



## MUHAMMAD SUBUH FOUNDATION

### APPLICATION FOR A SUBUD PROJECT

#### INSTRUCTIONS

1. Please fill in this form by ticking in the appropriate boxes and write clearly in English. If the space is insufficient or if you have additional information, please write this on a separate sheet of paper.
2. If you are unable to complete and forward all the items at the time you submit your application, you can supplement this information later, but remember missing information can slow up the processing of your application.
3. Please send your completed application with copies of any additional information to the Administrator of The Muhammad Subuh Foundation at the following address:

Lillian Shulman  
8408 SE 33<sup>rd</sup> Ave, Portland, OR 97222, USA  
Email: [lilianshulman@netscape.net](mailto:lilianshulman@netscape.net)

4. Lastly, please send a copy of your application to your National Committee and Zone Chair.

#### APPLICANT

Name of Applicant: ....**SEKOLAH BINA CITA UTAMA in Rungan**

**Sari**.....

Name of person submitting application and with whom the Foundation should correspond:

**Michael van der Matten, Sekolah BCU general manager**

Address for correspondence: **Kompleks Rungan Sari, Jalan Tjilik Riwut km 36, Bukit Batu, Palangkaraya 73225, Kalimantan Tengah, Indonesia, [www.bcu-school.org](http://www.bcu-school.org)**

**Telephone: Michael: +6285820123780 or +441784435284**

**Rashidah: +6281952003734**

**E-mail: [michaelvdma@onetel.com](mailto:michaelvdma@onetel.com) please copy to [utamigeiger@gmail.com](mailto:utamigeiger@gmail.com)  
[rashidahmacd@hotmail.com](mailto:rashidahmacd@hotmail.com)**

#### LOAN OR GRANT

We hereby apply for a grant/loan (or both) from the Muhammad Subuh Foundation for our Subud Project as follows:

**Grant: 30,000 ..... US dollars**

**Loan: 18,000..... US dollars**

**Repayment Term: ...5....years. Int: 0%, ...start after 3 years.....**

**Total: 48,000..... US dollars**CATEGORY (tick whichever

is applicable)

- New Project

- Existing project: **since 2005**

- National Project  
 Local Project for ..... (eg. name of group)  
 Other please specify):

**Providing quality education in Central Kalimantan, which also acts as a vehicle for building a positive image of Subud in Kalimantan and further strengthening the Rungan Sari community.**

**PROJECT OUTLINE** (brief description of the project, max. 200 words)

Sekolah Bina Cita Utama is the school in Kalimantan that was founded and run by Subud members, the principals, the management and some of the teachers are in Subud.

The school has experienced very fast growth of the number of pupils in the last 6 months; it has grown from **36** pupils in 2007 – 08 to **53** pupils in the present school year.

Unusually, for the start of the new term in January, there are 5 new applications of pupils.

This brings the total number of pupils to **58**.

At the same time we are confronted with a new law which means that schools have to own their premises. BCU has agreed with the present owner Bapak Siregar to purchase the school building.

Due to the recent strong growth of the school, there is now an **urgent** need to build more classrooms for the anticipated further growth for the new school year starting in July 2009. The project consists of building 4 classrooms, kitchen and toilets plus fittings/ equipment.

**ORGANISATION**

1) The project is a separate legal entity: **YES**

2) If "yes" describe the legal status (incorporated body, registered charity etc. )

**NOT FOR PROFIT FOUNDATION LEGALLY REGISTERED IN THE REPUBLIC OF INDONESIA (YAYASAN IN INDONESIA)**

.....

3) The project is run by another legal entity: yes / no

If "yes" describe the legal status .....

Will this entity be the recipient of funding for the project ? yes / no

If "no" who will be the recipient ? .....

4) In case no legal arrangements are in place for the project, explain why not and what steps you will take to get proper arrangements in place

.....  
.....

5) Documents required:

- Copy of Memorandum/Articles of Association
- Recent copy certificate of registration

Please make sure that essential parts of these documents are in English language

6) MSF seeks cooperation with the Wings wherever possible.

Is the project associated with one of the Wings? **Yes, BCU School is an associate member of Susila Dharma International**

If "Yes" the Foundation will ask the Wing's advice on the project;

If "No" which organisation and/or persons could the Foundation approach for advice on your project? .....

