

**LEVELLING UP SEBERANG PERAI PROGRAMME**

**SEBERANG PERAI SMALL TOWNS  
GRANTS PROGRAMME**

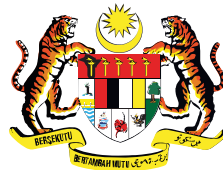
**Terms of Reference**

Developed by

**thinkCITY**

Making Cities Liveable, Together.

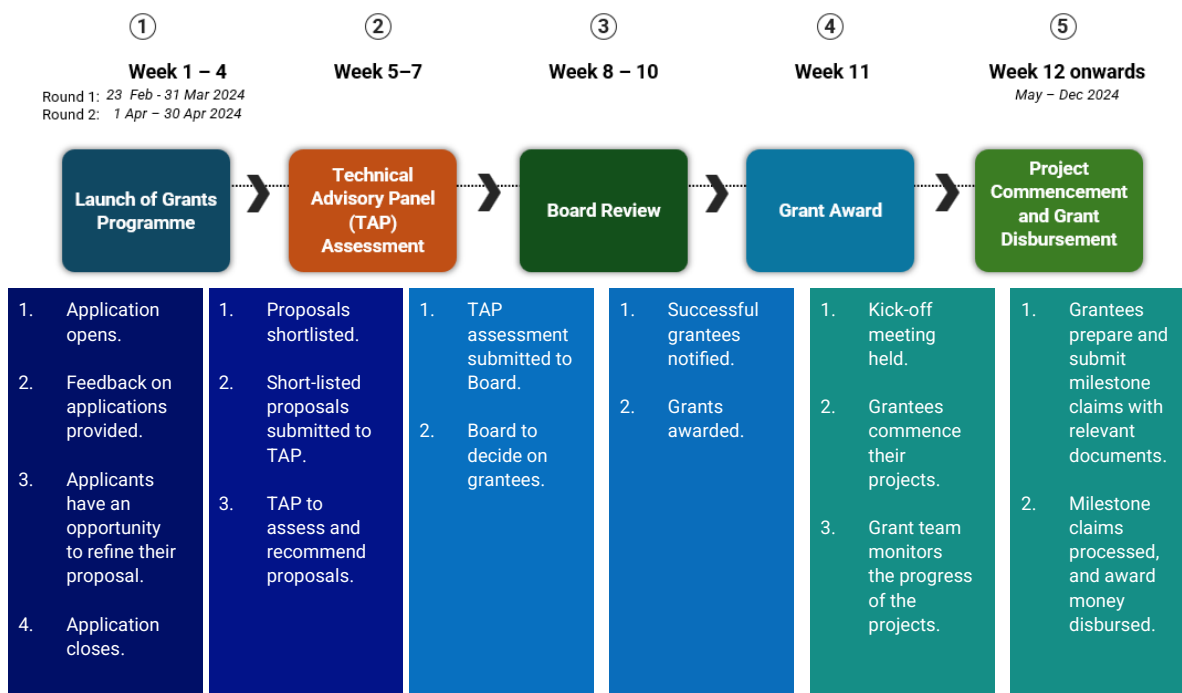
With Support from  
Ministry of Finance



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SEBERANG PERAI SMALL TOWNS GRANTS PROGRAMME

OVERVIEW



**1. What is the Seberang Perai Small Towns Grants Programme?**

As Seberang Perai develops, investment in small townships has been lagging. There is an opportunity to re-energise these townships and create places with enhanced services, public amenities and economic opportunities for local communities.

Recognising the potential that revitalised small townships have to uplift communities, Think City with the support of the Ministry of Finance has launched the **Seberang Perai Small Towns Grants Programme**.

Individuals or organisations who have the capacity and resources to formulate and execute small projects that can help revitalise townships are strongly encouraged to apply. After an initial discussion with Think City staff, potential candidates will be guided through the application process. Applications will be assessed by an evaluation committee comprising independent reviewers and shortlisted projects will be submitted to a Board Oversight Committee (BOC) for deliberation and approval.

