



Hidaya Trust
www.hidayatrust.org

Application for Assistance One Million Meals – HT310App District Operations

False information or incomplete form may cause rejection of application

Central Field Operations
25 / 424 Hathi Dar
Shikarpur, Sindh 78100
Tel: 0726 – 522122 Fax: 522104
cfo@hidayatrust.org

1. Is the applicant eligible to receive Zakat: Yes No Why? _____
2. Name of Applicant: _____
3. Applicant's National ID Card No.: (attach a photocopy) _____ 4. Date of Birth: _____
5. Complete Address: _____
6. Does Applicant work: Full Time Part Time Unemployed 7. Profession: _____
8. Has Applicant or family member received any financial help from Hidaya or other sources in the last 2 years?
- 8a. If yes, how much? _____ 8b. and from where _____
9. Father or Husband's Name: _____ No
11. Total Family Members: _____ 11a. Male Adults: _____ 11b. Female Adults: _____
13. Total Monthly Family Income: _____ 14. Total Monthly Expenditure: _____
15. Is the Applicant or family affected by Death in Family, Natural Calamity or Physical Disability? Yes No
16. Does family own home or rent? Homeowner Renting If renting, how much? _____
17. What food items are applicant is requesting give details in table?

Photo or Finger Print

S.No	Food Item	Quantity
1	Wheat/Flour	
2	Cooking Oil	
3	Lentil	kg
4	Sugar	2 kg
5	Peas	1 kg
6	Onion	3 pieces
		6 pieces

18. Two references who can vouch for the information given above:

Name	Tel. Numbers & E-mail Address

I hereby certify that the information given above is true and correct. By signing this form, I hereby agree that Hidaya Trust can verify applicant's information. I further certify that I have no links to any terrorist or criminal activities of any kind. I understand that if any time Hidaya Trust finds that the information I have supplied is incorrect or the applicant is involved in any criminal activity, financial assistance will be immediately stopped.

Signature of _____ Date: _____

FOR OFFICE USE ONLY
Must Complete Field Investigation Form HT310Inv and attach to this document

Has Field Investigation been completed and form attached? Yes No By whom? _____ What date? _____

Sanctioned of Rs. _____ One-Time **or** Per Month for: 6 months 12 months Does Not Qualify

Was approval given from by Hidaya Trust President or Country Manager? Yes No What date? _____

Regional Director's Name & Signature: _____ Date _____



Hidaya Foundation
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Project Proposal
One Million Meals – HF310PPI
_____ **District Operations**

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

Project Proposal

One Million Meals
Social Welfare
(Insert District)

Submitted By:
(Name of Person)

Country Manager
Hidaya Foundation

Treasurer
Hidaya Foundation

Signature: _____

Date: _____

Date: _____

Date: _____



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

1.0 Project Summary

Project details / questions	Please fill in the answers in
Proposed project name	One Million Meals
Occasion / Event / Month / Year	
Objective of the project	Feed the destitute a
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 must be followed)	Za
Estimated project start date	
Estimated project completion date	
Type of assistance to be provided to the beneficiary	
Total number of beneficiaries expected to bene	
Cities/Towns/Villages where the project will be executed	
Project/Program Manager’s name, telephone number and e-mail address	
Backup Project Manager’s name and e-mail address	
Name(s) & Title(s) of the person(s) responsible for purchasing	
Name(s) of those who will be responsible for distribution	

Instruct

- The requestor must be a resident of the district; keep one copy at the district office and submit original form to the District Office.
- The requestor must provide a detailed description of dry ration only.
- The requestor must provide a detailed description of each section in detail. It is suggested that the requestor write the details as if he/she is applying for approval from a financial institution.
- The requestor must provide a detailed description of the need and thought process behind each section will determine the eligibility and approval process.
- The requestor must provide a detailed description of the budget details to ensure that the requestor can convince Hidaya Foundation that he/she has thought through the details in his/her mind and spelled it out in writing.
- Photographs and/or Videos of the distribution at various times/days must be taken for records and submission to Hidaya.
- Genuine original receipts for all purchased material must be submitted to Hidaya and photocopies should be kept for District Office’s local records.



