



MUHAMMAD SUBUH FOUNDATION

The Foundation of the Worldwide Subud Community

GRANTS FOR YOUTH PROJECTS

Supporting the Education of the Very Young
Farkas Fund

2026 GRANT GUIDELINES

TABLE OF CONTENTS

A. INTRODUCTION	3
B. SELECTION CRITERIA	3
B.1 Eligibility of the Project	3
B.2 Project Team Harmony	3
B.3 Project Team Capacity to Execute the Project	4
B.4 Organization, History and Sustainability Plan	4
B.5 Appropriate Plan to Achieve the Goals of the Project	4
B.6 Impact of the Project	5
B.7 Application and Supporting Documents	5
B.8 References	5
C. SELECTION PROCESS	5
C.1 Eligibility Review	5
C.2 Feedback Process	5
C.3 Selection of Proposals	6
C.4 Notification and Signing of Grant Agreements	6
C.5 Transfer of Funds	6
D. REPORTING PROCESS	7
D.1 Use of Funds and Project Completion	7
D.2 Reporting by the grantee	7
D.2.1. Annual Progress Report	7
D.2.2. Final Narrative and Financial Reports	7
D.2.3. Compliance and Verification	8
E. STEP BY STEP ON HOW TO APPLY	8
E.1 Determine if You Meet the Criteria	8
E.2 Submit the Online Application Form	8
E.3 Application Assessment	8
E.4 Grant Application Outcomes	9
F. HOW TO COMPLETE THE GRANT APPLICATION FORM	9
F.1 Instructions	9
F.2 Applicant Information	10
F.3 Project Information	10
G. GRANT APPLICATION TIMELINE 2026	11

A. INTRODUCTION

The Muhammad Subuh Foundation (MSF) is pleased to announce its 2026 Call for Proposals for projects supporting the education of the very young, funded through the Lucienne and Francois Farkas Endowment Fund.

Established in 1995, the Farkas Fund provides financial support for educational projects benefiting young children. For the purposes of this grant program, MSF defines the very young as children under 12 years of age.

A total of USD 10,000 is available for the 2026 grant cycle. This amount represents the total budget to be shared among the projects selected for funding, not the amount available per project. Applicants are kindly asked to consider this when determining their funding requests.

We sincerely appreciate your interest in submitting a proposal to MSF. Applicants are encouraged to carefully read these Guidelines before completing the online application form.

B. SELECTION CRITERIA

B.1 Eligibility of the Project

The Muhammad Subuh Foundation (MSF) has established the following eligibility requirements for projects applying to this grant program:

- Applications must be submitted directly by the organization responsible for implementing and managing the proposed project (the ultimate beneficiary).
- The project must have at least one Subud member in a key leadership position within the project team.
- The project must support the education of children under 12 years of age.
- The project must have a clearly defined purpose, scope and objectives.
- The applicant must be a legally registered charitable organization.
- Grant funds must be transferred to an organizational bank account. MSF cannot transfer grant funds to individuals' personal bank accounts.

B.2 Project Team Harmony

The project team must demonstrate harmony among its members. This will be assessed through feedback, interviews and references collected from World Subud Association (WSA) member organizations and organizations involved in educational projects.

B.3 Project Team Capacity to Execute the Project

The project team must demonstrate experience in managing similar projects related to the education of the very young.

Team members must have the skills, expertise, time and dedication required to successfully implement the proposed project.

The team must be committed to the project throughout its implementation and maintain continuity until its completion.

B.4 Organization, History and Sustainability Plan

The applicant must provide a comprehensive description of the organization, including its history, mission and relevant experience.

For existing projects: The applicant must provide information about the project's history, including how long it has been operating, its progress to date, its goals and what it expects to accomplish with the requested grant.

For new projects: The applicant must provide a detailed description of the proposed project, including a sustainability plan.

B.5 Appropriate Plan to Achieve the Goals of the Project

The applicant must present a clear, realistic and well-structured plan to achieve the project's goals and objectives.

The proposed plan must comply with applicable local and national laws and regulations and include a detailed project budget, specifying:

- The total cost of the project.
- The amount of funding already secured.
- The amount requested from MSF.
- When the funds will be needed.
- How the organization intends to raise any remaining funds required to complete the project.

A total of USD 10,000 is available for the 2026 grant cycle. This amount represents the total budget to be shared among the projects selected for funding, not the amount available per project. Applicants are kindly asked to consider this when determining their funding requests.

Applicants should also explain how their project could be implemented if MSF awards less funding than requested, including any adjustments to the project's scope, activities or implementation plan.

