

ISLAMIC DEVELOPMENT BANK
Cooperation & Capacity Development Department
Special Assistance Division
Communities Outreach Program

I. Procedures for New Applications

1. What type of Projects does the Special Assistance Program cover?

IDB provides assistance to educational, health and social projects for Muslim communities in non-member countries of the IDB. The assistance covers the construction of schools, vocational training centers, hostels, health centers, .etc. The assistance is provided for the construction works, purchase of furniture & equipment as well as purchase of building. **Operational expenses do not fall within the scope** of the IDB's assistance and are considered as the responsibility of the beneficiary society. The projects should be open to people regardless of their ethnicity, religion.. etc.

2. Who can apply? Muslim organizations/societies in the IDB non-member countries are eligible to apply for IDB assistance if they are :-

(1) Registered (2) Non-profit (3) Capable of running the Project after completion.

3. How to apply? Before sending your application to IDB, the following conditions are very important to ensure the processing of your application:

- Project Application Form must be duly completed.

Preferred to be typed - Separate sheets may be used to elaborate an item

- Society should be officially registered and highly active in the community
- The land deed where the project is located should be in the name of the society (except for purchase of building)
- IDB participates partially in the project cost and the organization/society should be capable to provide the remaining cost from its own resources or through fund raising.

4. Documents to be attached? Attach copies of the following to the Form:

1. Certificate of registration of the organization
2. Constitution or By-Laws of the organization
3. Land Deed of the proposed site in case of construction
4. Property evaluation report in case of purchase of building
5. Copies of financial statements for the last two years
6. Photographs showing the current activities of the society & the project site
7. Recommendation Letters from Govt. authorities, Embassies of IDB Member Countries and well known organizations/ persons
8. Sketch/ preliminary architectural design for the proposed buildings, or list of Equipment/Furniture if they are the main components of the project
9. Yearbook or other publications of the organization if any
10. F. C. R. A. (for India)

Note: Applying does not necessarily mean automatic IDB approval since IDB is receiving hundreds of applications and the Special Assistance Program budget is limited. However, selection of projects depends on:

- (1) Effectiveness of the responsible organization/society
- (2) Feasibility of the project (3) Geographical distribution of IDB projects

Please Send Your Completed Form to:

ISLAMIC DEVELOPMENT BANK

Manager, Special Assistance Division

P.O.Box 5925, Jeddah 21432, Saudi Arabia

Tel. of Bank # 9662-646-6734 or 6743 - Fax. # 9662-646-7081 - Email: special@isdb.org

[https://isdb-my.sharepoint.com/personal/awarsame_isdb_org/Documents/SPECIAL ASSISTANCE DEPARTMENT/SPECIAL ASSISTANCE DIVISION/FORM/MANUAL-PROJECTS-ENGLISH/Project Application Procedures and FORM .doc](https://isdb-my.sharepoint.com/personal/awarsame_isdb_org/Documents/SPECIAL%20ASSISTANCE%20DEPARTMENT/SPECIAL%20ASSISTANCE%20DIVISION/FORM/MANUAL-PROJECTS-ENGLISH/Project%20Application%20Procedures%20and%20FORM.doc)

II. Project application form

1. Project Name and Location:

Project's Name:

Address/ Location:

2. Country's Information:

	Total Population	% of Muslim	Major economic activities
Country			
State / Province			
Town/ village			

Number of similar projects in Town/Village:

Organization's Information

3. General Information:

Name as per Registration (In English):

Establishment year: (In Arabic):

Contact Person: Title:

Org.'s address:

Tel: Mobile: Fax:

E-Mail address: Website address:

Nature: NGO ☐ Other ☐ Specify:

Registration No: Date: Approved by:

No. of Board members: Elected every: years

Previously contacted IDB? Yes ☐ No ☐ If yes, give details:

4. Organization's Managing Committee:

	Name	Qualification	Job Title
1.
2.
3.
4.
5.

5. References : List below names of Government Authorities, Organizations, Individuals who recommended the organization / project (attach recommendation letters)

	Name	Tel. / Fax	Address
1.
2.
3.
4.

5.

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6. Organization's Main Objectives (as stated in its Constitution):

1. _____
2. _____
3. _____

7. Organization Actual Activities (Provide details and number of beneficiaries, student enrollment in case of education, out-patient & in-patient for health projects ..etc.)

1. _____

8. Organization's fixed assets:

Property/Machinery	Area (Sq. M)	Value in US\$
1. Land		
2. Buildings		
3. Equipment & Furniture		
4. Cash in hand & bank		
Total :		

Cash allocated for the project by the Organization/Society: _____

9. Annual Budget: Total for this year: US\$ _____ Total for previous year: US\$ _____

Income	US\$	Expenditure	US\$
1. Fees		1. Salaries	
2. Income Generating activities / Waqf		2. Maintenance, electricity, telephone & water charges	
3. Other Charges		3. Stationary, supplies... etc.	
4. Donations		4.	
5.		5.	
Total:		Total:	

Project's Information

10. Project's Name/Title: _____

11. Project's Objectives:

No. of beneficiary of the project when completed: _____ Students _____ Out/In-Patients _____

12. Project's Scope (Details of Services provided, description of buildings to be constructed, ..etc.):

13. Project's Justification (Why is this project needed? What is the loss if not implemented? Provide numbers):

14. Land Information:

Organization owns the land: Yes ☐ No ☐ If yes, give Area: _____ (sq. m).

15. Project's Components and Estimated Cost:

Component (building, equipment, furniture, etc)	Area (m²) (for each building)	Estimated Cost (US\$)
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
Total:		

16. Expected Operational Cost:

Item	Cost Per Year (US\$)	Sources of financing these costs
1. Salaries		
2. Maintenance, electricity, telephone & water charges		
3. Stationary, supplies,... etc.		
4. Other expenditures		
Total:		