Lampiran 2-

Format Borang laporan akhir

MATCHING GRANT FOR KNOWLEDGE TRANSFER/COMMUNITY PROJECT

**FINAL REPORT FORM**

**Rules and regulations:**

1. **At the end of project, successful applicants must deliver 2 outputs :-**
	1. A final report of knowledge transfer program in two formatS,
		1. Adobe Reader (.pdf) and
		2. Microsoft Word(.doc)-for promotional purposes
	2. Pictures of activities in softcopy document (CD).
	3. Short video (2 mins)
2. **To achieve a 3 Star CE Impact Rating, a project needs to have 3 minimum requirements :-**
	1. The community has a positive orientation towards the programme.
		1. An attendance exceeding or equal to 80%
	2. A minimum of three (3) stakeholder involvement. (Government, Industries, Civil Society, NGO, and Institutions of Learning)
		1. The community consider the programme relevant and needed.
		2. A formal university-community cooperation agreement exists.
	3. The civil community action programme results in change in knowledge/skills/attitudes or aspirations
		1. Participants exhibit a change in knowledge, attitude, skills and/or aspiration (dependent on the program objectives)
3. **Additional requirements to achieve a four (4)and Five (5) Star CE Impact Rating,**
	1. The community programme results in a change of practices. (4 star)
		1. Participants adopted the innovations that were introduced
	2. The community is empowered and can independently sustain the practices that were introduced through the programme. (5 star)
		1. Participants continue to practice innovations without UTM’s assistance
4. **Please note that all information will be kept confidential by CCIN and ONLY be used for university reporting on CE initiatives.**

Instructions:

1. Please fill in all the information in table A, B, C, D, E, F, G and H.
2. Please note that every rating level should be provided with evidences such as participant attendance list, interviews question, questionnaire, videos, SMS /media social comment/ phones screenshot etc.

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| **A** | **PROJECT INFORMATION** |
| 1 | **TITLE OF PROJECT** |  |
| 2 | **NAME OF PROGRAM/ ACTIVITY** |  |
| 2 | **PROJECT LEADER NAME** |  |
| 3 | **STAFF NO** |  |
| 4 | **POSITION** |  |
| 5 | **PTJ /FACULTY** |  |
| 6 | **MOBILE NO** |  |
| 7 | **EMAIL ADDRESS** |  |
| 8 | **PROJECT MEMBERS / STAF NO** | **Project Member** | **Staff No** |
| 1.2.3. 4.5 |  |

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| **B** | **STAKEHOLDER/ COMMUNITY INFORMATION** |
| 9 | **NAME OF COLLABORATION PARTNERS** **(multi-stakeholder)****(List the names and brief role of NGO partners / community / industry / government agencies and so on, IF ANY, who took part in the project implementation and their function on the programme (eg: Funder)**\*Please state equivalent / approximate value of collaboration partners contribution in RM. | **Name of Collaboration Partners** | **Contributions (RM) \*** |
| In Kind | Gifts | Monetary | Facilities | Equipment | Others |
| Government : |  |  |  |  |  |  |
| Industry: |  |  |  |  |  |  |
| Civil Society |  |  |  |  |  |  |
| University/Institutions of Learning: |  |  |  |  |  |  |
| NGO |  |  |  |  |  |  |
| Total Contribution (RM)\*The total RM value are based on cost of project implementation as in Section B – No 8. |  |
| 10 | **TARGETED COMMUNITY**( Eg: spm students / youth 16-26 ) |  |
| 11 | **NUMBER OF PARTICIPANTS INVOLVED DURING THE PROGRAMS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| University students |  |  | NGO / Stakeholders / Partners |  |
| UTM Staff |  |  | Targeted communities |  |

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| **C** | **PROGRAM INFORMATION** |
| 12 | **BRIEF SUMMARY**  | ( not more than 150 words) |
| 13 | **JUSTIFICATION** | i) Provide an explanation on the need to conduct the program.ii) Next; specify the source of the intellectual / physical / energy owned by the university to solve problems of the community. |
| 14 | **OBJECTIVES** | Specify the objectives (at least 3 objectives).1)2)3) |
| 15 | **IMPACT PROGRAM** | Indicate the project's impact on the community in terms of:a) Description of impact on the community and the students involved.b) The number of beneficiaries.c) The number of students involved and the capacity of direct involvement in the program or indirectly through volunteer activities.d) Frequency and duration of benefit.e) The potential scalability of the increase beneficiaries.f) Prioritised benefit to the community. |
| 16 | **DURATION**  |  |
| 17 | **LOCATION** |  |
| 18 | **PARTICIPATION** | Number of Participants: \_\_\_\_people*. Please enclose a list of participants* |
| 19 | **SUSTAINABILITY** | State the program continuity after completion and suitability of program to be replicated elsewhere without fund |
| 20 | **ISSUES / CHALLENGES / CONSTRAINTS**  | a) Issues / Challenges / Constraints.b) Proposed solution. |
| 21 | **PROGRAM ASSESSMENT** |  \* Based on a survey form questionnaire (before / during / after) |
| **Before** | **During** | **After** |
|  |  |  |

