



**National Commission for Culture and the Arts**

**2019 COMPETITIVE GRANTS  
CALL FOR PROPOSALS**

**I. PURPOSE**

The purpose of these rules and regulations is to establish the operating procedures for the NCCA Competitive Grants Program.

**II. AUTHORITY**

Section 13 (f) of Republic Act 7356 [NCCA Charter] authorizes the Commission to give grants for the development, protection, preservation and dissemination of Philippine culture and the arts through the National Endowment Fund for Culture and the Arts (NEFCA).

**III. SPECIFIC RULES**

1. Proposals received beyond the announced deadline for submission shall not be considered.
2. A proponent can only submit **one** project proposal. In the event of multiple submissions, the proponent will be asked to prioritize one project proposal.
3. Using the project proposal form, the proponent is required to identify the category where his project will fall. Failure to identify the category may constrain the Commission from acting favorably on the proposal.
4. The proponent must ensure the completeness of documentary submissions. An incomplete project proposal may constrain the Commission from acting favorably on it.

Proponent/s are required to sign all pages of the proposal.

The project proposal may be accomplished in **Filipino or English**.

5. Eligible proponents must be accredited by the Commission as a pre-requisite to the approval of their project proposal. [Please coordinate with this Commission's **Accreditation and Grants Processing Section (AGPS)** for details.]
6. Officials, employees, and executive council officers and members (ExeCom) and their relatives up to the fourth civil degree of affinity and consanguinity are disqualified from submitting proposals.
7. Following the COA Auditing Rules and Regulations, approved funding for individual grantees shall be released on a "**direct payment or reimbursement mode**".

Through the National Endowment Fund for Culture and the Arts (NEFCA), the NCCA provides assistance to Civil Society Organizations (CSOs), Peoples Organizations (POs), Indigenous Peoples Organizations (IPOs), Individuals, Local Government Units (LGUs), Government Agencies (GAs), State Universities/Colleges and Public Schools through its **NCCA Grants Program**, and Institutional Programs such as the Outreach Program, Resource Persons and Experts Bureau Program, and the Technical Assistance Program.

The NCCA Board of Commissioners, in coordination with the four Subcommissions, namely: the *Subcommission on the Arts (SCA)*; *Subcommission on Cultural Communities and Traditional Arts (SCCTA)*; *Subcommission on Cultural Dissemination (SCD)*; and, *Subcommission on Cultural Heritage (SCH)* [composed of 19 National Committees], defines its thrusts and priorities anchored mainly on the NCCA vision: **Filipino culture as the wellspring of national and global well-being (*Ang kalinangang Filipino ay bukal ng kagalingang pambansa at pandaigdig*)** and aligned with the **Philippine Development Plan (PDP) 2017-2022: Chapter 7 on Culture (*Promoting Philippine Culture and Values*)**.

## **COMPETITIVE GRANTS**

The 2019 Call for Proposals is now open. For CY 2019, the projects are categorized per Subcommissions (SCA, SCCTA, SCD and SCH).

Proponents interested in implementing projects in each category shall submit a Project Proposal following the requirements indicated:

Download:

**Arts | Cultural Communities and Traditional Arts | Cultural Dissemination | Cultural Heritage** Consolidated Call for Proposals: [Word](#) | [PDF](#)

Download: **Annex A: NCCA Project Proposal Form**

Deadline for submission of proposals is on **July 31, 2018 (Tuesday)**.

All project proposals should be addressed and submitted to:

**Plan/Policy Formulation and Programming Division (P/PFPD)**  
**National Commission for Culture and the Arts**  
**Room 5-B, Fifth Floor,**  
**NCCA Building 633 General Luna Street, Intramuros 1002 Manila, Philippines**  
Telephone Nos: (02) 522-2084 (DL) / (02) 527-2192 (TL) locs. 527 & 511  
Fax Nos: (02) 527-2198 / (02) 527-2209 / (02) 527-2194  
E-mail: [ppfpd@ncca.gov.ph](mailto:ppfpd@ncca.gov.ph)

### **Note:**

The NCCA requires the submission of a complete project proposal based on

the indicated proposal format to facilitate proper evaluation. Should you find the proposal format difficult to accomplish, please do not hesitate to contact us at telephone numbers indicated above. The project proposal may be accomplished in **Filipino or English**.

