

Application form

For overseas development projects



IMPORTANT NOTE: Please read the '**Guidance Notes**' carefully when filling in the application form, complete all sections of the form and provide all additional information as required otherwise your application cannot be processed or only with great delay.

SECTION 1: Details of Applicant Organisation

1.1 Applicant organisation

Name of your organisation (please also mention other names you regularly use)

Full address

Person responsible for the project

Position

Email

Telephone

Fax

1.2 Bank details for payments (please attach a copy of your latest bank statement)

Account held in the name of

Bank & Branch Name

Account Number

Bank Address

Swift Code (If Applicable)

Country

Currency account held in

Special bank routing instructions

1.3 Is your organisation licensed to receive foreign currency?

Yes

No

(For Indian organisations only: If 'yes', please include a copy of your FCERA document)

1.4 What is the legal status of your organisation? (Please attach copy of registration etc.)

Registered charity / association (Registration number)

Unregistered organisation

Other (please specify)

1.5 Are you a branch of a larger organisation?

Yes

No

If you are a branch, please give full details of your parent organisation:

1.6 Are you affiliated to any national or international organisations? Yes No

If 'yes' please give full details of these organisations:

1.7 When were you formally established?

1.8 What are the main activities of your organisation?

1.9 Who are your main beneficiaries?

1.10 How many staff do you have?

1.11 What is the main source of income for your organisation? Please provide a copy of your last audited accounts for the past financial year and a copy of your most recent bank statement.

- | | |
|---|---|
| <input type="checkbox"/> Government funding | <input type="checkbox"/> Donations from the local community |
| <input type="checkbox"/> Individual donations | <input type="checkbox"/> Grants from international agencies |
| <input type="checkbox"/> Commercial/return on investments | <input type="checkbox"/> other - specify: |





1.12 What was your income in last financial year?

1.13 What was your expenditure in the last financial year?

1.14 Please provide a brief organisational profile including responsibilities and qualifications of key staff. Also enclose an Annual Review of your activities including photographs.

SECTION 2: Your project

2.1 Project location: Please specify where the project will take place

<i>Region of the world:</i>	<i>Country</i>	<i>District</i>	<i>Town/Village</i>
 Africa			
 Asia			
 Europe			
 N & S America			

2.2 Project purpose

- | | |
|--|---|
| <input type="checkbox"/> Income generation project | <input type="checkbox"/> Education |
| <input type="checkbox"/> Skills training | <input type="checkbox"/> Water & sanitation |
| <input type="checkbox"/> Health care | <input type="checkbox"/> Shelter |
| <input type="checkbox"/> Orphan cares | <input type="checkbox"/> other. |

2.3 Name of the project:

2.4 Project strategy: What issues does the project seek to address? How will you address them? Please also include details of any relevant studies or assessments that have been made.

2.5 Project summary: How will you implement the project? In what way will it benefit the local community?

2.6 How many people will benefit? Men Women Children Families Total

2.7 Who are the main beneficiaries?

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Vulnerable families | <input type="checkbox"/> Orphans |
| <input type="checkbox"/> Widows | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> Others (please specify) | |

2.8 Time scales and duration

Planned project start date Planned project end date Duration

2.9 Community participation: *Did the beneficiaries of this project participate in its planning? Will they be involved in the project delivery? Will they participate in assessment of project outcomes and suggestions for future improvements? Please provide details.*

2.10 Project sustainability: *Are the structures or services to be established by this project intended to be sustainable? If so, how will sustainability be attained?*

2.11 Project implementation: *Describe the timeline for project implementation using the table below.*

Month	1	2	3	4	5	6	7	8	9	10	11	12
Task												
Identify Land												
Identify deserving beneficiaries												
Beneficiaries Committees												
Award Contracts												
Appoint honorary supervisors												
Commence construction												
Complete Construction												
Organise the Community												

2.12 Tell us why you believe that your organisation has the skills and experience needed to undertake this project.

2.13 How will you seek to monitor whether the aims and objectives have been achieved? (For example, monthly reporting, surveys etc.)

2.14 Will there be any other partner organisations involved in the delivery of the project outcomes?

- Yes No

If yes, please name them together with contact details below.

Name	Contact details	Role in the project

SECTION 3: Expenditure details

3.1 Has your organisation previously received funding from Muslim Aid?

- Yes No

If yes, please indicate for which activities and which year and amount received.

