



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**

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

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

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

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

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

Note:

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



National Commission for Culture and the Arts

Subcommission on Cultural Heritage (SCH)

- **ARCHIVES**

SCH-Archives-1:

Project Title: DIGITIZATION OF ARCHIVAL COLLECTIONS

Budget per Project:

Php500,000.00 per project or slot; Slots open for application: **5 slot/s**

Qualification of Proponents:

Local government units, educational institutions, and civil society organizations with significant archival collections

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Status, nature, and significance of the archival collection for digitization

Criteria for Evaluation:

1. National or local significance of the archival collection
2. Must ensure accessibility of the digitized materials

SCH-Archives- 2:

Project Title: LOCAL APPRENTICESHIP IN DIFFERENT ARCHIVAL INSTITUTIONS

Budget per Project:

Php50,000.00 per project or slot; Slots open for application: **2 slot/s**

Qualification of Proponents:

Individuals

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Profile of the archival institution/s where the apprenticeship will be undertaken.

Criteria for Evaluation:

1. The proponent must demonstrate that the proposed apprenticeship will elevate his/her current work into higher levels of performance and service.
2. The proposal must have a provision for re-entry plan at the end of the apprenticeship.

SCH-Archives-3:**Project Title: DIGITIZATION OF ARCHIVAL COLLECTIONS (MIXED MEDIA)**

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

Local government units, educational institutions, and civil society organizations with significant archival collections

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Status, nature, and significance of the documents for digitization

Criteria for Evaluation:

1. National or local significance of the documents
2. Must ensure accessibility of the digitized materials

SCH-Archives-4:**Project Title: RESTORATION OF AN IDENTIFIED WORKS OF NATIONAL ARTISTS OR DOCUMENTS OF HISTORICAL SIGNIFICANCE**

Budget per Project:PhP500,000.00 per project or slot; Slots open for application: **2 slot/s****Qualification of Proponents:**

Local government units, educational institutions, and civil society organizations with significant archival collections of historical significance and works of National Artists

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Status, nature, and significance of the works or documents

Criteria for Evaluation:

1. National or local significance of the documents
2. Must ensure accessibility of the preserved documents

SCH-Archives- 5:**Project Title: ESTABLISHMENT/ENHANCEMENT OF ARCHIVES AND RECORDS CENTER**

Budget per Project:

PhP400,000.00 per project or slot; Slots open for application: **3 slot/s**

Qualification of Proponents:

Local government units, educational institutions, and civil society organizations with a dedicated space for archives

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Building plan/blueprint of dedicated space for the archives
4. Certification or Resolution dedicating the space for archives use

Criteria for Evaluation:

1. The space must have undergone technical assistance prior to submission of proposal.
2. Proposal must be based on the recommendations from the technical assistance.
3. The space must have provision for permanent staffing.
4. The space must be ready for operation upon completion of the project.

Subcommission on Cultural Heritage (SCH)

- **ART GALLERIES**

SCH-Galleries-1:

Project Title: REGIONAL ART FAIR (Art from the Major Island Regions)

Budget per Project:

PhP1,000,000.00 per project or slot; Slots open for application: **1 slot/s** [open either for Luzon, Visayas, or Mindanao but excluding NCR]

Qualification of Proponents:

Non-profit organizations, galleries, art spaces, museums, CSO, LGU, and universities.

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Floor plan of the proposed venue

Criteria for Evaluation:

1. The art fair should have a unique concept that must differ from existing local art fairs and from trade fairs.
2. Must undergo Technical Assistance on the rigors of art fair production and management

- to be given by NCCA
3. Must coincide with and must adhere to the annual theme of the Museums and Galleries Month Celebration
 4. Must be participated by at least 10 group of exhibitors (e.g. 10 exhibition booths)
 5. Exhibition period should be at least 3 days
 6. Must be visited by at least 300 guests
 7. Should have counterpart funding

SCH-Galleries- 2:

Project Title: ART EXHIBITION PRODUCTION

Budget per Project:

PhP300,000.00 per project or slot; Slots open for application: **5 slot/s**

Qualification of Proponents:

Individual preferably with experience on exhibition production.

Requirements for Submission:

1. NCCA Certificate of Accreditation;
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work and Financial Plan, duly signed by the Proponent on each page;
3. Address/location and at least 3 photos of the proposed venue.