[Please refer / download: **Annex A: NCCA Project Proposal Form**]

## **ACCREDITATION PROCEDURE AND GUIDELINES**

All project proposals should be submitted together with the **NCCA Certificate of Accreditation** to be issued by the *NCCA Accreditation and Grants Processing Section (AGPS)* under the NCCA Plan/Policy Formulation and Programming Division (P/PFPD) prior to the approval of project requests.

The AGPS processes the accreditation of grantees upon submission of all the necessary papers year-round. For queries, you may contact the AGPS at:

**The NCCA-Accreditation and Grants Processing Section (AGPS)**  
**Room 3F, 3rd Floor,**  
**NCCA Building, 633 General Luna Street, Intramuros 1002 Manila, Philippines**  
**Telephone Nos. (02) 666-4910 [DL] and (02) 527-2192 [TL] loc. 510**

Mr. Christopher L. Lucindo,  
Head, AGPS  
website: [www.ncca.gov.ph](http://www.ncca.gov.ph)

Ms. Generose J. Asuncion, Grants Processing Officer for SCCTA & SCA National Committee on Architecture and Allied Arts  
Mobile No.: 09998849448; e-mail: [giorda.ncca@gmail.com](mailto:giorda.ncca@gmail.com)

Ms. Joanne Lorilla, Grants Processing Officer for, SCD & SCA National Committees on Dance and Visual Arts  
Mobile No.: 09998849450; e-mail: [jlorilla.ncca@gmail.com](mailto:jlorilla.ncca@gmail.com)

Mr. Ramon De Leon, Grants Processing Officer for SCA National Committees on Music, Cinema and Literary Arts  
Mobile No.: 09989685304; e-mail: [rdeleon.ncca@gmail.com](mailto:rdeleon.ncca@gmail.com)

Mr. Rodelio Candor, Grants Processing Officer for SCH & SCA National Committee on Dramatic Arts  
Mobile No. 09989685305; e-mail: [odencandor.ncca@gmail.com](mailto:odencandor.ncca@gmail.com)

### **Note:**

[Please refer / download: **Annex B: Accreditation Checklist**]





**National Commission for Culture and the Arts  
2019 COMPETITIVE GRANTS**

**Subcommission on Cultural Communities and Traditional Arts (SCCTA)**

• **CENTRAL CULTURAL COMMUNITIES**

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**SCCTA–Central-1:**

**Project Title: PUBLICATION OF EPICS/MYTHS/FABLES/FOLKLORES OF CENTRAL CULTURAL COMMUNITIES**

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**Budget per project:**

PhP250,000.00 / per project or slot; Slots open for application: **2 slot/s**

**Project Description:**

This project aims to publish epics/myths/fables/folklores from Central Cultural Communities. This will allow the readers to appreciate and familiarize themselves with the Central Cultural Communities' literary texts.

**Proposed sites:**

Any Central Cultural Community

**Criteria for evaluation:**

1. Clear presentation of project concept;
2. Clear strategies and implementation activities;
3. Writer should be conversant/knowledgeable in the epics/myths/fables/folklores' language;
4. Manuscript should be validated by concerned epics/myths/fables/folklores expert in the area;
5. Manuscript should be written in both vernacular language and Filipino and/or English;
6. Proponent should be an individual, academe, Peoples Organization (PO) or Civil Society Organizations (CSO);
7. Counterpart funding is encouraged.

**Requirements for submission:**

1. Accomplished Project Proposal following NCCA Project Proposal Form
2. NCCA Certificate of Accreditation
3. Manuscript and study design of epics/myths/fables/folklores
4. Quotation from at least three (3) printing press

<b>Expected Output:</b>	<b>Deliverables:</b>
Published epics/myths/fables/folklores from Central Cultural Communities	Printed copies of the literary texts

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**SCCTA–Central-2:****Project Title: SABOR TUMANDOK: VIDEO DOCUMENTATION OF INDIGENOUS CUISINES OF THE CENTRAL CULTURAL COMMUNITIES**

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**Budget per project:**PhP250,000.00 / per project or slot; Slots open for application: **2 slot/s****Project Description:**

The project aims to identify and produce video documentation of at least five (5) indigenous cuisines of cultural communities in Central Philippines. It focuses on the compilation, documentation, and showcase of indigenous cuisines.

