



MUHAMMAD SUBUH
FOUNDATION

The Foundation of the Worldwide Subud Community

GRANT PROCESS GUIDELINES

2020 MSF CALL FOR GRANT PROPOSALS FOR SUBUD HOUSES

DEADLINE NOVEMBER 15, 2020

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A. INTRODUCTION

The Muhammad Subud Foundation (MSF) is pleased to announce its 2020 Call for Proposals. The call is open to countries members of the World Subud Association (WSA).

We sincerely appreciate your interest in submitting a proposal to MSF. We suggest that you read through this entire document BEFORE filling in the application form. These guidelines are also available on our website.

Since our recent Grant Policy launched in 2019, MSF has aimed its efforts to collect more complete information to better clarify the different proposals of the Subud groups and also to lead the groups to provide a more detailed and precise planning of their projects, considering the sustainability of the Subud houses, and when possible, implementing productive projects in accordance with the potential of their property.

Current limitations regarding increasing MSF financial resources force the Board of Trustees of MSF to address a more prudent use of them in order to accomplish our mission to foster the worldwide growth and long-term development of Subud.

B. MSF GRANT POLICY

B.1 Subud House Grants

The Muhammad Subuh Foundation (MSF) applies a fair and measured allocation of its available resources when making awards to member countries of the World Subud Association (WSA).

The Muhammad Subuh Foundation applies due diligence to ensure that grants are distributed equitably to the Subud community and have maximum impact. MSF must comply with U.S. tax regulations and Foundation stipulations that govern charitable giving internationally. Grants are the cornerstone of the Foundation. They represent both the Foundation's mission as well as our donors' commitment to further Bapak's vision. Each year the trustees review large and small proposals to determine if they meet the Foundation's requirements and standards to receive funds.

The Foundation respects local autonomy over the management of the project by the recipients, however, all recipients must sign a letter of agreement to abide by specific terms and conditions to receive grant funds. These conditions include submitting written reports that contain a detailed description of what was accomplished with the use of the funds, and a financial

statement reporting all expenditures of the funds, in U.S. dollar values. Recipients must also be members of WSA and abide by its bylaws, in particular, the section stating: "The Association shall not promote or engage in political activities."

MSF asks that grant applicants provide evidence that there is broad member harmony to support and maintain the Subud property. This might take the form of ownership by the group's region or country or at the very least an agreed-upon commitment of responsibility for support of the house by a large number of Subud members in the local center.

In addition, MSF expects groups to have a business plan for commercial use of their house, in compliance with local and national laws and regulations. This is to help ensure the sustainable generation of income for the house and surrounding property's ongoing repair, taxes, emergencies, etc., as well as repayment of loans and further support to the Foundation when possible.

All grants must comply with the US Homeland Security Act ensuring that no portion of the funds was used to engage in, support, or promote violence, terrorist activity, or related training of any kind, whether directly through the Subud group's own activities and programs or indirectly through its support of, or cooperation with, other persons and organizations engaged in such activities.

Recipients must begin to use the funds within 15 months from the date of the final signature of the agreement. Funds will be remitted only after the grantee notifies the Foundation that they are ready to begin the project. Generally, a project is expected to be completed within twenty-four months, from the final signature of the agreement.

B.2 Capital Improvements Grants

MSF housing grants, including the property that the Subud house is located on, are primarily focused on the acquisition and capital improvements to the facility (or property) for groups to do their latihan. Capital improvements do not include routine maintenance of recurring activities (inspection, cleaning, plumbing, testing, painting, replacing parts, carpeting and so on). Such maintenance is expected to be performed based on normal use and to keep the property in good operating condition.

Capital improvement to a property is defined as an activity that extends its useful life or efficiency or improves its quality such as its strength or capacity. In such cases this activity would:

- 'put' the property in a better operating condition rather than 'keep' the property in efficient operating condition, or
- restore the property to a 'like new' condition rather than to a 'previous' condition, or

- add new or replacement components or material sub-components rather than protecting the underlying property through routine maintenance, or that includes additional upgrades or modifications that are not incidental or ongoing repair to the property.

