



Hidaya Foundation
www.hidaya.org

Application for Assistance Clean Drinking Water-Water Hand Pump – HF510

False information or incomplete form may cause rejection of application

Headquarters
Box 5481
CA 95056
944-3282

1. Is the applicant eligible to receive Zakat: Yes No Why? _____

2. Name of Applicant: _____ 3. Cash _____

4. Applicant's National ID Card No: _____ 5. Date of _____
(Attach a photocopy)

6. Complete Address: _____

7. Is water hand pump or another alternate water source exist within or near _____

7.1. If yes which is source and how far is it: _____

8. Approx. water level: _____ 9. Status of water nearer _____

10. Does Applicant work: Full Time Part Time _____

12. Has Applicant or family member received any financial _____

13. If yes, how much? _____ 17. _____

14. Father or Husband's Name: _____ Yes No

16. Total Family Members: _____

18. Total Monthly Family Income: _____

20. Is the Applicant or family affected by _____

21. Does family own home _____

22. Two references you _____

Name	Tel. Numbers & E-mail Address

By signing this form, I hereby agree that Hidaya Foundation can verify that I am eligible to receive assistance. I further certify that I have provided true and accurate information of any kind. I understand that if any time Hidaya Foundation finds any false information or criminal activity assistance will be immediately stopped.

Date: _____

OFFICE USE ONLY Application Form HF510Inv and attach to this document

By whom? _____ What date? _____

Was applicant or Country Manager? Yes No What date? _____

Regional Director _____ Date: _____



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Project Proposal
Clean Drinking Water - Water Hand Pump – HF510PPI
_____ **District Operations**

Headquarters
PO Box 5481
Santa Clara, CA 95056
Tel No: (408) 244-3282
mail@hidaya.org

Project Prop

Clean Drinking Water _____ mp

Environm

(Insert Occasio _____ ar)

(Insert D _____)

Submitted By:
(Name of Person)

Country Manager
Hidaya Foundation

Treasurer
Hidaya Foundation

Date: _____

Date: _____



Please Note: Hidaya Foundation is a charitable organization. It is Hidaya Foundation’s firm policy not to fund or support projects or activities that are politically or religiously motivated. Hidaya Foundation only supports projects that have a positive impact and improve the society at large, and directly benefit people at individual or collective levels.

1.0 Project Objective

The purpose of this project is to provide the drinking and clean water to our society they are unable to install their own water hand pumps because so they can be productive members of society as they grow. Those who are unable to install their own water hand pumps because of the lack of funds and there is non availability of potable water

2.0 Project Summary

Project details / questions	Planned
Proposed project name	
Occasion / Month / Year	
Objective of the project	
Total funds being requested in USD (\$)	
Total funds in local currency being requested	
Expected Currency Exchange Rate on the date of Conversion	
Source of funds (guidelines for each method) Zakat <input type="checkbox"/>	
Estimated project start date	
Estimated project completion date	
Type of assistance to be provided	
Total number of beneficiaries	
Cities/Towns/Villages where project will be executed.	
Project/Program Manager Name and e-mail address	
Backup Project Manager Name and e-mail address	
Name(s) of the person(s) who will purchase the equipment	
Name of the person(s) who will be responsible for the maintenance of the equipment	

every recipient; keep one copy at the district office and submit original form to the district office for review and approval in detail. It is suggested that the requestor write the details as if he/she is applying for approval from a financial institution. The approval process behind each section will determine the eligibility and approval process.



- Special emphasis should be given to project planning, project management, review and reporting processes and budget details to ensure that the requestor can convince Hidaya Foundation that he has thought through every detail in his/her mind and spelled it out in writing
- Photographs and/or Videos of the distribution at various times/days must be submitted to HQ
- Genuine original receipts for all purchased material must be submitted to District Office's local records
- For Banner size, wording, color and font, contact HQ
- District office should keep in mind that they may be required to provide details of all materials/commodities they intend to purchase. Please note, the District Office will select the supplier. The reputation of the supplier and product quality will be a factor in their decision.
- Make sure to read through the Project Completion Report template to ensure you can successfully execute the project and capture all the project details.

3.0 Project Planning

Provide detailed responses to the following questions (Use the space as needed to answer each question with adequate detail to ensure we understand how well the project will be executed):

3.1. Project Management

- Who will manage the project and what resources do they have?**
- Who will be the beneficiary of the project?**
- How many staff (and/or volunteers) will be used to help execute the project in a 6-month period?**
- What will be the budget for the project?**

3.2. Project Location

- What is the location of the project and what are the local conditions? (Every 15 days, 1 month, 3 months or 6 months)**
- How often will the project be presented to HQ? (Presentation, Overview or Interim report?)**
- What are the local conditions and what are their socio-economic conditions?**
- What are the local conditions and what are their socio-economic conditions?**



- c. How will the field investigation be performed for all beneficiaries to judge eligibility under Hidaya Foundation guidelines?
- d. How many total Poor will benefit from this project?
- e. Will more Poor's added to the project as they will be identified?

3.4. Preparation, Logistics and Distribution

- a. What will be the logistics for installation of hand pump? How will installation be ensured?
- b. What items will be used in installation? *(Please give complete list)*
- c. Where will the installation take place? (Beneficiary's location)
- d. What security measures will be taken during installation by the installation team as well as that of hand pump?

3.5. Purchasing

- a. What material(s) will be purchased?
- b. What material(s) will be bought from other areas? Please provide the name(s) of the other area(s).
- c. What are the names of the suppliers providing a bid from and for what material?

Note: The documentation for each supplier (with the business name, address, telephone number, and contact person) should be provided for purchasing.

3.6. Project Tasks

- a. List all the tasks to be completed.
- b. Identify the person responsible for each task.

3.7. Project Risks

- a. What risks do you expect to face during the life of this project (examples: weather, theft, groups or parties?)
- b. How do you expect to face in implementing this project?

Provide any other information or feedback that you feel will help Hidaya Foundation for future projects.



4.0 Average Project Costs

4.1. Cost of Materials / Commodities:

S. No	List of items actually purchased	Number of items	Price Per Unit	Sub Total	Number Pump
1	Pipe 1.4 inch (Plastic)				
2	Pipe 1.4 inch (Steel)				
3	Filter boring				
4	Plastic Taps				
5	Rope				
6	Water hand pump machine				
7	Boring rate.				
8	Threading				
9	Socket.				
10	Pecans/seal				
11	Mason				
12	Labor				
13	Bricks				
14	Cement.				
15	Hill sand/				
16	Concrete				
17	Color				
	Total				

4.2. Overhead Cost: (Fill in only the line items)

	List of other cost items in support of the	Comments
a	District office amortization cost over 5 y	
b	Loading, Unloading and transportation	
c	Packing Materials and Plastic Bags	
d	Packaging Labor compensation	
e	Distribution / transportation co	
f	Distribution Helpers	
g	Photographs and related ch	
h	Over head charges	
i	Documentation / copy	
j	Banners and advert	
k	Postage	
l	Conveyance	
m	Salary of emp	
n	Other	
	Total O	

4.3. Total

Total	.00
Local Currency 0.00 = \$0.00	
	\$.00



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I hereby certify that I will make sure that wrong elements of society (those who are involved in and/or terrorist activities) will not benefit from Hidaya Foundation's humanitarian project.

Project Manager's Name: _____ Sign _____

Date: _____ Title: _____

Reviewed and approved:

Operations Manager's Name: _____

Signature: _____