**Criteria for evaluation:**

1. Clear presentation of the project concept;
2. Clear strategies and implementation activities;
3. Proponent must be able to collaborate with the subject cultural communities;
4. Engagement of indigenous cultural communities, Local Government Units (LGUs), the academe, Civil Society Organizations (CSO), Peoples Organizations (PO) and concerned national government agencies;
5. The proponent must obtain a written consent of the subject IP community.

**Requirements for submission:**

1. NCCA accreditation requirement
2. Complete project proposal with corresponding proposed budget

<b>Expected Output:</b>	<b>Deliverables:</b>
Identified and documented cuisines of the central indigenous cultural communities	DVD and manuscript (interviews included) List of cuisines of central cultural communities

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**SCCTA–Central-3:****Project Title: UNLIKULTURA**

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**Budget per project:**PhP1,000,000.00 / per project or slot; Slots open for application: **1 slot/s****Project Description:**

The project is an interactive exposition composed of a recognition ceremony of cultural masters and a showcase of intangible heritage activities. It aims to promote and ensure the sustainability of cultural heritage resources through the conduct of different activities such

as profiling and inventory of intangible heritage, interactive exposition and cultural exchange, and crafting of cultural promotion strategies.

**Criteria for evaluation:**

1. Clear presentation of project concept;
2. Clear strategies and implementation activities;
3. Assured participation of elders, chieftains, indigenous youth and women;
4. Ability of the proponent to convene the concerned agencies and indigenous cultural communities; good track record of related activities;
5. Proponent should be an individual, academe, Peoples Organization (PO), Local Government Unites (LGUs), State Universities and Colleges (SUCs) or Civil Society Organizations (CSO).

**Requirements for submission:**

1. Accomplished Project Proposal following NCCA Project Proposal Form
2. NCCA Certificate of Accreditation
3. Brief background of the proponent related to the culture and arts

Expected Output:	Deliverables:
Created inventory of intangible cultural heritage	Profile and inventory of intangible heritage Monitoring and evaluation plan
Executed interactive exposition	Exposition management workshop for the organizers Implementation design for the exposition activities Implementation/Accomplishment report on the exposition
Measured strategies for cultural industry	Cultural promotion strategies prepared for possible adoption by concerned agencies

**Subcommission on Cultural Communities and Traditional Arts (SCCTA)**

- **NORTHERN CULTURAL COMMUNITIES**

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**SCCTA–Northern-1:**

**Project Title: BASIC TRAINING FOR IP LOCAL RESEARCHERS IN NORTHERN LUZON ON DOCUMENTATION OF TRADITIONAL CULTURE AND ARTS**

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**Budget per project:**

Php200,000.00 / per project or slot; Slots open for application: **5 slot/s**

**Project Description:**

The project is a three (3)-day community-based training workshop for at most 15 indigenous

peoples (IPs) participants (five from each community), e.g. IP teachers, community leaders, cultural workers, etc., from local cultural communities in Northern Luzon. This aims to enhance their basic knowledge and upgrade their skills on how to document traditional culture and arts and practice, e.g. dance, music, literature, ethnographical data gathering etc. Initial documentation output, i.e. recordings, survey data, inventory, which will form part of the data bank of the IP community. The activity shall include a one-day field work/ field exposure.

**Criteria for evaluation:**

1. Open to all eligible participants such as private (non-profit organization), civil society organizations, institutions and public organizations from the local community with experience in conducting this training;
2. Implementer must be from the local community per local cultural research;
3. Other representations shall be shouldered through counterparts;
4. Clear presentation of the project concept, training design and modules, needed;
5. Clear strategies and activities;
6. Engagement of Local Government Units (LGUs), host community/locality, and the other involved stakeholders;
7. Clear criteria for selection of potential participants;
8. Provisions of follow-through or monitoring system on the progress of the participants after the training.

