GERAN KOMUNITI K2K

Terms of Reference

What is Geran Komuniti K2K?

Developed by

thinkCITY
Making Cities Liveable, Together.

With Support from

PHSSB
Perumahan Dan Hartanah Selangor Sdn Bhd (874168-M)

A programme by

KEMENTERIAN KEWANGAN MALAYSIA

OVERVIEW

1 What is Kita-untuk-Kita (K2K) Programme?

1.1 *Kita-untuk-Kita* (K2K) is a ground-up programme that seeks to improve the lives of public housing communities. The K2K programme aims to get communities more involved in the management of their public housing complex. This allows communities, alongside building management, solve social, economic, and physical challenges collectively. The K2K Programme has four critical areas:

a. Community Empowerment
b. Public housing Co-management
c. Economic and Livelihood
d. Policy Reform and Advocacy

1.2 The K2K programme intends to build a sense of belonging and strengthen the network of cooperation among public housing communities. A socially cohesive community can ensure that the interventions carried out meet community needs and has a positive impact on the community.

2 What is Geran Komuniti K2K?

2.1 *Geran Komuniti K2K* aims to provide an opportunity for public housing communities to play a direct role in improving the liveability of their housing. This grant is targeted at the 10 K2K Programme public housing locations (please refer to section 6 of the terms of reference). Residents in these 10 locations are encouraged to form groups and/or associations to apply for this grant to implement their proposed projects. This grant is also open to non-residents who have relevant ideas for the social development of the community.

3 What are the objectives of Geran Komuniti K2K?

3.1 Help K2K's targeted public housing communities address their priority issues.

3.2 Build social cohesion and instil a sense of belonging within the communities of the public housing.

3.3 Promote knowledge exchange amongst public housing communities and develop networks that enable public housing communities to have better access to services and resources that promotes the communities' social development.

3.4 Promote innovative techniques, conflict resolution mechanisms, methodologies, or new capacities to strengthen overall public housing management.

3.5 Create safe and healthy spaces in the public housing complexes for community members to interact and strengthen community spirit.

4 Who can apply for the grant?

4.1 This grant programme is targeted at the residents living in the 10 targeted public housing under programme K2K, and to experts and organisations interested in uplifting the liveability of amongst public housing communities. These two categories are:

4.1.1 ***Public housing residents*** from the 10 K2K sites, to apply as a group/ community-based organisation (formal or informal).

4.1.2 ***Non-residents***, in the form of experts, civil society organisations, collectives, educational institutions, and firms. Applicants should identify and gain support from the public housing community involved with the K2K Programme before applying.

4.2 The lead applicant must assume full administrative and fiduciary responsibility and be actively involved throughout the duration and processes of the whole project cycle.

5 What does the grant support?

5.1 The *Geran Komuniti K2K* supports various grant sizes depending on the nature of the project and its approaches to address public housing community's needs, aligning with the grant's themes.

5.2 All grants will be evaluated on a case-by-case basis. Applicants are encouraged to seek co-investments as the grant programme does not cover 100% of the proposed project costs. Co-investments can be in the form of cash or in-kind support.

5.3 Larger grant applications will have to meet a higher threshold related to amount of co-investment and impact to community.

5.4 It is important to note the following:

5.4.1 only projects that have co-investment (in the form of cash or in-kind support*) will be supported;

5.4.2 projects with higher co-investment will have a higher chance of being funded;

5.4.3 projects with high impact potential will be prioritised;

5.4.4 projects that are inclusive to all communities, bring new users to the space, promotes social cohesion, and improves public housing liveability will be supported; and

5.4.5 projects that can be completed by end of October 2024 will be prioritised.**

