Malay Language Learning
and Promotion Committee

APPLICATION FOR PUBLICATION OF BOOKS
APPLICATION CHECKLIST

This checklist helps applicants to check if they have provided all the necessary documents and information for fund application. Additional documents and information may be required on a case-by case basis. Applications will only be evaluated for funding when all the required documents and information are submitted.

Please ensure that this checklist is filled in and submitted with the application forms and relevant documents.

S/N	Document(s) Required	Details Required	✓
1	Detailed Application Form	Include all details pertaining to the proposal.	
2	Detailed Budget Proposal (Annex A)	Include all possible costs that are required to complete project.	
3	Audited Financial Statements (For Organisation/ Institution application only)	New applicants should include full financial statements for the last three years.	
4	Organisation Profile (For Organisation/ Institution application only)	Include organisation/institution portfolio and ACRA business profile.	
5	Team Profile	Include CV and relevant experience of key team members involved in the proposal, including but not limited to the language consultant, editor, author, illustrator, translator, producer, scriptwriter, etc.	
6	Sample of work	Include meaningful mock-up, draft synopsis, script and/or illustration for the proposal. Past work may also be submitted for additional reference. Samples may be submitted via a download link. Please contact MLLPC if you wish to pass the samples to us in a thumb drive.	
7	Others	Any other supporting documents	