

Guidelines & Conditions for 2008-2009 ISB Awards

Applications are invited to apply for an educational grant established by ISB for its members. ISB is committed to the promotion of learning amongst its membership, in order to improve themselves and the society around them.

The following guidelines and conditions should be carefully read by all interested parties before completion of the application form.

1. Closing date for applications: **5th May 2008.**
2. The awards are only available for courses related to Islam, Muslims or the Arabic language. For example this could be a traditional Shariyah Course in Egypt or a Muslim Chaplaincy Course in the U.K. It can be long distance learning or a residential course.
3. Applicants who apply to one of the recommended institutions compiled by ISB and YM, will be favoured.
4. The awards may be offered only to members of ISB and YM, who have at least a minimum of 1 year's membership, at the time of the application closing date.
5. The intention of the award is to cover either study costs or travelling and maintenance expenses while a planned period of study is undertaken at an institute.
6. The sum to be allocated for the 2008 awards will be determined by a sub-committee (hereafter referred to as the awards' committee) approved by the ISB executive, based on the most promising applications. **No single award will exceed £1000.** 'Top-up' applications and those matching funding from the awards with local funding will be favourably considered. In exceptional circumstances, an award may be given to an individual, which exceeds the £1000 limit, however sufficient evidence must be contained in the application to warrant such an award being offered.
7. The award is tenable during 2008 and remittance will be upon receipt of an acceptance letter from the agreed institution of study.
8. **As of this year only half the award money will be issued before commencement of the period of study, subject to a confirmation letter from the institution. The remaining money will be given on satisfactory completion of the course after submission of appropriate receipts.**
9. It is envisaged that a decision on applications will be reached within weeks of the closing date. The secretary will be in close liaison with applicants following the closing date to inform them of any decisions. The applicant may be required to attend

an interview before the selection committee; if necessary the applicant will be contacted.

10. The application form covers justification for the support sought for the period of study, educational background, personal and family financial circumstance and personal development.
11. All sections of the application form must be completed before an application is submitted. Incomplete forms will be returned without consideration.
12. Details of the nature of the study to be undertaken should be enclosed, along with confirmation from the host institution, which the applicant will attend.
13. If an applicant would like funding for a course he/she is currently pursuing (i.e. 2nd year or above), then examination results and references from the college or institution should accompany the application form.
14. Successful applicants will be expected, on completion of their course or study, to contribute to the work within ISB and YM, in a department they feel will be most useful. Insha'Allah, this will ensure they can contribute their knowledge and understanding directly towards the organisation's development.
15. The nature and duration of this commitment should be agreed between the grant recipient and the awards' committee before study is undertaken. However, the duration should reflect fairly towards the number of years the person is funded. This is a commitment in trust and failure to fulfil will be left on the conscience of the grant's recipient.
16. Successful applicants will be expected to contribute an article to the Connection publication following completion of their study.

**MEF TEAM
2008**