



**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: [gjorda.ncca@gmail.com](mailto:gjorda.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 Dissemination (SCD)

• COMMUNICATION

---

**SCD-Comm-1:**

**Project Title:** MASSIVE CAMPAIGN ON CULTURE THROUGH FORUM

---

**Budget per project:**

PhP300,000.00 per project or slot; Slots open for application: **3 slot/s** for 2019, i.e., 1 each for Luzon, Visayas, Mindanao)

**Timeframe:**

2019

**Project Objective:**

To promote the values of Malasakit, Cultural-sensitivity, and positive Filipino attitude towards cultural diversity and creativity through for a

**Project Description:**

The project involves the massive promotion of Filipino values of malasakit and culture-sensitivity and the positive attitude toward cultural diversity and Filipino creativity. It should be participated by 50-100 opinion leaders.

**Criteria for Evaluation:**

1. Shall involve opinion leaders in or those with important positions in the area;
2. Should focus on a number of material showing malasakit in good governance and peoples malasakit as a value; and
3. The speaker must be able to submit modules to be used

**Requirements for submission:**

1. Accreditation requirement prescribed by the NCCA;
2. Complete project proposal with budgetary requirements;
3. Detailed activities and strategies; and
4. Work and financial plan

---

**SCD-Comm-2:**

**Project Title:** GO-GO KULTURA MINDANAO

---

**Budget per project:**

PhP2,100,000.00 per project or slot; Slots open for application: **1 slot/s**

**Timeframe:**

2019

**Project Objective:** To disseminate and promote Mindanao Culture and Heritage through various media platforms

**Project Description:**

The project is a massive and intensive cultural promotion of Mindanao promoting Filipino values (malasakit) using quad-media in all regions of Mindanao.

<b>Expected Output:</b>	<b>Deliverables:</b>
1. Quad-media promotion of Malasakit, Culture-sensitivity, and Pagkamalikhain	1.1 36 episodes showing Filipino values 1.2 1 values/3 episodes per media
2. Radio-testimonial	2.1 a 15-20 seconds slogan or hugot-story
3. TV Clips	3.1 3-minute narrative or documentary
4. Print	4.1 200-400 words of human interest stories with photos to be printed in a newspaper with national and local coverage
5. Social media	5.1 film clips, memes with general target audience

**Criteria for Evaluation:**

1. Clarity in the statement of project objectives;
2. Outline of the knowledge and acceptance tests of the materials constructed by the proponent;
3. Materials should reflect Filipino culture;
4. Must be able to prioritize use of existing NCCA materials; and
5. Must be implemented in all regions using Bisaya language

**Requirements for submission:**

1. Accreditation requirement prescribed by the NCCA;
2. Complete project proposal with budgetary requirements;
3. Detailed activities and strategies; and
4. Work and financial plan.

---

**SCD-Comm-3:**

**Project Title: NATIONWIDE CONFERENCE ON PHILIPPINE COMMUNICATION, YOUTH AND VALUES**

---

**Budget per project:**

Php375,000.00 per project or slot for NCR; Slots open for application: **1 slot/s** (NCR)

**Timeframe**

2019

**Project Objective:**

To create a large pool of knowledge on contemporary Philippine Communication, Youth and Values; and, to understand the influence of Philippine Media on Youth and their values

**Project Description:**

A Three-day conference will have as speakers: policy makers; sociology, psychology, communication, and literature professors. They will present research and scholarly papers on Philippine Communication, Youth and Values.

The participants will include 80-100 students, communication professionals, policy makers, cultural workers, and other interested individuals. For 2018, the identified site of the conference is at the National Capital Region.

<b>Expected Output:</b>	<b>Deliverables:</b>
1. Three-day Conference	1.1 One comprehensive conference conducted in one of the municipalities of NCR 1.2 Module to be presented 1.3 Documentation of the proceedings and resolutions made

**Requirements for submission:**

1. Accreditation requirement prescribed by the NCCA;
2. Complete project proposal with budgetary requirements;
3. Detailed activities and strategies; and
4. Work and financial plan

**Subcommission on Cultural Dissemination (SCD)**

- **CULTURAL EDUCATION**

**SCD-CEduc-1:**

**Project Title: INTANGIBLE HERITAGE EDUCATION PROGRAM FOR BASIC EDUCATION**

**Budget:**

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

**Timeframe**

2019

**Project Objective:**

To institutionalize and intensify the intangible heritage conservation plan through continuing professional education, research and dissemination, production of learning resources and lesson exemplars, and media-based documentation program in intangible cultural heritage education.

**Project Description**

The Intangible Heritage Education Program for Basic Education consists of three phases:

PHASE	PROJECT	PERIOD OF IMPLEMENTATION
1	A NATIONAL CONFERENCE on intangible heritage	2018
2	<b>A NATIONAL WORKSHOP/WRITESHOP SERIES designed to adapt the intangible heritage in the various subject areas of basic education</b>	<b>2019</b>
3	PUBLICATION on lesson exemplars on intangible cultural heritage and pedagogy integrated in the various subject-areas in the basic education curriculum	2020

For 2019, the project is a NATIONAL WORKSHOP/WRITESHOP SERIES that will develop learning resources on intangible cultural heritage from the outputs of the NATIONAL CONFERENCE in Phase 1, as well as other relevant and valid sources.