**Requirements for submission:**

1. Organizational Profile
2. NCCA Certificate of Accreditation
3. Detailed activity plan and training design
4. Complete Project Proposal with corresponding line item budget

**Responsibilities of the Proponent:**

Specifically, the project implementer can engage a consultant, as they assist the local host IP community association in carrying out the following activities:

1. Selection of IP training participants
2. Development of modules and tool kits as well as the confirmation of participants
3. Negotiation on cooperation agreements with appropriate agencies and Local Government Units (LGUs)
4. Implementation of actual community –based training
5. Collection of participants’ training outputs
6. Post-project assessment and monitoring report

<b>Expected Output:</b>	<b>Deliverables:</b>
At most 15 IP participants successfully trained from each of the five (5) cultural communities	Narrative and photo documentation of the training workshop
Conduct of field work	Field work report/field data of an identified traditional art form



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**SCCTA–Northern-2:****Project Title: PASIKAT: PROFILING ALAGAD SINING KATUTUBO IN NORTHERN LUZON**

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**Budget per project:**PhP100,000.00 per project or slot; Slots open for application: **5 slot/s****Project Description:**

Profiling Alagad Sining at Katutubo (PASIKAT) aims to identify, profile and document significant contributions (*malasakit*) of cultural workers, artisans and traditional artists at the local level in Northern Luzon. PASIKAT is implemented in partnership with the provincial / municipal government.

The profile shall include details of the cultural workers, craftsmen, and artisans’ cultural expertise and skills and outstanding achievements as cultural practitioners.

**Criteria for evaluation:**

1. Clear presentation of the project concept;
2. Clear strategies and activities of the proponent’s selection guidelines.

**Requirements for submission:**

1. NCCA Certificate of Accreditation
2. Complete project proposal with corresponding line item budget

**Responsibilities of Proponent:**

Specifically, the project proponent shall perform the identification and profiling of cultural workers, artisans and traditional artists at the local level.

<b>Expected Output:</b>	<b>Deliverables:</b>
Documented cultural workers, artisans and traditional healers at the local level	Profile and inventory of identified cultural workers, artisans and traditional artists in soft and hard bound copies  Quality printed material

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**SCCTA–Northern-3:****Project Title: PARAYAW: DOCUMENTATION OF ORAL TRADITIONS AND PRACTICES**

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**Budget per project:**

Php200,000.00 per project or slot; Slots open for application: **5 slot/s**

**Project Description:**

*PARAYAW* is a Sambal term to present traditional practice such as oral traditions including folklores, folktales and lyrical chants.

The project aims to conduct documentation of folkloric tradition and folk poetry in Northern Luzon. This project is being initiated to rescue through documentation the rich oral traditions (folklores, folktales and lyrical chants) of the indigenous peoples in the northern Philippines before they diminish and disappear in the din of modernization. Key informants shall be the known and recognized culture bearers in the given community.

**Criteria for evaluation:**

1. Clear presentation of the project concept;
2. Clear strategies and implementation activities;
3. Proponent must be able to collaborate with the subject cultural communities;
4. Engagement of indigenous cultural communities, Local Government Units (LGUs), the academe, Civil Society Organizations (CSO), Peoples Organization (PO) and concerned national government agencies;
5. The proponent must obtain a written consent of the subject IP community.

**Requirements for submission:**

1. NCCA accreditation requirement
2. Complete project proposal with corresponding line item budget

<b>Expected Output:</b>	<b>Deliverables:</b>
Identified and documented oral traditions (folklores, folktales and lyrical chants) of the Indigenous Cultural Communities	Manuscripts (interviews included) & minimal recordings of traditional performances identified

**Subcommission on Cultural Communities and Traditional Arts (SCCTA)**  
• **SOUTHERN CULTURAL COMMUNITIES**

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**SCCTA–Southern-1:**

**Project Title:            PROFILING OF CULTURAL MASTERS**

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**Budget per project:**

Php200,000.00 per project or slot; Slots open for application: **5 slot/s**

**Project Description:**

The project aims to identify, profile, and document cultural masters and traditional healers among the cultural communities in Mindanao.

The profiling of cultural masters covers individuals with skills or expertise in the following category of traditional arts: literary arts; performing arts; visual arts; culinary arts, as well as practitioners of traditional healing.

**Criteria for evaluation:**

1. The research team must have proven track record in conducting research works on traditional culture and arts;
2. Must have adequate technical skills, capacity and facilities for data gathering and documentation;
3. Clear presentation of the project concept;
4. Preferably, Mindanao-based proponents.

