



Malay Language Learning
and Promotion Committee

MALAY LANGUAGE LEARNING AND PROMOTION COMMITTEE (MLLPC)

Special Grant Call:
Publication of Story Book

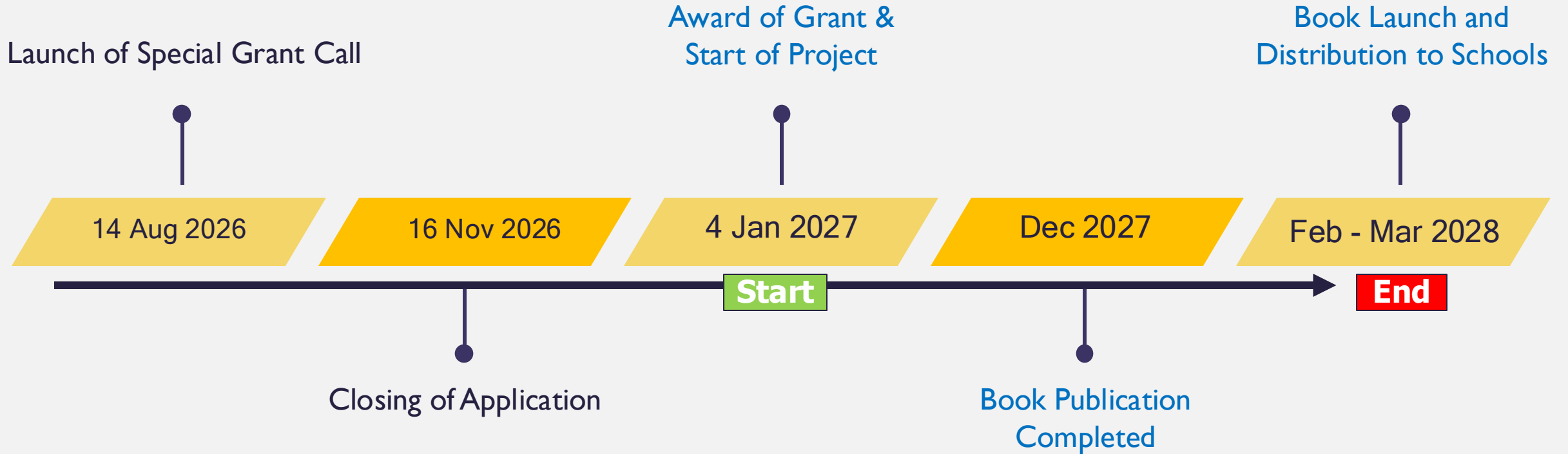
OUTLINE

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

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.
- Copyright belongs to writer but MLLPC has the rights for reproduction e.g. plans for the book to be staged for theatrical production

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 st Tranche	2 nd Tranche	3 rd 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
Manpower-related expenses (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 • Staff overtime, recruitment and related cost • Staff insurance
Purchase of equipment	General purpose IT and communication equipment (e.g. computers, printers, mobile devices) • Software/software licenses • Office equipment, office furniture and fittings • Cost of repair/renovation, refurbishment works and general infrastructure
Other operating-related expenses	Professional membership fees, staff retreat, fines and penalties • Attending local/overseas conferences • Overhead expenses – rental, utilities, telephone and internet charges