B.6 Impact of the Project

The project must demonstrate a clear impact on the community and its target beneficiaries.

This impact may be measured by the number of children benefiting from the project, the duration of the benefits, economic savings, or any other relevant outcomes identified by the applicant.

B.7 Application and Supporting Documents

Applications must be submitted by the established deadline and in accordance with the instructions provided in these Guidelines.

Applicants must provide all required supporting documents to enable MSF to properly understand and evaluate the proposed project. These may include the organization's annual report, audited financial statements, a sustainability plan and a project timeline.

B.8 References

The grant application must be supported by references from organizations or country members of the World Subud Association (WSA).

C. SELECTION PROCESS

The MSF Grant Manager will coordinate the grant application review and selection process, as outlined below.

C.1 Eligibility Review

All applications will be reviewed by the MSF Grant Manager to determine whether they meet the eligibility requirements outlined in Section B.1 of these Guidelines.

C.2 Feedback Process

The MSF Grant Manager will collect information, feedback and references from World Subud Association (WSA) member organizations and organizations involved in educational projects.

Interviews with applicants may be conducted when additional information or clarification is needed to assess their proposals.

C.3 Selection of Proposals

Once the eligibility review, assessment of selection criteria and feedback process have been completed, the MSF Grant Manager will present all pre-selected proposals to the Board of Trustees for consideration.

Each proposal will be discussed during an executive (closed) session of the Board. Decisions to award grants will be made through a vote in an open meeting of the Board of Trustees and recorded in the official minutes. In general, the Trustees seek to reach full consensus in the grant award process.

C.4 Notification and Signing of Grant Agreements

All applicants will be notified of the outcome of their applications.

Successful applicants will receive an official notification letter outlining the next steps. Grant recipients must sign and return a Grant Agreement setting out the terms and conditions of the grant before funds can be transferred.

Unsuccessful applicants will be informed of the outcome and provided with relevant feedback to help them address any areas for improvement in future applications.

C.5 Transfer of Funds

Once the signed Grant Agreement has been received, the MSF Grant Manager will coordinate with the MSF Treasurer to arrange the transfer of funds to the grantee's organizational bank account.

Grant funds will be transferred only when they are needed to initiate the project.

Once the transfer has been completed, MSF will inform the grantee of the approximate arrival date of the funds. The grantee must confirm receipt of the funds.

The transfer date and transaction reference number will be properly recorded.

D. REPORTING PROCESS

D.1 Use of Funds and Project Completion

Grant recipients must begin using the awarded funds for their approved project no later than 15 months from the date of signing the Grant Agreement. Failure to do so may result in the grant being rescinded.

The project is expected to be completed within 24 months from the date of signing the Grant Agreement.

D.2 Reporting by the grantee

D.2.1. Annual Progress Report

Grant recipients must submit an annual progress report to MSF covering the following:

- The use of grant funds, indicating whether they have been fully, partially or not yet utilized.
- Compliance with the terms and conditions of the Grant Agreement.
- Progress toward achieving the project's objectives and expected outcomes.

The annual report must be submitted within three months after the end of the grantee's fiscal year.

MSF will provide the Board of Trustees with a summary of project progress at least once a year or whenever requested.

D.2.2. Final Narrative and Financial Reports

Upon completion of the project, grantees must submit a final narrative and financial report within three months.

Narrative Report: A detailed description of the activities carried out, results achieved and progress toward the approved project objectives, including confirmation that the activities have been conducted in accordance with the terms of the Grant Agreement.

Financial Report: A detailed financial statement showing how grant funds were used, including expenditures by budget category and supporting financial records. The final financial report must cover all expenditures made with the awarded funds throughout the project, including those from previous fiscal years.

Grantees are also encouraged to submit photographs of their projects for inclusion in the MSF newsletter.

D.2.3. Compliance and Verification

Reports must provide sufficient information for MSF to verify that grant funds have been used in accordance with the terms and conditions of the Grant Agreement and that progress has been made toward achieving the project's objectives.

Failure to submit the required reports on time will result in MSF withholding further payments, if any, and declining future grant applications from the grantee.

The Board of Trustees may require independent verification of submitted reports when there are reasonable concerns about their accuracy or reliability.

E. STEP BY STEP ON HOW TO APPLY

E.1 Determine if You Meet the Criteria

Carefully read these Guidelines, including the eligibility requirements, selection criteria and selection process, to ensure that your project meets the requirements of the grant program before applying.