** In-kind support refers to a type of exchange or payment that involves goods, services, or assets. In-*

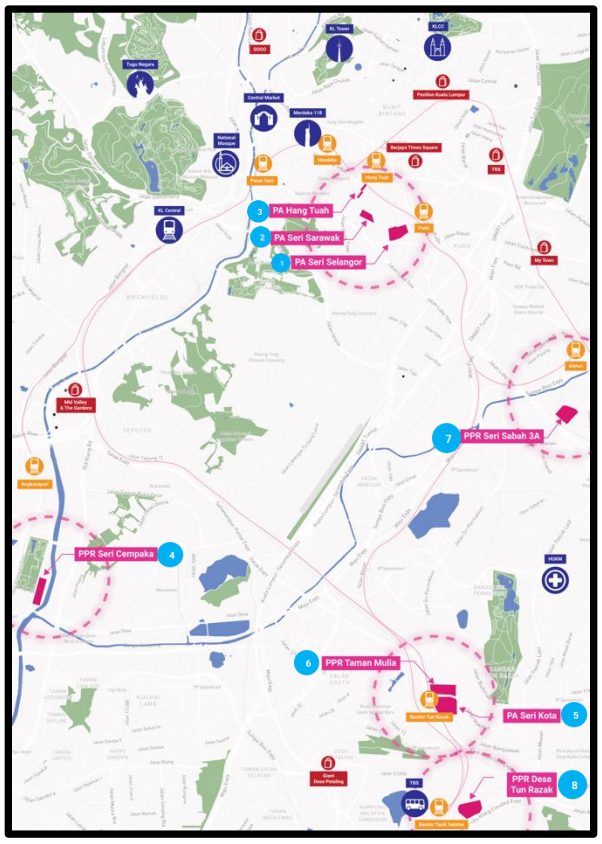
kind transactions are often valued based on the fair market value of the items or the services exchanged.

*** A written request must be submitted to Think City by 1 September 2024 should an extension beyond this time be required.*

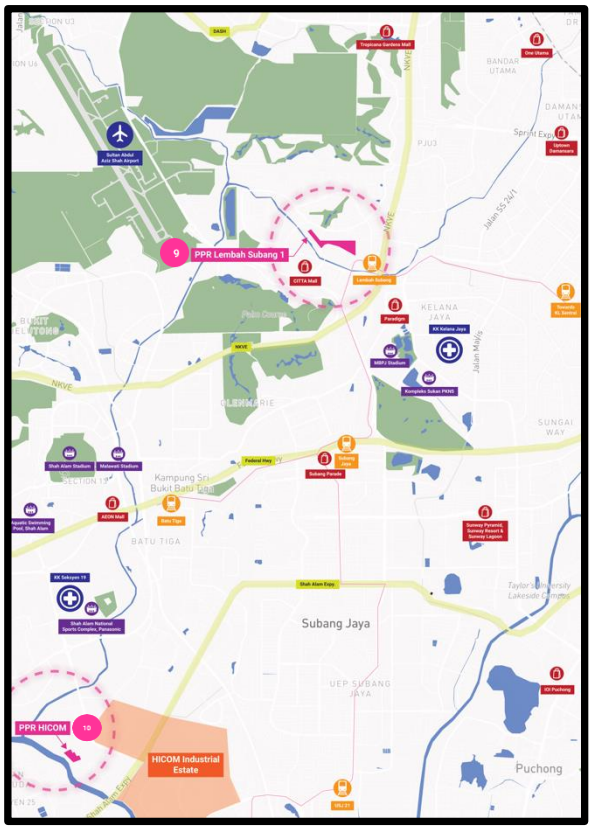
6 ***Where is the geographical focus of Geran Komuniti K2K?***

6.1 The programme is only open to projects done within the 10 chosen public housing complexes within Kuala Lumpur and Selangor areas. Applicants are required to propose projects within the listed areas within the coverage outlined below:

Kuala Lumpur



Selangor



KUALA LUMPUR

1. PA Seri Selangor
2. PA Seri Sarawak
3. PA Hang Tuah
4. PPR Seri Cempaka
5. PA Seri Kota
6. PPR Taman Mulia
7. PA Seri Sabah 3A
8. PPR Desa Tun Razak

