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 2018 Call for Proposals is now open. For CY 2018, 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: 2018 Revised NCCA Project Proposal Form

Deadline for submission of proposals is on **August 31, 2017 (Thursday)**.

All project proposals should be addressed and submitted to:

Plan/Policy Formulation and Programming Division (PPFPD)
Room 5-B, Fifth Floor, National Commission for Culture and the Arts Building
633 General Luna Street, Intramuros 1002 Manila
Tel No: (02) 5222084
Fax No: (02) 5272198
Email: **arts@ncca.gov.ph**
heritage@ncca.gov.ph
dissemination@ncca.gov.ph
traditional_arts@ncca.gov.ph

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 Unit (AGPU)* under the NCCA Plan/Policy Formulation and Programming Division (PPFPD) prior to the approval of project requests.

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

The NCCA-Accreditation and Grants Processing Unit (AGPU)
Room 5F, 5ᵗʰ Floor, NCCA Building,633 General Luna Street, Intramuros 1002 Manila
Telephone Nos. (02) 666-4910 [DL] and **527-2192** [TL] loc. **510;**

Mr. Christopher L. Lucindo,
Head, AGPU
website: www.ncca.gov.ph

Ms. Generose J. Asuncion, Grants Processing Officer for SCCTA
Mobile No.: 09998849448; e-mail: gjorda.ncca@gmail.com

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

Mr. Ramon De Leon, Grants Processing Officer for SCA (National Committees on Architecture and Allied Arts, Visual Arts, Dramatic Arts and Music)
Mobile No.: 09989685304; e-mail: rdeleon.ncca@gmail.com

Mr. Rodelio Candor, Grants Processing Officer for SCH
Mobile No. 09989685305; e-mail: odencandor.ncca@gmail.com

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.**

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: 3

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: 4

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 a re-entry plan at the end of the apprenticeship.

SCH-Archives- 3:

Project Title: **DOCUMENT PRESERVATION THROUGH MICROFILMING**

Budget per Project:
PhP500,000.00 per project or slot / Slot open for application: 1

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 microfilming

Criteria for Evaluation:
1. National or local significance of the documents
2. Must ensure accessibility of the microfilmed documents

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 / Slot open for application: 1

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

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. Proposal must be based on the recommendations from the technical assistance.
2. The space must have provision for permanent staffing.
3. 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 (Major Island)**

Budget per Project:
PhP650,000.00 per project or slot / Slots open for application: 3 (1 Luzon, 1 Visayas, and 1 Mindanao)

Qualification of Proponents:
Non-profit organizations, galleries, art spaces and museums existing for at least 3 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. 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 20 group of exhibitors (e.g. 20 exhibition booths)
5. Exhibition period should be at least 3 days
6. Must be visited by at least 500 guests
7. Should have counterpart funding

SCH-Galleries- 2:
Project Title: **ART EXHIBITION DESIGN AND PRODUCTION**

Budget per Project:
PhP250,000.00 per project or slot / Slot open for application: 1

Qualification of Proponents:
Individuals with experience and/or training on Art Education, Museums Studies and/or Curatorial Studies

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. 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 be targeted to more specialized interest groups such as marginalized or underrepresented sectors and to also expand the general public's engagement with and understanding of unusual subject matter that they ordinarily wouldn't be aware of or be exposed to.
3. Must collaborate with a museum, art gallery or with a commercial organization to develop and design the exhibition

SCH-Galleries- 3:
Project Title: **GALLERY ENHANCEMENT**

Budget per Project:
PhP300,000.00 per project or slot / Slots open for application: 5 (1 Luzon, 2 Visayas, and 2 Mindanao)

Qualification of Proponents:
Established Galleries with at least 5 years of existence preferably institutional, artist run initiatives and co-op 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 have undergone technical assistance by the NCCA

2. The gallery should demonstrate that the proposed enhancement will definitely be elevating its current work into higher levels of performance, service and influence and will be of greater impact to the public

Subcommission on Cultural Heritage (SCH)
- **Historical Research**

SCH-Historical- 1:

Project Title: **PUBLICATION**

Budget per Project:
PhP200,000.00 per project or slot / Slots open for application: 5

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. Manuscript
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.