The outcome of capital improvements would be the amelioration of a material condition, defect or the adaptation of the property to a new or different use. This policy is used to guide the MSF trustees on a case-by-case basis based on the merits of a proposal.

C. ACTIVITIES INELIGIBLE FOR MSF FUNDING

What we do not finance:

- Award funds for Subud space on property owned by an individual or private entity
- Award funds for the purpose of renting latihan premises
- Wire funds for an award to a private bank account
- Award funds for personal needs or business assistance
- Award funds for 'start-up', business or exploratory purposes
- Awards funds to organizations that are not registered as a member of WSA
- Award funds for routine repairs and maintenance, only for capital outlay
- Award a grant to the same group more than once every 24 months
- Award a grant at 100% of the project cost.

D. SELECTION CRITERIA

Proposals will be assessed based on the following criteria listed in the concepts below.

D.1 Eligibility, relevance, and clarity of project objectives

The applicant is a member of WSA and abides by its bylaws, in particular, the section stating: *"The Association shall not promote or engage in political activities"*.

The proposal makes a realistic and well-justified case for financing its purpose through an MSF Grant.

There is clear evidence that the project will satisfy a real need and will foster the mid and long term sustainability of the local group in accordance with the potential of their property.

The approach to achieving the project's objectives is aligned with the MSF mission and policy as it fulfills all instructions required.

The project is supported and authorized by the National Committee and National Dewan of the country. Funds will be received and managed by a Subud organization and will not be transferred to individuals.

D.2 Appropriate Business Plan

The application includes a prepared, suitable and realistic business plan for commercial use of the premise that supports the entire project and builds a self-sustainable generation of income for the house and surrounding property's ongoing repair, taxes, emergencies, etc.

The business plan is in compliance with local and national laws and regulations.

D.3 Project team capacity to execute the project

The proposed project team covers the project's needs in terms of skills and expertise, and time dedication required to execute the project. The project team is committed to the duration of the implementation of the project and will keep its members throughout the process until completion.

D.4 Group and member harmony

There is evidence of broad member harmony to support and maintain the Subud property which may take the form of ownership by the group's region or country or at the very least an agreed-upon commitment of responsibility for support of the house by a large number of Subud members in the local center. There is evidence of group and country harmony based on the feedback gathered from international helpers, zone representatives and national or regional committees.

D.5 Application and supported documents

The grant application was completed on time and according to the instructions. The applicant submitted all supported and needed documents on time depending on the type of application (Subud House Acquisition or Capital Improvement). Documents presented fulfill the requirement as they help explain, understand and support the project (documentation will be required in order to prove the start of the project, this may include: legal permits, estimation of labor, contracts, materials, etc.)

E. SELECTION PROCESS

The Executive Director and Administrative Consultant coordinate the Grant application's review and selection process designed as follows:

E.1 Eligibility and technical check

In order to ensure all applicants are eligible for the minimum requirements, a short **pre-application questionnaire** must be submitted by all potential applicants. MSF team reviews if the application is eligible according to MSF selection criteria.

If the minimum criteria is met the applicant receives a notification email with the link to the **Grant Application Form** to be submitted before the deadline. In case MSF considers the pre application does not meet the eligibility criteria applicants are also notified with the relevant aspects that need to be addressed for a future application.

The **Grant Application Form** is reviewed diligently in accordance with the selection criteria.

E.2 Feedback process

Information and feedback from International Helpers, Zone Representatives, and the National Committee are collected. Interviews might be required with all applicants if clarification from the applicant is needed from the MSF.

E.3 Selection of proposals

Once the eligibility, technical and feedback stages are completed, the Executive Director and Administrative Consultant present all pre-selected proposals to the Board of Trustees and discussion of each application is completed during an executive session which is closed to the public. Votes are taken by the Board of Trustees to approve or not the Grants which are recorded in the official minutes.

