

**ISLAMIC DEVELOPMENT BANK**  
Science, Technology and Innovation Department (STI)  
**Communities Outreach Programme**

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## I. Procedures for New Applications

### 1. What type of Projects the Special Assistance Program covers?

IsDB provides assistance to educational, health and social projects for Muslim minority communities and vulnerable communities (refugee and displaced people) in non-member countries of the IsDB. The assistance covers the construction of schools, vocational training centers, hostels, health centers, women empowerment, entrepreneurship, capacity building, etc. **Operational expenses do not fall within the scope** of the IsDB's assistance and are considered as the responsibility of the beneficiary society. The benefits of the projects should be open to people regardless of their ethnicity, religion, etc.

### 2. Who can apply? Muslim organizations/societies in the IsDB 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)
- IsDB participates partially in the project cost and the organization/society should be capable to sustain the project and 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 IsDB approval since IsDB 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

Communities Outreach Programme

8111 King Khaled Street, Al-Nuzlah Yamania Jeddah 22332-2444, Saudi Arabia  
Tel. of Bank # 9662-646-6734 or 6743 - Fax. # 9662-646-7081 - Email: special@isdb.org

## 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. \_\_\_\_\_

**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		
<b>Total :</b>		

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.	
<b>Total:</b>		<b>Total:</b>	

**Project's Information**

**10. Project's Name/Title:** \_\_\_\_\_

**11. Project's Objectives:**


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