Applicants who demonstrate capacity, have a degree of co-investment (financial or human capital) and meet one or more of the programme objectives will be prioritised.

**2. What are the objectives of the Seberang Perai Small Towns Grants Programme**

The objective of the Seberang Perai Small Towns Grants Programme is to improve the livelihoods of local communities by revitalising small townships.

The Grants Programme aims to:

- Improve quality of life through public, private and community investments in community amenity and services
- Generate community pride by celebrating local heritage and culture
- Encourage sense of community by creating spaces and places for social interaction
- Leverage the benefits of a healthy environment through greening
- Improving livelihoods by enabling investment and training opportunities for local economic development

**3. What projects are eligible for the Seberang Perai Small Towns Grants Programme and where is the Programme’s geographical focus?**

The Grants Programme will support projects in small towns within Seberang Perai including but not limited to Kuala Muda, Kepala Batas, Penaga, Permatang Pauh, Penanti, Bukit Mertajam, Nibong Tebal and Bukit Tambun. (Please refer to Appendix 1: Map of small towns in Seberang Perai).

The grants programme is open to all for application through an open call. The proposal should have thoroughly considered the details and feasibility of the implementation prior to submission.

**4. What type of projects will be supported under the Seberang Perai Small Towns Grants Programme?**

The table below outlines the key themes and examples of the types of projects that will likely be prioritised. The list is non-exhaustive and projects that do not fall in this category but meet the project’s objectives may be considered.

GRANT THEME	EXAMPLES
<b>Quality of Life</b>	
<ul style="list-style-type: none"> <li>• Public realm improvements</li> <li>• Improved services</li> <li>• Leisure and recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Park upgrades or public art project**</li> <li>• Delivery of services (e.g mobility, health, education) that meet gaps</li> <li>• Programme that enhances youth participation in sport</li> </ul>

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<b>Celebrating Heritage</b>	
<ul style="list-style-type: none"> <li>• Conservation</li> <li>• Adaptive re-use</li> <li>• Local history</li> </ul>	<ul style="list-style-type: none"> <li>• Façade improvement to a heritage building or adaptive use of a underutilised asset**</li> <li>• Publications, awareness or upskilling that celebrates local history</li> <li>• Interpretation material or tourism trail</li> </ul>
<b>Sense of Community</b>	
<ul style="list-style-type: none"> <li>• Community hubs</li> <li>• Community events</li> <li>• Greater social interaction</li> </ul>	<ul style="list-style-type: none"> <li>• Activation of community centre</li> <li>• Community event that bring people into townships</li> <li>• Weekend market</li> </ul>
<b>Healthy Environment</b>	
<ul style="list-style-type: none"> <li>• Cleaner townships</li> <li>• Cleaner waterways</li> <li>• Climate resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Programmes (e.g. technology, upskilling, education/awareness) to improve township cleanliness and waste management</li> <li>• Environmental activity to reduces waterway pollution</li> <li>• Programmes that enhance resilience to climate change</li> </ul>
<b>Improved livelihoods</b>	
<ul style="list-style-type: none"> <li>• Training and jobs matching</li> <li>• Catalysing new job categories (arts, tourism, environment conservation, service industry etc)</li> <li>• Investment in new sectors and investment in the technology of an existing one</li> </ul>	<ul style="list-style-type: none"> <li>• Skills training programme in traditional trades</li> <li>• Enhancement of a tourism venture</li> <li>• Urban farming initiative</li> </ul>

*\*\*The public space & façade upgrade project requires approval from the local authorities.*

**5. Who can apply for the Seberang Perai Small Towns Grants Programme?**

The Grants Programme is open to individuals, collectives, community-based organisations and non-governmental organisations with projects that fulfil the Grants Programme’s eligibility criteria. The lead applicant must assume full administrative responsibility as well as be actively involved in the whole process.

*\*Organisations registered under the Registrar of Companies, Registrar of Societies and Registrar of Businesses are welcome to apply.*

**6. What does the Seberang Perai Small Towns Grants Programme support?**

The Seberang Perai Small Towns Grants Programme supports direct expenses for you to implement your proposed project which may range from RM25,000 to RM200,000 per application.

