

Assistance to Programs and Initiatives to Reform Education (ASPIRE)

Grants Application Guidelines

Introduction

A robust education sector for the Philippines consists of a 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, the government recognizes the complementary roles of private and public educational institutions in order 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:

- a. The project's contribution to improvement in the quality of Philippine education;
- b. The project's relation to a field of study or specialization of high priority for national growth;
- c. 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;
- d. The amount of funds requested for the project as consistent with Fund assistance to as many institutions as possible; and
- e. 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 Covered by Grant

The activities below are eligible for funding assistance. Implementation of the activities should be within the prescribed period (see Terms and Conditions of the Grant).

1. 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 private schools.

2. 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.

3. 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 of their region or specialization and thereby contributes to the improvement in the quality of Philippine education.

Application Requirements

- Cover letter addressed to the PEAC Executive Director and signed by the President of the association
- Project Proposal (refer to the Project Proposal Guidelines)
- Itemized Budget
- Photocopy of SEC Registration*
- Photocopy of BIR Registration (BIR Form 2303)*
- Photocopy of BIR Tax Exemption Certificate, if applicable*

*for new applicants only

All requirements should be submitted in one (1) hard copy and a soft copy to the PEAC National Secretariat. The office address is 5th Floor Salamin Building, 197 Salcedo Street, Legaspi Village, Makati City. The soft copy should be sent to communications@peac.org.ph.

The ASPIRE Vetting Committee may also request other requirements from the proponents.

Deadline for Submission of Proposals

Proposals must be sent to the PEAC Secretariat no later than May 31, 2019.

Evaluation of Proposals

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

Grant Coverage

To provide assistance to as many eligible proponents as possible, the grant shall be limited to the following expense items:

1. Honoraria for project consultants, resource persons, and support staff;
2. Travel and board lodging expenses for project consultants, resource persons, and support staff; and/or
3. Reproduction expenses for main project materials.

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

Terms and Conditions of the Grant

The grant has the following terms and conditions:

- The PEAC should be acknowledged during the activity and in the communication and promotional materials for the activity.
- The projects supported under the program should be implemented within the fiscal year of the grant award. For fiscal year 2019-2020, the period is from June 2019 to May 2020. Realignment of the grant to other activities other than the ones submitted to the call for proposals is strongly discouraged.
- Projects under the Training and Professional Development should be open to all concerned private educational institutions.
- A completion report should be submitted for each project/activity one month after it has been implemented. The report should include all the necessary supporting documents such as attendance, materials, photo documentation, and/or other related outputs.
- The complete liquidation report supported by original official/acknowledgment receipts should be submitted and any unexpended amount should be returned to the PEAC National Secretariat on or before April 30, 2020. The PEAC shall reimburse expenses of approved activities to be conducted in May.
- Any unreleased amount of the approved grant shall be forfeited for any of the following reasons: liquidation report of the first tranche/full grant amount is not submitted; and proposed activities are not implemented within the prescribed period.
- Non-compliance with the terms and conditions of the grant may disqualify the proponent from applying for financial assistance in the following fiscal year.

Execution of Grant

Successful proponents will be notified through email. An agreement will be sent for the signature of the President of the proponent. Upon receipt of the signed agreement, the PEAC National Secretariat will process the release of the grant as follows:

Tranche	Amount of Grant	Requirements
First Tranche	50%	Upon submission of signed agreement
Second Tranche	50%	Upon submission of the liquidation of the first tranche

Appendix A: Indicative Schedule

FY 2018-2019	Process
March-May	Call for proposals
May 31, 2019	Deadline of submission of proposals
June	Evaluation of proposals by the Vetting Committee
	Approval of recommended proposals by PEAC
July	Communication of agreement to successful proponents
August	Processing and release of assistance
April 30, 2020	Deadline of submission of liquidation reports

Attachments:

Project Proposal Guidelines and Itemized Budget template