# APPLICATION FORM (revised 1st April 2023)

**Project Overview/Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title | |  | |
| Project Location / Sampling Location (s) | |  | |
| Lab Location (s) | |  | |
| Expected Project Start Date | |  | |
| Expected Project End Date | |  | |
| Project Duration (months) | |  | |
| Focal Areas (tick at least one) | ☐ **Natural Resource Management**   * Projects and activities intended to involve community participation in the management, monitoring and protection of important areas of biological diversity, and environmentally sensitive areas. * Projects and activities intended for in-situ management and monitoring of biological diversity including ecosystems and species. * Projects and activities intended for ex-situ management and monitoring of biological diversity, local species and genetic resources. * Projects and activities towards mainstreaming biodiversity conservation and sustainable management of natural resources in mitigating and adaptation to climate change.   ☐ **Research and Development**   * Funding for research and development (R&D) activities in the fields of science, technology and socio-economy related to conservation of biological diversity and sustainable management of natural resources that are aligned to conservation related policies and national commitments in multilateral environmental agreements.   ☐ **Capacity Building**   * Projects and activities that foster understanding in the implementation, enforcement and improvement of policies, laws, regulations, and guidelines in the fields of **conservation**. * Projects and activities for human resource development and training for conservation of biological diversity and sustainable management of natural resources, including strengthening and understanding of policies, laws, regulations, guidelines and national obligations in international conventions and forums. * Projects and activities intended to increase public awareness through education, training, and capacity development, including supporting protection and conservation campaigns. * Organising seminars, courses, workshops, conferences and colloquiums funded by NCTF.   ☐ **Sustainable Financing Mechanism**   * Projects and activities for the implementation of sustainable financing mechanisms, financial and other sources of benefit transfer between the Federal and State governments. | | |
| Total Funding Applied From NCTF | | | RM |
| Total In-Cash Co-Funding  (Provide details in Project Funding in **Part 7**) | | | RM |
| Total In-kind (Provide details in Project Funding in Part 7) | | | RM |
| Total Project Costs | | | RM |

**Part 1: Applicant Background**

|  |  |
| --- | --- |
| Name of Organisation |  |
| Date Established |  |
| Type of Organisation  (Provide information in Part 10) | ☐ Government agency  ☐ Non-governmental organisation (NGO) /  civil society organisation  ☐ Community-based organisation (CBO)  ☐ Institution of Higher Learning /  Universities Research Institutes |
| International affiliation | ☐ Yes  ☐ No  (If Yes: please indicate name of affiliate….) |
| Purpose / Objective of Organisation |  |
| Organisation Composition of manpower:  i) Employees  (Contract, Permanent)  ii) Members/ volunteers | i.  ii.  iii. |
| Registered Address |  |
| Correspondence Address |  |
| Telephone |  |
| Website |  |

**Part 2: Contact**

|  |  |  |
| --- | --- | --- |
|  | **Head of Department / Organization** | **Project Coordinator / Manager /Project Leader** |
| **Name** |  |  |
| **Position** |  |  |
| **Telephone** |  |  |
| **Mobile** |  |  |
| **Email** |  |  |

**Part 3: Project Description**

|  |  |
| --- | --- |
| **List of Project Objectives** | i.  ii.  iii. |
| **List of Targeted Benefits / Outcomes** | i.  ii.  iii. |
| **List of Outputs** | i.  ii.  iii. |
| **Targeted Beneficiaries** |  |
| **Background– Current Situation / Baseline** | |
| **Literature Review** | |
| **Problem Statement – Current Situation** | |
| **List of similar / current research** | |
| **How does the project address the issues** | |
| **Plan of Action after project completion** | |

**Part 4: Project Implementation**

|  |  |
| --- | --- |
| **Methodology** | |
| **Implementation Team Composition**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Expertise | Affiliation | Task in this project | Years of experience |   \*Please list down the information of team members and attached together with the application.  \*Please attach **resume for each team member** | |
| **Organisational Background and Administrative Support** | |
| **List of existing asset/** **Existing asset that can be used for this project** | |
| **Key assumptions** | |
| **Major Risk Factors Identified** | **Risk Mitigation Measures** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Part 5: List of Project Activities, Outcomes and Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Objectives** | **Project Activities** | **Cost (RM)** | **Expected Specific and Measurable Results / Outcomes** |
| 1.0 | 1.1 |  |  |
|  | 1.2 |  |  |
|  | 1.3 |  |  |
|  |  |  |  |
|  |  |  |  |
| 2.0 | 2.1 |  |  |
|  | 2.2 |  |  |
|  | 2.3 |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Part 6: Implementation Plan and Timeframe**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *No* | *Activity* | *Planned for Month* | | | | | | | | | | | | | | | | | | | | | | | |
| *1* | *2* | *3* | *4* | *5* | *6* | *7* | *8* | *9* | *10* | *11* | *12* | *13* | *14* | *15* | *16* | *17* | *18* | *19* | *20* | *21* | *22* | *23* | *24* |
| *1.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Note: Gantt chart must reflect objectives, project activities and should commensurate with cost in Part 8.*

