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| *Untuk Kegunaan Pejabat* |
| **No. Rujukan Projek** |  |

**PEJABAT JARINGAN MASYARAKAT**

Libatsama Universiti Komuniti

Borang Permohonan Geran dan Cadangan Projek

Borang CE KOMUNITI (Versi 2.0 Dis 2023)

PEJABAT JARINGAN MASYARAKAT

BAHAGIAN JARINGAN INDUSTRI & MASYARAKAT (BJIM)

**PERMOHONAN GERAN LIBATSAMA UNIVERSITI KOMUNITI**

Community Engagement (CE)

**LIBATSAMA KOMUNITI**

*Satu (1) salinan borang ini hendaklah dihantar melalui PTJ/Pusat Pengajian masing-masing dan dialamatkan kepada* ***Penolong Pendaftar, Pejabat Jaringan Maysyarakat, Bahagian Jaringan Industri & Masyarakat (BJIM), Aras 1, Canselori II, Bangunan E42, USM 11800 Pulau Pinang ,11800 ,Pulau Pinang)***

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| **A** | **MAKLUMAT PROJEK/***Details of Project* |
| **TAJUK PROJEK YANG DICADANGKAN:***Title of proposed project:* |  |
| **TEMPOH MASA PROJEK (MAKSIMUM 24 BULAN):***Duration of this project* *(Maximum 12 months):* | **Duration:***Tempoh:* |  |
| **DARI:***From:* |  |
| **HINGGA:***To:* |  |
| **B** | **MAKLUMAT PTJ/***Details of PTJ* |
| **NAMA PTJ:***Faculty/Centre name:* |  |
| **NAMA TIMBALAN DEKAN/PENGARAH BERTANGGUNGJAWAB:***Name of responsible Deputy Dean/Director:* |  |
| **C** | **MAKLUMAT BIDANG TUMPUAN UTAMA/***Details of Key Result Area* |
| **BIDANG TUMPUAN UTAMA PERMOHONAN (Sila tanda *√*****):***Key Result Area of application (Please tick √*  |
| **Pendidikan***Education***Persekitaran***Environment***Kesihatan***Health***Ekonomi***Economy***Kesenian & Warisan***Art & Heritage* | *\*Sila tandakan satu (1) sahaja* |
| **D** | **MAKLUMAT AKADEMIA/** *Details of Academia* |
| **NAMA KETUA PROJEK:***Name of project leader:* |  |
| **NO. KAD PENGENALAN/PASPOT:***IC No./Passport:* |  |
| **JAWATAN (Sila tanda *√*****):***Position (Please tick √ ):* | **Profesor:***Professor:* | **Prof. Madya:***Assoc. Prof.:* | **Pensyarah:***Lecturer:* |
| **ALAMAT PENUH FAKULTI/JABATAN/PUSAT/UNIT:**Full Address of F*aculty/School/Centre/Unit:* |  |
| **NO. TELEFON:***Telephone no.* | **Pejabat:** *Office***:** | **Fax:***Fax***:** |
| **NO. TELEFON BIMBIT:***Mobile Phone No.* |  |
| **ALAMAT E-MAIL:***E-mail address:* |  |
| **TARIKH MULA BERKHIDMAT DENGAN UNIVERSITI INI:***Date of first appointment with this University:* |  |
| **JENIS PERKHIDMATAN (Sila tanda √ ):***Type of Service (Please tick √ ):* | **Tetap:***Permanent:* | **Kontrak (Nyatakan tarikh tamat kontrak):***Contract (State contract expiry date):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
| **MAKLUMAT AKADEMIA LAIN:***Details of other academia:* |
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| **Bil:***No.* | **NAMA:***Name:* | **NO. KAD PENGENALAN/PASPOT:***IC No./Passport:* | **FAKULTI/JABATAN/PUSAT/UNIT (Sila nyatakan alamat penuh):**F*aculty/School/Centre/Unit (Please provide full address):* | **TAHAP KELAYAKAN AKADEMIK/JAWATAN:** *Academic Qualification/Designation:* | **SIGNATURE:***Tandatangan:* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

