



MUHAMMAD SUBUH
FOUNDATION

The Foundation of the Worldwide Subud Community

GRANT PROCESS GUIDELINES

2023 MSF CALL FOR GRANT PROPOSALS FOR SUBUD HOUSES

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A. INTRODUCTION

The Muhammad Subuh Foundation (MSF) is pleased to announce its Call for Proposals for the year 2023. 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 **Grant Process Guidelines** are also available on our website in [this link](#).

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

Since our updated Grant Policy launched in 2019, MSF has aimed its efforts to collect more complete information that better clarifies 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. Please refer to the **MSF Grant Policy** on the Grant Section on our website in [this link](#).

B. SELECTION CRITERIA

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

B.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"*. Furthermore, the applicant is a legally registered entity in their country.

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. MSF housing grants, including the property that the Subud house is located on, are primarily focused on the acquisition of houses and capital improvements¹ to the facility (or property already owned) for groups **to do their latihan**.
- The approach to achieving the project's objectives is aligned with the MSF mission and policy as it fulfills all instructions required.
- Proven evidence of the initial source for financing the project.

¹ 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.

- 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.

B.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 repairs, taxes, emergencies, etc.

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

B.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.

B.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.

B.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.)

C. APPLICATION PROCESS

MSF Grant Manager coordinates each application assessment and presents all relevant information to the Board of Trustees for their final resolution.

In order to ensure all applicants are eligible for the minimum requirements, a **Pre-application** form must be submitted by all potential applicants before the deadline shown in the timeline. MSF team reviews if the application is eligible according to the MSF selection criteria.

If the minimum criteria is met the applicant receives a notification email with the link to the **Final 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 **Final Application** is reviewed diligently in accordance with the selection criteria.

Below is a step-by-step explanation of how to apply.

C.1 Determine if you meet the criteria

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

C.2 Submit the online Pre-Application form

When you are ready to start the grant application process, you will need to submit the **Pre-application** form, in order to review your project eligibility. Please note that the pre-application form is a mandatory requirement in order to apply for the MSF grant process.

C.3 Submit the online Final Application form

If your project is considered eligible, you will receive a notification with the link to submit the **Final 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.

C.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.

C.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.

On the other hand, 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.

C.6 Grant Agreement and Transfer of Funds

If the grant is awarded the recipient must sign and return an **Agreement Letter** which includes the terms and conditions of the award. Once the agreement letter is signed and returned to MSF funds are ready to be 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.

If you have any questions about the Application Process, *you may contact MSF at renato.sotelo@msubuhfoundation.org*

D. PROCESS TIMELINE

The following is the timeline for this year's application process:

April 1 – May 31, 2023	Pre-application Submission Period
June 1 – July 31, 2023	Final application Submission Period
August 1 - September 31, 2023	Application Assessment (eligibility check and feedback)
October, 2023	Award Status Notification
November - December, 2023	Grant agreement and transfer of funds.

E. REPORTING PROCESS

Grantees are required to submit yearly reports that are reviewed by MSF for compliance with the terms and conditions of the grant.

E.1 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** 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**.

E.2 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.

Finally, 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.

F. 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](#)