EVALUATION PROCESS

SPECIAL GRANT CALL:
PUBLICATION OF STORY BOOK



EVALUATION PANEL

MLLPC Publication Sub-Committee

Ms Haliza Jailani

Mr Abdul Rohim Sarip

Ms Kalthom Abdul Latiff

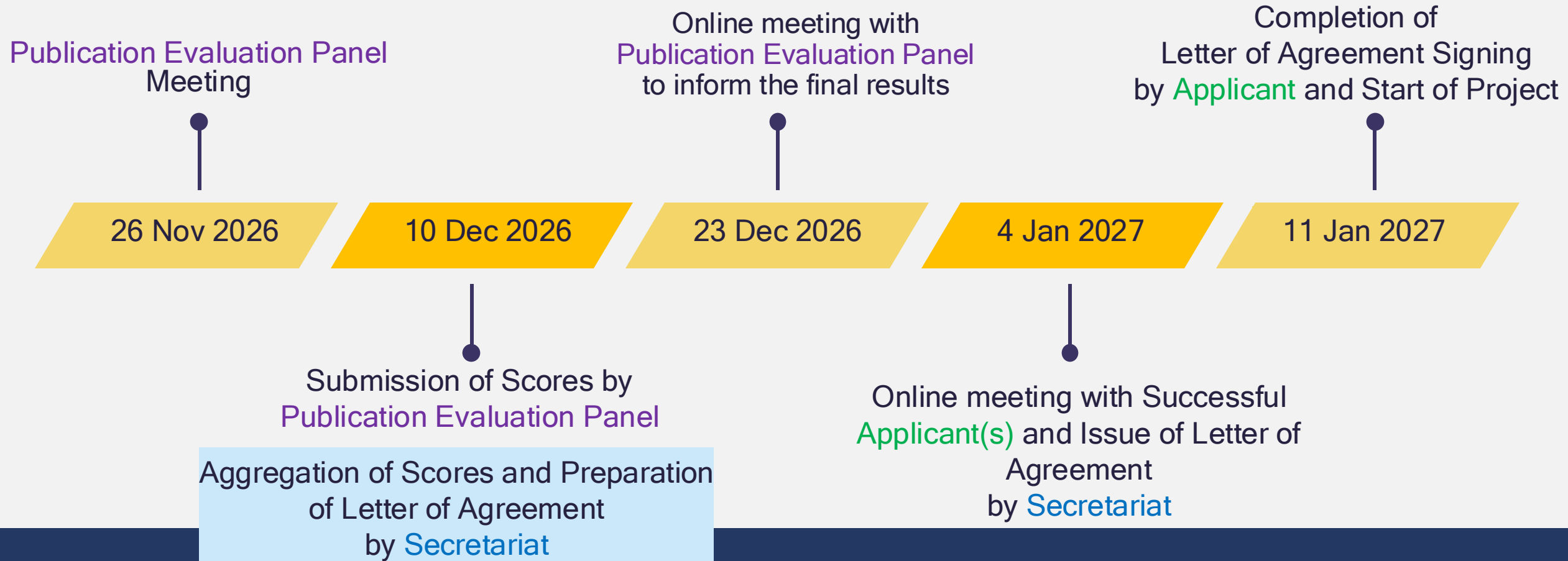
Dr. Faris Akbar

Mr Haris Manaf

Administrative Support

Secretariat

EVALUATION FLOW



EVALUATION CRITERIA

Relevance	• Proposal meets the MLLPC's objectives and contributes to the teaching and learning of ML
Impact	• 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).
Project Readiness	• Proposal is ready for development and implementation as projected in the timeline. Proposal has a plan for monitoring and evaluating the progress made.
Standing of Applicant	• 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.



Malay Language Learning
and Promotion Committee

PUBLICATION SUB-COMMITTEE

EVALUATION RATING SCALE FOR PUBLICATION OF BOOKS PROPOSAL

Proposal					
Submitted by					
Score	A Relevance	B Impact	C Project Readiness	D Standing of Applicant	Total
					/48
Evaluator's Remarks					
Evaluated by	Name			Signature	
	I declare that I am not part of the project team for this proposal and do not have any vested interest related to the proposal.				

Notes to Evaluator

1. Evaluation Criteria

- Relevance
Proposal meets the MLLPC's objectives and contributes to the teaching and learning of ML
- Impact
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).
- Project Readiness
Proposed project is ready for development and implementation as projected in the timeline. Proposal has a clear plan for implementation and monitoring the progress made.
- Standing of Applicant
Applicant should possess good track record(s) and the relevant experience and expertise to implement the proposal. Organisations should be of sound financial standing.

2. The applicant or project leader should not be a member of the Malay Language Learning and Promotion Committee (MLLPC).

CRITERIA & DEFINITIONS	Rating To what extent did the proposal meet the criteria, please rate using the following scale:			
	Not at all (1)	Very Little (2)	Some Extent (3)	To a Great Extent (4)
A. RELEVANCE Proposal meets the MLLPC's objectives and contributes to the teaching and learning of ML.				
1. The aim of the project meets MLLPC's objectives ¹ .				
2. The project takes into account the Singapore context.				
3. The project is pitched at a suitable level for the target group ² .				
Subtotal for (A)				
B. IMPACT 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 for children).				
4. The proposal has potential to contribute to language learning and acquisition.				
5. The project has the potential to enhance resources for language learning that are set in the local context.				
6. The project has the potential to raise public awareness about the importance of Malay Language.				
Subtotal for (B)				
C. PROJECT READINESS Proposed project is ready for development and implementation as projected in the timeline. Proposal has a clear plan for implementation and monitoring the progress made.				
7. The project proposal is well-planned and detailed.				
8. The project has a clear implementation and progress monitoring plan.				
9. The project has a reasonable budget ³ .				
Subtotal for (C)				

¹ The Committee aims to further enthuse students in learning the Malay Language, and to develop in them an abiding interest in the language, literature and culture. Proposals should promote Malay Language learning in the context of Singapore.

² The term 'target group' refers to the target group proposed by the applicant.

³ Evaluation for this criterion should take reference from supporting documents that detail costing of items.

CRITERIA & DEFINITIONS	Rating To what extent did the proposal meet the criteria, please rate using the following scale:			
	Not at all (1)	Very Little (2)	Some Extent (3)	To a Great Extent (4)
D. STANDING OF THE APPLICANT Applicant possesses good track record(s) and the relevant experience and expertise to implement the proposal. Organisations should be of sound financial standing.				
10. The applicant has a good track record that establishes a capability to implement the proposal.				
11. The applicant has/ has identified personnel who has the expertise and experience to implement the project.				
12. The applicant has the financial capability to carry out and complete the project.				
Subtotal for (D)				