

RYTHM FOUNDATION PROJECT PROPOSAL GUIDELINES

Background

RYTHM Foundation was established in 2005 to carry out social developmental endeavours around the world.

The Founders of the QI Group, Vijay Eswaran and Joseph Bismark, believe that financial wellbeing is a tool that must be used to raise peoples' lives, to touch someone's heart, and make a lasting impact. When they both founded the QI Group in 1998, their shared value of RYTHM became the core value of the business.

As QI Group continued to grow, so did its community development and CSR activities. The RYTHM Foundation was thereby formally incorporated and remains until today, the heartbeat of QI Group.

With the concept of Raise Yourself To Help Mankind (RYTHM) being the guiding principle in all that the foundation does. RYTHM has embarked on various initiatives to make a difference in the communities in which they operate. RYTHM is ultimately about reinforcing the message of Mahatma Gandhi, who believed that in order to help mankind, one needs to first help oneself, by raising oneself.

RYTHM Foundation, the QI Group's social impact initiative, invests in the communities through strategic partnerships, employee volunteering, and community service. The Foundation's core values are built on the principles of Empowerment, Volunteerism, and Resilience.

Through all our work, be it grant making, volunteer engagement or investing in human development programmes, our goal is to empower lives and transform communities.

Being a corporate entity, the RYTHM Foundation also strives to make QI Group a key player as a global conglomerate and reinforces their aspirations and responsibility in playing a pivotal role in achieving Sustainable Development Goals.

RYTHM Foundation works to present itself strategically to initiate and promote social changes which creates a positive impact in the lives of vulnerable members of society and to act as change agents by improving systems, inventing and disseminating new approaches; and advancing sustainable solutions.

The values of the RYTHM Foundation represent fundamental set of principles that drives it forward. These are in line with QI's Corporate Values - Care, Service, Integrity.

Vijayaratham Foundation as the Malaysian Chapter of RYTHM Foundation, has been carrying out the Foundation's noble mission by working closely with the public and private sectors, civil society and the philanthropic community to facilitate and implement various sustainable initiatives.

The Foundation's Strategic Priority Areas:

RYTHM Foundation focuses on four strategic priority areas that are in line with some of United Nation's Sustainable Development Goals (SDGs).

PRIORITY AREA 1 – EDUCATION FOR ALL

EQUITABLE AND QUALITY EDUCATION FOR ALL

SDG 4: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

PRIORITY AREA 2- GENDER EQUALITY

EQUALITY AND EMPOWERMENT FOR ALL WOMEN AND GIRLS

SDG 5: Achieve Gender Equality and Empower All Women and Girls

PRIORITY AREA 3 SUSTAINABLE HUMAN SETTLEMENT

PROMOTING INCLUSIVENESS AND BUILDING RESILIENCE TOWARDS SUSTAINABLE HUMAN SETTLEMENT

SDG 11- Make Cities and human settlement inclusive, safe, resilient and sustainable

PRIORITY AREA 4 – SUSTAINABLE GLOBAL PARTNERSHIP

NETWORK AND BUILD SUSTAINABLE PARTNERS INCLUSIVE OF NATIONAL AND INTERNATIONAL ORGANISATIONS ACROSS THE GLOBE THAT ARE WITH THE FOUNDATION'S STRATEGIC PRIORITY AREAS

SDG 17: Strengthen the means of implementation and revitalize the global partnership for sustainable development

Eligibility

1. Legally registered with relevant authorities.
2. Has an Non-Governmental Organisation/Non-Profit Organisation or a Charitable Trust status.
3. Social enterprises are also eligible – defined as organisations or registered companies whose primary mission is to support a social cause.
4. Public institutions and consultancy entities as co-applicants with CSOs as the core applicant.
5. Proposed programme must fit within at least one of the four priority area.
6. Activities must demonstrate the ability to produce measurable output, sustainability and positive social impact for the long-term.
7. Intended Programme should be ongoing for a minimum period of **Three (3) Years**.

The following criteria do not qualify for Foundation Project funding:

1. Projects that do not fall specifically, or loosely, fall under the four priority areas.
2. Projects that are brought forward by an unregistered organization/society.

3. Projects that provide false and incomplete details on the funding requirement.
4. Projects with incomplete organisational/financial records/documents.

How to Apply

Phase 1 – Concept Note

- Applicants are required to submit a concept note provided (embedded - [Concept Note Form.docx](#)) to admin@rythmfoundation.org.
- The concept note will include the basic details of the intended programme, related activities, its relevance to the priority area, sustainability and the estimated cost for the programme.
- All concept notes will be reviewed and shortlisted by the foundation.
- Shortlisted applicants in Phase 1 will be required to submit a full Project Proposal for further consideration.
- Applicants will be notified on their Phase 1 application status within **Two (2) weeks** of the concept note submission.

Phase 2 – Full Project Proposal

- Successful applicants are required to submit a detailed *Full Project Proposal* form that will be provided upon successful completion of Phase 1.
- The Project Proposal should include comprehensive information on the intended Programme – intended population, objectives, activities, timeframe, budget, visibility and branding plans for the supporting foundation.
- The Project Proposal should be sent together with the checklist (embedded - [Checklist for Project Audit.docx](#)) and the supporting documents as stated in the checklist.
- All completed Project Proposals will be evaluated by the foundation using a matrix system.
- Successful applicants will be notified within **One (1) month** of the proposal submission.

Notification of Application Status

All Project Proposals will be assessed based on key factors such as effectiveness, relevance and sustainability of the programme, feasibility, branding and visibility, cost efficiency, organisational capacity.

Successful applicants will be officially notified via email from the foundation within a month from the time of the Project Proposal submission.

Monitoring and Evaluation requirements:

The following M&E activities and report must be submitted as part of the funding requirements:

- a. Our partners in the project (*if applicable*) must have a local contact/body to help in monitoring and evaluating the project.
- b. Progress report/Project Status Report – to be submitted on a stipulated time, as required by the project contract or agreement signed by the partner. Partners will use the status report template to provide summary of expenses and activities/tasks

completed. The status report needs to be updated quarterly, including the activity summary with pictures.

- c. Project final report - narrative and financial report, to be submitted within one month after the project ended. The final tranche of payment (*if applicable*) will only be released after submission of the final narrative and financial reports.
- d. Human Impact stories – minimum 5 human Impact stories need to be submitted with the final report. The stories need to be collected from the beneficiaries with their consent.
- e. Only high-resolution photos and videos submitted for the progress and human impact stories (JPEG/MPEG) will be accepted. JPEG needs to be at least 1MB. Each photo should have clear information and consent from the beneficiaries.
- f. Foundation branding should be highlighted during the project implementation. Please refer to the foundation for branding guidelines.

