal status of your organisation |
|  | **Registration Number** | **:** | Enter the registration number of your organisation |
|  | **Year of Registration** | **:** | Enter the year of registration of your organisation |
|  | **Office Address** | **:** | Enter the full address of your organisation |
|  | **Office Number** | **:** | **Tel:** | Enter the phone number | **Fax:** | Enter the fax number |

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| **NOTE: PLEASE USE A SEPARATE SHEET WHEREVER NECESSARY** |
| **7.** | **Organisation Background:***For private organisation, please attach the registration certificate and recent audited financial report.* |
|  |  |
|  | Write the background of your organisation |
|  |  |
| **8.** | **Objectives of the Project:***Please state how your project can contribute to the objective of the grant.* |
|  |  |
|  | Write the objectives of the project  |
|  |  |
| **9.** | **Project Description:***Please clarify how you plan to achieve the expected outcome described below through the proposed project.* |
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|  |  |
|  | *\*Please submit the detailed descriptions of the project (project proposal) and related supporting documents.* |
|  |  |

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| **10.** | **Major Collaborators / Collaborating Institutions:***Please attach the supporting documents (i.e., Letter of collaboration, etc.) if possible.* |
|  |  |
|  | **Country & Name of Institutions / Collaborators** | **Roles** |
|  | Write the name of collaborators as detailed as possible | State the role(s) of each collaborator |
|  |  |
| **11.** | **Proposed Schedule:***Please state the full schedule of your project including post-event (i.e., submission of final report, etc.)* |
|  |  |
|  | **Date/Period** | **Activities** | **Project Site / Venues / Platforms** |
|  | Write the date/period as detail as possible  | Write the activities/task/progress of your project | Write the site/venues/platforms of the activities |
|  |  |
| **12.** | **Expected Output:***Please state how the project can contribute to the larger number of audience/participants & public.* |
|  |  |
|  | Write the project expected outcomes  |
|  |  |

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| **13.** | **Public Relation (PR) plan for both before and after the project implementation:** |
|  |  |
|  | Write your PR plan as detailed as possible |
|  |  |
|  | **\*Checklist for Ticketing Events:** *Complete this section if relevant to your project.* |
|  |  |
|  | **Ticket price /****Participation fees** | **Number of estimated audiences** | **Will you apply for visa for the artist & permit for performance?** |
|  | **Adult** | **:** | RM Amount | No. of **people x** No. of **performance** **=** Total Audience | [ ] [ ]  | YesNo, because: |
|  | **Concessions** | **:** | RM Amount |  | If no, state the reason(s) here |
|  |  |
| **14.** | **Supporting Documents:***Please attach supporting documents with this application form and check the boxes below:* |
|  |  |
|  |[ ]  Eligibility check sheet | - |
|  |[ ]  Organisation’s registration certificate, recent audited financial report | [No.7] |
|  |[ ]  Information on the applicant’s organisation | [No.7] |
|  |[ ]  Detailed project proposal (including a report of past similar project, if any) | [No.8,9] |
|  |[ ]  Profile or biography of guest/collaborator (artist, researcher, collaborating institutions, etc.) | [No.10] |
|  |[ ]  Agreement with the guest/collaborator (in a form of a letter, e-mail or contract) | [No.10] |
|  |[ ]  Quotations as per request in the budget proposal | [No.15] |
|  |[ ]  Other: (Please specify here) |  |
|  |  |  |  |

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| **15.** | **Budget Proposal (In Ringgit Malaysia)***All budget items for the project, including those covered by the applicant and other funding sources, should be included in the Project Total Cost.**All cost should be stated only in Ringgit Malaysia (MYR), including for applicants from Singapore and Brunei by referring to MUFG current conversion rate.* |
|  |  |
| **(A) FULL COST FOR PROJECT** |  | **(B) BREAK DOWN OF COST SHARING (MYR)** |
| Cost coverage and in-kind support |
| **Items** | **Specification** | **Cost Breakdown** | **Total Cost (MYR)** |  | **Applicant’s Own Expenses** | **Other Funding Sources** | **Grant from JFKL** |
| **(1)** | **Honorarium** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(2)** | **Per diem** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(3)** | **Transportation** | Route, Class, etc. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **a. International** | Click or tap here to enter text. |
| **b. Domestic** **(within Malaysia)** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(4)** | **Accommodation** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(5)** | **Publicity / PR** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(6)** | **Fee for rental of venue & equipment** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(7)** | **Report / Printing** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(8)** | **Fee for visa and permit** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(9)** | **Fee for translator / interpreter** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **(10)** | **Others** | Click or tap here to enter text. | Click or tap here to enter text. | 00.00 | **→** | 00.00 | 00.00 | 00.00 |
| **Project Total Cost:** | **00.00** | **→** | **00.00** | **00.00** | **00.00** |

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| **16.** | **Bank Account:***In case the name of the account holder differs from the name of the applying organisation, a letter of attorney which describes the reason of delegation in needed if JFKL decides to award the grant.* |
|  |  |
|  | **Bank Name** | **:** | Name of bank in full |
|  | **Branch Name** | **:** | Name of branch (location) |
|  | **Address** | **:** | Address of bank |
|  | **Account Number** | **:** | Account number |
|  | **Bank Code / IBAN for 24 European Nations** | **:** | Click or tap here to enter text. |
|  | **Bank Code / BIC / Swift Code for 24 European Nations** | **:** | Click or tap here to enter text. |
|  | **Name of the Account** | **:** | Name of the account holder (organisation/institution) |
|  | **Address of the Account** | **:** | Address of the account |
|  |  |  |
| **17.** | **Endorsement:***The Contact Person and the Project Director may be the same individual.**However, the Project Director and the Bursar must be two different individuals.* |
|  |  |
|  | **(A) Contact Person** |
|  | **Name** | **:** | Full name with title |
|  | **Position/Designation** | **:** | Position/designation of the contact person in the organisation |
|  | **Contact Number** | **:** | **Tel:** | Enter the phone number | **Fax:** | Enter the fax number |
|  | **E-mail Address** | **:** | E-mail address of the contact person for correspondence |
|  | **Signature** | **:** |  |
|  |  |  |  |
|  | **(B) Project Director** |  | **OFFICIAL STAMP** |
|  | **Name** | **:** | Full name with title |  |
|  | **Position/Designation** | **:** | Position/designation of the project director in the organisation |  |  |
|  | **E-mail Address** | **:** | E-mail address of the project director |  |
|  | **Signature** | **:** |  |  |
|  |  |  |  |
|  | **(C) Bursar** |  |
|  | **Name** | **:** | Full name with title |  |
|  | **Position/Designation** | **:** | Position/designation of the bursar in the organisation |  |
|  | **E-mail Address** | **:** | E-mail address of the bursar |  |
|  | **Signature** | **:** |  |  |