



# Ambat Ithapiri Endowment Fund Housing Aid

Guidelines to fill and submit the application for Housing Aid.

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## Applicant Guide for registering & applying for Housing Aid

### Preface

This document explains the applicant registration and application process in step-by-step mode. For applying for the housing aid, the applicant has to complete their self-registration on this grant management system. After completing registration, you can view the current grants available under the grant management system. This Fund is managed by The Malankara Mar Thoma Syrian Church Charitable Department, Tiruvalla, Kerala.

You will need a valid and working e-mail to register and use this site. After initial sign-up and completing the basic profile, you can log into your applicant dashboard using your e-mail and password you set. Please go through all the forms carefully and fill all the information correctly.

After completing the profile registration, on your applicant dashboard, you can select Browse Grant menu to see the available Housing Aid/ Other Grants. Please review the qualifying criteria for these grants and the guidelines before starting the application process.

The approving and granting of the Housing Aid grant are at the sole discretion of the committee responsible for this. The grant amount also depends on the available funds and the eligibility valuations done by the committee. Any deliberate misinformation or misrepresentation of facts will lead to the rejection of the application and even blacklisting the applicant for any further grants. On approval of the grant, the applicant will have to sign an affidavit with the Mar Thoma Syrian Church and has to adhere to the content agreed therein.

Here is a detailed screen-shot guide of how to register your account and apply for this Housing Aid grant.

Click on the below URL to access our grants portal website:

<https://ambatief.ajitisaacfoundation.com>

[Document checklist for applying for a Housing Aid grant](#)

Please arrange for below and keep these handy before starting the application process here:

- Applicant scanned passport photo (jpg / jpeg / png)
- The Land Deed Title in PDF format
- Vicar (Marthoma Parish) recommendation letter in PDF format
- Scanned copy of Passbook for Bank A/c details (Passbook pages showing A/c number, Name of Account Holder, IFSC code) in PDF format
- Housing construction approved plan in PDF format (optional)



## Applicant Guide for registering & applying for Housing Aid

### Registration step-by-step process

Home Foundation Blog

AI FOUNDATION

AMBAT ITHAPIRI ENDOWMENT FUND

Malankara Mar Thoma Syrian Church

Sign In / Register

Log in to Applicant Dashboard OR Register for a New Account

# Our Commitment for Education, Housing and Medical Aid for the community in need

A Scholarship and Grant Fund for the Mar Thoma Community. Sponsored by Ajith Isaac Foundation and executed in co-ordination with the Malankara Mar Thoma Syrian Church.

Grant Title Enter Loca Explore Grants Now

AIEF Sponsored GRANTS

(Fig- 1)

This home page allows a new applicant to **Register** or **Login** to the portal. Registration is mandatory for applying for any Grants. Registration for a person is only once, after that they can login to the portal whenever they need to access it and apply for various grant. Please do not create multiple applicant registration for the same person (applicant).



## Applicant Guide for registering & applying for Housing Aid

Malankara  
Mar Thoma  
Syrian Church



മലങ്കര  
മാർത്തോമ്മാ  
സുറിയാനി സഭ

AMBAT ITHAPIRI ENDOWMENT FUND

**To create a new  
Applicant Account**

### Applicant Log In

Don't have an account? [Create Account](#)

 Keep me logged in[Forget Password](#)

Log In →

" Do what you can, with what you have, where you are. " — Theodore  
Roosevelt

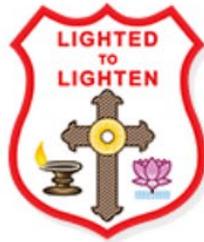
(Fig-2)

The applicant can either **Login** (Fig-2) by providing their e-mail and password OR for the first-time create a new account by clicking the **Create Account**. If you selected the **Create Account link**, a registration form will appear as shown in Fig-3 below.



## Applicant Guide for registering & applying for Housing Aid

Malankara  
Mar Thoma  
Syrian Church



മലങ്കര  
മാർത്തോമ്മാ  
സുറിയാനി സഭ

### AMBAT ITHAPIRI ENDOWMENT FUND

## Create Account

Already have an account? [Log In](#)

Please register **ONLY ONCE** with your own personal e-mail and verify your e-mail. **IF YOU REGISTER MULTIPLE ACCOUNTS HERE WTH DIFFERENT EMAILS, YOUR APPLICATION WILL BE DISQUALIFIED.** Check your inbox/spam/junk for the e-mail verification link.