Below are examples of qualifying costs under the Seberang Perai Small Towns Grants Programme:

<b>ELIGIBLE EXPENSES</b>	<b>EXAMPLES</b>
<b>Project mobilisation and preliminary works</b>	<ul style="list-style-type: none"> <li>• Studies, technical assistance, assessment and other advisory services required prior to project implementation;</li> <li>• Site mobilisation, clearance, and cleaning</li> </ul>
<b>Materials and supplies**</b>	Raw or produced materials required for the purpose of: <ul style="list-style-type: none"> <li>• Artwork or installation production</li> <li>• Construction</li> <li>• Greening</li> <li>• Publication</li> </ul>
<b>Production, construction and publication</b>	Costs related to project implementation that may include the rental of machinery, labour, manufacturing, printing, distribution, event technical setup amongst others.
<b>Marketing and promotional activities</b>	Inclusive of social media/ digital ads, marketing collaterals, printing of catalogues/ e-catalogues, designer fees, copywriter, photographer, videographer costs for the documentation of project.

*\*\* These examples might not cover everything. Please contact Think City should you require further clarification.*

It is important to note that the Grants Programme:

- prioritises projects that have co-investment, preferably a minimum a 1:1. Time and human resourcing can be considered co-investment;
- prioritises projects with significant potential for positive impact;
- prioritises projects with community involvement and/or public access;
- prioritises projects that can be completed by December 2024.

**7. What are the expected outcomes for the Seberang Perai Small Towns Grants Programme?**

The eligible projects are expected to deliver one or more of following outcomes:

**Quality of Life**

- A more active and healthy population
- Community needs better met through service provision
- Township mainstreets as centre of community life

**Celebrating Heritage**

- Citizens connected to place and celebrate local traditions and history
- Greater economic dividends from heritage assets
- Greater knowledge in the history of small townships

**Sense of Community**

- Stronger sense of community
- Safer community
- Heightened mental wellbeing

**Healthy Environment**

- Improved public health outcomes
- Waterway used for recreation
- Enhanced resilience to climate change

**Improved livelihoods**

- Decline in youth unemployment
- Improved career paths for youth
- A more diverse and resilient economy

**8. What are examples of activities/works that the Seberang Perai Small Towns Grants Programme does not support?**

The grants do not cover:

- The full cost of the project;
- Past expenditures that were commenced or implemented prior the signing of the grant agreement;
- Registration of affiliation fees;
- Cost of routine repairs and maintenance;
- Organisational overheads (i.e., rent, insurance, utility bills, staff salaries, council tax);
- Sales and Services Tax (SST);
- For publications, only the production cost is funded.

**9. What are the requirements to apply for the Seberang Perai Small Towns Grants Programme and what documents should be submitted with your application?**

Interested applicants are required to attend grant briefing sessions organised by Think City, to fully understand the necessary criteria, objectives and proposal preparations.

Applications must be accompanied by a proposal that clearly identifies the project site, the proposed project. Other required documents to include in your submission (in PDF format) are the below:

- Completed application form;
- Applicant's CV/profile/portfolio;
- Project cost – a detailed breakdown of costs, including any third-party costing;
- Project timeline with key milestones;
- Proof of mailing address if applicable;
- Company details – Certificate of Registration with Registrar of Companies/ Societies/ Business – Form 9, 13, 24, 44, 49, M&A if applicable; and
- Other supporting documents – photographs of the project site, design drawings, research documents, etc.

*Note: Applicants should be aware that, should an application be accepted for funding, we will request a post-grant assessment.*

**10. How can you apply for the Seberang Perai Small Towns Grants Programme?**

Interested applicants can download the application form and submit their application and relevant documents to the official email [spgrants@thinkcity.com.my](mailto:spgrants@thinkcity.com.my).

Please note that it is a requirement for you to attend at least one of our grant briefing sessions. Dates and venues for these sessions will be announced on the Think City website and communicated through all relevant Think City platforms.

