



MUHAMMAD SUBUH
FOUNDATION

The Foundation of the Worldwide Subud Community

GRANT FOR PROJECTS SUPPORTING THE EDUCATION OF THE VERY YOUNG GUIDELINES

2021 MSF CALL FOR GRANT PROPOSALS FOR FARKAS FUND

TABLE OF CONTENTS

A. INTRODUCTION	3
B. SELECTION CRITERIA	3
B.1 Eligibility of the project	3
B.2 Project team harmony	3
B.3 Project team capacity to execute the project	3
B.4 Organization, history and sustainability plan	4
B.5 Appropriate plan to achieve the goals of the project	4
B.6 Impact of the project	4
B.7 Application and supporting documents	4
B.8 References	4
C. SELECTION PROCESS	4
C.1 Eligibility review	5
C.2 Feedback process	5
C.3 Selection of proposals	5
C.4 Notification and signing of Grant Agreements	5
C.5 Transfer of funds	5
D. REPORTING PROCESS	6
D.1 Use of funds and project completion	6
D.2 Reporting by the grantee	6
E. STEP BY STEP ON HOW TO APPLY	7
E.1 Determine if you meet the criteria	7
E.2 Submit the online application form	7
E.3 Application Assessment	7
E.4 Grant Application Outcomes	7
F. HOW TO COMPLETE THE GRANT APPLICATION FORM	8
SECTION 1 - INSTRUCTIONS	8
SECTION 2 - APPLICANT INFORMATION	8
SECTION 3 - PROJECT INFORMATION	9

A. INTRODUCTION

The Muhammad Subud Foundation (MSF) is pleased to announce its Call for Proposals for projects supporting the education of the very young as defined in the Farkas Endowment Fund.

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

B. SELECTION CRITERIA

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

B.1 Eligibility of the project

The foundation has set the following prerequisites for an application to be eligible for this fund:

- All applications must be submitted directly by the ultimate beneficiary. By ultimate beneficiary we are referring to the local organization in charge to implement and lead the project.
- The project must be led by Subud Members.
- The project must be related to the education of the very young. The foundation considers very young, children under 12 years of age.
- The project must have a clear scope and clear objectives.
- The organization that applies must be a registered charitable organization
- The foundation cannot send funds to individuals' personal bank accounts.

B.2 Project team harmony

There is evidence of harmony among the members of the team implementing the project, based on feedback, interviews and references collected from organizations that are members of WSA and related to educational projects.

B.3 Project team capacity to execute the project

The members of the team can demonstrate experience in managing similar projects related to the education of very young. The proposed team members cover the project's needs in terms of skills, expertise, time and dedication required to execute the project. The team is committed to the duration of the implementation of the project and will keep its members throughout the process until completion.

B.4 Organization, history and sustainability plan

The applicant presents a complete description of the organization.

For existing projects, the applicant organization submits the history of the project including the project's age, progress, goals and what is expected to be accomplished with this grant.

For new projects, the applicant provides a detailed description of the project including the sustainability plan.

B.5 Appropriate plan to achieve the goals of the project

The application includes a prepared, suitable and realistic plan for achieving the vision and objectives of the entire project. The plan is in compliance with local and national laws and regulations. This plan includes detailed costs for the project and gives information on how much money the organization has already raised, how much the applicant is seeking to finance through this application, when will the funds be needed and how the organization will raise the remainder.

B.6 Impact of the project

The project has a clear impact on the community and target audience. This impact can be measured in terms of the number of children involved, the duration of the benefit, economic savings or any other type of benefit the applicant wishes to mention.

B.7 Application and supporting documents

The application is completed on time and according to the instructions. The applicant submits all supported and needed documents on time. Documents fulfill the requirement as they help explain, understand and support the project (including annual report, audited accounts, sustainability plan and timeline of the project)

B.8 References

The grant application is supported by references from organizations or country members of the World Subud Association.

C. SELECTION PROCESS

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

C.1 Eligibility review

The **Grant Application Form** is reviewed by the MSF team in accordance with the selection criteria mentioned in section B.1.

C.2 Feedback process

Information, feedback and references from organizations or country members of the World Subud Association are collected. Interviews might be required with all applicants if clarification from the applicant is needed from the MSF team.

C.3 Selection of proposals

Once the eligibility, selection criteria 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 (closed) session. Votes are taken in an open meeting of the Board of Trustees to award funds for the project(s) and are recorded in the official minutes. In general, trustees arrive at full consensus in the award process.

