APPLICATION GUIDANCE NOTES

MWB Zakat Impact Fund

The Zakat Impact Fund welcomes applications from organisations delivering meaningful, long-term benefit to the Muslim community. These guidance notes explain what we look for, how to prepare your application, and what to expect from the process.

Our goal is to make applying straightforward, transparent, and accessible; while ensuring we maintain strong governance and zakat compliance.

1. Before You Apply

Please ensure you have read the following documents:

- **Who We Fund & What We Fund**
- **Eligibility & Non-Eligibility Guidance**
- **Zakat Policy**
- **Our Mandate & Outcomes**

If your proposal aligns with these documents and clearly benefits zakat-eligible individuals or strengthens the Muslim community more broadly, we encourage you to apply.

We strongly advise reading this guidance before completing the online application form.

2. What Makes a Strong Application?

Your application should communicate your idea clearly and concisely, showing us how your work will deliver positive outcomes for the Muslim community.

The strongest applications usually demonstrate the following:

2.1 A Clear Purpose

Explain:

- The problem you aim to solve
- Who experiences this problem
- Why it matters now
- How your proposal addresses it

We value applications that are thoughtful, specific, and evidence-based.

2.2 Strong Zakat Eligibility

Every application must show how the proposed work meets zakat requirements.

Applicants should specify:

- **Which zakat category applies**
  (e.g., poor, needy, debt relief, fi sabilillah)
- **Why your beneficiaries qualify**
- **How you will ring-fence zakat funds**

- **How eligibility will be assessed and monitored**

We are open to supporting a broad range of activities where the case for zakat eligibility is well-reasoned and responsibly managed.

2.3 Measurable Impact

We look for:

- Clear expected outcomes
- Defined KPIs or success indicators
- A realistic delivery plan
- A compelling rationale for why your approach will work

Impact does not need to be immediate — long-term structural change is equally valued.

2.4 Strong Governance

Well-governed organisations are better placed to deliver their work responsibly.

We assess:

- Leadership strength
- Financial controls
- Safeguarding (where relevant)
- Transparency and reporting history
- Your organisation's track record (if available)

We are also open to funding newer organisations where governance is clear and emerging capability is strong.

2.5 High Leverage & Long-Term Value

We prioritise initiatives that demonstrate:

- High social return for the investment
- Ecosystem value (strengthening institutions, infrastructure, or representation)
- Addressing neglected but critical needs
- Unlocking additional funding or influence

Small grants that create large ripple effects are especially encouraged.

3. Required Documents

As part of the application, you will need to provide:

- **Governing document** (e.g., constitution, articles)
- **Latest annual accounts**
- **Bank details** (dual-signatory accounts required)
- **Safeguarding policy** (if applicable)
- **Financial controls policy**
- **Conflict of interest policy**
- **Project budget** (detailed and itemised)
- Any supporting evidence or research relevant to your proposal

Missing documentation may delay or disqualify an application.

4. The Assessment Process

To ensure fairness and quality, the Fund follows a clear multi-stage process.

Stage 1 — Screening

We check for:

- Eligibility
- Completion of all sections
- Necessary attachments
- Alignment with the Fund's purpose
- Basic governance and compliance

Incomplete or clearly misaligned applications are declined at this stage.

Stage 2 — Full Assessment

Shortlisted applications undergo deeper review, including:

- Impact and outcomes
- Zakat eligibility
- Organisational strength
- Deliverability
- Budget and value for money
- Long-term potential
- Risk assessment

Multiple reviewers may assess each application for fairness.

Stage 3 — Grants Committee Review

The Grants Committee reviews all assessed applications and:

- Discusses proposal strengths and risks
- Prioritises according to mandate and available funds
- Makes funding recommendations to the Trustees

Stage 4 — Trustee Approval

Trustees review:

- Recommendations
- Zakat compliance
- Risks
- Overall portfolio balance
- Strategic fit

Trustees have final decision-making authority.

Stage 5 — MoU & Disbursement

If approved:

- You will be issued a Memorandum of Understanding (MoU)
- Funds will be released according to agreed schedules
- Reporting expectations will be confirmed

No funds are released before bank verification and MoU completion.

5. Reporting Requirements

Successful applicants must provide:

Quarterly Reports

- Narrative progress update
- Financial summary
- KPI tracking
- Any key challenges or risks

Annual Impact Statement

This should include evidence of outcomes, learning, and future plans.

Templates will be provided to ensure reporting is straightforward and consistent.

6. Support for Applicants

If you have questions or would like initial guidance on eligibility, please contact us at:

adil@islamicfinanceguru.com

We aim to support organisations with clarity and fairness and to encourage strong, mission-aligned applications.