***\* Sila guna lampiran tambahan jika perlu***  |
| **LIBATSAMA KOMUNITI ATAU PROJEK BERKAITAN YANG SEDANG/TELAH DIJALANKAN OLEH AHLI-AHLI AKADEMIA DI DALAM TEMPOH TIGA TAHUN TERAKHIR***Community Engagement or equivalent projects that have been completed or ongoing by academia including team members for the last three years.*  |
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| **Bil:***No***.** | **TAJUK PROJEK:***Title of project:* | **TEMPOH:***Duration:* | **TARIKH MULA:***Start Date:* | **TARIKH TAMAT:***End Date:* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
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***\* Sila guna lampiran tambahan jika perlu*** |
| **KERJASAMA ATAU PROJEK LAIN DENGAN KOMUNITI YANG DIKENALPASTI ATAU PERKONGSIAN YANG RELEVAN YANG LAIN. INI TERMASUK, KHIDMAT MASYARAKAT PERUNDINGAN, LATIHAN, KAJIAN KONTRAK, KOMERSIALISASI DAN PEKERJAAN LAIN YANG MENUNJUKKAN PROSES KERJASAMA PEMINDAHAN ILMU KOMUNITI YANG RELEVAN.***Collaborative or other projects with community identified or other relevant partnership. This includes community service, consultancy, training, contract research, commercialization and other collaborative work indicating community relevant knowledge transfer process.*  |
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| **Bil:***No.* | **TAJUK PROJEK:***Title of project:* | **TEMPOH:***Duration:* | **TARIKH MULA:***Start Date:* | **TARIKH TAMAT:***End Date:* |
| 1. |  |  |  |  |
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***\* Sila guna lampiran tambahan jika perlu*** |
| **E** | **MAKLUMAT *PELAJAR*/** *Details of Students* |
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| **Bil:***No.* | **NAMA:***Name:* | **NO. KAD PENGENALAN/PASPOT:***IC ./Passport No.:* | **BIDANG PENGAJIAN & NAMA IPTA***Study area & IPTA name:* | **TAHAP KELAYAKAN AKADEMIK & TAHUN BERIJAZAH:** *Academic qualification & year of graduation:* | **SIGNATURE:***Tandatangan:* |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

***\* Sila guna lampiran tambahan jika perlu*** |
| **F** | **MAKLUMAT KOMUNITI/***Details of Community* |
| **NAMA KOMUNITI/ORGANISASI:***Name of community/organisation:* |  |
| **ALAMAT PENUH KAWASAN KOMUNITI/ORGANISASI:***Community/Organisation area full address:* |  |
| **NAMA KETUA KOMUNITI/ORGANISASI:***Name of community/organisation leader:* |  |
| **JENIS KOMUNITI/ORGANISASI:***Type of community/organisation:* | **Masyarakat:***Society:* | **NGOs:***NGOs:* | **Organisasi:***Organization:* |
| **BIL. AHLI DALAM KOMUNITI/ORGANISASI:***No. of member in community/organisation:* |  |
| **BIL. KUMPULAN SASARAN (Jika berbeza):***No. in target group (if different):* |  |
| **MAKLUMAT PERHUBUNGAN:***Contact person:* | **NAMA:***Name:* |  |
| **JAWATAN:***Designation:* |  |
| **NO. TELEFON PEJABAT:***Office telephone no.:* |  |
| **NO. TELEFON BIMBIT:***Handphone no.:* |  |
| **BUKTI KERJASAMA UNIVERSITI-KOMUNITI/ORGANISASI (Surat penerimaan):***Proof of collaboration University-Community/NGOs/Organisation (Letter of Acceptance):* | *\* Sila sertakan salinan bukti kerjasasama Universiti-Komuniti* |
| **JUMLAH SUMBANGAN KEWANGAN KEPADA PROJEK (RM):***Amount of monetary contribution to the project (RM):* |  |
| **SUMBANGAN BUKAN KEWANGAN KEPADA PROJEK:***Amount of non-monetary contribution to the project (RM):* | *1.* |
| *2.* |
| *3.* |
| *4.* |
| *5.* |
| *\* Sila guna lampiran tambahan jika perlu* |
| **PERNYATAAN RINGKAS PERMASALAHAN KOMUNITI BERKAITAN DENGAN PROJEK LIBATSAMA KOMUNITI:***Summary of community problem statement related to Community Engagement project:* |
|  |
| **REKOD PENGLIBATSAMAAN ATAU KERJASAMA UNIVERSITI-KOMUNITI/NGO/ORGANISASI:***Record of past engagement or collaboration of University-Community/NGOs/Organisation:* |
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| **Bil:***No.:* | **TAJUK PROJEK:***Title of project:* | **TEMPOH:***Duration:* | **TARIKH MULA:***Start Date:* | **TARIKH TAMAT:***End Date:* |
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| 2. |  |  |  |  |
| 3. |  |  |  |  |

