

March 27, 2023

**GUIDELINES OF THE ASSISTANCE TO PROGRAMS AND INITIATIVES TO REFORM
EDUCATION (ASPIRE) PROGRAM AND CALL FOR PROPOSALS
IN FISCAL YEAR 2023-2024**

1. The Private Education Assistance Committee (PEAC) issues the call for proposals and enclosed guidelines of the Assistance to Programs and Initiatives to Reform Education (ASPIRE) for fiscal year 2023-2024. ASPIRE is a grants program that provides funding support to the projects and activities of private educational associations in the areas of Training and Professional Development, Public Policy Development and Advocacy, and Institutional Development.
2. Proposals and other documentary requirements should be submitted online to jenna.alcala@peac.org.ph with "ASPIRE 2023-2024 Proposal - [Name of Proponent]" as subject of the email. The PEAC National Secretariat will accept proposals until May 16, 2023.
3. For inquiries, send an email to jenna.alcala@peac.org.ph or contact 0917-163-1100.
4. The guidelines and call for proposals are for immediate dissemination.



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Executive Director

Assistance to Programs and Initiatives to Reform Education (ASPIRE)

Grant Application Guidelines for Fiscal Year 2023-2024

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 Jenna Alcala of the Communications and Research Unit, PEAC National Secretariat at jenna.alcala@peac.org.ph. Please indicate "ASPIRE 2023-2024 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 16, 2023.

Evaluation of Proposals

The ASPIRE Vetting Committee is an ad hoc group chaired by the PEAC Executive Director and composed of members who shall be individuals representing private educational associations. They are nominated by their respective association presidents and confirmed by the PEAC.

Individuals who represent the private education sector in the PEAC, as the approving authority of recommendations from the Vetting Committee, are excluded from membership of the Vetting Committee.

The members of the Vetting Committee are expected to have a deep knowledge of the issues and concerns of the private education sector. They review and recommend the grant application guidelines, the proposals from the proponents, and the amounts of grants to support favorably reviewed proposals for the approval of the PEAC.

In the prioritization of proposals to be supported in view of the limited funds, the Vetting Committee will be guided by the following criteria:

Criteria	Guide Questions
Relevance of the project	Does the project identify the target beneficiaries and their needs that the project intends to address?
	Are the project objectives and expected outcomes clearly defined and relevant to the target beneficiaries?
Feasibility and adequacy of proposed outputs and/or activities	Are the proposed outputs and/or activities clear, adequate, and realistic in achieving the project objectives?
	Is the project or aspect of it applied for grant coverage doable within the grant period?
Potential effectiveness of the project	Does the project allow the development and/or transfer of knowledge, skills, and technologies to the intended beneficiaries?
	Does the initiative have the potential to contribute to improving or uplifting the conditions of the intended beneficiaries?

Grant Coverage

To provide assistance to as many eligible proponents as possible, the grant shall be limited to the honoraria for all persons involved in the project.

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 its official logo should be incorporated 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 2023-2024, the period is from June 2023 to May 2024.
- 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 amount of the tranches is based on the indicated implementation dates of the approved projects.
- A technical report in the prescribed template should be submitted to the Communications and Research Unit of the PEAC National Secretariat after the implementation of the projects.

- For the liquidation of the grant amount released, a financial report supported by original official/acknowledgment receipts should be submitted and any unexpended amount should be returned to the Finance Unit of the PEAC National Secretariat. Financial reports should be submitted to Sean Calvert Tria of the Finance Unit at sean.tria@peac.org.ph and copy furnish Jenna Alcala of the Communications and Research Unit at jenna.alcala@peac.org.ph when the financial report has been submitted.

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 Technical Report Financial Report
Second Tranche	January-May	Financial report of the first tranche	May 31 Technical Report Financial Report

- Any unreleased amount of the approved grant shall be forfeited for any of the following reasons: technical report is not submitted; financial 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 technical report and/or financial 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.

Monitoring and Evaluation

The proponents shall provide the PEAC National Secretariat with the necessary data for the monitoring and evaluation of projects implemented. The table below shall serve as guide in the data collection.

Area	Number of Approved Projects	Number of Projects Implemented	Outputs
Training and Development			Number of participants/schools that attended the training
Institutional Development			Number of member-schools of proponents/participants
Public Policy and Development			Number of initiatives

Appendix A: Indicative Schedule

FY 2023-2024	Process
March-May	Call for proposals
May 16, 2023	Deadline of submission of proposals
May 25, 2023	Evaluation of proposals and funding by the Vetting Committee
June 2023	Approval of Vetting Committee recommendations by PEAC
June 2023	Communication of LOA to successful proponents
July 2023	Processing and release of the first tranche
December 15, 2023	Deadline of submission of technical report and financial report for the first tranche
January	Processing and release of the second tranche
May 31, 2024	Deadline of submission of the technical report and financial report for the second tranche

Attachments:

Project Proposal template, Itemized Budget template, Technical Report template, Evaluation of Proposals template