

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



**THE ISLAMIC SOLIDARITY FUND
ORGANIZATION OF ISLAMIC COOPERATION
EXECUTIVE BUREAU**

**PROJECT FINANCING
APPLICATION FORM**

I: Basic Information:

1. Country
 2. Organization/ Beneficiary.....
 3. Address
 - Tel.:.....Mobile:.....Email:.....
 4. Objectives
.....
.....
.....
 5. Date established.....
 6. Is the society/centre registered as a charitable organization? Mention date of registration.
 Yes (Date of registration...../...../.....)
 No
 7. Does the society/centre have a statute or constitution or regulation?
 Yes (enclose copy)
 No
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II: Board of Directors:

8. Write the names of the members of the Board of Directors (if any).....
.....
.....
.....
9. Were Board members appointed through election or other means?
 Yes, through election
 No (mention the means).....
10. Do Board members receive salaries or work voluntarily?
 Yes (.....)
 No (voluntarily)
11. Does Board chairman occupy other positions or have other duties in the society?
 Yes (.....)
 No.

III: Activities of the society / centre:

12. Activities include:

- Symposia and lectures
- Dawa programmers
- Library
- Relief Programmers
- Others (specify).....

13. Is the Society / Centre is affiliated to:

- School (primary, middle, secondary, others)
- Mosque (mention all mosque activities and whether there are classrooms)
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- Waqf
- Research section
- Other activities

14. Population of Muslims in the area served by the society or centre.....

15. Number of Muslims directly benefiting from the activities of the society / centre?

IV: Information on the project:

16. Current phase of the project:

- Conception
- Planning and preparation of maps
- Execution stage (progress)
 -
 -
 -
- Completed project in need of support in the following:
 - Renovation
 - Additions.....
 - Equipment.....
 - Other.....

17. Is any parcel of land allocated to the project?

- Yes (.....)
- No.
- The name in which the land is registered
(.....)
(The land must be registered in the project's name)
- Is the land purchased or donated?
- Bought from (.....at the cost of USD
- Donated by (.....)

V: Cost of project:

18. Source financing the project

- Governments (.....)
- Private charitable organizations (.....)
- Regional charitable organizations (.....)
- International charitable organizations (.....)
- Philanthropists (.....)

19. Anticipated phases of the project execution:

Project phase	Description	Time frame	cost

20. Amount already gathered for the project:

- From local sources (.....)
- From regional charitable organizations (.....)
- From international charitable organizations (.....)

21. Amount of assistance required from the Islamic Solidarity Fund (.....)

22. Has the project previously received assistance from the Islamic Solidarity Fund?
Provide details as follows:

Name of project	Project location	Amount of assistance	Date received

(Information about the project's aims and objectives, operating budget and sources of funding should be provided)

23. Information about the society's sources of income:

- Government support (.....)
- Donations (.....)
- Subscriptions (.....)
- Other sources: mention (.....)

24. The name of person in charge of the project's accounts (.....)

25. The name in which project account is registered (.....)

26. The project's account number (.....)

27. The name of the Bank at which the account is held (.....)

VI: References:

28. Name 3 Islamic bodies or organizations or eminent Islamic personalities that can provide testimonials on the project:

Name	Body	Postal address	Telephone No.

VII: Other information:

29. Further information or details may be provided in the space below (additional pages may be used where necessary)

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OBLIGATION

- The beneficiary of the assistance of the Islamic Solidarity Fund shall be obliged to provide, immediately upon receipt of the assistance, a report on receipt of the assistance and a quarterly progress report on the execution of the project for which assistance was given.
- The following must be attached to the application for assistance:
 - ◆ Technical details on the project
 - ◆ Architectural plan of the project
 - ◆ Authenticated copy of land title
 - ◆ Authenticated copy of the building permit or renovation permit issued by competent authorities.

CONFIRMATION

We the undersigned affirm the authenticity of the information stated above and that this application shall be deemed void if it contains any wrong information. We shall bear any punitive measures imposed in consequence of the wrong information.

Signatures:

Name of president:

Signature: ()

Name of Vice president:

Signature: ()

Name of Treasure:

Signature: ()

VERY IMPORTANT

1. All correspondence should be addressed to H.E. the OIC Secretary General, or H.E. the Chairman of the ISF Permanent Council, or the ISF Executive Director at the following address:

P.O. Box 1997, Jeddah 21441 Kingdom of Saudi Arabia

E-Mail: oic_isf@hotmail.com

2. Requests submission opens each year on the 1st of May and ends on 31 December.
3. Certified copies of documents and titles should be attached (Documents once submitted will not be returned).
4. This Application Form must be stamped by body seeking assistance.
5. A plaque made of copper, marble or of any substance that cannot be damaged should be placed in a conspicuous place in a project funded by the Islamic Solidarity Fund (1m x 2m of size) stating the Fund's contribution to the project.