



## GRANT APPLICATION GUIDE

To begin the grant application process, please review the Foundation's vision and mission statements below, and note that the focus of the Muhammad Subuh Foundation is on long-term development and benefits. This focus is especially relevant in awarding our grants.

### **Mission**

The Muhammad Subuh Foundation honors the name of the founder of Subud, Bapak Muhammad Subuh Sumohadiwidjojo. It serves to build a lasting financial capacity for the Subud community, with emphasis on the long-term aims of the World Subud Association.

### **Vision**

The Foundation envisages a Subud community that is active and effective in the world, in many fields of human endeavor. It supports this vision by providing financial and other assistance to a wide-range of activities and programs aimed at improving the condition of the communities they serve, including social and humanitarian work, cultural endeavors, child and youth projects, and others.

We also urge you to read this entire document. Our grant-review process is thorough and comprehensive, and the information below will help you better understand our approach to grant making.

Once you have completed both of these steps, you are ready to select and download from our website the appropriate application form from amongst our three categories:

- Project funding
- Subud house funding
- Rental house funding

### **How We Make Grants**

The Muhammad Subuh Foundation is committed to achieving lasting change that strengthens Subud in the world and transforms people's lives for the better. Through our grant making, we support innovative Subud centers, leaders, and organizations that are expressing the benefit of the spiritual practice of Subud through their projects, and who are willing to conscientiously work together to establish something of value for now and for the future. When making grants, we think about long-term strategies, sustainability, and synthesis within the greater Subud association. And because our mission is broad and our resources are limited, we carefully target our support so it can be used most effectively and leverage the greatest amount of impact.

When making grants, the trustees look for new ideas and effective organizations that can help advance the work of Subud in the world, as well as for evidence that the people and organizations involved are likely to succeed in their project.

## What We Don't Fund

MSF policy prohibits:

- Awarding grants for Subud houses or premises owned by individuals
- Sending Subud house grant funds to private bank accounts
- Making grants for personal needs, other than via the Care Support Team
- Making grants or loans for business assistance

## Applying for a Grant

You may apply for a grant or loan by visiting the Grants section of our website and submitting a completed application form.

You will be asked to indicate the location where your work will be pursued. You will also be asked to provide basic information:

- Contact information for yourself and your organization
- Brief description of your organization
- List of those who would carry out the project
- Description of the purpose of the project and the issues/problems it is intended to address
- Estimated project budget and time frame

The Foundation supports equal opportunity in its grant making and in its internal policies. Applications are reviewed only twice per year.

Here are the usual types of applications and the organizations we coordinate their review with:

<b>Applications for:</b>	<b>In coordination with:</b>
Subud houses - purchase, construction, renovation (loans are also available)	National Committees and Zone Reps
Rental support for centers (loans are also available)	National Committees and Zone Reps
Members in need	Care Support Team
Scholarships	Care Support Team
Capacity building for organizations	Relevant national or international organization
WSA programs	WSA directors
Promotion of Bapak's talks	WSA directors
Humanitarian efforts	Susila Dharma International and SD national organizations
Youth travel	Subud Youth Association and relevant international and national organizations
Cultural/Educational endeavors	Subud International Cultural Association and SICA national organizations
Matching grants	Matching organizations
Development of Subud houses in Australia	Subud Australia national committee

## What Happens Next

After you have submitted your application, with copies sent to any relevant coordinating organizations as listed above, the Foundation administrator will check your application to make sure that it is complete and all required information and supporting documents have been submitted. The administrator will also check with the relevant coordinating

organizations and note their comments on your proposal. Only if everything is in order, will the administrator forward the application to the trustees for their next review. It can take several months from the time an application is submitted for a potential grant to be fully reviewed and a grant awarded, so please allow sufficient time before the funds are actually required by your organization.

Please bear in mind that our funds are limited in relation to the number of worthwhile inquiries we receive.

You will be notified of the decision of the trustees by the MSF administrator. Sometimes, there are extenuating circumstances which may delay either the decision or the provision of funds, as further information or investigation may be warranted.

## **Grant Funds Must Be Used Solely for Charitable Purposes**

The activities we support through grants must be charitable, educational or scientific as defined under the appropriate provisions of the U.S. Internal Revenue Code and Treasury Regulations.

As we pursue the Foundation's goals, we take all reasonable measures to fulfill our responsibilities as a tax-exempt charitable organization. It is incumbent upon us to make sure that our funds are used for their intended charitable purposes and do not support any activities that violate the U.S. tax code or anti-terrorism laws. Because we appreciate the important work that our grantees do around the world, some in extremely difficult environments, we strive to fulfill our oversight responsibilities without creating undue burdens or being overly intrusive.

## **How We Review and Monitor Grants**

To ensure the appropriate use of our grant funds and compliance with the U.S. tax code and U.S. anti-terrorism laws, the Foundation follows extensive procedures for making and monitoring all grants. These include the following:

- 1. A Pre-Grant Review.** All applications are assessed by the Foundation administrator who discusses the proposal with the respective organization we need to coordinate with, and determines the applicant's capacity to undertake the project.
- 2. A Legal Review.** All proposed grants and written submissions by the prospective grantee are considered from a legal standpoint. This is especially important in regard to Subud house applications.
- 3. Compliance with U.S. Anti-Terrorism Financing Rules.** Under applicable law, the Foundation checks all prospective grantees against available lists of terrorist groups.
- 4. A Grant Agreement Letter.** This letter establishes a range of grant conditions. Every grantee is required to sign it before grant funds are disbursed.
- 5. One or More Site Visits.** A representative may visit the grantee/project during the term of the grant.
- 6. Financial and Narrative Reports.** Grantees are required to submit Yearly reports that are reviewed by the Foundation administrator, executive director, and trustees for compliance with the terms of the grant.

## Subud Houses

MSF accepts applications for a variety of projects, but since most are for housing grants or loans, we have provided some special guidelines for those applicants.

Consider that at present the Foundation's total budget for housing grants is limited to approximately US\$60,000 per year. Our average housing grant is around \$10,000 - \$20,000. So look to an MSF grant or loan to help top-up your funds, not to be the sole financial source.

Before applying for a grant or loan, consider the following questions:

- Is Subud is registered in your country?
- Is the property to be owned by the registered Subud organization in your country?
- Are all legal requirements fulfilled as regards ownership, title, building requirements and permits, zoning regulations, tax exemptions, etc?
- Does the majority of your group enthusiastically support owning a Subud House?
- Does the group have enough money in its housing fund to prove this?

Also, consider if there is agreement amongst members on the following concerns:

- What facilities are needed? Is the space large enough to accommodate all your members?
- Is this project viable and can it be supported by the group for many years to come?
- Where should the premises be located for easy access for the majority of members, and is the area safe for women in the daytime and evenings?
- How is the house to be maintained (rates, electricity bills, heating costs, upkeep, etc.)?
- Can the house be easily utilized to support itself financially?
- Will it be a good example for Subud in your community?
- Does your national committee support this initiative? How about your national Susila Dharma, SICA or SES organizations?
- Is the group interested in using the house for a Susila Dharma, SICA, or SES project?
- Do the international helpers and zonal representative in your area believe that MSF should support your effort?

If for any reason you cannot obtain a grant application from the website, please contact Lillian Shulman:

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