Refer this [User Guide](#) for more info.

CREATE ACCOUNT AS A

 Applicant





I've read and agree with [Terms of Service](#)

**Create Account** →

(Fig-3)

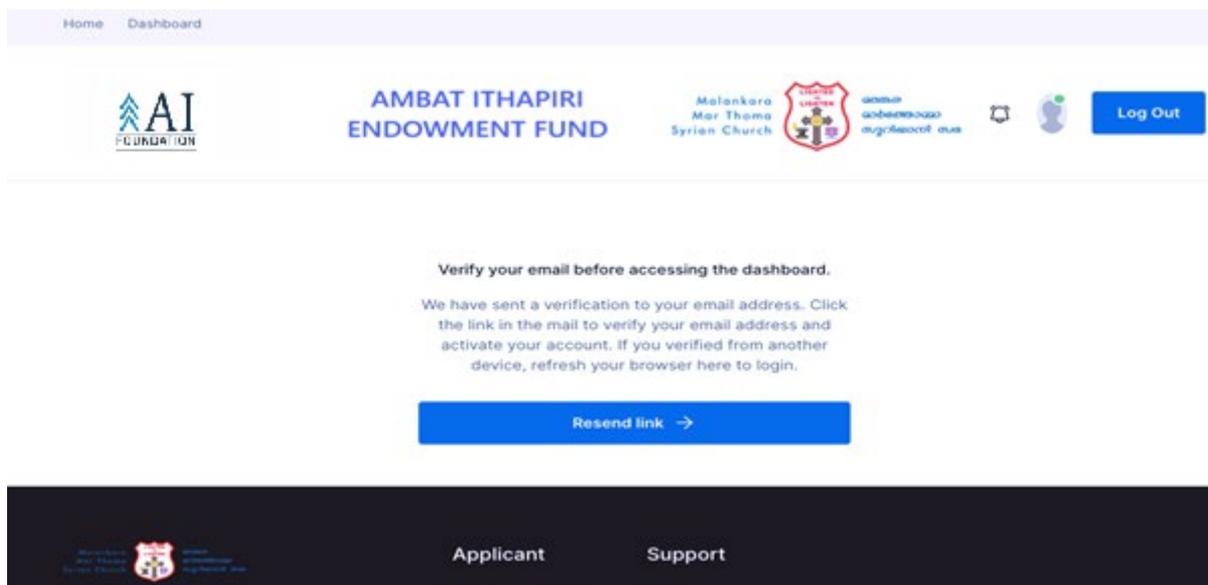


## Applicant Guide for registering & applying for Housing Aid

1. Full Name <- Enter your complete Name as in Aadhar/ PAN / Certificates
2. Email id <- Provide your e-mail
3. Password <- Enter a sufficiently complex password here and re-confirm
4. Click the terms and conditions and also tick the box to confirm you have read the terms and conditions.

All fields here are mandatory. Please fill them correctly. Remember to provide your e-mail and set your password. The email has to be a valid one as this will be verified in the next step before allowing you to complete the registration. On clicking [Create Account], the system will send an e-mail OTP to your above email. Please check your inbox as well spam/junk folder for this e-mail. Enter this OTP and you will be logged into your Applicant dashboard where you can complete your profile registration. Refer Fig-4, Fig-5 below.

After completing the fields click create account.



(Fig-4)

### General Notes:



Please register **only once** with your own personal e-mail and verify your e-mail in subsequent step. **Attempts to create multiple accounts here using different e-mail addresses, will disqualify you for any grants or subsequent registration.** Un-verified e-mail registration(s) will be removed from the system within a month post registration (usually) as part of cleanup. Hence please complete the e-mail verification and log-in to your Applicant dashboard and complete your basic profile