**Expected Output:**

Workshop/writeshop series conducted

**Deliverables:**

1. **24 teachers** trained to competently develop learning resources on intangible heritage in the various areas of basic education, 2 teachers per level from Grades 1-12. There should be at least 4 teachers from each island-cluster.
2. Culturally informed and culturally sensitive **learning resources** (workbooks, activity sheets, AVP, learning module, lesson plan, etc.) on intangible cultural heritage integrated in the different subject areas of basic education for each grade level covering several lessons under one unit.
3. **120 teachers** trained to teach intangible cultural heritage in the contextualized, localized and indigenized basic education curriculum. This will be delivered through a series of three island-cluster workshops, each with 40 teacher-participants.

**Criteria for selection:**

1. Open to all HEIs and other training institutions involved in cultural education
2. Clear presentation of project strategies and activities to implement the expected deliverables

**Requirements for submission:**

1. Profile of the proponent
2. Accreditation requirements as set by the NCCA

3. Complete project proposal with corresponding proposed budget
4. Work and financial plan
5. Details of strategies and activities including, but not limited to the following:
  - a) For deliverable #1, criteria for selection of teachers to be trained in learning resource development
  - b) For deliverable #2, list of available and accessible sources of information on intangible heritage
  - c) For deliverable # 3, workshop matrix/training design

**SCD-CEduc-2:**

**Project Title: HIBLAKULTURA FILIPINA: TRAVELING TAPESTRIES AND PERFORMANCES**

**Budget per project:**

PhP500,000.00 / per project or slot; Slots open for application: **4 slot/s**, i.e., per region/island cluster (Luzon, Visayas, Mindanao, NCR)

**Timeframe:**

2019

**Project Objective:**

To develop, produce and disseminate information on intangible cultural heritage (ICH) of different regions through exhibit, performances and other cultural expressions that will celebrate Philippine cultural diversity

**Project Description:**

The project entails the design, development and production of a cultural tapestry (a metaphor of collection of materials coherently put together) exhibiting diverse cultural expressions that capture the ICH within the region/locale utilizing local techniques to further promote Philippine cultural diversity.

EXPECTED OUTPUT	DELIVERABLES
Exhibit mounted, and performance rendered	<ul style="list-style-type: none"> <li>• At least <b>three (3) exhibit and performance sites</b> within the region</li> <li>• <b>Culture bearers were involved</b> in the design, development and production of the project</li> <li>• <b>Audience reach of at least 5,000</b>, 90% of which are students in basic and higher education in the exhibit and performance sites.</li> <li>• <b>Knowledge capture of the process</b> including, but not limited to photo-video documentation of the design and development of the exhibit and performance and summary of feedback by participants/audience.</li> </ul>

**Criteria for selection**

1. Open to LGUs, Cultural Communities, NGOs, Schools/HEIs



2. Design and development of exhibits and performances should engage the participation of the culture bearers
3. Clear presentation of project strategies and activities to implement the expected deliverables.

**Requirements for submission**

1. Profile of the proponent
2. Accreditation requirements as set by the NCCA
3. Complete project proposal with corresponding proposed budget
4. Work and financial plan
5. Details of strategies and activities including, but not limited to, the following:
  - a) Criteria for selecting the cultural expressions that will be featured
  - b) Procedure for engaging the culture-bearers
  - c) Consent of the elders/leaders of the cultural communities that will be involved in the project
  - d) Criteria for selection of exhibit and performance site
  - e) Program and exhibit curation plan
  - f) Modes of knowledge capture

**Subcommission on Cultural Dissemination (SCD)**

- **WIKA AT SALIN/LANGUAGE AND TRANSLATION**

**SCD-Language-1:**

**Pamagat: TUDLÔ (turò): Mga pagsasanay ukol sa wika, panitikan, at Araling pangkultura**

**Pondo:**

Php125,000.00 per project or slot; Slots open for application: **12 slot/s** kada taon

**Sakop na panahon:**

2018-2020

**Pagsasalarawan:**

Mga pagsasanay para sa mga guro sa elementarya, hay-iskul, at kolehiyo sa pakiki pagtulongan sa CHED, mga organisasyong pang wika, at SUCs ukol sa wika, panitikan, at araling pang kultura bilang mga asignatura.