- For Banner size, wording, color and font, contact Hidaya
- District office should acquire and submit to Hidaya three competitive bids for all materials/... they intend to purchase. Please note, the lowest price is not the only reason to select the supplier... of the supplier and product quality should be considered as part of the purchasing decision.
- Make sure to read through the Project Report template before implementation of... execute the project and capture all the required information

2.0 Implementation Details

Provide detailed responses to the questions asked (You are asked to answer each question with adequate details to explain how well the project will be executed):

2.1. Project Management

- a. Who will manage the overall project and who will you have?
- b. Who will be the backup project manager?
- c. How many supporting people (volunteers) will be used to help execute the project in a timely manner? (You are asked to answer this question after you complete the table 4)
- d. What will each person do?

2.2. Project Task

- a. What...
- b. What...

2.3.

- and what are their socio-economic conditions?
- ... be selected?

... investigation be performed for all beneficiaries to judge their eligibility under... on guidelines?

... families will benefit from this project?

... many total individuals will benefit from this project?

2.4. Preparation, Logistics and Distribution

- a. How will bulk food be packaged in smaller packets for distribution – who will make the packages (Choices: whole seller, retailer, supplier or the Hidaya team volunteers)



- b. What will the logistics be for distribution of goods? Will tokens be issued to beneficiary families before distribution? If not, what other process will be used to ensure a smooth, effective and timely distribution?
- c. What items will be distributed? How much quantity? What will be the composition of a food package for a family of two?
- d. How many days will the food package last? How many meals can be prepared from the food package?
- e. What will be the cost per food package (local currency) for a family of two?
- f. Where will the food distribution take place? (Beneficiary home, Hidayah Field office, or other location (identify)?
- g. What security measures will be taken during distribution by the distribution team as well as that of beneficiaries?

2.5. Purchasing

- a. What in-kind material(s) will be purchased from other areas? Please provide the name(s) of the other area(s).
- 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 receiving a bid from and for what material?

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

2.6. Project Tasks

- a. List all the tasks of the project
- b. List the tasks that require special attention

2.7. Financials

- a. How will the project be funded?
- b. How will the project be evaluated?

What are the major roadblocks or diversions do you expect to face during the life of this project (due to pressure from other individuals, groups or parties?)

What are the major difficulties/risks do you expect to face in implementing this project?

- c. How will potential opportunities be handled in the project?

2.9. Other: Use this space to provide any other information or feedback that you feel will help Hidaya Foundation improve its process for future projects



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3.0 Anticipated Project Costs

3.1. Cost of Materials / Commodities: *(Fill in only the line items actually needed for this project)*

	List of items to be purchased	Unit of measure	Number of Units needed (Quantity)	Price per Unit (Local Currency)
a	Rice	kg		
b	Wheat	kg		
c	Flour	kg		.00
d	Dal / Moong	kg		.00
e	Dal / Masoor	kg		.00
f	Edible oil	liter		.00
g	Sugar	kg		
h	Tea	g		
i	Dates	kg		
j	Milk	kg		
k	Other (List item here)			
Total Material Costs				.00

3.2. Overhead Cost: *(Fill in only the line items actually needed for this project)*

	List of other cost items to support the project	Comments
a	Loading, Unloading and transportation	
b	Packing Materials and Plastic Bags	.00
c	Packaging Labor compensation	.00
d	Distribution / transportation	.00
e	Distribution Helpers (each)	.00
f	Photographs and related	
g	Telephone charges	
h	Documentation /	
i	Banners and	
j	Postage	
k	Conveyance	
l	Other	
		0.00

Local Currency	.00
Rate	Local Currency 0.00 = \$0.00
US Dollars (\$)	\$.00
Head Costs)	

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

Project Manager's Name _____ Signature _____

Date _____ Title _____

Reviewed and approved:

Operations Manager's Name _____

Signature _____ Date _____