E.2 Submit the Online Application Form

Applicants must complete and submit the MSF online application form for projects supporting the education of the very young before the established deadline.

All required information and supporting documents must be submitted through the online application form.

For questions or assistance with the application process, please contact the MSF Grant Manager at renato.sotelo@msubuhfoundation.org.

E.3 Application Assessment

All applications will be reviewed by the MSF Grant Manager in accordance with the eligibility requirements and selection criteria outlined in these Guidelines.

During this stage, applicants may be contacted for interviews or additional information. MSF may also collect feedback and references from organizations or institutions affiliated with the World Subud Association (WSA).

Eligible proposals will be presented to the MSF Board of Trustees for consideration and final approval.

E.4 Grant Application Outcomes

All applicants will be notified of the Board of Trustees' decision.

Successful applicants will receive instructions on the next steps, including the signing of the Grant Agreement and the arrangements for the transfer of funds.

Unsuccessful applicants will be informed of the outcome and provided with relevant feedback for future applications.

F. HOW TO COMPLETE THE GRANT APPLICATION FORM

This section provides applicants with guidance on how to complete the MSF online application form for projects supporting the education of the very young. It explains the information required in each section and the supporting documents that applicants may need to submit.

F.1 Instructions

- All grant applications must be submitted through the official MSF online application form before the established deadline.
- Applicants must carefully read these Guidelines before completing and submitting their applications.
- All applications must be submitted in English. MSF will provide assistance to non-English-speaking applicants who need support completing the form and preparing the required documentation.
- Applicants are encouraged to prepare all required information and supporting documents before starting the online application.
- For questions or assistance with the application process, please contact the MSF Grant Manager at renato.sotelo@msubuhfoundation.org.

F.2 Applicant Information

In this section, applicants must provide the identification and contact details of the organization applying for the grant, as well as the person responsible for communicating with MSF throughout the application and project implementation process.

1. Name of the Applicant Organization	Provide the full legal name of the organization applying for the grant. This must be the organization responsible for implementing and managing the proposed project (the ultimate beneficiary).
2. Full Name of the Contact Person	Provide the full name of the person submitting the application and serving as the main contact with MSF throughout the application, project implementation and reporting process.
3. Organization's Address	Provide the complete address of the applicant organization, including city and country.
4. Contact Telephone Number	Provide the contact person's telephone number, including country and area codes.
5. Contact Email Address	Provide the email address of the person responsible for communicating with MSF regarding the application and project.

F.3 Project Information

In this section, applicants must provide detailed information about their organization and the proposed project, including its objectives, implementation plan, project team, budget and supporting documentation.

1. Description of the Applicant Organization	Describe your organization, including its mission, history, legal status, organizational structure, project team and any other relevant information.
2. Project Description	Describe the project, its objectives, who will benefit from it, and how it will address their educational needs.
3. Project Implementation Plan	Provide a detailed plan explaining how the project will achieve its objectives, including the activities to be undertaken, expected timeline and how success will be measured.
4. Project Team Details	Provide information about the project team, including each

	member's role, responsibilities, qualifications and relevant experience in similar educational projects. Explain how the team's skills, expertise and commitment will contribute to the successful implementation of the project.
5. Project Budget and Funding	Provide the total cost of the project, the amount of funding already secured, the amount requested from MSF, and when the funds will be needed. If additional funding is required, explain how your organization plans to raise the remaining amount.
6. References	Provide references from organizations or country members of the World Subud Association (WSA).
7. Organization's Annual Report	Upload your organization's most recent annual report, if available. This document is highly recommended but not mandatory.
8. Audited Financial Statements	Upload your organization's most recent financial statements, preferably audited, including a Balance Sheet and a Profit and Loss Statement, if available. These documents are highly recommended but not mandatory.
9. Sustainability Plan or Project Timeline	Upload your project's sustainability plan and/or implementation timeline, outlining how the project will be implemented and, where applicable, sustained over time. These documents are highly recommended but not mandatory.
10. Alternative Funding Scenario	If MSF awards less funding than requested, please explain how your organization would adapt the project, including any adjustments to its scope, activities or implementation plan. Indicate whether additional funding would be required to complete the project.

G. GRANT APPLICATION TIMELINE 2026

STAGE	TIMELINE
Application Period	October 1 – December 31, 2026
Application Review and Evaluation	January – February 2027
Board Decisions and Notification	March 2027
Grant Agreements and Transfer of Funds	March 2027 onwards

Note: Grant funds will be transferred once the corresponding Grant Agreements have been signed and the funds are required to initiate the approved projects.