**Requirements for submission:**

1. NCCA accreditation requirement
2. Complete project proposal with corresponding line item budget
3. Profile of enumerators
4. Proof of consent from the community

Expected Output:	Deliverables:
Documentation of cultural workers, artisan and traditional healers at the local level	Soft and hard copies of profile inventory of cultural workers, artisan and traditional healers  Quality printed material

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**SCCTA–Southern-2:**

**Project Title: PUBLICATION OF INDIGENOUS KNOWLEDGE SYSTEMS AND PRACTICES (IKSP)**

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**Budget per project:**

PhP250,000.00 per project or slot; Slots open for application: **4 slot/s**

**Project Description:**

Indigenous knowledge, also referred to as ‘traditional’ or ‘local’ knowledge, is embedded in the community and is unique to a given culture, location or society. The term refers to the large body of knowledge and skills that has been developed outside the formal educational system, and that enables communities to survive.

It is encouraging to observe that over the years, there has been a dramatic increase in interest in the role that indigenous knowledge can play in truly participatory approaches to sustainable development. This interest is reflected in a myriad of activities generated within communities, which are recording their knowledge for use in their school systems and for planning purposes.

The project aims to publish existing manuscripts and research works of indigenous

knowledge systems and practices (IKSP) in Mindanao where opportunities for publication among researchers and writers is lacking.

**Criteria for evaluation:**

1. The manuscript should not have been published in local, national or international publications.
2. Presentation of information are described in sufficient detail.
3. Preferably, Mindanao-based proponents.

**Requirements for submission:**

1. NCCA accreditation requirement
2. Manuscript is ready for printing
3. Organization/individual profile
4. Quotation from at least three (3) printing press.
5. Complete project proposal with corresponding proposed budget

Expected Output:	Deliverables:
Validated, reviewed and edited manuscript	At least 20 manuscripts are published or printed

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**SCCTA–Southern-3:**

**Project Title:                    PRODUCTION OF GLOSSARY OF TERMS**

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**Budget per project:**

PhP200,000.00 per project or slot; Slots open for application: **5 slot/s**

**Project Description:**

Indigenous language or terminology preservation is the effort to prevent it from becoming unknown. An indigenous language or term is at risk of being lost when it is no longer taught, documented or published.

The project aims to produce glossary of terms of selected cultural communities in Mindanao in coordination with the traditional leaders of the concerned communities.

**Criteria for evaluation:**

1. The research team must have proven track record in conducting research works on traditional culture and arts.
2. Must be recognized by the community.
3. Clear presentation of the project concept.
4. Preferably, Mindanao-based proponents.

**Requirements for submission:**

1. Accreditation requirement by the NCCA
2. Complete project proposal with corresponding proposed budget

3. Profile of researchers
4. Proof of consent from the community

<b>Expected Output:</b>	<b>Deliverables:</b>
Produced glossary of terms from vernacular language to Filipino or English or vice versa.	Soft and hard copies of the Glossary of Terms.  Hard copy of quality printed material.



Republika ng Pilipinas • Tanggapan ng Pangulo  
PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

Grants Program  
Programang Grants

Revised Version: June 2017  
April 2018

PPFPD Form No. 1  
Pormularyong PPFPD Blg. 1

**THE PROJECT PROPOSAL FORM**  
*Pormularyo ng Panukalang Proyekto*

**I. PROPONENT'S PROFILE** (*Indibidwal o Organisasyon*)

a) **NAME OF PROPONENT:** \_\_\_\_\_  
(*Pangalan ng may Panukala*)

b) **ADDRESS OF THE PROPONENT:** \_\_\_\_\_  
(*Lunan Panlihaman ng may Panukala*)

c) **CONTACT INFORMATION**  
(*Numero*)

Landline No: \_\_\_\_\_ Mobile Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

d) **REFERENCES / ENDORSEMENT FROM ARTISTS, GOVERNMENT AGENCIES, AND OTHER APPROPRIATE INSTITUTIONS**

(*Reperensya o endoso mula sa ibang ahensya ng gobyerno, mga alagad ng sining o naaangkop na mga institusyon*)

d.1. Name & Contact No. of Ref. 1: \_\_\_\_\_  
\_\_\_\_\_

d.2. Name & Contact No. of Ref. 2: \_\_\_\_\_  
\_\_\_\_\_

**VERY IMPORTANT REMINDER:**

- Following the COA Auditing Rules and Regulations, approved funding for individual grantees shall be released on a "**direct payment or reimbursement mode**".
- Proponent are required to sign all pages of the proposal.

