

CLF FUNDING APPLICATION GUIDELINES

By CLF Secretariat
(10mins)



Celebrating Excellence
Community Leaders Forum



Yayasan
MENDAKI

Presentation Scope

- *Customer-Centric Intelligence System (CCIS)*
- *Account Creation on Customer-Centric Intelligence System (CCIS)*
- *CLF Application Guidelines*
- *Post Event Report Evaluation*
- *New CLF Application Process*



Customer-Centric Intelligence System (CCIS)



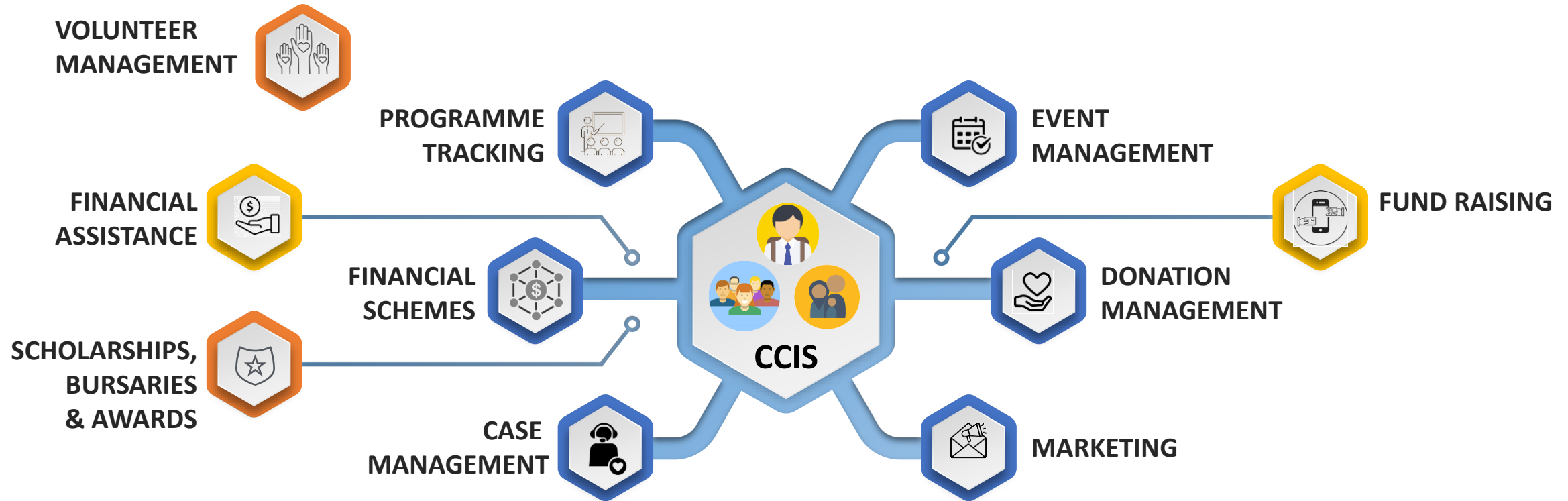
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WHAT IS CCIS?

It is MENDAKI's Client-Centric Intelligence System for Customer Relationship Management (CRM).



Self service portal which allows us to enhance our relationships with various stakeholders such as partners like yourselves.

Account Creation on *Customer-Centric Intelligence System (CCIS)*



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1. Key in URL bar:
<http://my.mendaki.org.sg>
2. Click on '**Login/Register**'
found in the top left hand
corner of the screen



3. For new user, create an account by clicking on ***“Sign up now”***



Sign in with your sign in name

Sign in name

Password

[Forgot your password?](#)


Sign in

Don't have an account? Please sign up for an account with us so that you can manage all your activities with MENDAKI easily without keying in your particulars again. This may take you less than 2 minutes. [Sign up now](#)



4. Enter valid email address and click ***“Send Verification Email”***
5. Verification code will be sent to your keyed email address
6. Enter verification code and click on ***“Verify Code”***

< Cancel



We need to verify your email before proceeding. Please click "Send Verification Email" below.

Email Address

Send verification code

New Password

Confirm New Password

Name

Last 4 Characters of NRIC/FIN (e.g. 123A)

Phone Number


Date Of Birth
Day ▼ Month ▼ Year ▼

☐ I agree to MENDAKI's data privacy policy

Create



< Cancel



Verification code has been sent to your inbox. Please copy it to the input box below.

