

## FAQs

### Why submit a project?

The MCBFF wants to be closer to people, to be even more proactive and to be at the forefront of the social requirements of the country.

### Why a concept note?

A concept note is a short, written way of expressing an idea, a project. It provides the springboard for ideas and is the base of a project. Concept notes will allow the MCB Forward Foundation to do site visits and develop, if needed, the project together with the NGO.

### What is the selection process?

Project selection will be carried out in two phases. Applicants should submit their **Concept Note and Annex1- budget**. Site visits may be undertaken for applicants on the merit of their Concept Note. Applicants will then be requested to submit a full-fledged application.

### What are the areas of intervention considered by MCBFF?

- Absolute Poverty and community empowerment
- Welfare of children from vulnerable groups
- Socio Economic Development (Disabilities, Building social capital)
- Health
- Education and training;
- Protection and preservation of the environment
- Leisure & Sports (activities that relieve social problems)
- Heritage, Arts & Culture

### What kind of activities does not fall under the MCBFF's ambit and funding?

- Political parties / bodies.
- Specific religious appeals.
- Third party giving associations / Club Service such as Rotary, Round Table and Lions Clubs.
- Individual requests (Funding single individuals such as study grants, education fees, medical / hospital costs, destroyed houses, etc.)
- Study tours for organizations or schools / Exchange student programmes.
- Medical Research Costs or Research.
- Sports Sponsorship.
- Consultant/professional fees.
- Projects considered as a potential source of Conflict of Interest.

### **What constitutes a source of Conflict of Interest?**

Any situation or activity which may directly conflict with MCB Forward Foundation's mission, policies or procedures.

- Engaging in any unethical or illegal practice;
- Taking any unfair advantage in partnership dealings;
- Buying and selling services to MCB Forward Foundation to the extent that one may obtain a significant financial gain there from;
- Participating in transactions or relationships which might reasonably be expected to affect one's judgment in a manner which is adverse to MCB Forward Foundation;
- Any other action which may give the appearance of impropriety.

### **What are the criteria of selection?**

- Organisations should be a registered NGO ;
- Programmes and organisations that will have a wide impact, rather than meet the needs of a few;
- Programmes and organisations with the mission **of improving the educational and economic opportunities** of disadvantaged and/or low-income groups of people, families and communities;
- Organisations that deliver effective programmes with **measurable outcomes** in response to identified community needs;
- End beneficiaries should be **involved** in project planning;
- The organisation should:
  - i. Be financially stable;
  - ii. Provide strong leadership;
  - iii. Be willing to collaborate with other similar organisations to maximise delivery effectiveness to the intended beneficiaries; and

### **What are the resources and capabilities that MCBFF offers when funding a project?**

MCBFF support has the specific scope to "Provide human, logistical and financial resources to earmarked initiatives and develop strategic partnerships with committed stakeholders for the social, environmental and economic well-being of the community".

In terms of human resources, the Foundation provides advisory and consultancy resources aiming to foster sustainability and best practices of its beneficiaries. This can take the form of:

- Customised frameworks designed by MCBFF staff that will inform day to day operations of beneficiaries.
- Training and capacity building for NGO Staff.
- Appraisals, through regular communication and site visit enable both the Foundation and their partners to gain an understanding of and track progress and areas requiring adjustment and additional intervention.
- Monitoring and reviews of book-keeping, processes, strategic plans also form part of assistance provided.
- Logistical resources provided mainly comprises of assisting/providing coordination of projects.

### **Useful information**

MCBFF is not a mere investment entity. Our gist is to fully participate in projects driven by innovation and excellence. In this respect, MCBFF will focus on concrete, targeted actions. In light of this, the Concept note should not be taken lightly.

For more information call **202 5554**.