SELANGOR

9. PPR Lembah Subang 1
10. PPR Kg. Baru HICOM

**Hover cursor over map to get the location link of the K2K's 10 targeted public housing complexes.*

7 Types of projects supported by the grant

The *Geran Komuniti K2K* supports direct project costs associated with the two themes below:

7.1 COMMUNITY EMPOWERMENT	7.2 COMMUNITY WELL-BEING
To help communities organise themselves, foster social cohesion, build social capital, and cultivate a sense of belonging and unity within the community.	To improve cleanliness, enhance safety, and promote healthy environments by offering targeted interventions.
The activities would typically include: a. **Capacity Building** – Building knowledge and skills for the public housing community through programmes, joint-activities, workshops, masterclasses, study visits, courses, or certification programmes. b. **Social Activation** – Curating, coordinating, and producing community activities, events, festivals, or programmes to celebrate the diversity of the community with the intention to build social cohesion within the community; or improve existing spaces' equipment, such as furniture, tools, building accessories such as electrical work, to rejuvenate the use of space. c. **Collective Action** – Solving problems faced by the public housing residents through community participation, conflict resolution mechanisms, innovative community initiatives that contribute to long term community empowerment. d. **Content Creation** – Collating, compiling, and publishing information that can be shared with the public housing community to enrich and deepen community relations and widen the visibility of the issues surrounding liveability. e. **Others** – Programmes that are not reflected in this list and can be discussed with the working committee to determine project's alignment with the overarching grant themes.	

8 What are examples of expenses that the grant supports?

Below are examples of qualifying costs under *Geran Komuniti K2K:*

8. 1 ELIGIBLE EXPENSES	
a. Materials, supplies, and building & landscape equipment**	Raw or finished materials required for the purpose of the proposed project. This may include but is not limited to the following categories such as electrical and mechanical equipment, waste management tools, sports and recreation gear, health diagnostic equipment and support devices, safety equipment, educational materials, among others.
b. Documentation and publication	Costs related to the project's documentation. This includes but is not limited to rental costs of production equipment, documentation crew, photographer, videographer, and content editor amongst others.
c. Marketing and promotional activities	Inclusive of the costs of online marketing via social media/ digital ads, marketing collaterals, printing of catalogues/ e-catalogues, graphic designer fees, copywriter, material printing, distribution of marketing and promotional materials to radio and/or news agencies.
d. Expertise	Cost for acquisition of resource person, specialist, professionals to aid in the projects' implementation. This may include trainers, counsellors, teachers, advisors...etc.

***The examples may not be exhaustive. Please contact Think City should you require further clarification.*

9 ***What are examples of expenses that Geran Komuniti K2K does not support?***

9.1 The grant does not cover:

9.1.1 Past expenditures that were commenced or implemented prior to the signing of the grant agreement;

9.1.2 Cost of infrastructural development

9.1.3 Existing overhead costs (i.e., rent, insurance, utility bills, staff salaries, council tax);

9.1.4 Firearms and/or weapons;

9.1.5 Illegal substances (i.e., alcoholic beverages, tobacco products, vape, drugs and others etc.).

10 ***Who is not eligible to apply for Geran Komuniti K2K?***

10.1 Your application will not be supported if you:

10.1.1 Have been declared bankrupt or undergoing bankruptcy proceedings;

10.1.2 Currently facing legal action, claim, process, or investigation against the applicant;

10.1.3 Being charged and/or convicted in a criminal process of names as accused in a pending court case process;

10.1.4 Have pending/outstanding evaluation reports from past funding of previous funding programmes from Think City; and

10.1.5 If there are any adverse findings on those applying during the due diligence process.

10.2 Your proposal will not be eligible if your project:

10.2.1 Has commenced prior to the date of grant notification;

10.2.2 Cannot be completed before the end of 2024;

10.2.3 Is not compliant with applicable laws and ordinances;

10.2.4 Promotes social conflict in the context of Malaysia's multicultural society;

10.2.5 Threaten the nation's security or stability

11 What documents should be submitted with your application?

11.1 Applicants must be accompanied by a proposal that clearly identifies the intention, process, and technical requirements (if applicable) of the project. As a guideline, proposed projects should meet these basic values.