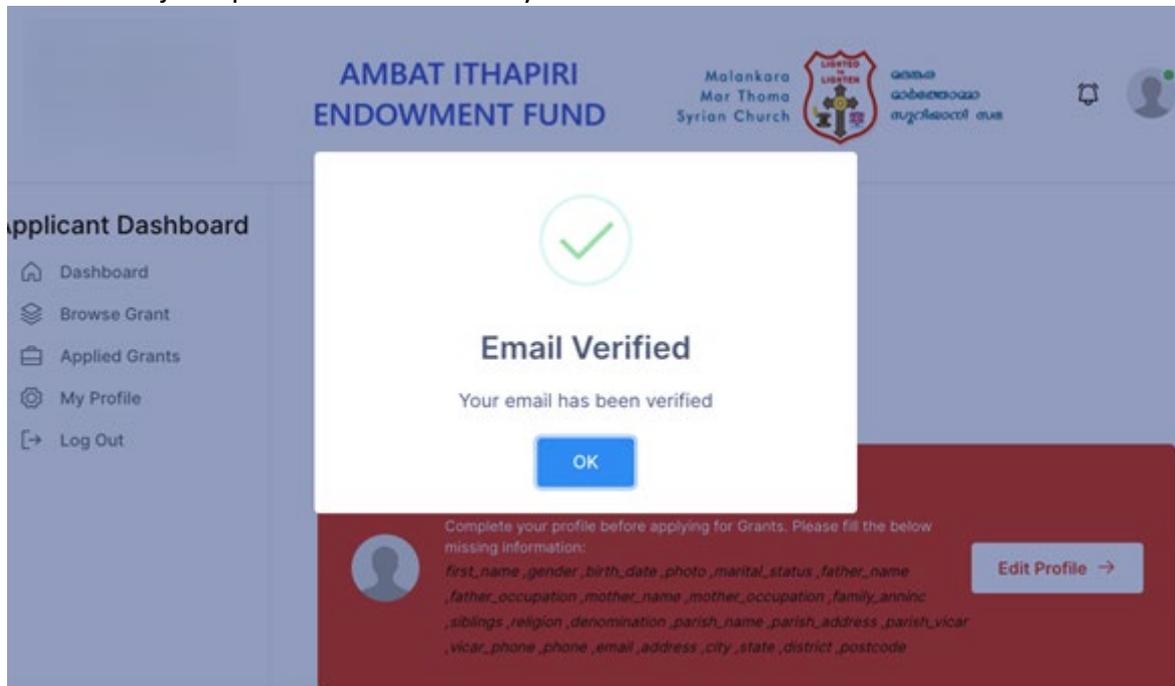


## Applicant Guide for registering & applying for Housing Aid

information together. The grant application can be applied later on, based on availability and application deadline shown there.



Please fill the form only in English. Do not use regional scripts e.g. Malayalam or use emoji or special characters in any form field.



(Fig-5)

Press 'OK' to close the dialog window. Your Applicant dashboard will prompt about incomplete profile as shown above in Fig-5. Click on **Edit Profile** button and complete your registration profile.

To complete the registration process you have to fill all the below four (4) sections one-by-one.

[Basic Data Section](#) [Upload Documents](#) [Upload Recommendation](#) [Review & Submit](#)

(Fig-6)

Until the applicant profile registration is 100% complete, the system will not allow an applicant to register for a Housing Aid Grant. The applicant dashboard will prompt showing the missing/incomplete profile information till then.



## Applicant Guide for registering & applying for Housing Aid

### Step-1: Basic Information

## Applicant Dashboard

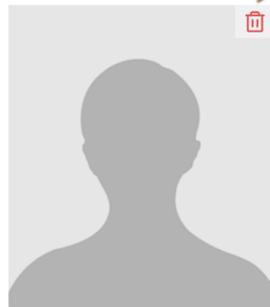
- Dashboard
- Browse Grant
- Applied Grants
- My Profile**
- Log Out

### My Profile

**Basic** Profile Contact Details

#### Basic Info

Passport Photo \*



Please update above default image with your passport size photo ( png/jpg, min: 250x250px )

delete and replace with your passport photo

Full Name \*

Joe Doe

Gender \*

Male

Date Of Birth \*

12-05-1972

Education Level \* ?

High School

Profession \*

Farmer

Applying For \* ?

