



NCCA Accreditation Requirement Checklist

Beneficiary CSO

Requirements	New	Renewal
1. Duly accomplished NCCA-AGPU-CSO Application Form	✓	✓
2. Certificate of Social Preparation (to be issued by NCCA)	✓	✓
3. NCCA-AGPU-CSO 02A-Clearance Form (to be issued by NCCA)	✓	✓
4. Certificate of good standing issued by the GA from which the CSO received public funds (if any) .	✓	✓
5. Original Copy of Omnibus Sworn Certification	✓	✓
6. Authenticated copy of the Certificate of Registration with the Securities and Exchange Commission (SEC)	✓	
7. Authenticated copy of the latest Articles of Incorporation showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers and By-Laws	✓	
8. Recent General Information Sheet (GIS) from SEC	✓	✓
9. Audited Financial Statements for the past Three (3) Years preceding the date of project implementation as received by the BIR.	✓	✓
10. BIR prescribed and authorized OR bearing the Tax Identification Number	✓	
11. Photocopy/ scanned copy of bank book with complete bank account information of the organization (bank account name, number and branch).	✓	✓

The NCCA-Accreditation and Grants Processing Unit (AGPU)

Room 5F, 5th Floor, NCCA Bldg., 633 Gen. Luna St., Intramuros, Manila 1002

Tel. Nos. (02) 527-2192 loc 510; 666-4910

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website: www.ncca.gov.ph



NCCA Accreditation Requirement Checklist

Implementing CSO

Requirements	New	Renewal
1. Duly accomplished NCCA-AGPU-CSO Application Form	✓	✓
2. Certificate of good standing issued by the GA from which the CSO received public funds (if any) .	✓	✓
3. NCCA-AGPU-CSO 02A-Clearance Form (to be issued by NCCA)	✓	✓
4. Original Copy of Omnibus Sworn Certification	✓	✓
5. Authenticated copy of the Certificate of Registration with the Securities and Exchange Commission (SEC)	✓	
6. Authenticated copy of the latest Articles of Incorporation showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers and By-Laws	✓	
7. Recent General Information Sheet (GIS) from SEC	✓	✓
8. Audited Financial Statements for the past Three (3) Years preceding the date of project implementation as received by the BIR with annual Income Tax Returns.	✓	✓
9. BIR prescribed and authorized OR bearing the Tax Identification Number	✓	
10. Photocopy/ scanned copy of bank book with complete bank account information of the organization (bank account name, number and branch).	✓	✓

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NCCA Accreditation Requirement Checklist

Peoples Organization

Requirements	New	Renewal
1. Duly accomplished NCCA-AGPU-PO Application Form	✓	✓
2. Certificate of good standing issued by the GA from which the CSO received public funds (if any) .	✓	✓
3. NCCA-AGPU-PO 02B-Clearance Form (to be issued by NCCA)	✓	✓
4. List of Current Officers with photographs certified by the Secretary of the Organization	✓	✓
5. At least two (2) Certifications from any of the following: Local Government Units, cultural agencies, academic institutions, other recognized individuals or organizations in Philippine society	✓	✓
6. Sworn Affidavit of the Organization Secretary that none of the organizers or officials are agent of or related by consanguinity or affinity up to the fourth civil degree to the officials	✓	✓
7. Sample of Acknowledgement Receipt, signed by the Head and Treasurer	✓	✓
8. Photocopy/ scanned copy of bank book with complete bank account information of the organization (Bank Account Name and Number, Bank and Branch). In the absence of such, a resolution, signed by all the officers of the PO, authorizing the president, director or treasurer or any other authorized member of the organization to receive the grant through his bank account, on behalf of the organization.	✓	✓

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NCCA Accreditation Requirement Checklist

Indigenous Peoples Organization

Requirements	New	Renewal
1. Duly accomplished NCCA-AGPU-IPO Application Form	✓	✓
2. Certificate of good standing issued by the GA from which the CSO received public funds (if any) .	✓	
3. NCCA-AGPU-IPO 02C-Clearance Form (to be issued by NCCA)	✓	✓
4. List of Current Officers with photographs certified by the Secretary of the Organization	✓	✓
5. At least two (2) Certifications from any of the following: Local Government Units, cultural agencies, academic institutions, other recognized individuals or organizations in Philippine society	✓	✓
6. Sworn Affidavit of the Organization Secretary that none of the organizers or officials are agent of or related by consanguinity or affinity up to the fourth civil degree to the officials	✓	✓
7. Sample of Acknowledgement Receipt, signed by the Head and Treasurer	✓	✓
8. Photocopy/ scanned copy of bank book with complete bank account information of the organization (Bank Account Name and Number, Bank and Branch). In the absence of such, a resolution, signed by all the officers of the PO, authorizing the president, director or treasurer or any other authorized member of the organization to receive the grant through his bank account, on behalf of the organization.	✓	✓

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NCCA Accreditation Requirement Checklist

Individuals

Requirements	New	Renewal
1. Comprehensive Curriculum Vitae with recent 2x2 colored photographs	✓	✓
2. Record of Accomplishments/Projects Completed	✓	✓
3. NCCA-AGPU-INDIVIDUAL 01C-Clearance Form <i>(to be issued by NCCA)</i>	✓	✓
4. At least two (2) Endorsement Letters from any of the following: recognized leaders or practitioners in the field of culture and the arts from academic institutions or cultural agencies; Local Government Units, cultural agencies, academic institutions, other recognized individuals or organizations in Philippine society	✓	✓
5. Tax Identification Number (TIN)	✓	
6. Any valid Government issued Identification Card	✓	
7. Photocopy/ scanned copy of bank book with complete bank account information of the individual (bank account name, number and branch).	✓	✓

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NCCA Accreditation Requirement Checklist

Local Government Unit (LGU)

Requirements	New	Renewal
1. Certification/ endorsement from the Head of the LGU	✓	✓
2. List of Current LGU officials	✓	✓
3. NCCA-AGPU-LGU 01D-Clearance Form (to be issued by NCCA)	✓	✓
4. Record of Accomplishments (related to the proposed project)	✓	✓
5. Photocopy/ scanned copy of bank book with complete bank account information of the LGU (bank account name, number and branch).	✓	✓

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Government Agencies/ Institutions, State Universities/Colleges and Public Schools

Requirements	New	Renewal
1. Charter/ Law Creating the Agency/Institution /University/School	✓	✓
2. Certification/ endorsement from the Head of Agency/ Institution/University/School	✓	✓
3. List of Current Officers	✓	✓
4. NCCA-AGPU-GA-SU-COLL 01E-Clearance Form (to be issued by NCCA)	✓	✓
5. Organization Profile and record of accomplishments (related to the proposed project)	✓	✓
6. Photocopy/ scanned copy of bank book with complete bank account information of the GA/Institution/ University (bank account name, number and branch).	✓	✓

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