**PROJECT PROPOSAL**

**[PROJECT NAME HERE]**

**LOG ID:**

|  |  |  |
| --- | --- | --- |
|  | **:** | [YOUR CLUB or SOCIETY NAME] |
| DATE | **:** |  |
| TIME | **:** |  |
| VENUE | **:** |  |

**IMPORTANT**

Proposal submitted after the event is held will **NOT** be considered.

1. All proposals must be submitted at least 2 weeks before the event.
2. When planning your budget, please consult the INTIMA Treasurers before doing so.

* Take note that your **PROPOSED BUDGET** must be **EQUAL** to **TOTAL REVENUE.**
* Subsidies are governed by the **SUBSIDY GUIDELINES** as issued by INTIMA.

1. Please include along the event proposal together with this project proposal when submitting the proposal.
2. Event that listed under the Project Proposal can be submitted under one document but the post mortem must be separated based on the event when submitting it.
3. Please write the descriptions in a detailed manner as more attention will be paid to it.
4. Any case of FRAUD committed by the organizers will result in actions taken against the club/society.

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| ORGANISING CHAIRPERSON | | | | |
| NAME | **PROGRAM** | **SEM** | **TEL. NO.** | **EMAIL** |
|  |  |  |  |  |

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| VICE ORGANISING CHAIRPERSON | | | | |
| NAME | **PROGRAM** | **SEM** | **TEL. NO.** | **EMAIL** |
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------------------------------------------------- **FOR OFFICE USE** -------------------------------------------------

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| RECEIVED BY:   |  | | --- | |  | |  |
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SUBMITTED BY:

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RECEIVED DATE:

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| PROJECT DESCRIPTION |
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* ***Please ensure that a thorough description of the event is provided for clearer understanding by INTIMA officials. Minimum word limits is 100 words.***

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| **ESTIMATED PARTICIPANTS** |  |

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| PROJECT TIMELINE | | |
| DATE | **TIME** | **ACTIVITY** |
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* ***Please include the timeline for each event under the project.***

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| PROPOSED BUDGET | | | | | |
| EXPENSES | | | | | |
| NO | **ITEMS** | **QUANTITY** | **UNIT PRICE** | **SUBTOTAL** | **TOTAL (RM)** |
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|  |  |  |  | **TOTAL** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| REVENUE | | | |
| SOURCE | **QUANTITY** | **UNIT PRICE** | **TOTAL (RM)** |
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|  |  | **TOTAL** |  |

----------------------------------------------- **FOR INTIMA TREASURERS USE** --------------------------------------------

\*TOTAL amount to be subsidised by INTIMA:

|  |
| --- |
|  |

No subsidy needed

|  |  |
| --- | --- |
|  | ACKNOWLEDGE BY,  [Club Treasurer ]  **CLUB’S TREASURER** |

|  |  |  |
| --- | --- | --- |
| PREPARED BY, |  | APPROVED BY, |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ORGANIZING CHAIRPERSON’S NAME]  **ORGANISING CHAIRPERSON** |  | [CLUB CHAIRPERSON’S NAME]  **CLUB’S CHAIRPERSON** |
|  |  |  |

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| --- | --- |
| INTIMA APPROVAL | |
| APPROVED BY,  HEW YEE EAN (SAMMY)  VICE PRESIDENT OF ACTIVITIES  22ND INTIMA STUDENT GOVERNMENT  Date: | APPROVED BY,  DAMIAN NGANG LOH FATT CHIONG/  HEAH KAI PEI  TREASURER  22ND INTIMA STUDENT GOVERNMENT  Date: |
| Remarks: | Remarks: |

|  |  |
| --- | --- |
| STUDENT AFFAIRS OFFICE APPROVAL/RECOMMENDATION | |
| APPROVED BY,  NAME: \_\_\_\_\_\_\_\_\_\_\_\_  OFFICER IN-CHARGE  Student Affairs Office | APPROVED BY,  MR.ALAND LIBAU  Head of Student Affairs Office |
| Remarks: | Remarks: |