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| **D** | **FINANCIAL INFORMATION**  |
|  | **Received Allocation: RM 5000.00** |
| **No** | **Date** | **Transaction Detail** | **Current Expenditure** | **Current Balance** | **Percentage of expenditure (%)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | **TOTAL (RM)** |  |  |  |

NOTE: SECTION E is **COMPULSORY** to be submitted upon completion of knowledge/technology transfer. All IISJ-KTP matching grant recipients should ensure the transfer involved a minimal of **three (3)** stakeholders as stated in the funding guideline.

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| **E** | **COMMUNITY TRANSFORMATION IMPACT STAR RATING FORM** **(This Impact evaluation of the programme has to be done at the end of the programme)**  |
| **RATING LEVELS**IF ≥ 80 % |
| **1** | **STAR RATING ( Programme Acceptance)*** The community has a positive orientation towards the programme.
 |
|  | An attendance exceeding or equal to 80%\* Evidence can be gathered from attendance list Target attendance Actual attendance Percentage | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ per cent |
| **2** | **STAR RATING ( Meeting Community Needs)*** The community consider the programme relevant and needed.
* A formal university-stakeholder/community cooperation agreement exists.
 |
|  | Stakeholders generally agree to the implementation of the programme.\* Evidence can be gathered from interviews or surveys. Number of stakeholder  Number of participants who indicate that the programme is needed Total number of participants Percentage of participants indicating programme is needed | \_\_\_\_\_\_\_\_\_\_\_ / 3\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ per cent |
| **3** | **STAR RATING ( Knowledge, Attitude, Skills and Aspiration Change)*** The community action programme results in change in knowledge/skills/attitudes or aspirations.
 |
|  | Participants exhibit a change in knowledge, attitude, skills and/or aspiration.\* Evidence can be derived from interviews, observations or surveys. Number of participants who indicate they know the subject matter Number of participants who respond positively to the change Number of participants who show they have the desired skills Number of participants who want to adopt the innovation Total number of participants Average Change | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ per cent |
| **4** | **STAR RATING (Adoption of Change)** * The community programme results in a change of practices.
 |
|  | Participants adopted the innovations that were introduced\* Evidence derived from observation Number of participants who adopted change Total number of participants Percentage of adoption change | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ per cent |
| **5** | **STAR RATING (Sustainability)**The community is empowered and can independently sustain the practices that were introduced through the programme. |
|  | Participants continue to practice innovations without UTM’s assistance\* Evidence can be derived from interviews, observations and/or surveys. Number of participants who continue to practice change Number of participants who having economic benefits due to change Number of participants who have improved their well-being Total number of participants Percentage of participants who continue to practice change Percentage of participants having economic benefits due to change  Percentage of participants who have improved their well-being Average of sustainability  | \_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ people\_\_\_\_\_\_\_\_\_\_\_ per cent\_\_\_\_\_\_\_\_\_\_\_ per cent\_\_\_\_\_\_\_\_\_\_\_ per cent\_\_\_\_\_\_\_\_\_\_\_ per cent |

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| **F** | **PROJECT LEADER DECLARATION** |
|  | **I declare that the information and documents provided are correct.****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **G** | **KJ/ DEAN / TDPIJ / PRINCIPAL DECLARATION** |
|  | The information above is certified true:**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Stamp Position:**  |
| **H** | **SECRETARIAT DECLARATION** |
|  | Verified:**Overall score:****Review:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(Director of Centre for Community and Industry Network)* **Stamp Position:** |

**CHECK LIST:**

Please ( √ ) materials/ support documentations of proof provided to support each category.

Compulsory:-

|  |  |
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| **1** | Media coverage / Publication in the form of : |
|  |  | Newspaper articles, Magazine, |
|  |  | Media links, blogs |
|  |  | Brochures |
|  |  | Tentative of program |
| **2** | Program Impact in the form of: |
|  |  | Attendance List |
|  |  | Survey , Interviews, Focus Group Discussions, Forums |
| **3** | Contribution / Funding |
|  |  | RM - Copy of Bank Slip / Cek / EFT |
|  |  | In Kind |
|  |  | Gift |
|  |  | Facilities |
|  |  | Equipment |
| **4** | Collaboration Partners: |
|  |  | MOA / MOU / Certificate of Appreciation / Thank you letter / LOI / LOC |
| **5** | Pictures of CE project - 5 high-resolution images with the appropriate caption (soft copy) |
|  |  |  Photographs before, during and after the implementation of the Community Programmes |