11.1.1 **Respectful** – Reflect and respect local culture, history, diversity of Malaysia, and conform to applicable laws and ordinances.

11.1.2 **Inclusive** – Be interactive, engaging, and accessible to people of different backgrounds regardless of age, ethnicity, social class, ability, or gender.

11.1.3 **Innovative** – Contribute to the adoption of new methods or ideas to advance, compete, and differentiate successfully in their marketplace.

11.1.4 **Entrepreneurial** – Demonstrate a diverse range of skillsets to accommodate the various challenges of public housing livability.

11.2 All applicants are required to submit the following documents (in PDF format):

Residents	Non-residents
a. Completed application form.	a. Completed application form.
b. Applicant's CV/ profile/ portfolio (if any)	b. Applicant's CV/ profile/ portfolio (for experts/ organisation)
c. Budget – a detailed breakdown of budget via costs and percentage. Please attach your full budget breakdown at the appendices or the end of your application form. (Budget breakdown template is at the end of the application form)	c. Budget – a detailed breakdown of budget via costs and percentage. Please attach your full budget breakdown at the appendices or the end of your application form. (Budget breakdown template is at the end of the application form)
d. Blanked-out bank statement to show proof of mailing address and/or applicants/company bank account number.	d. Blanked-out bank statement to show proof of mailing address and/or applicants/company bank account number.
e. **For formal groups**: Please provide your company details - Certificate of Registration with Registrar of Companies/Societies/Business-Form 9, 13, 24, 44, 49, M&A	e. Company details (**for organisations**) – Certificate of Registration with Registrar of Companies/ Societies/ Business-Form 9, 13, 24, 44, 49, M&A
f. **For informal groups**: Provide IC photocopies (back and front) of each team member.	f. Other supporting documents – pictures, videos, to illustrate the proposed project site, third-party costings, research documents,
g. Other supporting documents –	

pictures to illustrate the proposed project site, third-party costings, research documents, etc. h. Project proposals must be submitted in either PowerPoint or PDF format. i. Proof of residence at one of K2K's 10 targeted locations, such as copy of identification card (IC), water bill, or an endorsement letter by the public building management, Residents' Association, or Neighborhood Watch. Applicants must reside in the public housing complex. If you do not currently live there, your application will not be approved.	etc. g. Project proposal must be submitted in PowerPoint or PDF format. j. Written approval/support from the community to show they agree with/support a particular idea, together with their proof of residence at one of K2K's 10 targeted locations, such as copy of identification card (IC), water bill, or an endorsement letter by the public housing building management, Residents' Association, or Neighborhood Watch.

12 ***How can you apply for the grant programme?***

12.1 Interested applicants can submit their application and relevant documents through one of the following channels:

12.1.1 By e-mail to kita2kita@thinkcity.com.my;

12.1.2 By post to Think City Kuala Lumpur, Level 1, 36-40, Jalan Tun H S Lee, Kuala Lumpur City Centre, 50100 Kuala Lumpur, Federal Territory of Kuala Lumpur

12.2 Applicants are encouraged to attend the **Information Session** to know more about the grant and its scope.

12.3 **Information Sessions** will be held both physically onsite in the participating public housing complexes and virtually online. Participants who attend the session have a higher chance of success. Please visit K2K website at *https://www.kitak2k.com/geran/geran-komuniti-k2k* and/or WhatsApp our team at +60 11-1112 4755 to book for these sessions.

12.4 **Grant Application Clinics** will be provided for applicants who would like to review their application. Applicants can either schedule a one-on-one appointment with the K2K Team at a time of their convenience or will be reached out by the K2K team to further refine their application proposals. Please visit K2K website at *https://www.kitak2k.com/geran/geran-komuniti-k2k* and/or WhatsApp our team at +60 11-1112 4755 to book for these sessions.