Verification code

Verify code Send new code

New Password

Confirm New Password

Name

Last 4 Characters of NRIC/FIN (e.g. 123A)


Phone Number

Date Of Birth
Day ▼ Month ▼ Year ▼

☐ I agree to MENDAKI's data privacy policy

6. Once verified, enter the user details and agree to MENDAKI's data privacy policy by clicking on the checkbox
7. Proceed on clicking **“Create”** to create an account
8. Upon successful account creation, you will be able to login to the portal

< Cancel




E-mail address verified. You can now continue.

[Change e-mail](#)

Date Of Birth

☐ I agree to MENDAKI's data privacy policy

 [Create](#)

6. For first-time logging in, click on **“My Profile”** and update the mandatory fields accordingly

The screenshot shows the 'My Profile' page of the Young MENDAKI website. The user is logged in as Farhan Daud. The page features a yellow header with navigation links: 'Latest Happenings', 'Our Centres', 'Contact Us', and 'Quick Links'. Below the header is a dark grey bar with the Young MENDAKI logo and a search bar. The main content area has a yellow background for the user's name and email. A sidebar on the left contains a profile picture placeholder and an 'Upload Photo' button. The main content area includes a navigation menu with options like 'My Profile', 'My Pending Activities', 'My Giving', 'My Events', 'My Applications', 'My Volunteering', 'My Enquiries', and 'My Mentoring'. Below this is a 'Your Dashboard' section with four cards: 'Donations' (\$0.00), 'Volunteer Hours' (0), 'Active programme' (0), and 'Enquiries' (0).

Logged in as [Farhan Daud] My Profile View As / Sign out Latest Happenings / Our Centres / Contact Us / Quick Links

Young MENDAKI About Assistance Programmes Volunteer Resources Events Donate

All Start typing to see instant search results Search

Farhan Daud
farhandaud90s@gmail.com

My Profile My Pending Activities My Giving My Events My Applications My Volunteering My Enquiries My Mentoring

My Reimbursement

Your Dashboard

Icon	Category	Value
	Donations	\$0.00
	Volunteer Hours	0
	Active programme	0
	Enquiries	0