**IMPORTANT**

Housing Aid

select Housing Aid here

Save Changes

(Fig-7)

Fill the Basic Information (Fig-7), upload your passport size photo. Delete the default photo there by clicking on the Delete icon and upload your photo there. All fields are mandatory here. Make sure you select your required grant [**Housing Aid**] here from the **Applying For** drop-down box as shown in Fig-7 above. Save changes use the 'Save Changes' button.



## Applicant Guide for registering & applying for Housing Aid

### Step-2: Profile Section

Move to the 'Profile' section and fill all the fields. Any field with a red **Asterix** is a mandatory field and they must be filled.

The information about the local Mar Thoma Church is important. The recommendation letter from this parish is an essential consideration in qualification of your Housing Aid. The current vicar's name and contact details also has to be given. All information has to be valid and incorrect information will lead to rejection of your application.

The Caste/Denomination field is to be filled with caste for who are not Christians and with the denomination (like Marthoma, CSI, Orthodox, Jacobite etc.) for Christians.

*Note: Any field with below label  has an explanation text of this field. This tooltip is to give better clarity on the field. If you put your cursor on the question mark symbol, you get an explanation on the information which should be entered here.*

After filling the required details, click on '**Save Changes**' to save the Detailed Profile sheet.

Refer to Fig-8 below which show a sample filled form with the Profile section complete.



## Applicant Guide for registering & applying for Housing Aid

Basic

**Profile**

Contact Details

### Personal Info

Marital Status \*

Married

Religion \*

Christian

### Family Info

*Furnish information below of your immediate family ( as applicable )*

Spouse Name ?

Mary Joe

Spouse Occupation

Homemaker

Father Name \*

Joe Peter

Mother Name \*

Rebecca Peter

Siblings/ Children \* ?

2

Family Annual Income \* ?

75000

Are you OR any of your parents, a Mar Thoma Sabha/Parish worker ? \*

No

Designation and Sabha/Parish Name ?

Designation and Sabha/Parish Name

### Parish Info

**Important :** Enter details below of the Mar Thoma church whose current vicar's recommendation will be furnished for subsequent grant application

Caste/Denomination \* ?

Marthoma Syrian

Marthoma Parish Name \*

Hermon MTC

Vicar Name \*

Rev. John Scaria

Parish Address \*

Nikarupuram, Piralasseri P.O., Chengannur

Vicar Phone \*

9811122222

Vicar E-mail \*

vicar@xgmailx.com

Save Changes

?

(Fig-8)



## Applicant Guide for registering & applying for Housing Aid

### Step-3: Contact Details

Go to the next Contact Details as shown below in Fig-9. After filling the required info here, save the changes. This will complete your registration process.

Basic Profile **Contact Details**

#### Location

Permanent Address

House/Apt Name and Street \*

Mylamparambil House, Piralassery P.O

Landmark

Landmark

City \* State \*

Chengannur Kerala

District \* Postcode \*

Alapuzha 689122

Country \*

India

#### Your Contact Information

Phone \* Secondary Phone

91111122222 Phone

WhatsApp Number Secondary Email

WhatsApp Number Secondary Email

**Save Changes**

?

(Fig-9)



## Applicant Guide for registering & applying for Housing Aid

### Applying for a Housing Aid Grant

Once your registration is completed, you will see the below message on logging into the portal with your user id (email) and password.

**“Your applicant profile registration is now complete. You may now browse available grants and apply for the same here: [Browse available Grants](#)”**

Here is your daily activities and latest updates



Your applicant profile registration is now complete. You may now browse available grants and apply for the same here : [Browse available Grants](#)

(Fig-10)

By clicking the link “**Browse available Grants**” link above, you will be able to see the currently active Grants.

You can also use the left sidebar menu: [Browse Grants](#) (Fig-11) to access the currently available Housing Aid grants.

### Applicant Dashboard

- Dashboard
- Browse Grant
- Applied Grants
- My Profile
- Log Out

(Fig-11)

If there are any active Housing Aid Grant, you will be able to see box(es) like below in Fig-12. Else a message indicating *No Grant open for application* will be displayed. In this case, you have to wait and keep checking the [grant management website](#) for the next available Housing Aid grant.

You can apply ONLY if there is an active grant available at that time. Also remember, every Grant may a deadline date (shown there) to apply before which your application should be filled and submitted. The system will not allow application after this deadline date elapses.



