



EVENT PROPOSAL FORMAT / CHECKLIST

Requirement		Checklist (√)
PART A – INTRODUCTION		
1	Event Title	
2	Event Description	
3	Objective	
4	List of previous success event	
5	Date & Time	
6	Location	
7	Organizing Committee	
8	A copy of the following: <ul style="list-style-type: none"> - Corporate information; - Summary of share capital; - Directors / officers / shareholders / members; - Summary of financial information. 	
PART B – EVENT DETAILS		
1	Program details for each activity / show	
2	Tentative program	
3	Venue layout: <ul style="list-style-type: none"> - Floor plan of event venue with elaboration - Picture of recce visit on the propose venue 	
4	Collaboration / sponsor / partner: <ul style="list-style-type: none"> - Government agency - Non-government agency (NGO) - Corporate organization - Private company 	
PART C – RISK MANAGEMENT		
1	Emergency Response Plan	
2	Standard Operating Procedure (SOP) <ul style="list-style-type: none"> - Medical - Power Outrages 	
3	Public Liability Insurance	
4	Contingency Plan (if any)	
PART D – PUBLICITY AND MARKETING		
1	Target Audience	
2	Media coverage (press online / printed medium)	
3	Official social media platform	
4	Website and other online engagement platform	
5	Campaign timeline	
PART E – FINANCIAL STATEMENT		
1	Budget breakdown	
2	Other source of funding	
3	Expected Return on Investment (ROI)	
4	Sponsorship entitlement and benefit	
5	Expected visitor spending	
6	Expected media value	
7	Expected ticket pricing	
PART F – INTEGRITY PACT		
1	Applicant is compulsory to fill in the Integrity Pact as attach together with TEG Form MTCP/TEG/F(1) .	



TERMS AND CONDITIONS FOR EVENT GRANT APPLICATION

1. Applicant are required to submit their application together with their Official Letter, Event Grant Application Form - **MTCP/TEG/F(1)**, and their Event Proposal.
2. It is **COMPULSORY** for the applicant to include in their event proposal all the required items that has been stipulated under the Ministry's Event Proposal Checklist – **MTCP/TEG/C(1)**.
3. All submission of event proposal(s) is to be submitted to this Ministry at least **two (2) months** before the actual commencing date of the event.
4. For applications submitted by any Private Organization / Government Linked Company (GLC); a certified true copy of the following documents must be included;
 - i. Company / Corporate / Organizational profile;
 - ii. Summary of share capital;
 - iii. Directors/ officers;
 - iv. Shareholders/ members;
 - v. Company MOA/ Constitution;
 - vi. Summary of financial information;
 - vii. Latest account statement/ management account for company that has been operating for at least six (6) months; or
 - viii. Latest financial statement that has been audited.
5. For applications submitted by any Association(s) / Non-Governmental Organization (NGO) / Non-Profit Organization (NPO); a certified true copy of the following documents must be included;
 - i. Borang 3 – Akta Pertubuhan 1966 and has been operating for at least six (6) months since the date of registration;
 - ii. Registered with any University or College Act for Higher Learning Institutions; or
 - iii. Any Non-Profit Organizations that involve actively in the field of Arts and Cultures and having their organization registered.
6. Applicant will required to fill in Integrity Pact as attach together with, Event Grant Application Form - **MTCP/TEG/F(1)** , Event Grant Application Form - **MTCP/TEG/F(1)** as the Ministry is committed to execute the **MS ISO 37001:2016 ANTI BRIBERY MANAGEMENT SYSTEM (ABMS)**.
7. Ministry of Tourism, Creative Industry & Performing Arts Sarawak has the right to consider or reject any applications subject to compliance with this terms and conditions.