Dear Colleagues,

Thank you for your support in promoting good health and well-being in your local community and providing access to basic education and essentials for those in need. To facilitate the process of your application, please complete this form.

Please ensure you have read the [Personal Data Protection Act 2010 Notice](http://www.yayasansimedarby.com/1305060942%C2%BBYSD_PDPA_Notice.aspx) on YSD’s website before submitting your application.



**About YSD Huluran Kasih**

YSD Huluran Kasih is a volunteerism initiative platform for employees of YSD donor companies i.e. Sime Darby Berhad, Sime Darby Property Berhad, and SD Guthrie Berhad. The initiative focuses on YSD’s Community & Health and Education pillars. It encourages the YSD donor companies employees to actively participate in efforts that support and uplift underserved communities. Through various programmes and activities, YSD Huluran Kasih aims to promote health and well-being, provide access to basic education, and address other essential needs of the local community. By fostering a culture of volunteerism, the initiative not only benefits the recipients but also enriches the lives of the volunteers, creating a positive impact on both individual and community levels.

Volunteer for #ABetterFuture

Please scan the QR code to understand more about YSD Huluran Kasih

**IMPORTANT REMARKS:**

1. **Application submission\*:**

You may submit completed project proposal and supporting documents to: ysdvolunteers@simedarby.com

c.c.

Project Head: Muhammad Hafizzudin Mohd Arif muhammad.hafizzudin@simedarby.com

Team Lead for Community & Health, Education Development Pillar: Nursyuhada Bakhid nursyuhada.bakhid@simedarby.com

Project Executive In-Charge: Sharifah Nur Fatimah Alhadi Syed Md Nasser sharifah.fatimah@simedarby.com

**Subject of the email:** YSD Huluran Kasih >Programme Name< Organisation Name\_Month, Year

**\*Note: All applications must be submitted a minimum 30 days before the scheduled event date.**

**3. Funding**

1. YSD will inform applicants of the approved budget allocation and implementation upon approval by YSD Management.
2. YSD does not provide funding in the form of grants. YSD will **reimburse** upon receipt of complete payment documentation.
3. YSD is also able to make direct payment to selected vendor(s). However, applicant to confirm the purchase or receipt provided by the vendor and submit to YSD.
4. YSD may cover logistics expenses such as transportation and meals for the volunteers, subject to YSD’s prior approval.
5. **Approval:**

Upon obtaining YSD Management’s approval, YSD will inform you of the following details:

* + 1. Approved Programme / Activity and assistance.
		2. Provide YSD and YSD Huluran Kasih Logo as well as its usage guidelines.
		3. Provide YSD Huluran Kasih T-Shirt for respective volunteers.
		4. Child consent form for photo and video recording in compliance with Child Protection Policy.
1. **PR:**

Your photos of activities may be showcased on YSD social media, website, annual report or any other publicity materials.

**VOLUNTEER’S ROLES & RESPONSIBILITIES:**

**Pre-Programme:**

1. Identify and assess the needs of the local community/targeted beneficiaries.
2. Obtain necessary information, approval and documentation.
3. Fill up this proposal form and submit to YSD with a complete supporting documents as below:

**Programme:**

1. Execution of the approved programme.
2. Take photos of the approved programme and activities as photographical evidence for record and PR purposes.
3. Arrange the necessary tools and equipment for the volunteers
4. Arrange the packing and distribution of the approved assistance to the beneficiaries.
5. Obtain acknowledgement receipt from the beneficiaries.

**Post-Programme:**

1. Submit the following to YSD:
	* 1. Photos of the programme / activities.
		2. List of volunteers’ attendance and volunteering hours recorded.
		3. Scanned/photo of the signed delivery order (if any)
		4. Scanned/photo of list of acknowledgement receipt by recipients (if any)
		5. Signed child consent form by respective guardian/parent (if involving children).
		6. Photographical evidences of the delivery, packing and distribution for record and PR purposes.
		7. Volunteers transportation and meals claims (if applicable).

**PROJECT PROPOSAL APPLICATION CHECKLIST**

Please ensure that the following documents are attached alongside your project proposal.

|  |  |  |
| --- | --- | --- |
| **No.** | **Document** | **Check****(√ / X)** |
| 1 | List of names of the targeted recipients (eg. head of family, students, residents and caregivers/staff – B40 category) |  |
| 2 | Profile of the Proposed Organisation*(if applicable)* |  |
| 3 | Registration Certificate of the Proposed Organisation(Registrar of Companies (ROC) or Registrar of Societies (ROS) Welfare homes must also include registration certificate by Jabatan Kebajikan Masyarakat *(if applicable)* |  |
| 4 | List of volunteers including their t-shirt sizes |  |
| 5 | Budget breakdown with, either:1. 3 quotations for each item, *or*
2. Appointed / approved vendor of the company. Please include screenshot of Vendor Online Registration (VOR).
 |  |

|  |
| --- |
| **Programme Name:**  |

| **A** | **THE PROGRAMME** | **DETAILS** |
| --- | --- | --- |
| 1 | Objective of the programme. |  |
| 2 | Who are the targeted beneficiaries and how many individuals expected to benefit?(*eg. 30 Asnaf, 50 B40 families)* |  |
| 3 | Programme content and implementation plan with its timeline |  |
| 4 | Targeted date of the programme |  |
| 5 | Targeted location and its justification |  |
| 6 | Targeted outcomes and expected impact of the programme |  |
| 7 | Is there a contingency plan in place for unforeseen circumstances such as natural disasters, severe weather, or other unexpected events? |  |

| **B** | **THE VOLUNTEERS** | **DETAILS** |
| --- | --- | --- |
| 1 | Targeted number of volunteers required. |  |
| 2 | Have the volunteers been identified/secured? |  |
| 3 | Are there any specific requirements for selecting volunteers? (eg. specific skills, expertise, PWD friendly programme) |  |
| 4 | When is the Group Announcement to call for volunteers planned? |  |
| 5 | When is the attendance of the volunteer is required? |  |
| 6 | Is transportation required? (Volunteer movement/logistic) |  |
| 7 | Is accommodation required? (Lodging) |  |

| **C** | **THE COST** |
| --- | --- |
| *(Breakdown details of the cost can be provided as an attachment)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Quantity** | **Cost per Unit****(RM)** | **Total Cost (RM)** | **Proposed Payment Method****(Direct to Vendor / Reimburse)** | **Have you (the company) worked with this vendor before?****(Recommended/ appointed vendor by the company OR****No)*****(If no, please conduct due diligence on this vendor. Please justify single sourcing of vendor if 3 quotations comparison is not made)*** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **GRAND TOTAL (RM)** |  |  |  |

 |

***\*SUPPORTING DOCUMENTS FOR EACH OF THE ABOVE SHALL BE OBTAINED AND SUBMITTED TO YSD ACCORDINGLY\****

|  |
| --- |
| Prepared and submitted by:………………………………………………………Employee Name: SAP ID : Designation : Company Name:  |

*-End of Proposal-*