## II. PROJECT PROFILE

1. **PROJECT TITLE:** The title should be brief, clear and descriptive  
*(Ang pamagat ay dapat maikli, maliwanag at makalarawan.)*  

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2. **COMMITTEE AND PROJECT CATEGORY:** Please enter to the 2019 Call for Proposal for the list of committees and corresponding project category  

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3. **PROJECT BACKGROUND:** State the current situation in the local community or in the society at large, which Influenced or inspired you to design and organize the project. Define the problem which the project hopes to address. Use statistical information whenever necessary. Please use additional sheet as needed.  
*(Isaad ang kasalukuyang lagay ng komunidad o ng lipunan sa kabuuan na nakapag pukaw ng interes sa paggawa ng panukalang proyekto. Gumamit ng mga istadistika kung kinakailangan. Maaari ring gumamit ng karagdagang papel kung kinakailangan.)*
4. **PROJECT DESCRIPTION:** Shall provide information on the following. Please use additional sheet as needed. *(Mga kinakailangang impormasyon. Gumamit ng karagdagang papel kung kinakailangan)*
  - a) **Date and venue of project implementation**  
*(Araw at lugar ng pagdadausan ng proyekto)*
  - b) **Project purpose**  
Describes the change which may occur in behavior, structures, or capacities of the target groups which directly result from the utilization of the deliverable outputs or results the project will be expected to yield. *(Ipakita ang mga pagbabagong idudulot ng proyekto sa pag uugali, kabuuan, o kalakasan ng mga tukoy na grupo na maaring makuha sa paggamit ng mga awtput o resulta ng proyekto.)*
  - c) **Results/Outputs:**  
Describes the expected results or output to achieve the project purpose.  
*(Ipakita ang inaasahang mangyayari para makamit ang mithiin ng proyekto.)*
  - d) **Inputs/ Activities:**  
Activities or tasks to be carried out and in what sequence in order to achieve the expected output/ results. *(Mga gawain at detalye ng pagsasagawa para makamit ang mithiin ng proyekto.)*
  - e) **Objectively Verifiable Indicators:**  
Identifies measures to determine success of the project. Indicators should be measurable either quantitatively or qualitatively, feasible, relevant and accurate and timely.  
*(Maglahad ng mga panukat upang matukoy ang tagumpay ng proyekto. Ang mga panukoy ay dapat nasusukat, mahalaga, tama at napapanahon.)*

### III. WORK AND FINANCIAL PLAN

Provide information on the various activities of the project including the implementation schedule, the required funding and potential sources of funds.

*(Ilahad ang impormasyon sa ibat-ibang mga gawain, mga itinakdang araw ng paggawa at mga kinakailangang gastusin kasama ang pondo mula sa ibang maaaring panggagalingan.)*

Project Activities	Timeframe	Cost / Fund (PhP)	Sources of Funds
1.			
2.			
3.			
4.			

### IV. PROJECT COST

Provide information on the total cost of the project, the financial assistance requested from the NCCA, counterpart funding from other sources (at least 50 % of the total project cost) and a line item budget.

*(Ilahad ang kabuuang gastusin ng proyekto, tulong pinansyal na hinihiling sa NCCA, katuwang na pondo mula sa ibang panggagalingan (dapat ay katumbas ng kalahati ng kabuuang gastusin sa proyekto.)*

*Example of a Line Item Budget*

ITEM	PARTICULAR	COUNTERPART FUNDING (PhP)	FUNDING REQUESTED FROM NCCA (PhP)	TOTAL (PhP)
<b>1. Personal Services:</b> <i>Honoraria</i> a) Project Director b) Resource Persons c) Performers d) Documenter	Rate x month  Rate x no. of pax x no. of hours			
<b>2. M.O.O.E:</b> a) Supplies/Materials b) Transportation Expenses	Cost x no. of months  Rate x no. of pax			
<b>Total</b>				



**All project proposals should be addressed and submitted to:**

*(Tanging sa sumusunod na lunan lamang maaaring ipadala ang panukalang proyekto:)*

**Plan/Policy Formulation and Programming Division (P/PFPD)  
National Commission for Culture and the Arts  
Room 5-B, Fifth Floor,  
NCCA Building 633 General Luna Street, Intramuros 1002 Manila,  
Philippines  
Tel No: 522-2084 (DL) / 527-2192 (TL) locs. 527 & 511  
Fax No: 527-2198 / 527-2209 / 527-2194  
Email: [ppfpd@ncca.gov.ph](mailto:ppfpd@ncca.gov.ph)**

**Note:**

The NCCA requires the submission of a complete project proposal based on the indicated proposal format to facilitate proper evaluation. Should you find the proposal format difficult to accomplish, please do not hesitate to contact us at telephone numbers indicated above. The project proposal may be accomplished in **Filipino or English**.