**Part 7: Details related to Co-Funding and in-kind contribution (if any)**

|  |  |
| --- | --- |
| **Funding sources** | **Amount (RM)** |
| Amount applied from NCTF |  |
| Co-funding *(in-cash only. Please specify)* |  |
| 1. |  |
| 2. |  |
| 3. |  |
| **SUB TOTAL** |  |
| In-kind Contributions *(Please specify)* |  |
|  |  |
|  |  |
| **SUB TOTAL** |  |
| **GRAND TOTAL** |  |

**Note:**

1. **Co-funding does not include in-kind contributions.**
2. **In-kind contributions include salary of permanent staff, transportation, and use of organisation assets**

**Part 8: Project Expenditure Budget**

\*\*Please take note that **any type of emolument** (salary, honorarium, etc) for project staff (including for permanent, contract and temporary) **is not allowed** under NCTF.

| **Expenditure Breakdown (RM)** |  | **First 6 months** | **Month 7 to 12** | **Month 13 to 18** | **Month 19 to 24** | **Total Amount Applied from NCTF (RM)** | **Total Co-funding (RM)** | **Total**  **(RM)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(A) Project Activities** (eg. survey, training, workshop) | |  | | --- | | Upon signing the Agreement: 30% disbursement | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(B) Procurement of Equipment / Asset required to carry out project** (eg. camera-trap, scientific equipment and tools required to carry-out project) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(C) Consumables / Materials** (e.g.: chemicals, reagent) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(D) Infrastructure** (maximum of 15% from total cost) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(E) Monitoring and Evaluation** (breakdown of related visit costs if any, eg. transport, DSA) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **(F) Publications / Documentation** (eg.preparing reports, books, video, CDs) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total (Item A-F)** |  |  |  |  |  |  |  |
| **(G) Administration** (not exceeding 10% of total amount applied for, eg. contribution for utilities, stationery)  **Calculation for item (G) Administration**  **= 10% x (Total Item A-F)** | |  |  | | --- | --- | | |  | | --- | | Upon signing the Agreement: 30% disbursement | | |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |  |
| Stationery |  |  |  |  |  |  |  |
| **Total (Item A-G)** |  |  |  |  |  |  |  |
| **(H) Contingency**  **Calculation for item (H) Contingency**  **= 5% x (Total Item A-G)**  (not exceeding 5%) |  |  |  |  |  |  |  |
| **Grand Total**  **(Item A-H)** |  |  |  |  |  |  |  |

**Part 9: Monitoring and Evaluation Plan by Applicants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective 1** | | | |  |
| Activity | Indicator | Monitoring Officers | Month | Duration of Monitoring |
| 1.1 |  |  |  |  |
| 1.2 |  |  |  |  |
| 1.3 |  |  |  |  |
| **Objective 2** | | | |  |
| 2.1 |  |  |  |  |
| 2.2 |  |  |  |  |

**Part 10: Other details**

Government Agencies please enclose the following:

1. Organisation Structure;
2. Letter of commitment of co-funding, if applicable; and
3. Code PTJ / Responsibility Center Code.

Other Organisations please enclose the following:

1. Organisation registration document;
2. Latest (audited) financial report;
3. Organisation structure;
4. Ethic approvals, if applicable;
5. Letter of commitment of co-funding, if applicable; and
6. Photocopy of bank statement/book.

Bank Details:

|  |  |
| --- | --- |
| Bank Account Name : |  |
| Bank Name : |  |
| Bank Address : |  |
| Bank Account Number : |  |

I, the undersigned, certify that: 1) I have been authorized by the organization named in this application to administer the National Conservation Trust Fund for Natural Resources, if awarded; 2) All information contained in this application is true and accurate; and 3) All required documents will be furnished in a timely manner to be considered for future funding.

-------------------------------------------                            ----------------------------------------------

(Name)                                                                     (Organization seal)

Date:

Contact: Telephone/Fax/Email

Dikemaskini pada: 1 April 2023