**11. How will the applications be assessed?**

All applications are jointly assessed and approved through a highly competitive evaluation process.

Applications that meet all requirements will then go into the evaluation process to be assessed by the Evaluation committee. The process shall be as follows, subject to change or alterations from time to time as may be necessary to be decided at the sole discretion of Think City:

- Grant applications are submitted to Think City.
- The Evaluation Committee shortlists the grant applications.
- Think City forwards the grant application to the relevant TAP Member(s) for their evaluation and recommendation.
- TAP Member(s) submit their recommendation to Think City.

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- Think City prepares a recommendation based on the TAP evaluation and submits it to the Approval Committee
- The Approval Committee evaluates and approves the grant award to selected applications.
- Successful grantees are given an LOA (Letter of Agreement) while applicants that who were not selected will be notified.



#### **12. What happens after the applications are assessed?**

##### **Successful Applications**

Successful applicants will receive an official email notification with the Letter of Offer (LOO). The offer will be valid for seven (7) days from the time the official email notification is sent out. If you do not accept the offer within this period of time, the offer will lapse.

As a successful grantee, you will be required to be present at an Approved Application Workshop with Think City to confirm the terms and conditions of the grants.

Once the milestone deliverables are agreeable by both the successful grantee and Think City, you will receive a Letter of Award (LOA) stating:

- Approved grant amount;
- Terms & Conditions of the project; and
- Scope of works and list of milestone deliverables.

##### **Unsuccessful Applications**

Unsuccessful applicants will receive an email notification if the application is not shortlisted.



**Appeals**

Think City will not accept appeals. All decisions are final.

**13. How will you receive funding?**

Funding will be disbursed upon completion of agreed milestones and deliverables. The funding will be banked within 30 days of the approved submission of the milestone report directly to the bank account of the grantee (individual or organization).

**14. What are the expectations for deliverables and reporting requirements from successful applicants?**

Throughout the grant period, you will be required to:

- Deliver the proposed project within the grant period outlined in the Letter of Award (LOA) and adhere to the agreed reporting requirements;
- Keep in regular contact with Think City to update on project progress or should there be any changes in the scope of work or timeline; and
- To acknowledge Think City's support through relevant media platforms and adhere to Think City's brand guidelines.

Milestone Reports must be submitted, and a site assessment be arranged at the end of every agreed milestone. A Project Closure Report would be required at the end of the project, along with:

- An Outcome Assessment Survey that is to be submitted within fourteen (14) days upon completion of the project (provided by Think City);
- A financial statement that outlines actual budget utilisation (template provided by Think City);
- Documentation of process, outcomes and data collected for the project;
- Any other form of supplementary materials such as photography, videography and/or collaterals created.

Think City reserves the right to revoke any applications/ approvals should there be:

- Changes in the scope of the project without notifying and getting approval from Think City;
- Unable to complete the project as per the submitted proposal without valid justification; or
- Breach of terms and conditions specified and agreed in the Grant Agreement.

**Additional Note:**

- The outcomes of the project funded under the Seberang Perai Small Towns Grants Programme will be openly disseminated through the internet and other means at the sole discretion of Think City.
- Think City need not seek the permission of the grantee(s) for the dissemination of the research and project results in any form but will duly acknowledge the authors of the work.

**15. Who can you contact if you have any questions?**

If you have any questions or wish to discuss your application in detail, please email [spgrants@thinkcity.com.my](mailto:spgrants@thinkcity.com.my) with your enquiries or secure an appointment.

**About Think City**

Think City is an impact organisation established in 2009 to create more sustainable and equitable places for the benefit of all. Our knowledge, skills and strategies focus on urban solutions, the environment, social communities and the cultural economy. Think City is a wholly owned subsidiary of Khazanah Nasional Berhad (the sovereign wealth fund of the Government of Malaysia). For more information, log on to [www.thinkcity.com.my](http://www.thinkcity.com.my).

**Appendix 1: Map of selected small towns in Seberang Perai**

