



MUHAMMAD SUBUH FOUNDATION

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 endeavour. 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 urge you to read this entire guide. Our grant-review process is thorough and comprehensive, and the information below will help you better understand our approach our grant submission process. After you have completed these steps, you are ready to select and download the application form from our website.

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 that are willing to conscientiously work together to establish something of value for today and for posterity. When submitting a grant, 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 members and organizations involved are likely to succeed in their project.

What We Don't Fund

MSF policy does not fund:

- Awarding grants for Subud houses or premises owned by individuals
- Sending Subud house grant funds to private bank accounts
- Making grants for personal needs or business assistance

Applying for a Grant

You may apply for a grant by visiting the Grants/Loans section of our website and submitting a completed application form. You must indicate the location where your work will be pursued and 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 process and in its internal policies. Applications are reviewed two times a year, usually coinciding with when the trustees are able to meet together.

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

Grants	Coordinate With	Fund
Subud Houses (loans also available)	Center, National Committee and Zone Representative	General Fund (that includes the Subud House Fund)
International Helper travel	WSA	General Fund
Subud Houses (Australia)	Subud Australia National Committee	Parker Fund
Archives	WSA	General Fund and Farkas Fund
Programs that support children in need	SDIA and WSA	Farkas Fund

What Happens Next

After you submit your application, with copies sent to any relevant coordinating organizations identified 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 the next step in the review process. It may take several months from the time an application is submitted for a potential grant to be fully reviewed and funded.

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

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

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.
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 Administrator, Executive Director, and Trustees for compliance with these terms.

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\$100,000 per year. Our average housing grant is averages between \$10,000 - \$40,000. So look to the MSF grant or loan as a grant 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 Body 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 questions:

- 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 ~~or~~ 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 me at:

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