

Assistance to Programs and Initiatives to Reform Education (ASPIRE)

Grants Application Guidelines Fiscal Year 2018-2019

Introduction

A robust education sector for the Philippines consists of both relevant, effective, and viable private schools and quality public schools. While it is the government's responsibility to provide free public education as a constitutional right, private educational institutions play a necessary complementary role for the country to achieve its education goals.

In Executive Order No. 156 that constituted the Fund for Assistance to Private Education (FAPE), a trust fund, and created the Private Education Assistance Committee (PEAC), trustee to manage the Fund, considerations were identified to guide decisions in granting funds to programs and projects of assistance to the private education sector, to wit:

- The project's contribution to improvement in the quality of Philippine education;
- The project's relation to a field of study or specialization of high priority for national growth;
- The significance of the contribution and potential contribution through the project, of the applying institution or association to educational needs in a specific geographic area or region in the Philippines;
- The amount of funds requested for the project as consistent with Fund assistance to as many institutions as possible; and
- An assessment of the institution's or association's past and current efforts to improve the quality of its education and that of its planning for the future.

Activities for Funding Assistance

The activities below are eligible for funding assistance. Implementation of the activities should be within the fiscal year of the grant award.

- **Training and Professional Development**
The PEAC shall support training and professional development activities for education practitioners in the private schools that contribute to school improvement efforts. The PEAC requires that proposed training activities for funding be open to all private schools, including non-affiliated schools of the proponent.
- **Public Policy Development and Advocacy**
The PEAC shall support public policy development and advocacy activities, such as policy research, consultations, presentations, government relations, and coalition building, to ensure critical engagement with government and other sectors, and to promote a policy environment that supports the development of private education.
- **Institutional Development**
The PEAC shall support institutional activities that involve all member-schools or associations such as national conferences that address the issues and concerns of members and consequently contribute to improving educational delivery.

Eligibility Criteria for Proponents

The proponent is a private educational association that has been in existence for at least three (3) years. It has a credible track record in pursuing the improvement of its members and in responding to the educational needs and thereby contribute to the improvement in the quality of Philippine education.

Application Requirements

- Cover letter signed by the President of the association
- Fully accomplished application form (proposal cover) with complete attachments in the prescribed formats:
 - Project proposal (refer to Project Proposal Guidelines)
 - Implementation plan
 - Note: For proposals under the Training and Professional Development, a copy of the training program that specifies the topics and resource speakers is required.
 - Itemized budget
- Photocopy of SEC Registration
- List of member-schools/associations (names, addresses, and contact details)
- Photocopy of BIR Registration (BIR Form 2303)
- Photocopy of BIR Tax Exemption Certificate, if applicable

All forms and attachments should be submitted in one (1) hard copy and one (1) soft copy to the PEAC National Secretariat. The ASPIRE Vetting Committee may also request other requirements from the proponents.

Criteria for Assessing Proposals

All proposals will be evaluated by the Vetting Committee based on the following:

Proposal

The Vetting Committee will look into several aspects of the proposed project, namely: Target Beneficiaries; Coverage; Rationale and Objectives; Targets, Outcomes, Outputs; Implementation and Management Plan; Monitoring and Evaluation Plan; and Budget.

Organizational Capacity or Past Performance

For first-time applicants, the Vetting Committee will consider the proponent's experience in implementing similar projects. For proponents who received grants from the PEAC in the previous fiscal year, the compliance of the proponent with the program guidelines will be reviewed.

Deadline for Submission of Proposals

Proposals must be sent to the PEAC Secretariat no later than May 31, 2018.

Evaluation of Proposals

The ASPIRE Vetting Committee is an ad hoc committee chaired by the PEAC Executive Director and with members appointed by the PEAC. It is tasked to review the proposals received for funding assistance based on the given criteria and recommend to the PEAC for approval the amounts to be granted to favorably reviewed proposals.

Funding Assistance Coverage

To provide assistance to as many eligible associations and organizations as possible, funding assistance shall be limited to the following expense items:

- Honoraria for resource persons, and support staff;
- Travel, board and lodging expenses for resource persons, and support staff;
- Reproduction expenses for main project materials.

The actual funding assistance to be provided to favorably reviewed proposals will depend on the availability of funds.

Execution of Grant

Successful proponents will be notified through email. An agreement will be sent for the signature of the President of the association. Upon receipt of the signed agreement, the PEAC National Secretariat will process the release of the approved funding assistance.

Final Report and Liquidation of Assistance

Associations provided funding assistance shall submit a final report within one calendar month after the completion of the project, including photocopies of the attendance and outputs as attachments. A liquidation report shall also be submitted, including official receipts or photocopies thereof (in case the assistance covered only partial amounts of the expense), to the PEAC National Secretariat.

Appendix A: Indicative Schedule of Implementation

Schedule	Process
March-May	Call for proposals
May 31, 2018	Deadline of submission of proposals
June	Evaluation of proposals by the Vetting Committee
	Approval of favorably reviewed proposals by the PEAC
July	Communication of agreement to successful applicants
August	Processing and release of funding assistance
April 30, 2019	Deadline of submission of liquidation reports