

Assistance to Programs and Initiatives to Reform Education (ASPIRE)

Grant Application Guidelines for Fiscal Year 2021-2022

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 to the PEAC National Secretariat through email.

Email address: programs@peac.org.ph

(Indicate "ASPIRE 2021-2022 Proposal – [Name of Proponent]" as subject of the email.)

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, 2021.

Evaluation of Proposals

The ASPIRE Vetting Committee is an ad hoc committee chaired by the PEAC Executive Director and composed of members who shall be individuals representing private educational associations, excluding individuals that represent private educational associations in the PEAC.

The Vetting Committee is tasked to review and recommend the guidelines, the proposals from proponents, and the amounts of grants to favorably reviewed proposals for the approval of PEAC.

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. Transportation and accommodation expenses for project consultants, resource persons, and support staff

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 2021-2022, the period is from June 2021 to May 2022. Realignment of the grant to other activities other than the ones submitted to the call for proposals is strongly discouraged.
- Approved projects under the Training and Professional Development should be open to all concerned private educational institutions.
- The release of the grant and the amounts of the tranches is based on the implementation dates of the approved projects.
- A completion report should be submitted by the end of the fiscal year. 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.

Grant	Period Covered (Implementation Dates)	Required Document for Release of Amount	Deadline of Submission
First Tranche	June-December	signed letter of agreement (LOA)	December 15 Liquidation Report
Second Tranche	January-May	liquidation report of the first tranche	May 31 Completion Report Liquidation Report

- 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 result in the non-release of the approved grant until submission of the liquidation report of the full amount of the grant in the previous fiscal year.

Execution of Grant

Successful proponents will be notified through email. A letter of agreement (LOA) will be sent for the signature of the President of the proponent. The PEAC National Secretariat will process the release of the grant as indicated in the signed LOA.

Appendix A: Indicative Schedule

FY 2021-2022	Process
March-May	Call for proposals
May 31, 2021	Deadline of submission of proposals
June	Evaluation of proposals and funding by the Vetting Committee
	Approval of Vetting Committee recommendations by PEAC
July	Communication of LOA to successful proponents
	Processing and release of the first tranche
December 15, 2021	Deadline of submission of completion report and liquidation report for the first tranche
January	Processing and release of the second tranche
May 31, 2022	Deadline of submission of the completion report and liquidation report for the second tranche

Attachments:

Project Proposal Guidelines and Itemized Budget template