# APPLICATION FORM

**Project Overview/Summary**

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| --- | --- | --- | --- |
| Project Title | |  | |
| Project Location | |  | |
| 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 For | | | RM |
| Total Co-Funding (Provide details in Project Funding in **Part 7**) | | | RM |
| Total Project Costs | | | RM |

**Part 1: Applicant Background**

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| --- | --- |
| Name of Organisation |  |
| Date Established |  |
| Type of Organisation | ☐ Government agency  ☐ Non-governmental organisation (NGO) or civil society organisation  ☐ Community-based organisation (CBO)  ☐ Institution of Higher Learning / Universities Research Institutes  ☐ Others : |
| Purpose / Objective of Organisation |  |
| Number of employees or members |  |
| Registered Address |  |
| Correspondence Address |  |
| Telephone |  |
| Fax |  |
| Website |  |

**Part 2: Contact**

|  |  |  |
| --- | --- | --- |
|  | **Principal Officer** | **Project Coordinator / Manager** |
| **Position** |  |  |
| **Telephone** |  |  |
| **Mobile** |  |  |
| **Email** |  |  |

**Part 3: Project Description**

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| **Project Objective** |  |
| **Targeted Benefits / Outcomes** |  |
| **Targeted Beneficiaries** |  |
| **Background – Current Situation / Baseline** | |
| **Problem Statement** | |
| **How does the project address the issues** | |
| **Intended situation after project completion** | |

**Part 4: Project Implementation**

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| **Methodology** | |
| **Implementation Team Composition** | |
| **Organisational Background and Administrative Support** | |
| **Key assumptions** | |
| **Major Risk Factors Identified** | **Risk Mitigation Measures** |
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**Part 5: Project Activities, Outcomes and Indicators**

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| **Project Objective** | **Project Activities** | **Expected Specific and Measurable Result / Outcome** |
| 1.0 | 1.1 |  |
|  | 1.2 |  |
|  | 1.3 |  |
|  |  |  |
|  |  |  |
| 2.0 | 2.1 |  |
|  | 2.2 |  |
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**Part 6: Implementation Plan and Timeframe**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *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* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *2.1* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.2* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *2.3* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Part 7: Summary of Project Funding**

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| **Funding sources** | **In-cash  (RM)** | **In-kind\* (RM)** | **Total (RM)** |
| Amount applied from the NCTF |  |  |  |
| Other Sources *(Please specify)* |  |  |  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
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| **Total Funding** |  |  |  |

*\*Estimated monetary value*

**Part 8: Project Expenditure Budget**

| **Expenditure Breakdown** |  |  |  |  | **Total Amount Applied for** | **Total Co-funding** | | **Total** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First 6 months | Month 7 to 12 | Month 13 to 18 | Month 19 to 24 | **In-cash**  **RM** | **In-cash**  **RM** | **In-kind\***  **RM** | **RM** |
| **Administration** (not exceeding 15% of total amount applied for, eg. project staff, contribution for utilities, stationery) |  |  |  |  |  |  |  |  |
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| **Project Activities** (eg. survey, training, workshop, contract services) |  |  |  |  |  |  |  |  |
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| **Materials and Equipment** (eg. camera-trap, scientific equipment and tools required to carry-out project) |  |  |  |  |  |  |  |  |
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| **Monitoring and Evaluation** (breakdown of related visit costs if any, eg. transport, DSA) |  |  |  |  |  |  |  |  |
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| **Publications / Documentation** (eg.preparing reports, books, video, CDs) |  |  |  |  |  |  |  |  |
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| **Contingency** (not exceeding 5% of total amount applied for) |  |  |  |  |  |  |  |  |
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| **Total** |  |  |  |  |  |  |  |  |

**Part 9: Monitoring and Evaluation Plan**

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| **Objective 1** | | | |
| Activity | Indicator | Who will monitor | When will monitoring be carried out (eg. which month?) |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
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| **Objective 2** | | | |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
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**Part 10: Other details**

Government Agencies please enclose the following:

1. Organisation Structure
2. Letter of commitment of co-funding, if applicable

Other Organisations please enclose the following:

1. Organisation Registration Document
2. Organisation Structure
3. Photocopy of bank statement/book

Bank Details:

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

* Latest (audited) financial report
* Letter of commitment of co-funding, if applicable

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.

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(Name)                                                                        (Organization seal)

Date:

Contact: Telephone/Fax/Email