Criteria for Evaluation:

1. For large exhibitions, they should encompass universal themes which have widespread relevance for a broad audience.
2. For small exhibitions, they must be developed and designed to target more specialized interest groups such as marginalized or underrepresented sectors and expand the general public's engagement with and understanding of unusual subject matter that they ordinarily would not be aware of or be exposed to.
3. Must undergo Technical Assistance on the rigors of design, pre- and post-exhibition production and management to be given by NCCA. Collaboration with a museum, art gallery, or commercial organization to develop and design the exhibition is highly encouraged

SCH-Galleries- 3:

Project Title: GALLERY ENHANCEMENT

Budget per Project:

PhP500,000.00 per project or slot; Slots open for application: **3 slot/s**

Qualification of Proponents:

Established Galleries or Art Spaces with at least 3 years of existence (preferably institutional, artist-run initiatives and cooperatives) with a proven track record of cultural work embodied

by the number of exhibits and/or the quality of works.

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page

Criteria for Evaluation:

1. Must undergo or have undergone technical assistance on the assessment and maintenance of exhibition space by the NCCA;
2. The gallery should demonstrate that the proposed enhancement will elevate its current work into higher levels of performance, service, and influence and be of greater impact to the public.

Subcommission on Cultural Heritage (SCH)
<ul style="list-style-type: none">• HISTORICAL RESEARCH

SCH-Historical-1:

Project Title: PUBLICATION

Budget per Project:

PhP200,000.00 per project or slot; Slots open for application: **4 slot/s**, i.e., (1 NCR, 1 Luzon, 1 Visayas, and 1 Mindanao)

Qualification of Proponents:

Individuals, institutions or organizations composed of social science teachers, local historians, writers, and/or researchers.

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Printer-ready Manuscript
4. Quotations from at least 3 publishing houses
5. Indicate past conference where the manuscript was presented, if applicable

Criteria for Evaluation:

1. The manuscript is subject to the double-blind review process.
2. The manuscript must contribute to the enrichment of the narrative of Philippine history or Philippine historiography.
3. The manuscript can be on the following topics/theme: 150th Birth Anniversary of Emilio Aguinaldo, 5th Centenary of the Coming of Spaniards (1521-2021), 75th Anniversary of the Leyte Landing (1949-2019).
4. Open to unpublished winning entries of Young Historian's Prize

SCH-Historical-2:**Project Title: LOCAL HISTORY WRITING WORKSHOP**

Budget per Project:

PhP150,000.00 per project or slot; Slots open for application: **6 slot/s**, i.e., (2 Luzon, 2 Visayas, and 2 Mindanao)

Qualification of Proponents:

Local government units, educational institutions, and civil society organizations

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Workshop design (program, rationale, venue, objective, number of expected participants) covering any of the following: Methodology of Oral History, Advanced historical research (i.e. Paleography, foreign languages)
4. Profile of Speakers and participants

Criteria for Evaluation:

1. Must indicate active participation of significant stakeholders in the community especially artists and cultural workers
2. Must highlight the local cultural and historical icons
3. Promotes the use of other historical approaches
4. The workshop must have provisions for the sustainability and ensure the delivery of
5. workshop outputs.
6. Priority shall be given to workshops which will be conducted in regions II, CAR, Negros Island Region, VIII, IX and XII
7. The workshop must cater to at least 100 participants.

SCH-Historical-3:**Project Title: HISTORICAL CONFERENCES**

Budget per Project:

PhP150,000.00 per project or slot; Slots open for application: **3 slot/s**, i.e., (1 Luzon, 1 Visayas, and 1 Mindanao)

Qualification of Proponents:

Local government units, educational institutions, and civil society organizations

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan duly signed by the Proponent on each page

3. Conference design (program, rationale, venue, objective, number of expected participants)
4. Profile of Paper Presenters
5. Abstracts of Papers to be presented

Criteria for Evaluation:

1. The conference must contribute to interdisciplinary, strategic, and innovative areas of historical research.
2. The conference must cater to at least 100 participants.

SCH-Historical-4:

Project Title: PUBLICATION OF HISTORICAL CONFERENCE PROCEEDINGS

Budget per Project:

PhP150,000.00 per project or slot; Slots open for application: **3 slot/s**, i.e., (1 Luzon, 1 Visayas, and 1 Mindanao)

Qualification of Proponents:

Individuals, institutions or organizations composed of social science teachers, local historians, writers, and/or researchers, civil society organizations

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Manuscript of historical conference proceedings
4. Quotations from at least 3 publishing houses

Criteria for Evaluation:

1. The manuscript is subject to the double-blind review process.
2. The manuscript must contribute to the enrichment of the narrative of Philippine history or Philippine historiography.

Subcommission on Cultural Heritage (SCH)

- **LIBRARIES AND INFORMATION SERVICES**

SCH-Libraries-1:

Project Title: ESTABLISHMENT OF BARANGAY READING CENTERS

Budget per Project:

PhP250,000.00 per project or slot; Slots open for application: **6 slot/s**, i.e., (2 Luzon, 2 Visayas, and 2 Mindanao)

Qualification of Proponents:

Local government units (Provincial/Municipal/Barangay Council) and civil society organizations

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page

Criteria for Evaluation:

1. An existing site must be provided by the local government unit.
2. The proponent must have a proven track record of implementing projects of similar nature.

