

Weekend School – Funding Application Form

NOTICE OF CONFIDENTIALITY: This Zakat Form includes Confidential Information intended only for restricted, internal use by authorized personnel exclusively for evaluation of Zakat requests. Unauthorized use, copying, distribution or dissemination is strictly prohibited.

INSTRUCTIONS: This form is to be completed by any weekend school that is seeking zakat funding from Zakat Chicago.

<i>(Shaded Area for Office Use Only) >></i>	<u>Weekend School Code:</u>		<u>Reference Number:</u>	
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_____ New Application _____ Renewal Application (of an Application previously approved by Zakat Chicago)

Part 1 – Weekend School Information:

_____ Telephone: _____
(Weekend School Name) (Area Code) Number

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____

Website: _____

Weekend School Contact

Contact Name: _____
(Last) (First)

Contact Title: _____

Contact Phone: _____

Contact E-mail: _____

Part 2 – Questionnaire

Please answer each question to the best of your knowledge.

Q1	In what region of the Chicago area is your Weekend School located? Is your weekend school affiliated with a Masjid or other organization? If yes, please provide the name and address. Is your Masjid / organization a registered IRS Section 501 (c) (3) organization?
A1	

Q2	Does the affiliated Masjid or organization provide funds for the weekend school? If yes, what amount? Do parents pay tuition for the students? If yes, what amount? Are textbooks included in the tuition cost? Please list all sources of funding that your Weekend School receives. Please provide a school budget. Please provide a current financial statement.
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A2	
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Q3	What is the total amount of funding being requested by your weekend school? How many students are enrolled in the weekend school?
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A3	
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Q4	<p>What amount is being requested for books? Please list the books and amounts.</p> <p>What amount is being requested for school supplies? Please list the supplies and amounts.</p> <p>What amount is being requested for teacher’s salaries? How many teachers? At what rate are they paid? Are there volunteer teachers?</p> <p>What amount is being requested for food? What amount per student per week?</p>
A4	

Q5	Are you requesting funds for any other category? Zakat Chicago typically does not provide funding for rent, overhead expenses, operational costs, or salaries of staff (other than teachers).
A5	

Q6	How long has the weekend school been established? What are the days and hours of the weekend school?
A6	

Q7	Organizations receiving funding from Zakat Chicago are indeed supporters of our mission to institutionalize Zakat in the Chicago area. It is expected that such organizations will promote Zakat Chicago and its mission.. Please list the methods your organization is willing to use to promote Zakat Chicago.
A7	<p>Please indicate below the cooperation your organization is willing to extend to Zakat Chicago. The items below you agree to <i>will be considered your commitments</i> if ZC approves your application in full or in part. Will your organization –</p> <ol style="list-style-type: none">1. <u>Yes / No</u> - Place the Zakat Chicago logo on its website?2. <u>Yes / No</u> - List Zakat Chicago as a sponsor or partner in its promotional materials, especially for the projects sponsored?3. <u>Yes / No</u> - Publish one page of Zakat Chicago’s promotional; material in your organization’s annual report or the annual banquet’s program book?4. <u>Yes / No</u> - Forward Zakat Chicago’s promotional email to your metropolitan Chicago email list, especially during the month of Ramadan?5. <u>Yes / No</u> - Is there other promotional assistance that can be provided?

Please feel free to attach additional information or exhibits for our consideration of your application.



A Service of the Council of Islamic Organizations of Greater Chicago

I understand that the application information provided on this form is true and accurate to the best of my knowledge and consent to use in connection with this request for Zakat.

If this Application is approved, the Weekend School agrees to:

- 1. Provide Zakat Chicago with a current financial statement.
2. Send Zakat Chicago semi-annual progress reports (unless agreed to otherwise) listing how many students have benefited from the zakat funds and how the funds provided have been utilized.
3. List Zakat Chicago as a partner or sponsor in its promotional materials, and place the Zakat Chicago logo on its website for the duration of the time period that support is provided.

Contact Name: _____

Signature: _____

Date: (mm/dd/yyyy): ____/____/____

(For Office Use Only)

Part 3: Plan for Funding

Zakat Chicago
Comments:

Allocation of Zakat Funds: _____

Zakat Fiscal Year: _____

Signature: _____
(Chairman's Signature)

Date: (mm/dd/yyyy): ___/___/_____

Zakat Committee Project Coordinator: _____

Date Paid: ___ / ___ / _____

Signature: _____

Amount Paid: \$ _____

(Treasurer's Signature)

Check Number: _____