NCCA accreditation certificate is necessary prior to the approval of project requests.  
*[Coordinate with the NCCA Accreditation and Grants Processing Section (AGPS)]*

**Annex B:  
NCCA Accreditation Checklist**

<u><b>Beneficiary CSO</b></u>	<b>New</b>	<b>Renewal</b>
<b>Requirements</b>		
1. Duly accomplished NCCA-AGPU-CSO Application Form	✓	✓
2. Certificate of Social Preparation <b>(to be issued by NCCA)</b>	✓	✓
3. NCCA-AGPU-CSO 02A-Clearance Form <b>(to be issued by NCCA)</b>	✓	✓
4. Certificate of good standing issued by the GA from which the CSO received public funds <b>(if any)</b> .	✓	✓
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).	✓	✓

<u><b>Implementing CSO</b></u>	<b>New</b>	<b>Renewal</b>
<b>Requirements</b>		
1. Duly accomplished NCCA-AGPU-CSO Application Form	✓	✓
2. Certificate of good standing issued by the GA from which the CSO received public funds <b>(if any)</b> .	✓	✓
3. Original Copy of Omnibus Sworn Certification	✓	✓
4. Authenticated copy of the Certificate of Registration with the Securities and Exchange Commission (SEC)	✓	
5. Authenticated copy of the latest Articles of Incorporation showing the original incorporators / organizers and the Secretary's Certificate for incumbent officers and By-Laws	✓	

6. Recent General Information Sheet (GIS) from SEC	✓	✓
7. 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	✓	✓
8. BIR prescribed and authorized OR bearing the Tax Identification Number	✓	
9. Photocopy/ scanned copy of bank book with complete bank account information of the organization (bank account name, number and branch).	✓	✓

<b><u>Peoples Organization</u></b>	<b>New</b>	<b>Renewal</b>
<b>Requirements</b>		
1. Duly accomplished NCCA-AGPU-PO Application Form	✓	✓
2. Certificate of good standing issued by the GA from which the CSO received public funds <b>(if any)</b> .	✓	✓
3. NCCA-AGPU-PO 02B-Clearance Form <b>(to be issued by NCCA)</b>	✓	✓
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.	✓	✓

<b><u>Indigenous Peoples Organization</u></b>	<b>New</b>	<b>Renewal</b>
<b>Requirements</b>		
1. Duly accomplished NCCA-AGPU-IPO Application Form	✓	✓

2. Certificate of good standing issued by the GA from which the CSO received public funds <b>(if any)</b> .	✓	✓
3. NCCA-AGPS-IPO 02C-Clearance Form <b>(to be issued by NCCA)</b>	✓	✓
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, National Commission on Indigenous Peoples (NCIP), National Commission on Muslim Filipinos (NCMF), cultural agencies, academic institutions, or NCCA executive council members.	✓	✓
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.	✓	✓

<u>Individuals</u>	New	Renewal
Requirements		
1. Comprehensive Curriculum Vitae with recent 2x2 colored photographs	✓	✓
2. Record of Accomplishments/Projects Completed	✓	✓
3. NCCA-AGPU-INDIVIDUAL 01C-Clearance Form <b>(to be issued by NCCA)</b>	✓	✓
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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<u><b>Local Government Unit</b></u>	<b>New</b>	<b>Renewal</b>
<b>Requirements</b>		
1. Certification/ endorsement from the Head of the LGU	✓	✓
2. List of Current LGU officials	✓	✓
3. NCCA-AGPS-LGU 01D-Clearance Form <b>(to be issued by NCCA)</b>	✓	✓
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).	✓	✓

<u><b>NGA/State U/College/Public Schools</b></u>	<b>New</b>	<b>Renewal</b>
<b>Requirements</b>		
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 <b>(to be issued by NCCA)</b>	✓	✓
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).	✓	✓