Trustees commit to making decisions and carrying out actions with inner guidance and common sense in order to approve or reject grant proposals.

E.4 Notification and signing of Grant Agreements

Approved grant proposals are contacted through a notification letter informing them of the outcome of their application and further steps. If the grant is awarded the recipient must sign and return an **agreement letter** which includes the terms and conditions of the grant.

Proposals not selected are notified with the relevant aspects that need to be addressed for a future application.

E.5 Transfer of funds

When the signed **agreement letter** is returned to MSF then the motion is recorded in the Board of Trustees minutes and the applicant's bank information is sent to the executive director, treasurer, and accountant. Funds are transferred only when needed to execute the project. Once the transfer is executed MSF informs the grantee of the approximate arrival date of the wire transfer and confirmation is required from the recipient once funds are received. The tracking number and date of the wire will be properly recorded.

E.6 Use of funds and project completion

Grant funds must begin to be expended for the grant purpose no later than 15 months from the date of the signature of the **agreement letter**.

The project is expected to be completed within 24 months since the date of the signature of the **agreement letter**.

E.7 Reporting by the grantee

The grantee must send an **annual report** to MSF at the end of the recipient's fiscal year, in the year they received the grant. This report must include:

- The use of the grant funds (whether the grant funding has been completely used, partially used or not used at all).
- Compliance with the terms of the grant.
- Progress toward achieving the purpose or the outcome of the grant.

The annual report is due back three months after the end of the recipient's fiscal year or three months after the project completion. For example, in case the recipient's fiscal year is December 31, the report should be sent by March 31 next year, or three months after the project has been completed. This summary report of the recipient's project status will be shared with the Board of Trustees at least once a year or as requested.

A **final narrative and financial report** must be sent by the Grantee once the project is completed.

Narrative Account: the narrative account should include a detailed description of what was accomplished by the Grant, including a description of the progress made toward achieving the

goals of the Grant and an assurance that the activities under the grant have been conducted in conformity with the terms of the Grant.

Financial Account: the financial account should provide a financial statement reporting the use of the funds during such fiscal years, the final financial report must cover all expenditures of given funds during all previous fiscal years. It must indicate all expenditures made in such budget categories as legal permits, labor, contracts, materials, etc. This report includes all receipts and expenditures for the project. This report should include only Grant funds received and expended during the period covered by the report. It is assumed that the financial statement will be prepared from books and records maintained of such expenditures adequate to enable MSF to confirm use of Grant funds.

Reports must provide a reasonable basis for determining that the grantee has used given funds in compliance with the terms of the award and indicate the outcome progress made by the grantee towards the purpose for which the grant was awarded. If written reports are not submitted to MSF on a timely basis, the Foundation will withhold further payments, if any, to the Grantee, and the Foundation will not award new grants to the Grantee.

The Board of Trustees may require independent verification of reports received from recipients when there is reasonable doubt concerning the accuracy or reliability of the final report.

F. STEP BY STEP ON HOW TO APPLY

F.1 Determine if you meet the criteria

Carefully read the **MSF Grant Process Guidelines** to review all relevant aspects of the process such as MSF policy, ineligible activities, selection criteria and selection process, in order to ensure your project meets the eligibility criteria.

F.2 Submit the Online Pre-Application Questionnaire

When you are ready to start the grant application process, you will need to submit a short **pre-application questionnaire**, in order to review your application eligibility.

If you have any questions about the pre-application questionnaire, *you may contact MSF at renato.sotelo@msubuhfoundation.org*

F.3 Submit the Online Grant Application Form

If your project is considered eligible, you will receive a notification with the link to submit the final **Grant Application Form** where you will be able to provide all the details regarding your project.

In case your pre-application does not meet the eligibility criteria you will receive feedback with the relevant aspects that need to be addressed for a future application.

If you have any questions about the grant application process, *you may contact MSF* at renato.sotelo@msubuhfoundation.org

F.4 Application Assessment

The applications will be reviewed meticulously. During this stage interviews with applicants will be conducted and feedback from International Helpers, Zone Representatives, and the National Committee will be collected.