C.4 Notification and signing of Grant Agreements

Approved proposals are contacted through a notification letter informing them of the outcome of their application and further steps (if necessary). 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 submission.

C.5 Transfer of funds

When the signed **agreement letter** is returned the applicant's bank information is sent to the executive director, treasurer, and accountant. Funds are transferred only when they are needed to initiate 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.

D. REPORTING PROCESS

D.1 Use of funds and project completion

Grant funds must begin to be executed for the grant purpose no later than 15 months from the date of the signature of the **agreement letter** or the award may be rescinded.

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

D.2 Reporting by the grantee

The grantee must complete 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.

As part of the annual report a **final narrative and financial report** must be sent by the Grantee once the project is completed. Photos are always welcome for the MSF newsletter.

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 must 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.

E. STEP BY STEP ON HOW TO APPLY

E.1 Determine if you meet the criteria

Carefully read the ***MSF Grant for projects supporting the education of the very young Guidelines*** to review all relevant aspects of the process such as selection criteria and selection process, in order to ensure your project meets the eligibility criteria.

E.2 Submit the online application form

When you are ready to start the grant application process, you will need to submit the ***MSF Application form for projects supporting the education of the very young*** before the deadline.

If you have any questions about the online application form, you may contact MSF at renato.sotelo@msubuhfoundation.org

E.3 Application Assessment

The applications will be reviewed meticulously. During this stage interviews with applicants will be conducted and information, feedback and references from organizations or institutions under the umbrella of the World Subud Association will be collected.

E.4 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.

F. HOW TO COMPLETE THE GRANT APPLICATION FORM

The following section will guide you through each section of the **MSF Application form for projects supporting the education of the very young** explaining how to complete and answer correctly. Furthermore, it will show you the description of the supported documents every applicant must upload.

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 for projects supporting the education of the very young Guidelines**. You can find this **MSF Grant for projects supporting the education of the very young Guidelines** on MSF Website.
- Please 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 the Organization that is applying for a grant:	Name of the organization that is applying for the MSF grant. Also known as the ultimate beneficiary. By ultimate beneficiary we are referring to the local organization in charge to implement and lead the project.
---	--

Full name of the contact person who is submitting the application	Name of the contact person who is submitting the application and with whom the Foundation should correspond. This person may be part of the project team who is applying. This person will be a MSF counterpart and responsible for daily contact with MSF throughout the process and reporting during and after implementation.
Address of the organization that is applying for a grant:	Address of the organization submitting the application.
Contact telephone number of the person who is submitting the application:	The telephone of the person submitting the application (provide country and area codes).
Contact Email of the person who is submitting the application	The email address of the person submitting the application, or the person responsible for the project.

SECTION 3 - PROJECT INFORMATION

In this section applicants must provide all relevant information about the organization and the project for which they are applying for the grant.

1. Please describe the organization that is applying for the grant.	Describe the organization including your mission, your team, your history, your legal status and any other information you may find relevant in order to know your organization.
2. Please describe the project.	Describe the project including your vision, the goals of the project. What it is that you want to achieve. What is it that makes your project 'special'? Who will benefit and how?
3. What is your plan for achieving this vision, and how will you know that and when you have achieved it?	Provide a fully developed plan for achieving the vision, and how will you know that and when you have achieved it?
4. Please give details of the team that will work on this project.	Provide details of the team that will work on this project, including their competence, qualifications and track record for this kind of venture. In addition, if this project is being proposed by an organization, please provide information about the history and structure of the organization, including its officers and directors and its financial situation (you may upload recent annual report and audited accounts in the last question, if available)

<p>5. Please provide detailed costs for your project.</p>	<p>Provide details on the costs for your project and give information on how much money you have already raised, how much you are seeking through this application, when you will need it and how you will raise the remainder.</p>
<p>6. Please provide references.</p>	<p>Please provide references from organizations or members of the World Subud Association.</p>
<p>7. Please upload Annual Report of your organization, if available</p>	<p>Please upload the annual report of your organization. Be aware this document is not mandatory, but it is highly recommended to submit it, if available.</p>
<p>8. Please upload Audited Accounts, if available</p>	<p>Please upload the audited accounts of your organization such as a 2 year end Balance Sheet for 2020 and 2019 plus a Profit and Loss Statement of the organization (audited only if possible). Be aware these documents are not mandatory, but it is highly recommended to submit them, if available.</p>
<p>9. Please upload the sustainability plan or timeline of the project, if available</p>	<p>Please upload the sustainability plan or timeline of your project. Be aware this document is not mandatory, but it is highly recommended to submit it, if available.</p>