13 ***What happens after you apply?***

13.1 The grants will begin to receive applications from 31 January 2024.

13.2 The grants programme will end when the funds are fully committed in 2024.

13.3 All applications are jointly assessed and approved through a highly competitive evaluation process. The application evaluation process are as follows:

Step 1: First Review
Every two weeks, applications will be reviewed by Forum Komuniti (FORKOM)** and the K2K Team.

Step 2: Second Review
Shortlisted applications will be reviewed by Think City Management and the public housing management advisory panel.

Step 3: Third Review
Shortlisted applications will be evaluated by Think City's Technical Advisory Panel (TAP) members.

Step 4: Fourth Review
The K2K Board Oversight Committee evaluates the list of proposals, upon assessment from FORKOM, K2K Team and TAP, and approves the grant award.

Step 5: Announcement
Successful grantees will be given a Letter of Offer (LOO), whereas applicants not selected will be notified via email.

****FORKOM stands for Forum Komuniti:** At each of K2K's 10 targeted locations, a dedicated secretariat comprising members from the public housing community is established. This empowered group is tasked with efficiently representing and addressing the needs and priorities of their community.

**Process is subject to change or alterations from time to time as may be necessary to be decided at the sole discretion of Think City.*

14 What happens after the applications are assessed?

14.1 Successful Applications

14.1.1 Successful applicants will receive an official email notification with the **Letter of Offer** (LOO). For applicants without email, notification will also be shared with the FORKOM and can be obtained there.

14.1.2 Applicants must revert to Think City with a signed LOO within the stipulated 7 days. Failure to accept the LOO within the validity period will result in a void application.

14.1.3 As a successful grantee, you will be required to attend the **Successful Grantee Briefing** with Think City to confirm terms and conditions of the grants.

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

a. Approved grant amount and purpose

b. Terms and conditions of the grant project

c. Scope of works, list of milestones, and project deliverables

14.2 Unsuccessful Applications

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

14.3 Appeals

14.3.1 Think City is unable to entertain any appeals. All decisions are final.

15 How will you receive funding?

15.1 Funding will be disbursed upon completion of agreed milestones and deliverables.

15.2 The funding will be disbursed within 30 days (about 4 and a half weeks) after the approval of milestone reports by Think City.

15.3 Percentages and deliverables of each milestone may be defined on a case-by-case basis and subject to final approval. An example of a project process flow is outlined below:

15.4 To monitor the performance and activity of each project, successful applicants are required to submit milestone reports to Think City to ensure accountability of the use of public funds.

16 What are the expectations for deliverables and requirements from successful applicants?

16.1 Throughout the grant period, you will be required to:

16.1.1 Deliver proposed project within the grant period outlined in the Letter of Award (LOA) and adhere to reporting requirements as agreed.

16.1.2 Keep in regular contact with Think City to update on project progress or changes in the scope of work or timeline.

16.1.3 To adhere to Think City's and K2K brand guidelines i.e., to include logo on all publicity and marketing collaterals for supported projects and to acknowledge Think City's support through relevant media platforms.

16.2 Milestone Reports must be submitted at the end of every agreed milestone and a "Project Closure Report" or "Project Final Report," would be required to be submitted at

the end of the project, along with:

16.2.1 An Outcome Assessment Survey that is to be submitted within fourteen (14) days upon completion of the project (provided by Think City);

16.2.2 A finance statement that outlines actual budget utilisation (template provided by Think City); and

16.2.3 Any other form of supporting materials such as photography, videography and/or collaterals produced.

Additional Notes:

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);*
- *Breach of terms and conditions specified and agreed in the LOA.*

17 Who can you contact if you have questions?

17.1 If you have any questions, or wish to discuss your applications in detail, please contact Think City's K2K officer at **+6011 1112 4755** or email us at **kita2kita@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 thinkcity.com.my