F.5 Grant Application Outcomes

The outcome of your grant application will be communicated to you promptly after it is reviewed by the Board of Trustees.

In case your application is approved, MSF will contact you to finalize the process.

Those Proposals that are not approved will be notified with the proper explanation and relevant aspects that need to be addressed for a future application.

G. HOW TO FILL IN THE MSF GRANT APPLICATION FORM

The following section will guide you through each section of the **Grant Application Form** explaining how to complete and answer correctly. Furthermore, it will show you the description of the supported documents every applicant must upload depending on the type of application (Subud House Purchase or Capital Improvement).

SECTION 1 - INSTRUCTIONS

- MSF requires that all grant applications be submitted using this online electronic platform.
- Please make sure you have read the MSF Grant Process Guidelines BEFORE completing the application form. You can find this MSF Grant Process Guidelines on MSF Website.
- After submitting your application, you will receive an email confirming that the MSF Team has received your application form.
- Be aware that in the last section of the application you must upload all required documentation for a completed application depending on whether you are applying to purchase a Subud House or Capital Improvements. Please use our templates found in the **Grant Process Guidelines** and also on MSF website. Be aware that some documents are obligatory for the application to be submitted, make sure to have them ready with time before filling in the application form.
- All MSF applications go through a rigorous and impartial technical review process. The proposal must provide clear and concise answers that explicitly address the questions being asked. Please refer to the **Grant Process Guidelines** for guidance on the grants' selection criteria.
- You may contact the MSF at renato.sotelo@msubuhfoundation.org for questions about the grant application process.
- Please note that all grant applications, without exception, must be submitted in **English**. The MSF Team will not consider applications written in other languages. If assistance is needed for non-English speaking applicants, MSF will provide full support in order to help those applicants fill in the application form and submit all needed documentation.

SECTION 2 - APPLICANT INFORMATION

In this section, applicants should provide all names and contact information.

Name of Applicant Organization	Name of the national or local Subud organization group who is submitting the proposal and will be responsible for the project.
Name of the person submitting the application	Name of the person (Subud member) who is submitting the application and with whom the Foundation should correspond. This person may be part of the national or local Subud group who is applying. This person will be MSF counterpart and responsible for daily contact with MSF

	throughout the process and reporting during and after implementation
Address of the Applicant Organization:	Address of the national or local group submitting the application
Contact Telephone:	The telephone of the national or local group submitting the application includes country, city and area codes. It can be a mobile phone number.
Contact Email	The email address of the national or local group submitting the application, or the person responsible.

SECTION 3 - INFORMATION ABOUT THE PROPOSAL OR PROJECT

In this section, applicants must choose which type of grant they are applying for, whether it is for purchasing/building a Subud House, or Capital Improvements of a Subud House already owned by the group, region or country.

Why are you applying for a Grant from MSF?	<p>It provides the main reason the applicant is submitting a request for an MSF Grant. It can be two main types of projects:</p> <ul style="list-style-type: none"> • Project related to purchase or build a Subud House whether the group, region or country already owns the land or not, as explained in <i>B.1 Subud House Grants</i> • Project related to Capital Improvements of a Subud House already owned, as explained in <i>B.2 Capital Improvements Grants</i>.
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SECTION 4 - SUBUD HOUSE GRANT - PROJECT INFORMATION

In this section, applicants must provide all the information necessary related to the project itself in case you are applying for a ***Subud House Grant*** type. Applicants must provide all relevant details for a better understanding of the scope, objectives and needs of the project.

