



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 certified true 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 and PR 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 a complete application together with 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 **three (3) 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 one (1) year; 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 one (1) year 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.