

## Meet a Need Collaboration 2026

Thank you for expressing interest in being a partner for Jebsen & Jessen's corporate social responsibility activities: Meet a Need.

### **The History of Meet a Need:**

Since 2007, we've empowered our regional staff through biannual corporate volunteering trips. Partnering with charitable organisations like World Vision International, WWF and WCS, we create hands-on opportunities that address real community needs, both social and environmental. Each year, we focus on one of our six regional countries—Indonesia, Malaysia, Philippines, Singapore, Thailand, or Vietnam—and collaborate with a local charity.

### **A Collaborative Partnership**

We seek a passionate partner to co-create a valuable volunteering experience for our staff and ensure our funds contribute to sustainable environmental work with lasting community impact.

### **The funds**

We offer a one-off fund of 100,000 SGD. Trip expenses (staff travel, meals, lodging, etc.) will be deducted, leaving the remaining balance for your organization to continue the project we co-develop. Typically, trip costs range from 10–25% of the fund.

### **Release of funds**

- 10% of the total fund upon confirmation of project. This amount shall be refundable if Jebsen & Jessen Group decides against proceeding with the project.
- 80% of the total fund, minus expenses of the trip, after the successful delivery of the trip.
- 10% of the total fund after first follow-up report, showcasing how the monies have been used.

### What we are looking for

With 26 trips over ten years, we know what resonates with our staff: hands-on engagement in meaningful tasks that lead to tangible outcomes. We aim to leave each trip saying, "We helped build that!"

As an organisation with a 60-year regional history, we prioritise sustainable impact and expect partners to demonstrate the lasting benefit of our funding and build upon our collaborative efforts.

We need a partner who can organise a five-day residential volunteering trip:

- meets an environmental need in environmental or Social need in ASEAN,
- lasts five days and takes place in either in May or August 2025,
- provides volunteering activities for a minimum of 15–20 people,
- featuring hands-on, practical activities with visible outcomes,
- Includes accommodation and local transportation arrangements.

### Project Proposal

Please complete all the questions. If you have any questions or need clarification, you can call Thipwadee R on +66 0819003198. We aim to gather necessary information without overburdening you. We seek clear responses reflecting your capabilities and the impact you make.

### The next steps

Submit your completed proposal and supporting documents by email **by February 28, 2026** (Friday). We'll review proposals, shortlist organisations by March, and hold meetings with shortlisted candidates before making a final decision by June.

We look forward to collaborating with a passionate partner to make a lasting difference through Meet a Need 2025.

### Step 1 – Tell us about your organisation

*Please complete the following details: (Note: all fields are compulsory)*

**Name of group or organisation:**



JEBSEN & JESSEN



**Mailing Address:**

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**City:**

**State:**

**Postcode:**

**Country:**

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**Direct Line Number:**

**Fax:**

**Mobile Number:**

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**Email:**

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**Company / Organisation Establishment Date:**

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**Registration No. (Registrar of Companies / Societies / Others)**

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**Registered date:**

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**Type of Organisation:**

- ☐ Non Government Organisation
- ☐ Community Based Organisation
- ☐ Charity Organisation
- ☐ Others

**Sources of funds:**

- ☐ Government grants
- ☐ Corporate sponsorship

☐ Activities / services, please specify,

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☐ Others

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**Please provide a copy of your most recent annual report including your financial statements.**

**How many staff does your organisation employ?**

Full time:

Part time:

**How many active volunteers do you have?**

**Please tell us about how you manage your organisation. Tick all the policies and documents that apply and provide copies with your application.**

- ☐ Constitution or By-Laws
- ☐ Organisational chart
- ☐ Personnel policies and documentation such as job description
- ☐ Procurement policies
- ☐ Fixed asset policy
- ☐ Finance policies

**Which other corporate and government partners and funders have you successfully worked with before?**

**Please share any specific feedback or testimonials from previous or current partners and funders.**

**Please provide us with any past reports to funders of partners that show the success of your activities and the measurable value delivered.**



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Please give details of the designated manager who is responsible for corporate partnerships of corporate volunteering projects in your office.

Name:

Designation

Do you have a mission statement or constitution that sets out your organisation's aim? If so please include in your submission.

How do you evaluate and measure the impact of your work as an organisation? Please describe the process you use.

Please provide example reports, presentations or other documentation that show the impact and success of your work.

Has your organisation received any government certification, national accreditation or awards in the last two years? If so please list below.



## Step 2 – Volunteering opportunity

*Please detail the type of volunteering opportunity you could offer our staff. It would need to engage a minimum of 15–20 people, for five days, in hands-on, practical work. It should also include an element of education and awareness-raising for the participants.*

### Brief overview:

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Location:

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### Environmental impact of this voluntary work:

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**Please list some of the possible tasks involved. Include tangible and measurable outputs for each task, similar to these examples:**

- **Planting:** Specify the number of trees, corals or other plants to be planted and the target location.
- **Cleaning:** Specify the area to be cleaned (beach, forest, park etc.) and the expected amount of waste removed.
- **Construction:** Detail the specific structures to be built (fences, stables etc) their dimension and purpose.

### Key tasks:

1.
2.
3.
4.

**Do you have accommodation for 15–20 people? Please describe.**

**If not could you organise accommodation and local transport for us as part of the agreement with your organisation?**

☐ Yes      ☐ No





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**Please describe two of the most recent corporate volunteering projects you have delivered.**

Work completed

Group size:  Length of trip:

**Feedback from corporate partner:**

**Describe how the volunteering you could offer our staffs contribute to your organisations wider aims.**