<b>Inaasahang Output:</b>	<b>Deliverables:</b>
1. Palihang naganap sa isang taon.	1.1 May palihang naganap sa bawat Island Cluster sa bawat taon: (3) Luzon, (3) Visayas, (3) NCR, (3) Mindanao
2. Para sa taong 2019, mga guro sa hayiskul ang magiging kalahok ng mga palihan na gaganapin sa bawat Island	2.1 Naipatupad ang proyekto saunang hati ng taong 2019 2.2 May 50-200 na gurong kalahok sa bawat

Cluster	palihan
3. Ang palihan ay tatagal ng dalawa hanggang tatlong araw	3.1 Isang palihang nagawa para sa mga guro ng hayskul

**Batayan ng Ebalwasyon:**

1. Tumutugon sa mga batayang kahilingan sa kurikulum ng DepEd at CHED;
2. Komprehensibong panukalang proyekto na may tentatibong programa; at
3. Nagkaroon na ang proponent ng karanasan sa pagsagawa ng palihan

**SCD-Language-2:**

**Pamagat: DALUMAT FILIPINO: Mga Pananaliksik na Nagtatanghal ng Halagahang Filipino**

**Pondo:**

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

**Pagsasalarawan:**

Ang proyekto ay hihikayat sa mga iskolar na sumulat sa wikang Filipino at Pananaw Filipino. Panawagan sa mga akademikong papel/saliksik ukol sa mga aspektong kultural at lipunang Filipino na may oryentasyong higit na maka-Filipino.

**Batayan ng ebalwasyon:**

1. Manuskritong hindi bababa sa 35 pahina, doble-espasyo, at sumusunod sa Manwal sa Masinop na Pagsulat (MMP) ng KWF;
2. Dadaan sa dalawa hanggang tatlong eksperto salarang; at
3. Bago, hindi pa nailalathala, o hindi pa nagwawagi sa anumang patimpalak

**SCD-Language-3:**

**Pamagat: PAMINAWON (listen): Pagsasalin ng mga pag-aaral / etnograpihong pag-aaral at sosyolohikong pag-aaral**

**Pondo :**

PhP200,000.00 per project or slot; Slots open for application: **3 slot/s**

**Pagsasalarawan:**

Pagsasalin sa Filipino ng mga aklat pag-aaral na nagtataguyod ng mga karapatan ng mga pangkat-etniko, kababaihan, kabataan, PWD, at iba pang nasa laylayang-pangkat ng lipunan. Halimbawa, ngunit hindi malilimitahan, sa mga sumusunod ang puwedeng isalin:

1. Imagined Communities: Reflections on the Origin of Spread of Nationalism ni Benedict Anderson
2. Fiipino Indigenous Ethnic Communities: Patterns, Variations, and typologies ni Jocano F. Landa

3. Contracting Colonialism: Translation and Christian Conversion in Tagalog Society under Early Spanish Rule ni Vicente L. Rafael
4. Barangay: Sixteenth Century Philippine Culture and Society ni William Henry Scott
5. The Revolt of the Masses: The Story of Bonifacio and the Katipunan ni Teodoro Agoncillo
6. Verbal Arts in Philippine Indigenous Communities ni Herminia Meñez Coben
7. Culture and Community in the Philippine Fiesta and other Celebrations ni Florentino H. Hornedo
8. Pasyon and Revolution, Popular Movements in the Philippines ni Reynaldo C. Ileto
9. Tagalog Poetry 1570-1898, Traditions and Influences in its Development
10. Women Workers of Manila ni Dr. Camagay

<b>Inaasahang Output:</b>	<b>Deliverables:</b>
1. Maisalin ang mga aklat pag-aaral/ etnograpihong pag-aaral / sosyolohikong pag-aaral mula sa English o katutubong wika sa Filipino.	1.1 Pagsasalin ng limang aklat

**Batayan ng ebalwasyon:**

1. Hindi literary; at
2. Hindi pa naisasalin;

**SCD-Language-4:**

**Pamagat:**                    **RIKNA (hugot): saling-tula at saling-awit**

**Pondo:**

PhP100,000.00 per project or slot; Slots open for application: **3 slot/s**

**Pagsasalarawan:**

Mga pagtatanghal ng mga saling-tula at saling-awit. May temang "*Bilog ang bulan, buhîang binalaybay*" na itatanghal sa Buwan ng Panitikan (Abril).

<b>Inaasahang Output:</b>	<b>Deliverables:</b>
1. Magkaroon ng isang pagtatanghal na gaganapin sa Buwan ng Panitikan (Abril)	1.1 May sampu o higit pang saling-tula at saling-awit na isasagawa sa pamamagitan ng mga pagtatanghal; 1.2 Kailangang maitanghal sa Buwan ng Panitikan sa Abril
2. May mahigit 50 manunood	2.1. Maidaos ang pagtatanghal, nagkaroon ng magandang rebyu, at dinaluhan ng marami

**Batayan ng ebalwasyon:**

1. Daloy ng program, profile ng grupo at profile ng mga writers; at
2. Tema ng pagtatanghal



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.)*
- 

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

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	<b>Rate x month</b>  <b>Rate x no. of pax x no. of hours</b>			
<b>2. M.O.O.E:</b> a) Supplies/Materials b) Transportation Expenses	<b>Cost x no. of months</b>  <b>Rate x no. of pax</b>			
<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**

**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 <i>(to be issued by NCCA)</i>	✓	✓
3. NCCA-AGPU-CSO 02A-Clearance Form <i>(to be issued by NCCA)</i>	✓	✓
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).	✓	✓
--	---	---

<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).	✓	✓