CLF FUNDING APPLICATION GUIDELINES

By CLF Secretariat

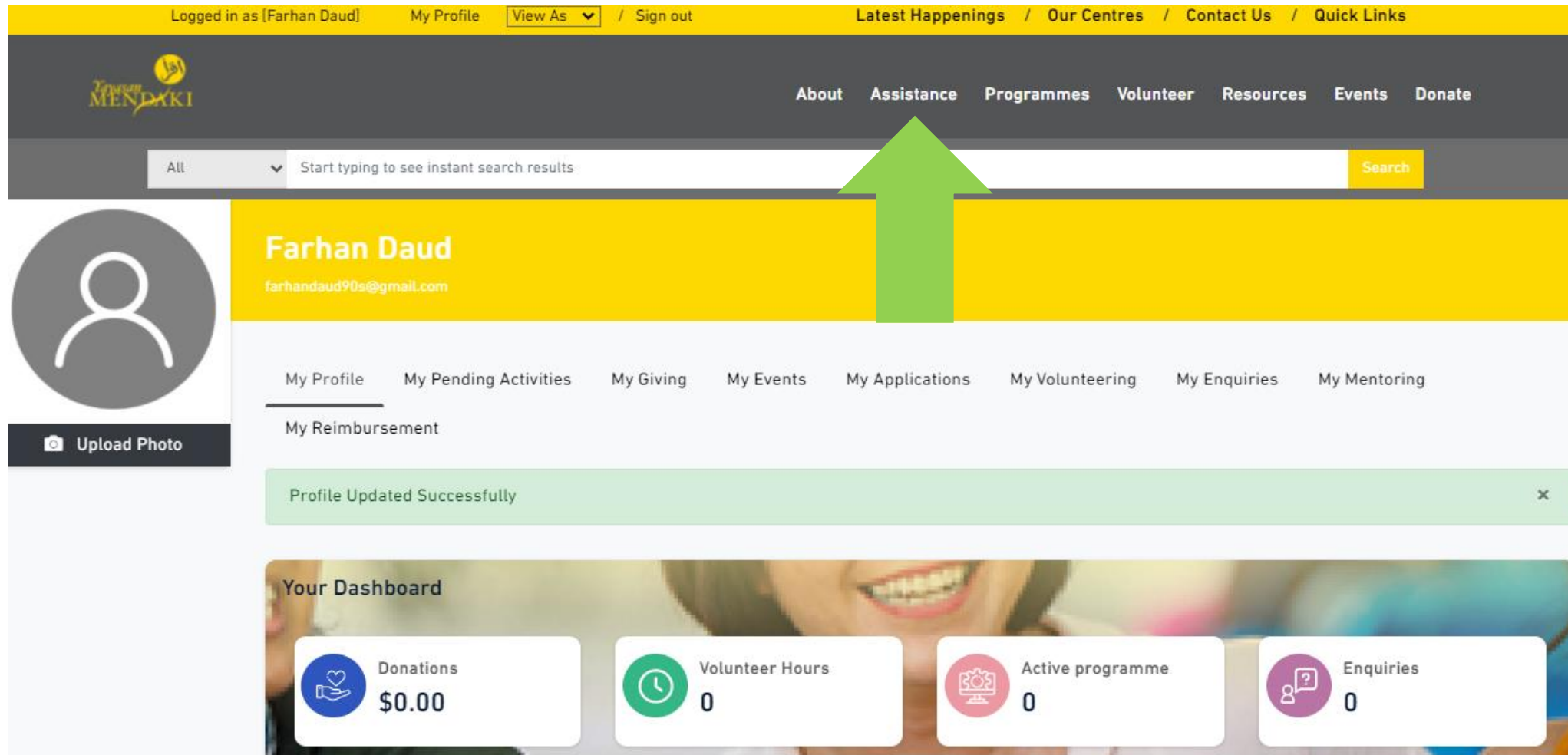


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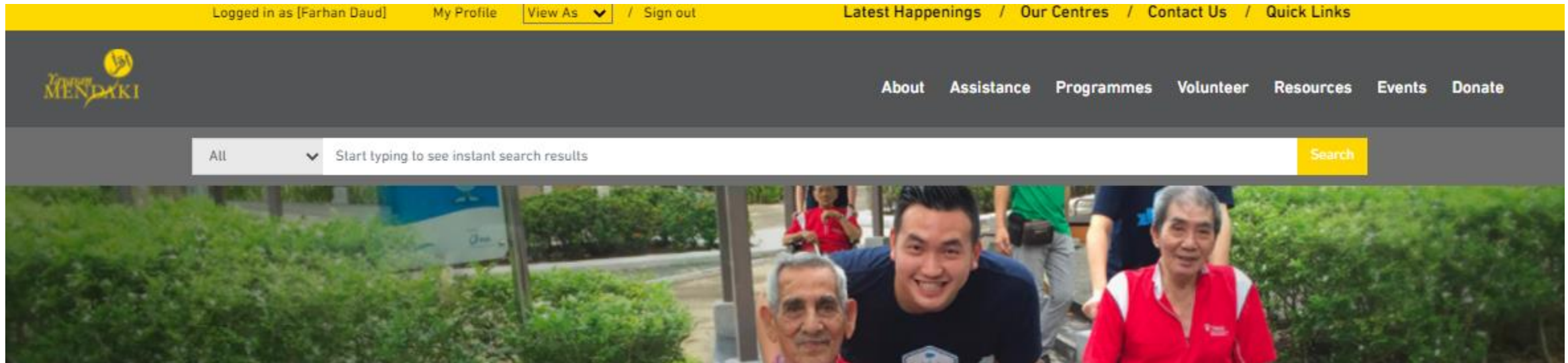


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1. Click on **“Assistance”** found in the top right hand corner of the screen



2. Search for “CLF” on Search engine



Filter By

Programmes

School Ready

☐ Kelas Siap Sekolah

A screenshot of the search results for "clf" on the YAM MENDAKI website. The search bar at the top right shows "clf" and a yellow search button. A large green arrow points to the search bar. Below the search bar, there are three program cards. Each card has a placeholder image, a date range, and a "View details" link.

Programme	Date Range	Action
	29/04/2021 - 29/05/2021	View details
	05/05/2021 - 31/05/2021	View details
	26/04/2021 - 31/05/2021	View details

3. Click on **“View details”** of the respective funds that you will like to apply

The screenshot displays a website interface with a search bar at the top containing the text "Start typing to see instant search results" and a yellow "Search" button. Below the search bar is a banner image of three men outdoors. On the left side, there is a "Filter By" section with "Schemes" and "Subsidies" categories. Under "Subsidies", there is a checkbox for "Education Trust Fund - Student Assistance Scheme". The main content area shows two search results. The first result is for "CLF LABS 2021 - June", featuring a logo with a lightbulb and the text "clf.labs where every idea matters". It includes dates "01/06/2021" and "14/06/2021" and a blue "View details" link. The second result is for "CLF Projects 2021 - June", featuring a logo with a stylized yellow bird and the text "Celebrating Excellence Community Leaders Forum". It includes dates "01/06/2021" and "15/06/2021" and a blue "View details" link. A large green arrow points to the "View details" link of the CLF Projects 2021 - June result.