SCH-Libraries-2:

Project Title: LOCAL STORY-TELLING COMPETITION
(interpretative way: *song, dance, poems*)

Budget per Project:

Php100,000.00 per project or slot; Slots open for application: **3 slot/s**

Qualification of Proponents:

Local government units (Provincial/Municipal/Barangay Council), schools, and civil society organizations

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Competition Mechanics
4. Profile of Judges
5. Text of the Competition Piece

Criteria for Evaluation:

1. The competition piece must focus on local history, local heroes, legends, myths towards the promotion of cultural values.
2. Competition should be open to grade school pupils.
3. The activity should be held in conjunction with any library-related event

SCH-Libraries-3:

Project Title: LIBRARIANS SUMMIT ON THE ROLE OF LIBRARIES IN TRANSFORMING SOCIETY

Budget per Project:

Php250,000.00 per project or slot; Slots open for application: **5 slot/s**

Qualification of Proponents:

Institutions and Professional Organizations which are accredited Continuing Professional Development (COD) Providers

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. CPD Provider Certificate
4. Profile of Speakers

Criteria for Evaluation:

1. The proponent must have a proven track record in organizing events of similar nature.
2. The summit must have a provision for policy recommendations.

SCH-Libraries-4:

Project Title: ENHANCEMENT OF LIBRARIES AND BARANGAY READING CENTERS

Budget per Project:

PhP150,000.00 per project or slot; Slots open for application: **9 slot/s**

Qualification of Proponents:

Local government units and schools with established libraries/reading centers

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page. The type of library, date it has been established, type of collection and other specific details about the library must be stated in the project description.

Criteria for Evaluation:

1. The proponent must have a proven track record of implementing projects of similar nature.
2. Priority shall be given to libraries/ reading centers which have been in existence for the last 3 years.
3. The materials to be acquired must be responsive to the needs of its identified stakeholders

Subcommission on Cultural Heritage (SCH)

• MONUMENTS AND SITES

SCH-Monuments-1:

Project Title: DEVELOPMENT OF MUNICIPAL BUILT HERITAGE INVENTORY

Budget per Project:

PhP200,000.00 per project or slot; Slots open for application: **10 slot/s**

Qualification of Proponents:

Local government units, civil society organizations, and educational institutions

Requirements for Submission

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Profile of project team

Criteria for Evaluation

1. The project team must include an architect, engineer, and local historian.
2. The minimum project output is an inventory of all presumed structures 50 years old and above, photo-documentation, and condition assessment report) in a municipality.

SCH-Monuments- 2:

Project Title: THREE-DAY CONSERVATION MANAGEMENT PLAN WORKSHOP

Budget per Project:

PhP500,000.00 per project or slot; Slots open for application: **3 slot/s** (1 Luzon, 1 Visayas, and 1 Mindanao)

Qualification of Proponents:

Civil society organizations and higher educational institutions with undergraduate program in architecture

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Training Module

Criteria for Evaluation:

1. Trainers must have experience in conservation.
2. The training must have a minimum of 30 participants representing the regions in the island cluster.

3. The training should require all participants to submit a rapid assessment containing drawings and condition mapping 5 days after the training.

SCH-Monuments- 3:

Project Title: DEVELOPMENT OF A PREVENTIVE MAINTENANCE MANUAL

Budget per Project:

Php500,000.00 per project or slot; Slots open for application: **1 slot/s**

Qualification of Proponents:

Civil society organizations and educational institutions

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Profile of project team

Criteria for Evaluation:

1. The project team must include a graphic artist or illustrator, architect, engineer, translator, encoder, and editor.
2. The minimum output is a manual in English, Filipino and Cebuano.

SCH-Monuments- 4:

Project Title: ARCHITECTURAL DOCUMENTATION WORKSHOP

Budget per Project:

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

Qualification of Proponents:

Civil society organizations and educational institutions

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Training Module

Criteria for Evaluation:

1. Trainers must have experience in conservation.
2. The training must have a minimum of 50 participants.
3. The training should require all participants to submit a sample documentation of at least 2 heritage sites at the end of the training.

SCH-Monuments- 5:**Project Title: AS-BUILT PLAN**

Budget per Project:PhP500,000.00 per project or slot; Slots open for application: **10 slot/s****Qualification of Proponents:**

Local government units and civil society organizations

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Profile of project team

Criteria for Evaluation:

1. The project team must include architects and engineers.
2. Priority shall be given to structures declared as National Cultural Treasures, National Historical Landmarks, and Important Cultural Properties.

