



# MUHAMMAD SUBUH FOUNDATION

The Foundation of the Worldwide Subud Community

**THIS IS AN EXAMPLE OF THE PRE-APPLICATION QUESTIONNAIRE. THE OFFICIAL QUESTIONNAIRE WILL BE UPLOADED WHEN THE CALL FOR GRANT APPLICATIONS IS OPEN.**

## **2021 MSF Pre-Application Questionnaire**

### **INSTRUCTIONS**

In order to ensure applications and projects meet MSF eligibility criteria and requirements, this preliminary application gives applicants the opportunity to review the minimum requirements needed in order to apply to an MSF grant.

Be aware that this is a pre-application form, it is not the final grant application form.

MSF requires that all grant pre-applications be submitted using this online electronic platform.

After submitting your pre-application, you will receive an email confirming that the MSF Team has received your application form.

Please contact MSF at [renato.sotelo@msubuhfoundation.org](mailto:renato.sotelo@msubuhfoundation.org) for questions about the grant application process.

Please note that all pre-applications, without exception, need to 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.

### **Applicant Information**

Please provide the applicant's information.

- Name of the Organization (national, regional or local group) that is applying for a grant:
- Full name of the person who is submitting the application:
- Address of the organization that is applying for a grant:
- Contact telephone number of the person who is submitting the application (provide country and area codes):
- Contact Email of the person who is submitting the application:

### **General information and questions**

Please provide all information required

1. MSF does not award funds to the same group within a 24 month period. Has your Subud group received an MSF grant in the last 24 month period?

2. Is the application aiming towards a Capital Improvement project? Capital Improvement is defined as a project that improves the value of the property or extends its useful life, and it does not include routine repairs or maintenance such as painting, plumbing, carpeting, etc.

3. Is your request for the MSF grant to purchase a property?

4. MSF does not award 100% for a project. Is your group capable of raising up the funds to complete the 100% needed?

5. MSF does not grant funds for 'exploratory' possibilities. Has your group secured all the permits, approvals, and codes necessary to successfully initiate and complete the project or purchase the property?

6. Is your group registered as a non-profit organization in your country?

7. MSF does not wire funds to a private bank account. Does your group have a bank account under your Subud group name to receive funds if awarded?

8. Do you have a Business Plan to make the property sustainable?

9. Is your request for the MSF grant for any of the following projects?

- 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.
- None of the options mentioned above

10. Is the Subud organization that is applying legally registered in your country?

11. Provide a brief description of the project. Including purpose, funding, duration, benefits, importance, priorities, legal & operational aspects, or any other information that you may consider relevant for MSF to understand the need for the grant. If applicable, please briefly mention your business plan to help ensure the sustainable generation of income to cover repairs, taxes and any other expenses required for the maintenance and operations of the property.