



MUHAMMAD SUBUH  
FOUNDATION

The Foundation of the Worldwide Subud Community

# GRANT PROCESS GUIDELINES

2026 MSF CALL FOR GRANT PROPOSALS FOR SUBUD HOUSES

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## A. INTRODUCTION

The Muhammad Subuh Foundation (MSF) is pleased to announce its 2026 Call for Proposals, open to all member countries of the World Subud Association (WSA).

We appreciate your interest in applying and strongly recommend reading this document in full before completing the application form. Given current limitations in expanding MSF's financial resources, the Board of Trustees is committed to ensuring a prudent allocation of funds to fulfill our mission - **fostering Subud's worldwide growth and long-term development**.

Since the launch of our updated Grant Policy in 2019, MSF has focused on gathering comprehensive project information to better understand Subud groups' proposals. We also encourage groups to submit detailed and well-structured plans, emphasizing sustainability of Subud houses and productive projects that leverage property potential. For full details, please refer to the **MSF Grant Policy** in the Grant Section of our website.

## B. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

### B.1 Eligibility, Relevance, and Clarity of Project Objectives

- The applicant is a **WSA member** and adheres to its bylaws, specifically the provision stating: "The Association shall not promote or engage in political activities."
- The applicant is a **legally registered** entity in their country.
- The proposal presents a **realistic**, well-justified case for MSF Grant funding.
- The project demonstrates a clear and documented **need**, contributing to the long-term **sustainability** of the local Subud group.
- Housing grants prioritize the **acquisition of Subud houses and Capital Improvements**<sup>1</sup> to existing properties for latihan practice
- The approach aligns with **MSF's mission and policies**, meeting all required instructions.
- The project has **secured initial funding** from other sources.
- The project is **endorsed** by the National Committee and National Dewan.
- Funds will be **managed by a Subud organization** and not transferred to individuals.

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<sup>1</sup> A *Capital Improvement* is a project that enhances a property's value or extends its useful life. It does not include routine repairs or maintenance, such as painting, plumbing, or carpeting.

## B.2 Appropriate Business Plan

- The proposal includes a **feasible, well-prepared** business plan for commercial use of the premises, ensuring:
  - **Financial sustainability** for ongoing repairs, taxes, and emergencies.
  - **Self-sustaining income** generation for the property.
- The business plan complies with local and national **regulations**.

## B.3 Project Team Capacity

- The project team has the **skills, expertise, and time commitment** necessary for successful execution.
- The team remains **fully engaged** throughout the project's duration.

## B.4 Group and Member Harmony

- There is **broad member support** for maintaining the Subud property.
- Evidence of **ownership or long-term responsibility commitment** by a significant number of local Subud members.
- Confirmation of **group and national harmony** from international helpers, zone representatives, and national/regional committees.

## B.5 Application and Supporting Documents

- The application is submitted **on time** and completes all **requirements**.
- All necessary **supporting documents** are included, depending on the application type (Subud House Acquisition or Capital Improvement).
- **Documentation** clearly explains and substantiates the project, including among others:
  - Legal permits
  - Cost estimates for labor and materials
  - Contracts and agreements

# C. APPLICATION PROCESS

The MSF Grant Manager oversees the application assessment and presents all relevant information to the Board of Trustees for a final decision.

To ensure applicants meet the minimum requirements, all potential applicants must first submit a **Stage 1 application** before the deadline outlined in the timeline. The MSF team will review the submission to determine eligibility based on the **MSF selection criteria**.

- If the minimum criteria are met, applicants will receive an email with a link to the **Stage 2 application**, which must be submitted before the deadline.
- If the project does not meet the eligibility criteria, applicants will receive **feedback** on aspects that need to be addressed for future submissions.
- Stage 2 applications are thoroughly reviewed according to the **selection criteria**.

## Step-by-Step Application Process

### C.1 Determine Your Eligibility

Carefully review the **MSF Grant Process Guidelines** and **MSF Grant Policy** to ensure your project aligns with MSF policies, selection criteria, and eligible activities.

### C.2 Submit the Stage 1 Application Form

Complete and submit the **Stage 1 online application form** to determine your project's eligibility. This step is **mandatory** for all applicants.

### C.3 Submit the Stage 2 Application Form

If your project qualifies, you will receive a notification with a **Stage 2 application link** to provide detailed project information.

If your project does not meet the eligibility criteria, you will receive feedback highlighting areas for improvement in a future application.

### C.4 Application Assessment

- Applications undergo a **thorough review** by the MSF team.
- **Interviews** may be conducted with applicants.
- **Feedback** is gathered from International Helpers, Zone Representatives, and the National Committee.

### C.5 Grant Application Outcomes

Applicants will be promptly notified of their grant application outcome after the Board of Trustees' review.

- **Approved applications:** MSF will contact you to finalize the process.
- **Rejected applications:** Applicants will receive a detailed explanation and recommendations for future submissions.

## C.6 Grant Agreement & Fund Transfer

- Approved recipients must sign and return an **Agreement Letter** outlining the award's terms and conditions.
- Funds will be transferred **only when needed** to initiate the project.
- Once the transfer is executed, MSF will inform the recipient of the expected arrival date. Confirmation is required upon receipt.
- The **tracking number and transfer date** will be properly recorded.

For any questions about the application process, please contact MSF at [renato.sotelo@msubuhfoundation.org](mailto:renato.sotelo@msubuhfoundation.org)

## D. PROCESS TIMELINE

Below is the timeline for the 2026 MSF Grant Application Process:

	1st Cycle	2nd Cycle
Application Period - Stage 1	Jan 2 - Feb 28	Jun 1 - July 31
Application Period - Stage 2	March 1 - April 30	Aug 1 - Sept 30
Application Assessment	March - May	August - October
Resolution, Agreements & Fund Transfer	June - July	November - December

## E. REPORTING PROCESS

Grantees are required to submit **annual reports** that are reviewed by MSF to ensure compliance with the terms and conditions of the grant.

### E.1 Use of Funds and Project Completion

- Grant funds must begin to be used for the intended purpose no later than **15 months** from the date of the Agreement Letter. Failure to do so may result in the **award being rescinded**.
- The project is expected **to be completed within 24 months** from the date of the Agreement Letter.

### E.2 Reporting by the Grantee

- The grantee must submit an **annual report** to MSF at the end of their fiscal year or within three months of project completion.

- The report must include:
  - **Use of grant funds:** Indicating whether the funds were fully used, partially used, or not used.
  - **Compliance with grant terms.**
  - **Progress toward achieving the grant's purpose or outcomes.**
- The annual report is **due three months after the end of the recipient's fiscal year or three months after the project completion.**
  - For example, if the recipient's fiscal year ends on December 31, the report should be submitted by March 31 of the following year, or three months after the project completion.
- This summary report will be shared with the Board of Trustees at least once a year or as requested.
- **Final Narrative and Financial Report:** Upon project completion, the grantee must submit a final narrative and financial report.
- **Photos** are encouraged for inclusion in the MSF newsletter.

## F. SUPPORTING DOCUMENTATION TEMPLATES

In this section, applicants will find all the MSF templates required for submitting applicable and supporting documentation:

[Declaration of MSF Grant Application](#)

[Business Plan Template & Guidelines](#)

[Timeline Template](#)