



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**

*Excerpts from the Minutes of the Regular Commission Meeting held on  
March 4, 2014, NCCA, Intramuros, Manila*

*and*

*Confirmed at the Regular Commission Meeting held on  
April 23, 2014, NCCA, Manila*

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***Special Resolution***

[U]pon motion made and duly seconded, the majority of the Commission approved and confirmed this ***Special Resolution***:

**Resolution No. 2014-398**

***Approving the Revised Guidelines of the  
NCCA Outreach Program***

***Thereby Rescinding Resolution 2007-245***

**RESOLVED**, as it is hereby **RESOLVED**, To Approve the *Revised Guidelines of the NCCA Outreach Program*, herewith attached as Annex A;

**RESOLVED FURTHER**, That this Resolution rescinds Resolution 2007-245 "*Approving the Lifting of the Temporary Suspension of Certain Existing NCCA Programs*;

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Prepared by:

For the Board:

  
**MYLA T. BUAN**

Board Secretary

  
**FELIPE M. DE LEON, JR.**

Chairman

## GUIDELINES ON NCCA OUTREACH PROGRAM

### I. BACKGROUND

Per its mandate, the NCCA shall ensure the widest dissemination of artistic and cultural products among the greatest number across the country for the public's appreciation and enjoyment. Furthermore, the Commission shall encourage and support programs such as productions, performances and staging of Filipino creations.

The following guidelines shall be the basis for approval of NCCA assistance to requests under the NCCA Outreach Program.

### II. GENERAL GUIDELINES:

The Outreach Program shall be a tool for the Commission to provide access for the government offices and employees, public school students, and marginalized sector to cultural performances and productions. It shall provide an immediate assistance to legitimate organizations and groups to be able to access cultural activities for their education and enjoyment. However, it shall not be an alternative to project proposals that had been disapproved through the regular NCCA Grant procedure. Furthermore, the Outreach Program shall not accommodate request for on-going projects and activities or those that had already been implemented.

### III. SPECIFIC GUIDELINES

The Outreach Program of the NCCA shall provide two (2) types of assistance, which are: *providing honoraria for performing groups* and *purchasing tickets for performances* for the above-mentioned sectors.

#### 1. Honorarium and Transportation for Performing Groups

- a. The NCCA may identify a performing group, production or show appropriate to the need of the intended beneficiaries and the nature of the activity. However, the NCCA will consider request for specific group by the requesting organization.
- b. A list of accredited performing groups or artists shall be established by the NCCA.
- c. An institution organization, or agency can avail of the NCCA Outreach Program only once a year.
- d. The event to which a performing group is being requested must be participated in by at least 500 participants or audience.

- e. The Commission shall provide the honorarium of the performing group in accordance with the length of the show, and expertise of the group in the maximum amount of Fifty Thousand Pesos (PhP50,000.00) and Ten Thousand Pesos (PhP10,000.00) for transportation expenses, as needed. In case the request is for purchase of tickets, ticket cost shall not exceed One Hundred Fifty Pesos (PhP150.00) per ticket and the total amount of Fifty Thousand Pesos (PhP50,000.00).
- f. A performing group shall be a beneficiary of this Program for a maximum of four (4) times a year.
- g. No activity under the Outreach Program shall be implemented without the approval of the NCCA.
- h. All contracts of the performing group must be accomplished prior to the implementation of the activity.

## **2. Purchase of Tickets**

- a) A letter of request signed by the Head of the requesting organization must be received by the NCCA at least a month prior to the date of implementation of the activity. The request shall not emanate from the performing group or from the production outfits but from the potential beneficiaries - public schools, government offices and other marginalized groups.
- b) An organization can only avail of the NCCA Outreach Program once a year.
- c) The NCCA may have the prerogative of identifying the production or show to be tapped for a particular request. However, NCCA may also consider the production / show requested by the organization.
- d) No activity under the Outreach Program shall be implemented without the approval of the NCCA.

## **IV. PROCEDURE**

- a) A letter of request shall be received by the NCCA a month prior to the implementation of the activity. The request shall include the title and nature of the activity / event, venue profile of the participants, objectives, number of expected participants, and the profile of the organization.
- b) The NCCA-Plan/Policy Formulation and Programming Division (PPFPD) shall coordinate with the performing group or the production team and the requesting organization regarding the requirements for the implementation of the activity.
- c) The request shall be endorsed by the NCCA-PPFPD for approval by the Executive Director.





- d) Upon approval of the request, a Letter of Agreement shall be sent to the requesting organization and the performing group or production team indicating the requirements for the implementation of the activity. It is only after fulfilling this, that the Contract of Services of the performing group can be prepared.
- e) Payments of the honoraria or ticket cost shall only be processed after the implementation of the activity and upon submission of the requirements for payments.

**V. RESPONSIBILITIES OF THE HOST ORGANIZATION / REQUESTING ORGANIZATION**

- a) For the request for assistance for honorarium of the performing group, the host organization shall be responsible in ensuring that at least 500 participants or audience will watch the performance in order to merit NCCA assistance through this program.
- b) For request for purchase of tickets, the requesting organization shall provide the list of the beneficiaries / recipients of the tickets.
- c) The organization shall provide the appropriate logistical requirements for the activity such as the venue (performance venues with a capacity of at least 500 persons), and the local hosting for the performing group.
- d) The host organization shall ensure wide dissemination of the activity and make proper acknowledgment of the NCCA assistance.
- e) Shall submit a brief report on the activity including photographs and other related documentation.

**VI. RESPONSIBILITIES OF THE PERFORMING GROUP**

- a) The Performing group shall be responsible for the preparation and actual performance of appropriate repertoire in accordance with the need and culture of the participants / audience.
- b) The Performing Group shall submit a program of activity or list of repertoire.
- c) The Performing Group shall submit a short narrative report and recommendation on the implementation of the activity or performance.

