

ADMINISTRATION CIRCULAR NO. 4/2018

TO : All Staff Ministry of Education, Science and Technological Research, Sarawak

SUBJECT : **STANDARD OPERATING PROCEDURE IN THE MANAGEMENT OF GRANT/ SPONSORSHIP APPLICATION FOR EDUCATIONAL PROGRAM**

REFERENCE : MESTR/MSD/100-1/1/2(10)

DATE : 13 September, 2018

1. BACKGROUND

Since its inception, the Ministry has received a number of application for grant/ sponsorship from schools and Institutes of higher learning. The applications received are for organizing of events, conference fees, minor infrastructure works, school facilities, etc.

2. OBJECTIVE

This Standard Operating Procedure is to ensure an effective management of Educational Grants to Educational Institutions:

- a) Government Primary Schools,
- b) Government Secondary Schools
- c) Technical and Vocational Schools
- d) Institutes of Higher Learning

3. SPONSORSHIP

Priority will be given to programmes that promote:

- a) STEM initiatives
- b) English proficiency
- c) Sciences related program (TVET)
- d) Innovation.

4. METHODOLOGY

- 4.1 All applications for grants from government schools should be forwarded to Permanent Secretary, Ministry of Education, Science and Technological Research Sarawak (MESTR) through *Pengarah Jabatan Pendidikan Negeri Sarawak (JPNS)*.
- 4.2 Application for grants from Technical and Vocational Schools and Institutes of Higher Learning should be applied through respective heads of the institutes.
- 4.3 All application for grants must be submitted to MESTR together with MESTR Grants Application Form (as per attachment) at least three (3) months before the events.
- 4.4 All application that had been verified and supported by *Pengarah JPNS* will be tabled to the *Jawatankuasa Pemberian Geran MESTR* by Heads of Administration, Finance and Resource Management Division and to be chaired by Permanent Secretary MESTR for approval.
- 4.5 Disbursement of Grants to the successful applicant shall be channeled within fourteen (14) days of it being approved.
- 4.6 Unsuccessful application will be notified within seven (7) days after the *Jawatankuasa Pemberian Geran MESTR* meeting.

5. DATE COMING INTO FORCE

- 5.1 This Standard Operating Procedure is to come into force with effect from the date it is issued.

6. APPLICATION

- 6.1 All management and staff of Ministry of Education, Science and Technological Research (MESTR) is to follow and abide strictly to this Standard Operating Procedure to ensure the smooth and efficient management of grants.
- 6.2 All application for grants must use the **Education Program Grant/ Sponsorship Application Form (MESTR/GRANTS APPLICATION/2018)** which can also be downloaded at MESTR Website (<http://www.mestr.sarawak.gov.my>)

Thank you.

“BERSATU BERUSAHA BERBAKTI”

“AN HONOUR TO SERVE”


(DATU SUDARSONO OSMAN)
Permanent Secretary,

Ministry of Education, Science and Technological Research Sarawak

Date of Request:



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGICAL RESEARCH SARAWAK
EDUCATION PROGRAM GRANT/SPONSORSHIP APPLICATION

A) SCHOOLS/TVET/INSTITUTE OF HIGHER LEARNING PROFILE

- School / Institute
1. Name : _____
 2. Address : _____

 - Poscode : _____ City : _____ State : _____
 3. Tel No : (O) _____ (HP) _____ Fax No: _____
 4. Email Address : _____
 6. Contact Person : _____
Designation : _____

B) PROGRAM PROFILE

7. Program Title : _____
8. Program Venue : _____ Date of Program : _____
Background /
9. Program Concept : _____

- VIPs / Invited
10. Guests : _____
Numbers of
Participants : _____
Amount
11. Requested (RM) : _____
If your request is
successful,
please advise to
whom should be
made payable : _____

C) ATTACHMENT

12. Please enclose cost breakdown.

D) RECOMMENDED by "Pengarah Jabatan Pendidikan Negeri Sarawak" / Head of Institutes

13. Supported

Rejected

COMMENTS: _____

Ready to submit your application?

Send your application form to:

Ministry of Education, Science and Technological Research Sarawak
4th Floor, LCDA Tower, Lot 2879, The Isthmus, Off Bako Road, 93050 Kuching

MINISTRY OF EDUCATION, SCIENCE & TECHNOLOGICAL RESEARCH USE ONLY

1. Date Application Received : _____
2. Details of prior approvals : _____
3. Budget available (RM) : _____
4. Budget coding : _____
5. Request outcome : **Approved** **Not Approved**
6. Amount approved (RM) : _____
7. Approved by : _____
(Name / Signature) _____ Date: _____
8. Remarks : _____