Why are you applying for a Grant from MSF?	<p>Applicants may select one of the following options or add another option in case it is not listed.</p> <ul style="list-style-type: none"> - We plan to purchase a plot of land and build a new Subud house on it. - We already have the land and plan to build a Subud house on it. - We plan to purchase a space/floor in an existing building. - We plan to purchase an existing house for developing a Subud house.
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	- Other
The Grant will be used for a?	How the Subud house would be used whether it is going to be a national, local or regional Subud house.
Who will be the owner of the property?	Who the owner of the property will be. Provide the name and information of the national, local or regional Subud group that will own the property. Share the name of the organization, name of the chairperson, address, email, and phone number.
Is Subud legally registered in your country?	The Subud organization must be legally registered in the country.
What is the legal status of the organization (owner) under the laws of your country?	Provide details on the legal status of the organization stated above (owner of the property) under the laws of your country whether it is registered as a non-profit organization, business, charity, foundation, etc. The organization should endeavor to comply with any and all applicable legal obligations of the country.
Can the organization own property?	The Subud organization can legally own property under their name.
US tax ID number (EIN) of the national, regional or local group (owner)	Please list the US tax ID number (EIN) of the national, regional or local group that owns the Subud house for which a grant is being requested (For US applicants only, otherwise fill in with "not applicable")
Provide a description of the project.	A complete description of the project including purpose, funding, duration, benefits, importance, priorities, legal & operational aspects and any other information that you may consider relevant for MSF to understand the need for the grant. If applicable, please mention briefly your business plan to help ensure the sustainable generation of income for the house and surrounding property's ongoing repair, taxes, emergencies, etc.
What will be the main uses of the Subud house?	Provide the main uses of the house such as Latihan, commercial use, charitable activities, etc
Please provide the complete address of the new Subud house	Specify the name of the street, street number, town, city, state, region, and country (include postal code if applicable) of the new property.
Please specify the size of the land/building	The total size of the property (land and building separately) including total floor space (in square meters), number of floors/stories and any other relevant information regarding dimensions and house design.

<p>What is the situation regarding property liens?</p>	<p>Status related to property liens specifying whether a full and complete title search was conducted and it revealed no liens or encumbrances, or the title search is still to be completed, explanation on results to follow, or any other situation. Please provide all the details possible.</p>
<p>What is the situation regarding building permits or legal documents if purchasing a property?</p>	<p>Please specify the status and all details regarding legal permits needed in case of building a property and all legal documents needed in case of purchasing a land/building.</p>
<p>Is the property easily accessible by most members of your group?</p>	<p>Accessibility of the premise, please select all the options that best describe accessibility such as:</p> <ul style="list-style-type: none"> - Parking is available. - It's located in a central area of the city. - Easy access to roads and/or main routes. - It's located near a subway/bus station, public transportation is available. - It is located in a safe neighborhood. - Any other characteristic.

SECTION 5 - CAPITAL IMPROVEMENT GRANT - PROJECT INFORMATION

In this section, applicants must provide all the information necessary related to the project itself in case you are applying for a **Capital Improvement Grant** type. Applicants must provide all relevant details for a better understanding of the scope, objectives and needs of the project.

<p>This capital improvement project will help to:</p>	<p>A capital improvement is the addition of a permanent structural change or the restoration of some aspect of a property that will either enhance the property's overall value, prolong its useful life, or adapt it to new uses. Applicants may select one of the following options or add another option in case it is not listed.</p> <ul style="list-style-type: none"> ● 'put' the property in a better operating condition rather than 'keep' the property in efficient operating condition ● restore the property to a 'like new' condition rather than to a 'previous' condition ● add new or replacement components or material sub-components rather than protecting the underlying property through routine maintenance ● includes additional upgrades or modifications that are not incidental or ongoing repair to the property ● please specify any other situation
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Who is the current owner of the property?	Who the owner of the property currently is. Fill in the name of the organization, name of the chairperson, address, email, and phone number
Is Subud legally registered in your country?	The Subud organization must be legally registered in the country.
What is the legal status of the organization (owner) under the laws of your country?	Provide details on the legal status of the organization stated above (owner of the property) under the laws of your country whether it is registered as a non-profit organization, business, charity, foundation, etc. The organization should endeavor to comply with any and all applicable legal obligations of the country.
Provide a description of the Capital Improvement project.	A complete description of the project including purpose, funding, duration, benefits, importance, priorities, legal & operational aspects and any other information that you may consider relevant for MSF to understand the need for the grant. If applicable, please mention briefly your business plan to help ensure the sustainable generation of income for the house and surrounding property's ongoing repair, taxes, emergencies, etc.
What is the situation regarding building permits or legal documents if purchasing a property?	Please specify the status and all details regarding the legal permits needed for this capital improvement and the status of obtaining them. Please name all the needed documentation and how you plan to obtain them.