## Latest Grants

### AIEF Housing Grant 2025

**Housing Aid**

Grant Application Period : 01-Aug-2025 To 31-Dec-2025



(Fig-12)

Click on the Grant name in this box (Fig-12). This will show all available Housing Aid grants active as of current. Click on the [\[Apply for Grant\]](#) button (Fig-13)



### AIEF Housing Grant 2025

at Ambat Ithapiri Endowment Fund

[Apply for Grant](#)

This Grant application closes in 74 days

(Fig -13)

The application process has 4 tabs has shown as shown in Fig-14 below. Complete them in the given order:

[Basic Data Section](#) -> [Upload Documents](#) -> [Upload Recommendation](#) -> [Review and Submit](#)

*Note: The next Tab will show only after the previous one is filled and saved.*

## Apply for Grant : AIEF Housing Grant 2025

Home / Apply for Grant

Application No : **HSG2025-40002**

Submitted → PENDING

Applicant Name : **Mr. Joe Doe**

Application Date : 17-Oct-2025



[Basic Data Section](#)



[Upload Documents](#)



[Upload Recommendation](#)



[Review & Submit](#)

(Fig-14)



# Applicant Guide for registering & applying for Housing Aid

## A. Basic Data Section

### Apply for Grant : AIEF Housing Grant 2025

Home / Apply for Grant

Application No : **HSG2025-40002** NOT SUBMITTED

Applicant Name : **Mr. Joe Doe** Application Date : 17-Oct-2025

---

[Basic Data Section](#) Upload Documents

Construction Address \*

Vellayambalam Sasthamangalam Rd, Althara Nagar, Vellayambalam, Thiruvananthapuram, Kerala - 695010

Builder Name \* Builder Phone \*

Palathingal Developers

09035099515

Builder Address \*

Vadakkkad, Thrissur

|   |                            |  |
|---|----------------------------|--|
| Construction Completion *                     | Total Construction Costs * | Housing Aid Requested * <span style="font-size: small;">?</span> |
| 6 Months <span style="float: right;">v</span> | 500000                     | 450000   |

Why do you need this Grant? \* ?

Our current house is destroyed during the last monsoon floods and we were in the refugee camp. Now we are reconstruction the broken part of the house and needs financial support to complete it and move back in.

0 / 1000

Save Application

?

(Fig-15)

Give all the details as requested in the form. Provide the name of the contractor or builder and the expense required for completing the project.

The section **Why do you need this Grant** needs to be filled to understand your need and family's economic condition for awarding the grant.



## Applicant Guide for registering & applying for Housing Aid

The current status of this application will always be displayed on the right-hand top corner as shown in Fig-15 above. Initially it will be shown as '**NOT SUBMITTED**' while you are filling up this form. After filling the details, you can press '**Save Application**' button.

### B. Upload Documents

The Upload Documents section (Fig-16) will appear once the Basic Data Section Tab is saved.

Application No : HSG2025-40002

NOT SUBMITTED

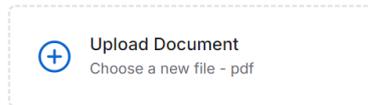
Applicant Name : Mr. Joe Doe

Application Date : 17-Oct-2025

Basic Data Section Upload Documents

### Supporting Documents

Upload ( in PDF format ) your housing construction plan, architect drawings, property title document proving ownership etc. Refer to the Grant prospectus for specific documentation required for this Refer to the Grant prospectus for specific documentation required for this. You can upload multiple PDF documents here by appropriately naming each File content under Document Name field

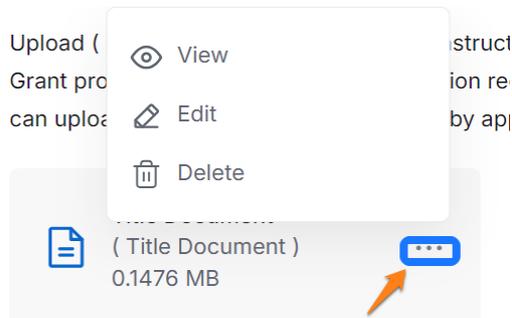


(Fig-16)

On pressing the Upload Documents, you will get a pop-up window (Fig-18) to upload the Title Deed, Bank Details, Other Certificates etc.

