

Malay Language Learning  
and Promotion Committee

# MALAY LANGUAGE LEARNING AND PROMOTION COMMITTEE (MLLPC)

Special Grant Call

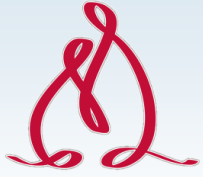
**Publication of Story Book – Guide for Applicants**

# OUTLINE

1. Overview of the Special Grant Call: Publication of Story Book
2. Project Timeline
3. Eligibility
4. Funding
5. Evaluation Criteria

# OVERVIEW OF THE SPECIAL GRANT CALL: PUBLICATION OF STORY BOOK

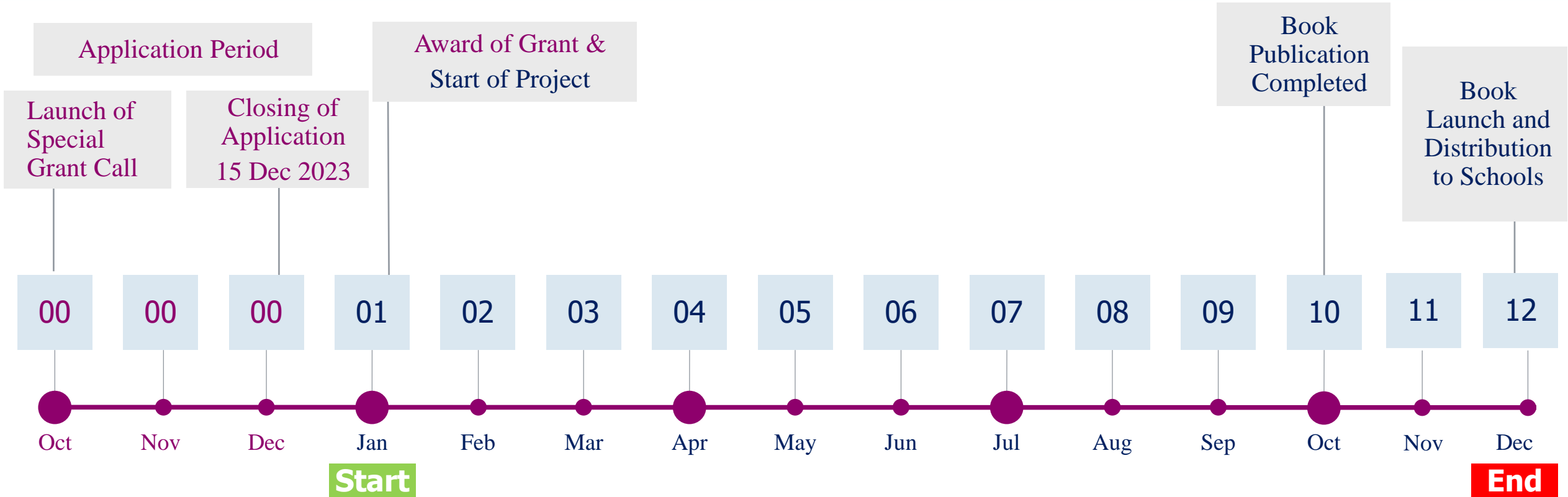
- MLLPC aims to support **suitable proposal(s) for the Publication of Malay Language Story Book** which encourages the promotion and students' learning of the language.
- The chosen Malay Language Story Book should be **reflective of Singapore's local context and culture**. *For example, the story may take inspiration from Zubir Said's songs as the theme.*
- MLLPC **will publish** the chosen Malay Language Story Book and **distribute** it to all primary and secondary schools in Singapore. **Digital copies** would be available for download on the MLLPC website.
- Copyright belongs to writer but MLLPC has the rights for reproduction e.g. plans for the book to be staged for theatrical production



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# Publication of Story Book

## Timeline



# ELIGIBILITY

- The application is open to **individuals and organisations/institutions** with the relevant experience and expertise to implement the project.
- All submitted proposals should promote the learning of Malay Language.
- Only proposals with a completed Application Form will be evaluated for funding consideration. The form should include information on the specific deliverables, timeline, milestones and project costing.

# FUNDING

- MLLPC strives to fully fund the project on a case-by-case basis, based on the merit of the proposal and its potential outcome/impact on the teaching and learning of Malay Language in Singapore.
- Applicants should source for their own language experts or consultants to ensure suitability and quality of projects. The CV of such language experts and consultants, as well as the CV of writers and illustrators will be included in their submission.

# FUNDING

- The maximum time-validity for the fund awarded to the project will be **one year**, and the project should be completed within this time frame.
- Approved funds will be disbursed to the successful applicant in tranches set at suitable milestones of project implementation, and subject to completion and submission of all project deliverables. In general, the grant will be disbursed in three tranches, as summarised in the table below:
- Example:

1 <sup>st</sup> Tranche	2 <sup>nd</sup> Tranche	3 <sup>rd</sup> Tranche
25% of grant quantum upon signing of Letter of Agreement	25% of grant quantum at a suitable milestone.	50% upon submission of all project deliverables and requirements, and submission of audited statement of accounts.

# FUNDING

- In line with MLLPC's drive to provide quality resources to benefit schools, MLLPC will work with the applicant on the **provision and distribution of** the storybook(s) as complimentary resource copy/copies.
- Applicants must **declare other sources of funding** for the proposed project and related work. This includes funding that has been received, as well as funding that the applicant is in the process of applying for, or is intending to apply for.



# LIST OF NON-FUNDABLE ITEMS

Non-Fundable Items	Examples
<b>Manpower-related expenses</b> (including salaries, CPF and fringe benefits such as medical, dental, contribution to welfare fund, bonuses, incentive payments etc.)	Salaries and compensation for existing employees on the organisation's staff payroll, including clerical and support staff. <ul style="list-style-type: none"><li>• Staff overtime, recruitment and related cost</li><li>• Staff insurance.</li></ul>
<b>Purchase of equipment</b>	General purpose IT and communication equipment (e.g. computers, printers, mobile devices) <ul style="list-style-type: none"><li>• Software/software licenses</li><li>• Office equipment, office furniture and fittings</li><li>• Cost of repair/renovation, refurbishment works and general infrastructure.</li></ul>
<b>Other operating-related expenses</b>	Professional membership fees, staff retreat, fines and penalties <ul style="list-style-type: none"><li>• Attending local/overseas conferences.</li><li>• Overhead expenses – rental, utilities, telephone and internet charges.</li></ul>

# EVALUATION CRITERIA

<b>Relevance</b>	<ul style="list-style-type: none"><li>• Proposal meets the MLLPC's objectives and contributes to the teaching and learning of ML</li></ul>
<b>Impact</b>	<ul style="list-style-type: none"><li>• Proposal has wide potential outreach, creates high interest in learning and is suitable for the target group (e.g. age-appropriate, user-friendly, engaging and interesting).</li></ul>
<b>Project Readiness</b>	<ul style="list-style-type: none"><li>• Proposal is ready for development and implementation as projected in the timeline. Proposal has a plan for monitoring and evaluating the progress made.</li></ul>
<b>Standing of Applicant</b>	<ul style="list-style-type: none"><li>• Applicant demonstrates good potential and or possesses good track records(s) and the relevant experience and expertise to implement the proposal. Organisations should be of sound financial standing.</li></ul>