SECTION 6 - SUPPORT OF THE PROJECT

In this section, applicants must provide all information related to the bodies who are supporting and are aware of the project as well as any other Subud members that applicants should consider relevant to inform.

Please provide the names, roles and contact information of the team in charge of the implementation of the project	Specify all names and contact information of the team responsible for the project, including roles, positions, functions and all details you may consider relevant.
Please provide the names, roles and contact information of the National Committee, National and	Specify all names and contact information of Subud bodies that are currently supporting and are aware of the project such as National Committee, Local Committee, National and Local Helpers, Zone Representative. Please provide names, roles,

Local Helpers, Local Committee and Zone Representative who supported the application to this MSF Grant:	and contact information.
Please provide the names of any International Helpers, WSC members or MSF Foundation Trustees who have visited the land/project in the last year, if any:	Specify all names and contact information of Subud bodies that are currently supporting or are aware of the project, or have visited the land or project in the last year, such as International Helpers, WSC members or MSF Foundation Trustees. Please provide names, roles, and contact information.
Please provide the names of any Subud member relevant to the project that you may consider important to mention:	Please provide names, roles and contact information of any Subud member that the applicant considers relevant to the project.

SECTION 7 - FUNDING OF THE PROJECT

In this section, applicants must provide all information related to the cost of the project. Also, all information related to the funding of the project and whether they have collected funds from other sources or own maintenance funds.

What is the total cost of the project?	Provide the total cost by item. If it is a purchase of land/property please include the expected purchase price of the property and all costs related to the project. If it is a capital improvement project provide all costs related to the project. Please include in your answer legal costs [amounts must be in US dollars]
What is the total amount of funds that you are requesting as an MSF Grant?	Provide the total amount of funds that the organization is requesting from MSF to finance [amounts must be in US dollars]
If the organization owns a Subud house, how many members are currently contributing financially to support and maintain the house?	For Capital Improvements Grant applicants: Members are currently contributing financially to support and maintain the Subud house. Please specify the monthly amount of contribution in US dollars.

In case you are renting a house, how many members are currently contributing financially to pay the rent?	For Subud House Grant applicants: Members are currently contributing financially to support and maintain the Subud house (including rent payment). Please specify the monthly amount of contribution in US dollars.
Has the group applied for other sources of funds in your country, region or zone?	Specify sources of funding in the case National, Regional, Zone or other entities have funds available to support Subud Houses. If the answer is no please explain why it has not been considered applying for those funds.
What is the total amount of funds collected by the country/region or local group for the project?	Provide the total amount of funds that the organization has collected so far in order to execute the project, provide all sources of funding separately and include pledges from members if any [amounts must be in US dollars]
Do you have a property maintenance fund or do you plan to create one?	Specify if the organization currently owns a property maintenance fund or plans to create one for future capital improvements. If the organization has one please specify the total balance to date. If the organization intends to create one please specify a plan on how to cover the costs of maintenance and repairs of the house in the short and long term
Can the organization receive funds from the US in their Bank account? If yes please describe the procedure.	The organization can receive money transfers from the US in the organization's bank account, if so please describe the entire procedure (permits, authorizations, etc) and costs related (fees, charges, taxes, etc.)

SECTION 8 - GROUP AND COUNTRY INFORMATION

In this section, applicants must provide all relevant information regarding your country and local Subud group.