SCH-Historical- 2:

Project Title: **LOCAL HISTORY WRITING WORKSHOP**

Budget per Project:
PhP150,000.00 per project or slot / Slots open for application: 6 (2 Luzon, 2 Visayas, and 2 Mindanao)

Qualification of Proponents:
Local government units, educational institutions, and professional historical associations

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. Palaeography, foreign languages)

4. Profile of Speakers

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 workshop outputs.
5. Priority shall be given to workshops which will be conducted in regions II, CAR, Negros Island Region, VIII, IX, and XII.
6. 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 / Slot open for application: 3 (1 Luzon, 1 Visayas, and 1 Mindanao)

Qualification of Proponents:
Local government units, educational institutions, and professional historical associations

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 (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. 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 (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: 5

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

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SCH-Libraries- 3:
Project Title: **LIBRARIANS SUMMIT ON THE MULTI-CULTURAL SERVICES IN LIBRARIES**

Budget per Project:
PhP250,000.00 per project or slot / Slots open for application: 3 (1 Luzon, 1 Visayas, and 1 Mindanao)

Qualification of Proponents:
Institutions and Professional Organizations which are accredited Continuing Professional Development (CPD) 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.
3. The summit must lead to an inventory of libraries and their services catering to the needs of cultural groups

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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

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

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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

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 (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 / Slot open for application: 1

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 / Slot open for application: 5

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 / Slot open for application: 10

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)
- **Museums**

SCH-Museums- 1:
Project Title: **CAPABILITY-BUILDING TRAINING FOR MUSEUMS**

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

Qualification of Proponents:
Local government units, private museums, school museums, community 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
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 / Slot open for application: 1

Qualification of Proponents:
Local government units, galleries, private museums, school museums, 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

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SCH-Museums- 3:
Project Title: **ENHANCEMENT OF MUSEUMS**

Budget per Project:
PhP350,000.00 per project or slot / Slot open for application: 7 (2 Luzon, 2 Visayas, 2 Mindanao, and 1 NCR)

Qualification of Proponents:
Local government units, private museums, school museums, community 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. 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 who is the main owner and / or administrator of the museum must have a proven historical track record of natural and / or cultural work, with a convincing proof of legacy and national impact embodied by the number of exhibits and or / the quality of works.
2. The proponent should demonstrate that programs envisioned operating in the enhanced museum will definitely be elevating its current work into 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 before the submission of the project proposal.

SCH-Museums- 4:
Project Title: **ESTABLISHMENT OF HERITAGE CENTER-PHASE 1**

Budget per Project:
PhP480,000.00 per project or slot / Slot open for application: 1

Qualification of Proponents:
Local government units, state universities and colleges, public schools, and civil society organizations with dedicated space for a heritage center

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 heritage center
4. Certification or Resolution dedicating the space for the heritage center

Criteria for Evaluation:
1. The space must have undergone technical assistance prior to submission of proposal. Proposal must be based on the recommendations from the technical assistance.

2. The space must have provision for permanent staffing.
3. The space must be ready for operation upon completion of the project.

SCH-Museums- 5:
Project Title: **REGIONAL MUSEUM SUMMIT**

Budget per Project:
PhP120,000.00 per project or slot / Slots open for application: 11

Qualification of Proponents:
Local government units, private museums, school museums, community 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

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

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

The NCCA-Accreditation and Grants Processing Unit (AGPU)
Room 5F, 5th Floor, NCCA Bldg.,633 Gen. Luna St., Intramuros, Manila 1002
Tel. Nos. (02) 527-2192 loc 510; 666-4910

Ms. Generose J. Asuncion, Grants Processing Officer for SCCTA cellpne no.: 09998849448; e-mail: gjorda.ncca@gmail.com
Ms. Joanne Lorilla, Grants Processing Officer for, SCD & SCA (National Committees on Literary, Dance and Cinema) cellpne no.: 09998849450; e-mail: jlorilla.ncca@gmail.com
Mr. Ramon De Leon, Grants Processing Officer for SCA (National Committees on Architecture, Visual, Dramatic and Music) cellpne no.: 09989685304; e-mail: rdeleon.ncca@gmail.com
Mr. Rodelio Candor, Grants Processing Officer for SCH cellpne no.: 09989685305; e-mail: odencandor.ncca@gmail.com
Mr. Christopher L. Lucindo, Head, AGPU
website: www.ncca.gov.ph

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

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

Requirements	New	Renewal
1. Comprehensive Curriculum Vitae with recent 2x2 colored photographs	✓	✓
2. Record of Accomplishments/Projects Completed	✓	✓
3. NCCA-AGPU-INDIVIDUAL 01C-Clearance Form **(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).	✓	✓

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

The NCCA-Accreditation and Grants Processing Unit (AGPU)
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Mr. Christopher L. Lucindo, Head, AGPU
website: www.ncca.gov.ph

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

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