Filter By
Schemes

Subsidies ☐

☐ Education Trust Fund - Student Assistance Scheme

CLF LABS 2021 - June
01/06/2021
14/06/2021
[View details](#)

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CLF Projects 2021 - June
01/06/2021
15/06/2021
[View details](#)

4. Download **“CLF Funding Template”** found in the detailed description

All

Start typing to see instant search results

Search

Assistance >> CLF Projects 2021 - June



CLF Projects 2021 - June
📅 Registration Open Date : 01/06/2021
📅 Registration Close Date : 15/06/2021
[Apply Now](#)

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MALAY/MUSLIM COMMUNITY DEVELOPMENT FUND (MMCDF)

Background

The Malay/Muslim Community Development Fund (MMCDF) was set up in 1991 to provide funding for programmes, which supports the mission objectives of MENDAKI in making a difference to the Malay/Muslim community.

In August 2013, Dr Yaacob Ibrahim, Chairman of Yayasan MENDAKI, announced that the MMCDF would be expanded beyond social projects to also help Malay Muslim Organisations (MMOs) build capabilities and improve organisational development. As part of the commitment to support MMOs,

5. Follow the given instructions and complete the CLF Funding Template

File Home Open in Desktop App Search Conversation Close

11 B General

G3 fx

	A	B	C	D	E	F	G	H	I	J	K	L
1	S/N	INSTRUCTIONS										
1		Kindly fill up all the 5 mandatory tabs highlighted in 'green'.										
		A. Project Information B. Programme Logic C. Programme REAIM D. Project Cost Breakdown E. Project Team										
2		We have locked certain components of the excel which you are have limited access.										
3		Applicants are required to fill in the product evaluation package that is based on the RE-AIM framework. The guiding questions aim to assist you to craft your ideal programme. These questions are not limited to, therefore you are strongly encourage to respond beyond these questions. The REAIM framework compromises two components: 1. Programme Logic 2. Programme REAIM										
4		Once you have completed this form, please upload, attach and submit this file to our portal.										
5												
6												
7												
8												
9												

< > Instructions Project Information Programme Logic Programme REAIM Project Cost Bre +

6. Click on **“Apply Now”** to upload your completed CLF Funding Template and submit your project application

All

Start typing to see instant search results

Search

Assistance >> [CLF Projects 2021 - June](#)



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CLF Projects 2021 - June

📅 Registration Open Date : 01/06/2021

📅 Registration Close Date : 15/06/2021

Apply Now



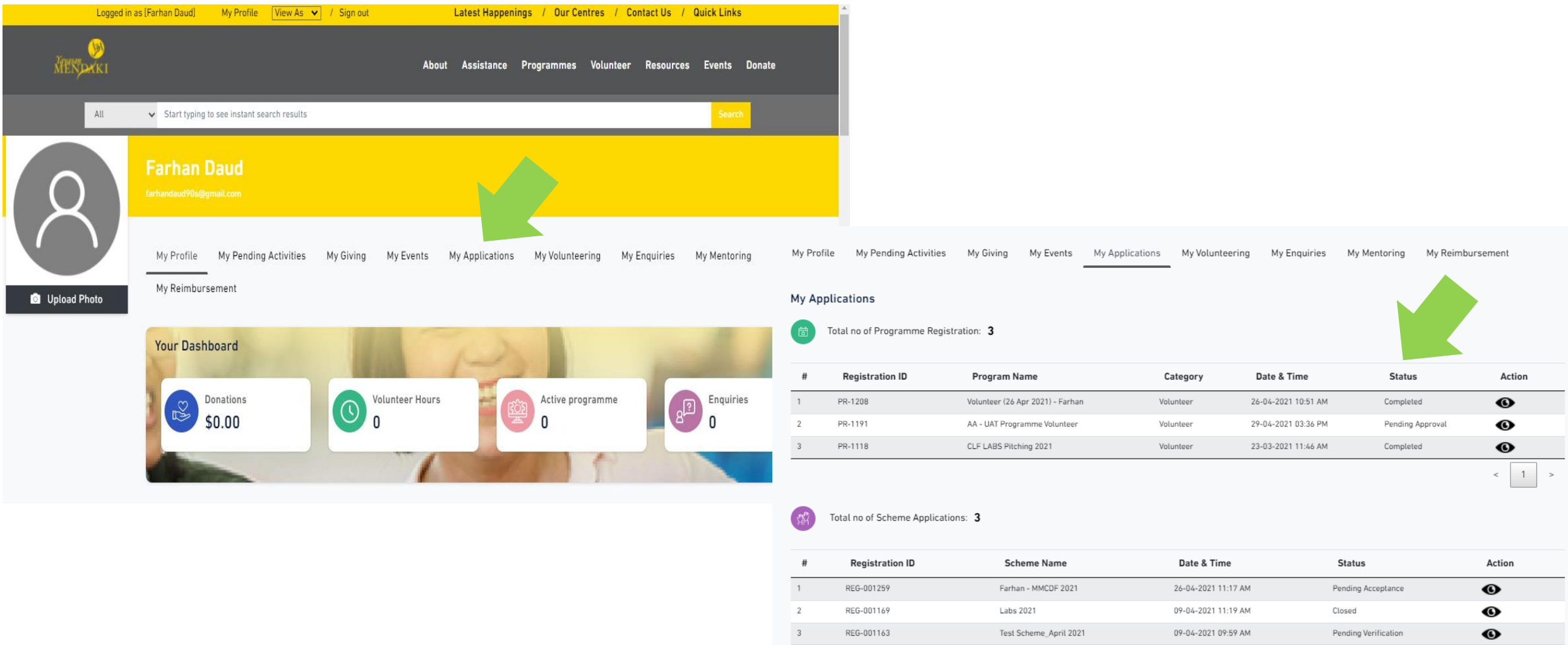
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7. To check your application status, return to “*My Profile*” and click “*My Application*”