***\* Sila guna lampiran tambahan jika perlu*** |
|  | **KEMUDAHAN SEDIA ADA KOMUNITI/NGO/ORGANISASI:***Accessibility to the community/NGOs/organisation:* |
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| **Bil:***No.:* | **SILA NYATAKAN:***Please Specify:* | **TEMPOH MASA PENGGUNAAN***Duration of accessibility:* |
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| 2. |  |  |
| 3. |  |  |

***\* Sila guna lampiran tambahan jika perlu*** |
| **G** | **CADANGAN PROJEK/** *Proposed Project* |
| **RINGKASAN CADANGAN EKSEKUTIF PROGRAM (MAKSIMA 300 PATAH PERKATAAN)****(MELIPUTI LATAR BELAKANG PROGRAM, KAJIAN LITERATUR, KAEDAH PERLAKSANAAN PROGRAM, OBJEKTIF DAN JANGKAAN HASIL PROGRAM)***Executive Summary of Project Proposal (maximum 300 words)* *(Please include the background of Program, literature reviews, objectives, Program methodology and expected outcomes from the program)* |
| 1. **Latar Belakang Projek:**

*Background of project:*1. **Kajian Literatur:**

*Literature reviews:*1. **Objektif :**

*Objectives:*1. **Kaedah Perlaksanaan Projek:**

*Project methodology:*1. Deskripsi Metodologi

*Methodology description*1. Carta Alir Aktiviti Projek (Sila lampirkan)

*Project activity flow chart (please provide as appendix)*1. Carta Gantt Aktiviti Projek (Sila lampirkan)

*Project activity Gantt chart (please provide as appendix)*1. Milestones & Tarikh (Sila lampirkan)

*Milestones & Tarikh (please provide as appendix)*1. **Jenis Ilmu/TeknologiYang Akan Dipindahkan:**

*Type of knowledge/technology to be transferred::*1. **Jangkaan Hasil Program:**

*Programme expected outcomes:* |
| **H** | **BELANJAWAN/** *Budget* |
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| **Bil:***No.* | **BUTIRAN BELANJAWAN:***Budget details:* | **JUMLAH YANG DIPOHON OLEH PEMOHON** *Amount requested by applicant:* |
| **GERAN KOMUNITI:***Community grant:* | **SUMBANGAN KOMUNITI:***Community contribution:* |
| 1. | *Vot 21000 -* **Perjalanan dan Pengangkutan***Travels and Transports***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |
| 2. | *Vot 22000 –***Pengangkutan Barang***Logistics***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |
| 3. | *Vot 23000 -* **Perhubungan dan Utiliti***Communications and Utilities***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |
| 4. | *Vot 24000 -* **Sewaan***Rentals***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |
| 5.  | *Vot 25000 -* **Bahan Makanan dan Minuman***Food and drink***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |
| 6. | *Vot 27000 -* **Bekalan dan Bahan Program***Supplies and programme materials***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |

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| **Bil:***No.* | **BUTIRAN BELANJAWAN:***Budget details:* | **JUMLAH YANG DIPOHON OLEH PEMOHON** *Amount requested by applicant:* |
| **GERAN KOMUNITI:***Community grant:* | **SUMBANGAN KOMUNITI:***Community contribution:* |
| 7. | *Vot 29000 -* **Perkhidmatan Ikhtisas***Professional services***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |
| 8. | *Vot 42000 –***Pemberian dalam Negeri***Domestic Purchases***Sila nyatakan secara lengkap dengan pecahannya sekali.***Please provide a detailed breakdown* |  |  |
|  | **JUMLAH BESAR:***Total amount:* |  |  |