.....

7) Names of any International Helpers, WSC members or MSF Foundation Trustees who visited the land/project, if any: **Ibu Rahayu, Sharifin Gardiner, Ibu Ismana, Andrew Holloway, Olivia Reksodipoetro, Hannah Baerveldt, Osanna Vaughn, Frederic Richard, Maya Bernardes, Muchtar Martins, Simone Paige and Rusdi Bustillo.**

**GOALS OF THE PROJECT - YOUR VISION**

Describe what it is that you want to achieve. What is it that makes your project 'special'? Who will benefit and how?

**VISION OF BINA CITA UTAMA:**

To develop a high quality, human centred learning environment to act as a model school which can be replicated throughout the province.

**OUR MISSION:**

To act as an innovative educational community in the Palangka Raya district offering challenging programs of studies and a high quality environment for learning; to nurture individuality, self worth, a sense of humanity and to educate children to become adults that will make a positive contribution to the development of their communities and the world. Further we offer teacher training for teachers of local schools

**Who we serve and what is special?**

SBCU is the only National + school in the province and is regularly mentioned by the Governor of the province as a good example for education.

National+ means that the teaching is in the English and Indonesian languages and uses the Indonesian curriculum and is enriched with international curriculum and modern methodologies.

Children come from the Palangka Raya and Kasongan areas. The school educates now 55 children among whom there are 10 children of poor families from surrounding villages who are supported by scholarships from mainly Subud members.

The school has built up a good name in the province and is now becoming increasingly well known through visits of the Mayor, Head of Education of Palangka Raya and other functionaries and through several newspaper articles. The school has the strong support from the Department of Education in the province. The school has become a vehicle for people from this area to understand what Subud really is.

The BCU school is well integrated in the Rungan Sari community and - as educational facilities are an essential function for any community - it helps to attract Subud families to live here by providing a quality education for their children.

Also the school is supported by young volunteers and by retired Subud members who teach/help part time art, language, theatre and other curriculum/cultural activities.

To help the development of teachers of schools in the local area YUM and BCU have jointly successfully applied for a grant for a Teachers Training project to train 80 teachers during 2009. The preparations are well underway.

**Due to its very fast growth in the past 6 months (60% increase) the school is practically "bursting" out of its existing classrooms and we need urgently to build more classrooms to cater for the continuing growth.**

**BCU is independently audited on an annual basis and its books are set up in a transparent way and on request its books will be available to MSF personnel.**

The school's website is [www.bcu-school.org](http://www.bcu-school.org) and will be updated again in 2009.

#### **YOUR PLAN FOR THE PROJECT**

What is your plan for achieving this vision, and how will you know that and when you have achieved it? (A fully developed plan will greatly assist your application)

**Our objective is to buy the present schoolhouse and build 4 more classrooms to cater for growth of the school from 55 to 95 pupils**

**A.** We have made great efforts in fundraising during the past 6 months and have received a donation for the purchase of our schoolhouse.

**This is very important as there is now a law for schools to own their property!**

This purchase has now been agreed.

This means that the school will own the land on which the new classrooms will be built.

**B.** The growth to 95 pupils is essential for the survival of the school; the costs of a small National+ school are relatively high and our breakeven point is 90 pupils.

**C.** At present the shortfall in our monthly operating costs is funded by regular donations of Subud members whom we regard as honorary Founding Partners.

**D.** The extension of the existing school building that is being purchased from the Siregar Family will consist of:

4 classrooms

1 kitchen for preparation of lunch and snacks

2 toilets for girls

2 toilets for boys

**E.** The cost plan is shown below.

**F.** The milestones of the time schedule are as follows:

**December 2008:**

Written agreement between BCU and the Rungan Sari Resident's Association has been signed; this contains the clause that the school can grow to 95 pupils in this location. Complete all legal arrangements for purchase of the present schoolhouse  
Dimensions, location and concept have been drawn up and price has been determined

**January 2009:**

Complete detailed design and drawings of the extension  
Get competitive quotations from 3 builders to optimize the price.  
Secure funding for the extension

**February 2009**

Review prices, possible modifications and select contractor

**March – May 2009**

Construction of the building

**June 2009**

Fit out, installation of equipment

**Opening on 22 June and ready for the new school year in July**

**THE PEOPLE IN THE PROJECT**

Please give details of the team that will work on this project, including their competence, qualifications and track record for this kind of venture.