Subcommission on Cultural Heritage (SCH)

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| <ul style="list-style-type: none">• MUSEUMS |
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SCH-Museums- 1:**Project Title: CAPABILITY-BUILDING TRAINING FOR MUSEUMS**

Budget per Project:PhP100,000.00 per project or slot; Slots open for application: **6 slot/s****Qualification of Proponents:**

Local government units, educational institutions, civil society organizations with museums that are in existence for at least 5 years, with permanent staffing, and educational/ public programs for the past 2 years

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Profile of Speakers
4. Training Design

Criteria for Evaluation:

1. The learning outcomes / objectives must correspond to the training needs of the target participants.
2. The training design must cater to at least 30 participants.
3. The venue must be conducive for learning and accessible to the target participants.

SCH-Museums- 2:

Project Title: CELEBRATION OF MUSEUMS AND GALLERIES MONTH

Budget per Project:

PhP250,000.00 per project or slot; Slots open for application: **1 slot/s**

Qualification of Proponents:

Local government units, educational institutions, civil society organizations operating with galleries, school, community museums

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page

Criteria for Evaluation:

1. Proposed program and schedule of activities must be in line with the theme of the Museums and Galleries Month

SCH-Museums- 3:

Project Title: ENHANCEMENT OF MUSEUMS

Budget per Project:

PhP350,000.00 per project or slot; Slots open for application: **7 slot/s**, i.e., (2 Luzon, 2 Visayas, 2 Mindanao, and 1 NCR)

Qualification of Proponents:

Local government units, educational institutions and civil society organizations operating with museums that is in existence for at least 5 years, with permanent staffing, and educational/public programs for the past 2 years

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Endorsement from the Regional Museum Association indicating years in existence, permanent staffing through an organizational structure, and educational / public programs.
4. If the museum is designated as National Cultural Treasure, Important Cultural Property, Historical Landmark and/ or Historical Shrine, an endorsement of the

project proposal from the National Museum and/or National Historical Commission of the Philippines is required.

5. The proponent must submit a business plan relative to the enhanced structure to ensure the sustainability of operations.
6. Museums under the Local Government Units (LGUs) may not submit a business plan provided that documents or Sangguniang Board Resolutions stating the operating expenses are funded and whose sustainability of operation is assured by the LGU.

Criteria for Evaluation

1. The proponent as the main owner and/or administrator of the museum must have a proven historical track record of natural and/or cultural work, with convincing proof of legacy and national impact embodied by the number of exhibits and or/the quality of works. (Profile)
2. The proponent should demonstrate that programs envisioned operating in the enhanced museum will definitely be elevating its current working to higher levels of performance, service and influence and will be of greater impact to the public.
3. An ocular inspection of the museum by an NCOM member or any museum worker authorized by the NCCA is required prior to the submission of the project proposal. Proposal must be based on the recommendation from the technical assistance

SCH-Museums- 4:

Project Title: REGIONAL MUSEUM SUMMIT

Budget per Project:

PhP120,000.00 per project or slot; Slots open for application: 11 slot/s

Qualification of Proponents:

Local government units, educational institutions or civil society organizations with museums that are in existence for at least 5 years, with permanent staffing, and educational/public programs for the past 2 years

Requirements for Submission:

1. NCCA Certificate of Accreditation
2. Accomplished project proposal form with detailed Line Item Budget, Schedule of Activities, and Work & Financial Plan, duly signed by the Proponent on each page
3. Proposed program indicating topics, number of speakers, number of participants
4. Resolution from the Regional Museum Association stating the needs of the members in the region.
5. If the proponent is not a Regional Museum Association, an endorsement from the Regional Museum Association must be submitted.

Criteria for Evaluation:

1. Ability to complete the project's proposed objectives, judged by the qualifications of the staff, prior experience in the implementation of summits, and the reasonableness of the work plan and budget (including counterpart funding)

2. The efficiency of the project, as judged by the likely output versus costs
3. The summit must have a minimum of 50 participants



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)
1. Personal Services: <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			
2. M.O.O.E: a) Supplies/Materials b) Transportation Expenses	Cost x no. of months Rate x no. of pax			
Total				

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>Beneficiary CSO</u>	New	Renewal
Requirements		
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 (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).	✓	✓

<u>Implementing CSO</u>	New	Renewal
Requirements		
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. 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).	✓	✓

<u>Peoples Organization</u>	New	Renewal
Requirements		
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.	✓	✓

<u>Indigenous Peoples Organization</u>	New	Renewal
Requirements		
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-AGPS-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, 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 (to be issued by NCCA)	✓	✓
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>Local Government Unit</u>	New	Renewal
Requirements		
1. Certification/ endorsement from the Head of the LGU	✓	✓
2. List of Current LGU officials	✓	✓
3. NCCA-AGPS-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).	✓	✓

<u>NGA/State U/College/Public Schools</u>	New	Renewal
Requirements		
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).	✓	✓