**KESELURUHAN BAJET PROJEK BOLEH DIASASKAN DARIPADA PERMOHONAN GERAN INI. WALAU BAGAIMANAPUN JIKA KOMUNITI BOLEH MENUNJUKAN KOMITMEN KEPADA KOS PROJEK DALAM BENTUK KOMITMEN KEWANGAN DAN BUKAN KEWANGAN, PERTIMBANGAN KHAS BAGI KOMITMEN INI BOLEH DIJADIKAN KRTERIA PEMILIHAN GERAN.***The whole project budget will be based on the total amount of grant applied. However, if the community can show commitments in the form of financial or non-financial nature, special consideration will be made for these commitments as the criteria selection of this grant.* |
| **I** | **HASIL DAN IMPAK PROGRAM/*Programme*** *Outputs and Impacts* |
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| **Bil:***No.:* | **PENGUKURAN:***Measurement:* | **HASIL/outputs:** (sila nyatakan kaedah pengukuran/*please state the method of measurement*) | **IMPAK/impacts:** (sila nyatakan kaedah pengukuran/*please state the method of measurement*) |
| **1.** | **Hasil kepada sasaran komuniti/organisasi (Peningkatan kualiti hidup sasaran komuniti/orgabisasi)***Output to target community/organization (Increase in quality of life on the target community/organization)* |  |  |
| 2. | **Pulangan kepada USM (Pengiktirafan kepada ahli academia)***Return to the USM (Recognition to members of academia)* |  |  |
| 3. | **Pembangunan Modal Insan** *Human capital development*  |  |  |
| 4. | **Hasil yang “Intangible”***Intangible output* |  |  |
| 5. | **Lain-lain (yang dapat mengukur pencapaian projek)***Others* |  |  |

***\* Sila guna lampiran tambahan jika perlu*** |
| **J** | **AKUAN PEMOHON/***Declaration by applicant* |
| **Saya dengan ini mengaku bahawa (Sila tanda √ ):***I hereby declared that (Please tick √ ):*1. **Semua maklumat yang diisi adalah benar, BJIM berhak menolak permohonan atau membatalkan tawaran pada bila-bila masa sekiranya keterangan yang dikemukakan adalah tidak benar.**

*All information stated here are accurate, BJIM has the right to reject or to cancel the offer without prior notice if there is any inaccurate information given.* 1. **Permohonan program ini dikemukakan untuk memohon peruntukan di bawah Geran Libatsama Universiti Komuniti.**

*Application of this programme is presented for the Universiti-Community Engagement Grant.*1. **Permohonan program ini juga dikemukakan untuk memohon peruntukan geran projek dari (nama geran dan jumlah dana)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Application of this programme is also presented for other research grant/s (grant’s name and total amount)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Tarikh : Tandatangan Pemohon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Date : Applicant’s Signature**:*  |
| **K** | **AKUAN WAKIL KOMUNITI/***Declaration by community representative* |
| **Saya dengan ini mengaku bahawa (Sila tanda √ ):***I hereby declared that (Please tick √ ):*1. **Semua maklumat yang dinyatakan di sini adalah tepat sejauh pengetahuan kami dan kami menyampaikan komitmen dan kerjasama untuk permohonan geran di bawah BJIM,**

*All information stated here are accurate to the best of our knowledge and we submit our commitment of cooperation for the application of a grant under BJIM,* 1. **Komitmen dinyatakan dalam permohonan ini akan disediakan apabila geran diluluskan. Jika selepas tawaran geran kami tidak dapat memberi komitmen, geran ini boleh ditarik balik.**

*Commitment stated in this application would be delivered when the grant scheme is approved. If upon the approval of the grant we are not able to fullfill the committment, then the grant scheme can be withdrawn.* 1. **Kami membuktikan bahawa tidak ada projek yang serupa telah diajukan di bawah geran yang sama untuk pihak lain**

*We attest that no similar project has been submitted under the same grant scheme to other stakeholders.***Tarikh : Tandatangan Ketua Komuniti/organisasi : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Date : Community/organisation Representative’s Signature :*  |
| **L** | **AKUAN PENGARAH/DEKAN BERTANGGUNGJAWAB***Declaration by responsible Director/Dean* |
| **Sila tandakan ( √** *)* *Please tick ( √ )* **Diperakukan:***Recommended:* ***A.* Sangat Disokong***Highly Recommended* **B. Disokong**  *Recommended* **C. Tidak Disokong (Sila Nyatakan Sebab)***Not Recommended (Please specify reason)* **Ulasan:***Comments:*--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**Nama: Tandatangan:** *Name: Signature:*  **Tarikh:** *Date:* |

**Nota: SEMUA PERMOHONAN DIANGGAP SULIT. KEPUTUSAN BJIM ADALAH MUKTAMAD.**

*Applications submitted will be treated in full confidence. The decision of BJIM is final.*

**SEBARANG PERTANYAAN/MAKLUMAT TAMBAHAN BOLEH DIAJUKAN KEPADA:**