In addition, if this project is being proposed by an organization, please provide information about the history and structure of the organization, including its officers and directors and its financial situation (include recent annual report, if available audited accounts)

1. Michael van der Matten: General Manager of BCU and responsible for this project. Background: Technical director of a number of companies, incl. an enterprise where he was responsible for the construction of 15 hotels. Extensive experience in project management and general management of enterprises and NGO's. Master degree in Aeronautical Engineering.
2. Utami Geiger: Chairperson of the BCU School Board. Responsible for government relations and legal contracts. Utami has a long-standing background in educational projects and was one of the founders of the Cita Buana National Plus School in Jakarta. She has a degree in Structural Engineering and experience in business management.
3. Rashidah MacDonald: Deputy General Manager of BCU and member of the Executive Board of BCU. Degree in architecture and has also worked in administration for many years.

**PROJECT CONSULTANTS:**

Bachrun Bustillo. Member of the Board of BCU (Supervisor). Owner and manager of building company PT Kalimantan Usaha Bahagia in Rungan Sari, has successfully built and completed over 10 construction projects.

Daniela Bustillo: Designer and landscape architect. She is part of the staff of PT KUB, Technical Department.

## THE BUDGET FOR YOUR PROJECT

Please provide detailed costings for your project, and give information on how much money you have already raised, how much you are seeking through this application, when you will need it and how you will raise the remainder.

**A.** For the school house a purchase price of Rp 400,000,000 has been agreed with the present owner. This represents a reduced price as the owner is a dedicated Subud member and Kalimantan pioneer who wants to help the school.

**B.** The construction for the 4 classrooms, kitchen and 4 toilets comprise an area of 165 square meters. For the construction cost of this rather simple type of building we have calculated a cost of Rp 3,000,000 per square meter. This is fully in line with present building costs in our area. So total building costs: Rp 495,000,000

**C.** Furnishings, Fittings and Equipment.

This includes sinks, cupboards, fridge, chairs, and tables.

Rp 50,000,000

**D.** Legal costs: Rp 20,000,000

**E.** Architect cost: Donation

The exchange rate of the Indonesian Rupiah has fluctuated recently between Rp 9,000 and Rp 12,000 to 1 US \$

### COST SUMMARY

	M Rp	US \$ (Rp 10,000 to 1US\$)
Purchase present school building	400	40,000
Construction work of classrooms, etc	495	49,500
Furnishing, Fittings and Equipm.	50	5,000
Legal costs:	20	2,000
Architect services:	--	-----
<b>TOTAL COSTS</b>	<b>965 MRp</b>	<b>96,500 US \$</b>

### MONEY RAISED

	MRp	US \$
Earmarked donation for purchase:	400	40,000
MSF grant	300	30,000
MSF loan	180	18,000
School funds	85	8,500
<b>TOTAL INCOME</b>	<b>965 MRp</b>	<b>96,500 US \$</b>

**BANK INFORMATION**

1) Your organization's bank account particulars:

Bank name: **Bank Negara Indonesia (BNI) Palangkaraya Branch**

Bank address: GEDUNG BATANG GARING, JL.JENDRAL SUDIRMAN KAV.1, PALANGKARAYA, KALIMANTAN TENGAH, INDONESIA

SWIFT address ...**BNINIDJA**.....Bank code nr.....(ABA/Sortcode) Bank

Account name: **YAYASAN BINA CITA UTAMA**

Account number: **0083731002**

(Name and address and other details of your Bank's correspondent bank in New York:

.....

)

**Are there any currency exchange restrictions or other restrictions on the movement of funds to/from overseas in your country? NO**

If yes, please describe: .....

**I declare that the above information is true:**

Signed by:

Dated:

Name:

(Signature)

**Michael van der Matten**

(BCU School General Manager)

Dated:

Signed by:

(Signature)

Name:

**Utami Geiger**

(Chair of BCU School Board)

**REPORTING**

You will be requested to send a **yearly report** (including photos) to the Muhammad Subuh Foundation's Administrator – with copy to your National Committee.

Agreed by:

Name: .....**Michael van der Matten**

.....  
(Person submitting application and with whom the Foundation should correspond)

Signature:

Date: