



## Criteria for Accreditation:

### **A. For Civil Society Organizations**

Must have been registered with SEC for at least three (3) years prior to the date of application for NCCA grant/accreditation

### **B. For Peoples Organizations**

Must be recognized by cultural agencies, local government units, government agencies, academic institutions, other recognized individuals or organizations in Philippine society

### **C. For Indigenous Peoples Organizations**

Must be recognized and/or endorsed by the community and/or LGU, the NCIP, NCMF, academic institution or NCCA ExeCom Member

Must not have any incorporator, organizer, director, trustee, officer or key personnel related within the fourth civil degree of consanguinity or affinity to any NCCA official, personnel and ExeCom Member to avoid conflict of interest

### **D. For Individuals:**

Must have a good track record in implementing arts and culture projects and activities and recognized by any of the following: cultural agencies, local government units, government agencies, academic institutions, other recognized individuals or organizations in Philippine society

**All potential NCCA partners must not have any unliquidated grant and derogatory record with NCCA or any other Government Agency**

**Eligible proponents must be accredited by the Commission as a pre-requisite for the approval of their project proposal.**



## Requirements for Accreditation:



### **A. Civil Society Organization**

1. Duly Accomplished NCCA-AGPS Application Form;
2. Certificate of good standing issued by the GA from which the CSO received public funds **(if any)**;
3. NCCA-AGPS-Clearance Form **(to be accomplished by NCCA)**;
4. Original copy of Omnibus Sworn Statement;
5. Authenticated copy of the Certificate of Registration with the SEC;
6. Authenticated copy of the latest Articles of Incorporation showing the original incorporators/ organizers and the Secretary's Certificate for incumbent officers and By-Laws;

7. Recent General Information Sheet (GIS) from SEC;
8. Audited Financial Statements for the past three (3) years preceding the date of project implementation as received by the BIR together with Annual Income Tax Return;
9. BIR prescribed and authorized Official Receipt bearing the Tax Identification Number;
10. Photocopy/ scanned copy of bank book with complete bank account information of the organization (bank account name, number, bank and branch).

### **B. Peoples Organization**



1. Duly Accomplished NCCA-AGPS-PO Application Form;
2. Certificate of good standing issued by the GA from which the PO received public funds **(if any)**;
3. NCCA-AGPS-Clearance Form **(to be accomplished 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.

### **C. Indigenous Peoples Organization**



1. Duly Accomplished NCCA-AGPS-IPO Application Form;
2. List of Current Officers with photographs certified by the Secretary of the Organization;
3. At least two (2) Certifications from any of the following: LGUs, NCIP, NCMF, other national cultural agencies, academic institutions or NCCA Executive Council Members;
4. Sworn Affidavit of the Organization Secretary that none of the organizers or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials;
5. Sample of Acknowledgement Receipt, signed by the Head and Treasurer;

6. 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 IPO, authorizing the president or treasurer or any other authorized member of the organization to receive the grant through his bank account, on behalf of the organization.



### **D. Individual**

1. Comprehensive Curriculum Vitae with recent 2x2 colored photograph;
2. Record of accomplishments/projects completed;
3. 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; LGUs, cultural agencies, academic institutions, other recognized individuals or organizations in Philippine society;
4. Tax Identification Number (TIN);
5. Any valid Government issued Identification Card;
6. Photocopy/Scanned copy of bank book with complete bank account information of the individual (bank account name, number, bank and branch).

### **E. Local Government Unit**



1. Certification/Endorsement from the Head of the LGU;
2. List of current LGU officials;
3. Record of accomplishments (related to the proposed project);
4. Photocopy/scanned copy of passbook with complete bank account information of the LGU (bank account name, number, bank and branch).

### **F. Government Agencies/Institutions, State Universities/Colleges and Public Schools**

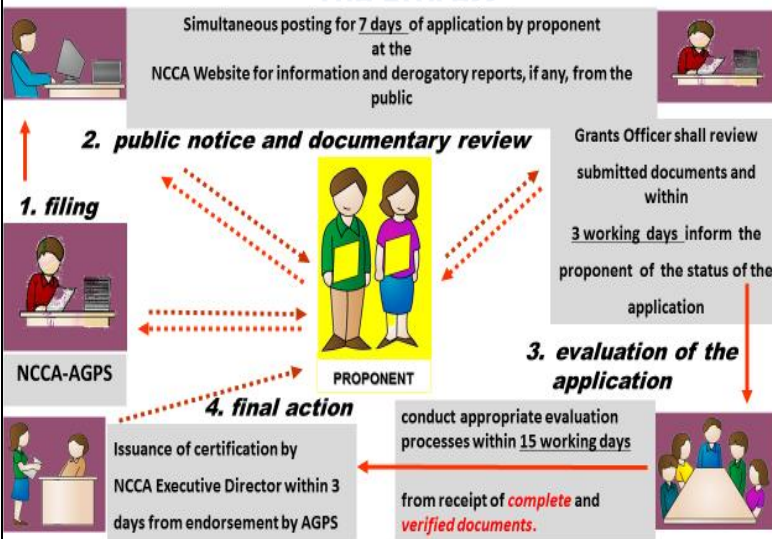


1. Charter/Law creating the Agency/Institution/University;
2. Certification/Endorsement from the Head of Agency/Institution/ University;
3. List of current officials;
4. Organization profile and record of accomplishments (related to the proposed project);
5. Photocopy/scanned copy of passbook with complete bank account information of the GA/Institutions, State Universities/Colleges and Public Schools (bank account name, number, bank and branch).

## Definition of Terms

- **Accreditation**  
process in determining reputable, qualified and capable partners of NCCA in carrying out programs and projects for culture & the arts.
- **Grants**  
funding given by the Commission to an accredited grantee in support of a program/ project for the development, protection, preservation and dissemination of Philippine culture and the arts.
- **Accreditation and Grants Processing Section (AGPS)**  
office responsible for the assessment and evaluation of accreditation requirements submitted by interested proponents to NCCA as well as the facilitation of the release of grants.
- **Proponent**  
refers to an interested individual or organization applying for a grant.
- **Grantee** refers to a proponent with an approved grant from NCCA.
- **Accreditation Certificate**  
a certification issued by NCCA to an individual or organization who has passed the accreditation process of the Commission.

## The Process



NCCA Officials, employees, and Executive Council Officers and Members and their relatives up to the fourth civil degree of affinity and consanguinity and organizations they are affiliated with are disqualified from being accredited by the NCCA

**Validity.** If approved, the NCCA accreditation shall be valid for a period of **one (1) year** from the date of approval.

NCCA accepts applications for accreditation year-round



Please submit all your accreditation requirements for evaluation to:

**MR. RICO S. PABLEO, JR.**

NCCA EXECUTIVE DIRECTOR

c/o **MR. CHRISTOPHER L. LUCINDO**

Head, ACCREDITATION and GRANTS PROCESSING SECTION (AGPS)  
3F NCCA Bldg., 633 General Luna Street, Intramuros, Manila 1002

Landline Telephone Numbers: 527-2192 LOCAL 530, 531 & 510  
Direct Line: 666-4910

Accreditation and Grants Officers:

**MS. GENEROSE J. ASUNCION**, SUBCOMMISSION ON CULTURAL COMMUNITIES AND TRADITIONAL ARTS (SCCTA)  
MOBILE NO.: 09998849448; E-MAIL: gjorda.ncca@gmail.com

**MS. JOANNE S. LORILLA**, SUBCOMMISSION ON CULTURAL DISSEMINATION (SCD) & SUBCOMMISSION ON THE ARTS (SCA) (NATIONAL COMMITTEES ON LITERARY, DANCE AND CINEMA)  
MOBILE NO.: 09998849450; E-MAIL: jlorilla.ncca@gmail.com

**MR. RAMON DE LEON** SUBCOMMISSION ON THE ARTS (SCA) (NATIONAL COMMITTEES ON ARCHITECTURE, DRAMATIC, MUSIC AND VISUAL ARTS)  
MOBILE NO: 09989685304; E-MAIL: rdeleon.ncca@gmail.com

**MR. RODELIO D. CANDOR** SUBCOMMISSION ON CULTURAL HERITAGE (SCH)  
MOBILE NO.:09989685305; E-MAIL: odencandor.ncca@gmail.com

Memorandum of Agreement (MOA) Officer:

**MR. JAYSON M. CONDA**, Culture and Arts Officer II  
E-MAIL: condaj@yahoo.com  
MOBILE NO.: 09062087505

FORMS CAN BE DOWNLOADED AT:

[www.ncca.gov.ph](http://www.ncca.gov.ph)

Republic of the Philippines • Office of the President  
NATIONAL COMMISSION FOR CULTURE AND THE ARTS



NCCA

## ACCREDITATION INFORMATION BROCHURE



Republic Act No. 7356 states that as lead government agency for culture and the arts, the National Commission for Culture and the Arts (NCCA) is tasked with the administration of the National Endowment Fund for Culture and the Arts (NEFCA) and give grants for the development, protection, preservation and dissemination of Philippine culture and the arts;

In consideration of the NCCA efforts in ensuring that programs and projects are carefully, efficiently and effectively implemented, and carried out by its various partners to include **Civil Society Organizations (CSOs), Peoples Organizations (PO), Indigenous Peoples Organizations (IPOs), Individuals, Local Government Units/ Government Agencies (LGUs/GAs), State Universities, Colleges and Public Schools** and that funds are properly guarded from misuse, it is imperative to promulgate guidelines for the accreditation of the above mentioned partners.



### CIVIL SOCIETY ORGANIZATION (CSO)

a domestic non-stock, non-profit corporation, organization or association expressing the interests and values of their members or others, based on socio-economic, ethical, cultural and scientific considerations, duly registered with the Securities and Exchange Commission (SEC)

### PEOPLES ORGANIZATION (PO)

refers to *bona fide* associations of citizens with demonstrated capacity to promote the public interest and with identifiable leadership, membership and structure but may not have officially registered with the SEC and shall include arts and culture organizations, school-based organizations, and community-based organizations with good track record in implementing arts and culture projects and activities

### INDIGENOUS PEOPLES ORGANIZATION (IPO)

refers to an organization recognized by the community and/or the Local Government Units (LGUs), the National Commission on Indigenous Peoples (NCIP), National Commission on Muslim Filipinos (NCMF), academic institution or NCCA Executive Council Member, which are composed of indigenous peoples who organized themselves to advocate and implement activities, projects and programs for the protection of their traditional culture

**GOVERNMENT AGENCY (GA)** - any department, bureau or office of the national government, or any of its branches and instrumentalities, or any political subdivision or its instrumentalities, as well as any government owned or controlled corporation, including its subsidiaries, or other self-governing board or commission of the government