Total membership in your country	Provide the number of active Subud members in your country, please specify men and women separately
Total membership in your local group	Provide the number of active Subud members in your local group, please specify men and women separately
Has the country increased its membership in the last 5 years?	Specify if the country has increased the number of active members in the last 5 years. If the answer is yes, please provide the number of members 5 years ago.

Has the group increased its membership in the last 5 years?	Specify if the local group has increased the number of active members in the last 5 years. If the answer is yes, please provide the number of members 5 years ago.
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SECTION 9 - SUPPORTING DOCUMENTATION

In this section, applicants must upload all applicable and supported documentation required by MSF in order to submit your application. When applicable you may use our templates found in SECTION 10 of this document.

Be aware if a document is required but it is not uploaded, the application could not be submitted until you upload the supporting documents.

Please upload the signed Declaration of this Application	All applicants must sign a declaration document which states that the applicant is authorized to sign the application on behalf of the Subud organizations he/she represents, that all information provided is true, correct and complete, that the national and local committee, the national and local Dewan of Helpers and our Zone Representative are aware of this application and support this project, and finally that the applicant is aware that the lack of veracity of the information or the distortion of the documents will entail the invalidity of the merits affected, and that the application will be rejected. Template available.	Required for all applicants
Please upload an English translation of the resolutions/approved minutes taken at the national/group levels relating to the project	All applicants must upload this document with an English translation which contains the minutes taken at the national or local meeting where the project was approved.	Required for all applicants
Please upload a copy of the founding (articles) documents of the Subud organization in your country	All applicants must upload this document which contains a copy of the founding (articles) documents of the Subud organization where the project is being implemented.	Required for all applicants
Please enclose copies of Financial Statements [P&L and Balance Sheet statements of the last 2	All applicants must upload the applicant's organization Financial Statements of the last two years (2018-2019). These must include Profit & Losses Statements and Balance Sheet	Required for all applicants

years]	Statements.	
Please upload the complete Business Plan of the project	All applicants must use our Business Plan Template and Guideline to complete it in order to help us understand and ensure the sustainable generation of income for the house and surrounding property's ongoing repair, taxes and emergencies. Template and guideline available.	Required for all applicants
Please upload the complete Timeline of the project.	All applicants must upload the complete Timeline of the project in order to understand all relevant milestones with dates. Template available.	Required for all applicants
Please upload a plan of the land and a simple drawing of the building plan. In case of a house purchase please upload plans and pictures.	Capital Improvement Grant applicants must upload a plan, sketch or drawing of the project in order to understand the big picture. Subuh House Grant applicants must upload plans and pictures of the house (in and outside) and surroundings.	Required for all applicants
Please upload copies of building, legal permits and/or any other documentation relevant so the project can be implemented in compliance with local and national laws and regulations.	All applicants must upload copies of building, legal permits and/or any other documentation relevant so the project can be implemented in compliance with local and national laws and regulations.	Required for all applicants
Please upload a certificate or letter from your bank showing that at least two signatures are necessary for withdrawing money from the account into which funds will be placed for the project.	All applicants must upload a certificate or letter from the organization's bank showing that at least two signatures are necessary for withdrawing money from the account into which funds will be placed for the project. This document is required by MSF before any money transfers will be made.	Required for all applicants
Please provide a written opinion from a lawyer, your banker, or a letter from the government concerning any currency exchange restrictions about the movement of funds to/from overseas.	All applicants must upload a written opinion from a lawyer, your banker, or a letter from the government concerning any currency exchange restrictions about the movement of funds to/from overseas. If the document is not in English, translation by an authorized translator is required before submitting your application (for NON-US countries)	Required only for all non-US applicants

SECTION 10 - SUPPORTED DOCUMENTATION TEMPLATES

In this section, applicants can find all MSF templates needed to upload all applicable and supported documentation required by MSF in order to submit your application.

[DECLARATION OF MSF GRANT APPLICATION](#)

[BUSINESS PLAN TEMPLATE AND GUIDELINE](#)

[TIMELINE TEMPLATE](#)