Logged in as [Farhan Daud] My Profile View As / Sign out Latest Happenings / Our Centres / Contact Us / Quick Links

About Assistance Programmes Volunteer Resources Events Donate

All Start typing to see instant search results Search

Farhan Daud
farhandaud90@gmail.com

My Profile My Pending Activities My Giving My Events My Applications My Volunteering My Enquiries My Mentoring My Reimbursement

Upload Photo

Your Dashboard

- Donations: \$0.00
- Volunteer Hours: 0
- Active programme: 0
- Enquiries: 0

My Applications

Total no of Programme Registration: 3

#	Registration ID	Program Name	Category	Date & Time	Status	Action
1	PR-1208	Volunteer (26 Apr 2021) - Farhan	Volunteer	26-04-2021 10:51 AM	Completed	
2	PR-1191	AA - UAT Programme Volunteer	Volunteer	29-04-2021 03:36 PM	Pending Approval	
3	PR-1118	CLF LABS Pitching 2021	Volunteer	23-03-2021 11:46 AM	Completed	

< 1 >

Total no of Scheme Applications: 3

#	Registration ID	Scheme Name	Date & Time	Status	Action
1	REG-001259	Farhan - MMCDF 2021	26-04-2021 11:17 AM	Pending Acceptance	
2	REG-001169	Labs 2021	09-04-2021 11:19 AM	Closed	
3	REG-001163	Test Scheme_April 2021	09-04-2021 09:59 AM	Pending Verification	

Post Event Report Evaluation



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1. Follow the given instructions and complete the CLF Funding Template

File Home Open in Desktop App Search

11 B A ... General Σ ZY

B9 fx

S/N	INSTRUCTIONS
1	<p>For the Final Report submission, kindly fill up all the 4 mandatory tabs highlighted in 'blue':</p> <p>A. Final Report B. Expenditure Summary C. Description of Receipts D. Softcopies of Receipts</p> <p>Note: You need not fill up the Application Templates.</p>
2	<p>Once you have completed the 4 mandatory tabs, please upload, attach and submit this file to our portal.</p>

Instructions for Final Report Final Report Expenditure Summary Description of Receipts +

New CLF Application Process



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New CLF Application Process

Week 0 – Week 2 (2 weeks)

- Application Window Opens
- Timeline: 1 Jun to 15 Jun 21

Week 3 – Week 6 (4 weeks)

- Programme Evaluation & Approval
- Application outcome
- Timeline: 16 Jun to 15 Jul 21

Application Criteria Eligibility

1. Funding for programmes commencing in 2022
2. Programmes can only commence upon signing of Funding Agreement
3. Late & incomplete applications will **NOT** be accepted & processed
4. Programmes cost breakdown **MUST** adhere to CLF budget guidelines
5. Approval of applications is on a first-come-first-serve basis & subject to availability of budget

Disbursement Tranche

Disbursement Milestones	% of Funding to be Disbursed
Upon signing of Funding Agreement	60% of approved quantum
Submission of Final Report within two (2) months after programme completion	40% of approved quantum or actual expenditure upon satisfactory assessment of report submission

Q & A



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