1. Select the Document Category.
2. Give the name of the document under Document Name
3. upload the document from your system/mobile. The document should be in PDF and within 5MB file size

You can click on the [Upload Document] to upload the next document. An already uploaded document may be edited/replaced/deleted – click the three dots to access menu (Fig-17):



(Fig-17)



Applicant Guide for registering & applying for Housing Aid

**Add Document**

Select Document Category \*

Title Document

Document Name \*

Upload Document \*

Browse file

Available format - PDF  
Maximum file size - 5 MB

Cancel Add Document →

(Fig-18)



## Applicant Guide for registering & applying for Housing Aid

### C. Upload Recommendation

After uploading the supporting documents and saving, a new section tab 'Upload Recommendation' (Fig-19) will open.

Application No : **SCH2024-0003**

NOT SUBMITTED

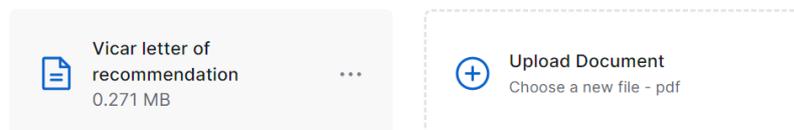
Applicant Name : **Mr. John Mechalior**

Application Date : 30-May-2024

Basic Data Section Upload Documents Upload Recommendation Review & Submit

### Vicar recommendation

Upload ( in PDF format ) the recommendation letter from your current church Parish Vicar for you. Letter should be on the official church letterhead stating vicar's contact numbers. Refer to the Grant prospectus for specific documentation required for this. You can upload multiple PDF documents here by appropriately naming each File content under Document Name field



(Fig-19)

Click the [Upload Document] and give the name of the document and upload the letter from the Parish Vicar of the Mar Thoma Church.

On successful upload of the Parish Recommendation Letter, click on the final 'Review & Submit' tab. This review page will show all the relevant profile data and application data you entered, for your final review. Carefully go through it and if any correction needed, you can click on that tab or go to your profile section (*if any missing information is flagged*) and add the necessary information and save.



## Applicant Guide for registering & applying for Housing Aid

### D. Review & Submit

After verifying the application and if everything is correct, click the 'Declaration' box (it is a check box) as show in Fig-20 below. Then the '**Submit Application**' button will be enabled. On clicking the button, the application will be submitted to our Grant office for further process.

**Apply for Grant : AIEF Housing Grant 2025**  
Home / Apply for Grant

---

Application No : HSG2025-40002 NOT SUBMITTED

Applicant Name : Mr. Joe Doe Application Date : 17-Oct-2025

---

Basic Data Section   Upload Documents   Upload Recommendation   **Review & Submit**

---

Below is the summary of your applicant profile and your filled grant application which will be submitted to the Grant office. Carefully review this and if any correction is required, you can jump to that specific tab and correct it. **Tick the Declaration check-box** below to indicate your acceptance of our grant process terms and then click **Submit Application** below to send this application to the grant managers for further process.

**Application HSG2025-40002 for Grant : AIEF Housing Grant 2025**

|  |  |                       |                                       |
|--|--|-----------------------|---------------------------------------|
| <b>Candidate Profile Information :</b> |  | Profile Complete:     | 100 %                                 |
| Applicant Name:                        | Joe Doe  | Gender:               | Male                                  |
| Date Of Birth:                         | 12-May-1972  | Religion:             | Christian                             |
| Caste/Denomination:                    | Marthoma Syrian  | Marthoma Parish Name: | Hebron MTC                            |
| Vicar Name:                            | Rev. John Scaria   | Vicar Phone:          | 9811122222                            |
| Marital Status:                        | Single   | Profession:           | Student                               |
| Father Name:                           | Joe Peter  | Mother Name:          | Rebecca Peter                         |
| Siblings/ Children:                    | 3  | Family Annual Income: | ₹75,000                               |
| Address:                               | Myamparambil House,<br>Pirlassery P.O ,<br>Chengannur , Kerala -<br>689122 | Phone & Email:        | 91111122222<br>sales@iconnections.com |