- | | | | | | |
|---|------|--------|---|------|--------|
| <input type="checkbox"/> Income generation project
<input type="checkbox"/> Skills training
<input type="checkbox"/> Health care
<input type="checkbox"/> Shelter
<input type="checkbox"/> Ramadan
<input type="checkbox"/> Medical care | Year | Amount | <input type="checkbox"/> Education
<input type="checkbox"/> Water & sanitation
<input type="checkbox"/> Emergency relief
<input type="checkbox"/> Orphan care
<input type="checkbox"/> Urbane
<input type="checkbox"/> other | Year | Amount |
|---|------|--------|---|------|--------|

3.2 Is the project described in this application related to a project that is currently, or has been previously, funded by Muslim Aid?

- Yes No

3.3 Is this an application to fund an existing project?

- Yes No

If yes, please tell us about any evaluations which have been completed and why there is a continuing need for work on the project.

3.4 Have you applied for funding for the same project to any other organisations?

- Yes No if yes, how much has been applied for? AU\$

From which organisation?

3.5 Have you received any funding or guarantees of funding from other organisations for this project? Please provide details.

3.6 What is the total cost of the project? AU\$ Australian Dollar
 Local Currency
 Exchange rate AU\$1 =

3.7 How much support do you require from Muslim Aid?

(Please see Guidance Notes for Eligible costs.) AU\$ Australian Dollar
 Local Currency

3.8 Please provide full budget details for your project. Please also attach quotations & estimates for all equipment etc. on a separate sheet.

PROJECT BUDGET (see guidance notes for eligible costs)

Project costs				Your contribution	Amount requested from Muslim Aid
Item / purpose	Unit cost	Qty	Quotes provided?		
Local Currency					AU\$
TOTAL OF YOUR CONTRIBUTION				AU\$	
TOTAL AMOUNT REQUESTED FROM MUSLIM AID					

SECTION 4: Journey of an application

Our commitment to quality services

When your organisation submits an application Muslim Aid will:

- Acknowledge the receipt of applications within 1 week
- Provide a fair and objective assessment of the eligibility, impact and quality of your application
- Process complete applications usually between 6 to 8 weeks, depending on the respective funding committees

CHECKLIST - IMPORTANT!

The following is a checklist of all things that you must do to help us to process your application as quickly as possible. Please ensure that you have provided all information essential for the speedy processing of your application - the more detail you provide the quicker we will be able to help the suffering.

Please tick to affirm that:

- You have carefully read the guidance notes when filling in the application form
- You have filled in all sections of the application form
- You have provided a full budget with quotes and estimates attached on separate sheets
- You have provided two references provided on the forms in SECTION 6
- You have included copy of Annual Review of your activities, latest bank statement and audited annual accounts

Please send the completed application to Muslim Aid at the address given in the Guidance Notes.

SECTION 5: Declaration of intent

I confirm, on behalf of _____ *(please enter name of your organization)* that to the best of my knowledge and ability all questions on this form have been answered accurately. I have also ensured that all the items on the above **Checklist** have been completed. If this application is successful this organisation will use the funding only for the purpose specified in this application.

1st Signature

2nd Signature

Name

Name

Position

Position

Date

Date

SECTION 6: References

Referee A:

Please outline your organisational / individual support for the project application and make specific reference to the 'track record' of the applicant organisation and the need for the proposed project. A referee should either be an independent organisation or a respected individual member of the community who is familiar with the work of the applicant. The reference has to be with official stamp where applicable or directly from your referee on letter-headed paper.

Name, address and contact details (including fax and email) of your organisation

Section 1: Reference about the applicant's previous work

Section 2: Please outline the need for the proposed project and the benefits for the local community

Name

Signature

Position

Date

SECTION 6 (cont.): References

Referee B:

Please outline your organisational / individual support for the project application and make specific reference to the 'track record' of the applicant organisation and the need for the proposed project. A referee should either be an independent organisation or a respected individual member of the community who is familiar with the work of the applicant. The reference has to be with official stamp where applicable or directly from your referee on letter-headed paper.

Name, address and contact details (including fax and email) of your organisation

Section 1: Reference about the applicant's previous work

Section 2: Please outline the need for the proposed project and the benefits for the local community

Name

Signature

Position

Date

Appendix A

Appendix B