

Fundraising Licence Application



Mosque Development Strategic Unit
Majlis Ugama Islam Singapura
1 Lorong 6 Toa Payoh Singapore 319376
www.muis.gov.sg / www.mosque.org.sg

Fax : 62523235

For Official MDSU only	
Date Received	
Application Reference No.	
Application Result	GRANTED / NOT GRANTED
MOSQUE NAME	
DATE OF APPLICATION	

Application must be completed in full, For information or assistance completing this application, please contact Mosque Development Strategic Unit, Muis at 62568185. You can mail the completed application form to the above address or fax no. 62523235. All information submitted here will be kept strictly confidential.

PART A : TYPE OF APPLICATION		Tick (✓) if YES in <input type="radio"/>
New License Application <input type="radio"/>	Renew License Application <input type="radio"/>	
CURRENT LICENCE NO.		
<input type="text"/> / <input type="text"/>		

PART B : MANAGEMENT OF FUNDRAISING CAMPAIGN

Name of Mosque : _____

Campaign Team

Campaign Coordinator:	Designation:
Contact No:	E-Mail:

Campaign Secretary:	Designation:
Contact No:	E-Mail:

Campaign Treasurer:	Designation:
Contact No:	E-Mail:

Campaign Overall in-charge (MMB):	
Contact No:	E-Mail:

Authorised by Chairman/Secretary:

Authorised Signature:

campaign brief

PART C : CAMPAIGN DESCRIPTION

NAME of Campaign

OBJECTIVE of Fundraising

PART D : FUNDRAISING PLAN / IDENTIFIED PROJECTS / INCOME SCHEDULE

List ALL projects which have been identified to achieve amount to be raised stated in PART C.

(please attach a separate table if the spaces provided are insufficient)

Concept papers underlying fundraising strategies and action planning prepared by Project Team or MMBs can also be attached to this application

Name of Project	Frequency <small>(how often?)</small>	Start Month	End Month	Target Amount (\$)
Target Income (100%)				
Budget for Fundraising Expenses (max is 30% of target)				
NET (~70%)				

PART E : MARKETING MEDIA + COLLATERALS

Proposed designs, products and items as marketing collaterals during the campaign should be included in this application. Digital photos are also acceptable.

- | | |
|---|-------------------------------------|
| <input type="radio"/> NEWSPAPERS | <input type="radio"/> TV / RADIO |
| <input type="radio"/> REGULAR MAIL | <input type="radio"/> E-MAIL |
| <input type="radio"/> POSTERS, FLYERS & BANNERS | <input type="radio"/> WEBSITES |
| <input type="radio"/> PRODUCT SELLING | <input type="radio"/> SMS BROADCAST |
| <input type="radio"/> DONATION TINS/CARDS/COUPONS | <input type="radio"/> TELEPOLL |

Others, please specify :

PART E : ATTACHMENTS

Please attach the following copies of the following documents if applicable and available;

- Mosque Annual Budget
- Fundraising Plan or Concept Paper
- Proposed Designs of Marketing Collaterals
- Proposed Designs of Donation Tins/Cards/Coupons
- Proposed Design and Schedule of Newspaper Advertisements
- Contract Drafts & Agreements

END OF APPLICATION

Please use the prepared cover pages for each part of required attachments

FLA

part a

**MOSQUE ANNUAL BUDGET
& ANNUAL FUNDRAISING PLAN**

COVERPAGE

FLA

part b

**MARKETING AND DONATION
COLLATERALS DESIGNS,
NEWSPAPER ADVERTS**

COVERPAGE

FLA

part c

**CONTRACTS/DRAFT
AGREEMENTS**

COVERPAGE