|                           |   |                          |              |
|---------------------------|---|--------------------------|--------------|
| <b>Application Data :</b> |   | Application Complete:    | 100 %        |
| Application No:           | HSG2025-40002   | Application Date:        | 17-Oct-2025  |
| Construction Address:     | Vellayambalam<br>Sasthamangalam Rd,<br>Althara Nagar,<br>Vellayambalam,<br>Thiruvananthapuram,<br>Kerala - 695010 | Construction Completion: | 0.5 ( Year ) |

|                          |                        |                        |   |
|--------------------------|------------------------|------------------------|---|
| Builder Name:            | Palathingal Developers | Builder Address:       | Vadakkekad, Thrissur<br>Phone : 09035099515 |
| Total Construction Costs | ₹5,00,000              | Housing Aid Requested: | ₹4,50,000                                   |

Why do you need this Grant?: Our current house is destroyed during the last monsoon floods and we were in the refugee camp. Now we are reconstruction the broken part of the house and needs financial support to complete it and move back in.

|              |   |     |
|--------------|---|-----|
| Document ? : | <input checked="" type="checkbox"/> Declaration | Yes |
|--------------|---|-----|

**Click to accept the declaration and enable [Submit Application] button below**

*I hereby declare that the information provided here is true and accurate to the best of my knowledge. I understand that in the event of any information being found false or misleading, my application will be liable for rejection. The decision of Grant managers at our foundation will be considered final wrt to the approval process of this grant application.*

**Submit Application**

(Fig-20)



## Applicant Guide for registering & applying for Housing Aid

Please note once your application is filled and submitted, you will not be allowed to make any further changes to the application forms. Your application status will change to **Submitted. Review Status: Pending** as shown in Fig-21 below.

### Apply for Grant : AIEF Housing Grant 2025

Home / Apply for Grant

|                                       |                                |
|---------------------------------------|--------------------------------|
| Application No : <b>HSG2025-40002</b> | <b>Submitted → PENDING</b>     |
| Applicant Name : <b>Mr. Joe Doe</b>   | Application Date : 17-Oct-2025 |

---

Basic Data Section Upload Documents Upload Recommendation[Review & Submit](#)

(Fig-21)

### Track Application Status and Manage

You have now successfully submitted your Housing Aid Grant application. The system will send a submission confirmation e-mail to your registered email address. Please log into your Applicant Dashboard and continue to monitor the application to see the progress of the process. Your application progress logs and approval status will be shown here (Fig-22). You will also receive periodic e-mails regarding the status of your application. If any queries are there, you will get an e-mail on that and you can communicate back using the form [ **Submit Response**] as shown in Fig-22 below. If any further documents are requested, your application will be set back to [DRAFT] i.e. editable mode. Now you can attach the requested document **and submit the application form again back** to our grant office to continue with further review process.

After review, if your grant is selected and approved, you can see this status here and an e-mail will also be sent to you. Please check your inbox and also spam/junk folder for these email updates. For Housing Aid, your disbursement grants are credited as per payment schedule to your Bank A/c details you provided. You may be further required to furnish other documents for your next disbursement cycle as deemed appropriate by the grant manager(s)/ review committee members.



# Applicant Guide for registering & applying for Housing Aid

## Applicant Dashboard

- Dashboard
- Browse Grant
- Applied Grants
- My Profile
- Log Out

Hello, Joe Doe  
Here is your daily activities and latest updates

**1**  
Grant Applied



**Your current application status**

Application : **HSG2025-40002** Submitted → PENDING

Response to Query ?

**Submit Response**

**Provide any clarification ( if ) sought by the Grant office**

**Your application processing log**

Application Process Log for HSG2025-40002

| Type   | Date       | By           | Action Event   |
|--------|------------|--------------|--|
| query  | 17-10-2025 | Grant Office | Please upload the estimate from the contractor and the civil drawing of the building to be rebuild |
| submit | 17-10-2025 | Joe Doe      | HSG2025-40002 application submitted  |
| info   | 17-10-2025 | Joe Doe      | HSG2025-40002 created  |

(Fig-22)

If your application is Approved, the Grant office will disburse the sanctioned amount in few instalment schedules. These disbursement instalment and actual payment reference no can be viewed on your Applicant Dashboard.

-- End of Housing Aid Guide