# Civil Society Participation Fund (CSPF)

**Department of the Interior and Local Government (DILG)**

**Bureau of Local Government Supervision (BLGS)**

**CSO Partnership Coordination Office (PCO)**

**APPLICATION FORM**

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**For Official Use Only:**

To be filled up only by DILG-BLGS/CSO-PF Secretariat

- Theme Code: 1 [ ] 2 [ ] 3 [ ]
- Application Control Number: 2012 - _______ - _______
- Date Received: __________, 2012
- Time: ________ am/pm

Instructions: Supply all information required (typewritten) in the spaces provided and attach all the supporting documents as may be required. Email to dilg.csopartnership@gmail.com on or before July 31, 2012

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<table>
<thead>
<tr>
<th>The CSO Proponent</th>
<th>The Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Organization/Proponent</strong></td>
<td><strong>Project Title:</strong></td>
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<tr>
<td><strong>Project Title:</strong></td>
<td><strong>Theme:</strong> (Refer to Approved Themes as per CSPF Guidelines)</td>
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<td><strong>Theme:</strong> (Refer to Approved Themes as per CSPF Guidelines)</td>
</tr>
<tr>
<td><strong>Brief Project Description</strong> (Max of 100 words):</td>
<td><strong>Project Objectives</strong> (Max of 150 words):</td>
</tr>
</tbody>
</table>

**Proponent Type:** (Pls. Check One)

- [ ] A CSO w/ SEC Registration
- [ ] B CSO Network/Coalition
- [ ] C LGU-CSO Partnership

**Contact Person:**

**Designation:**

**Signature:**

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**CONTACT DETAILS:**

- **Address:** ____________________________
  ____________________________
  ____________________________
  ____________________________
  Zip Code: ________
  Mun./City/Prov.: ____________________________
  ____________________________
  Region: ________

- **NCR** [ ] **LUZ** [ ] **VIS** [ ] **MIN** [ ]

- **Phone:** (______) - ____________________________
  Cel no.: ____________________________
  Fax: (______) - ____________________________
  E-mail: ____________________________
  Website: ____________________________

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**How does the Project respond to the CSPF’s objectives and theme?** (Max of 200 words)

**What are its innovative features, if any?** (Max of 50 words)
### Vision/ Mission: (Max of 20 words)

### Expected Outputs (Max of 100 words)

### Project beneficiaries/ Target Number (Max of 100 words):

### Area(s) of Expertise/ Track Record:
- Top 3 Projects previously handled:
  1. 
  2. 
  3. 

### Project Partners (LGU / Others, if any)
- 1. 
- 2. 
- 3. 

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### Vision/ Mission: (Max of 20 words)

### Expected Outputs (Max of 100 words)

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  1. 
  2. 
  3. 

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- 1. 
- 2. 
- 3. 

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### CHECKLIST OF REQUIREMENTS:

Scan and submit/email the ff. supporting documents (*as may be required/applicable).

- SEC registration of CSO, Network/ Coalition or LGU-CSO Partnership*
- 2011 CSO’s Annual Report
- Brochure or Profile of CSO, Network or LGU Partnership*
- Latest Audited Financial Statement
- LGU Sanggunian Resolution on LGU-CSO Partnership*
- Project logo/photo(s) (jpeg file)
- Others: ________________________ (Pls. specify)

### Proposed Key Activities vis-a-vis Budget and Timeline: (Maximum of Three (3) Month Project Implementation, i.e. September-November 2012)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget</th>
<th>Month</th>
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</thead>
<tbody>
<tr>
<td>PREPARATORY</td>
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<tr>
<td>ACTUAL IMPLEMENTATION (incl. Management Cost)</td>
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<tr>
<td>ADMINISTRATIVE COST* (*Should not be more than 10% of Total Project Grant)</td>
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<tr>
<td>REPORTING/EVALUATION:</td>
<td></td>
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</table>

**TOTAL: OVER-ALL PROJ. MGT./ADMIN. COST:**

*Use additional sheet if necessary. Note that for approved application, submission of a more detailed budget will be required for submission to DILG-BLGS.

### Amount Requested (in PhP): (*maximum of P250,000)

### Local Counterpart (if any) (in PhP)

### Total project cost (in PhP):

### Project Location/Area(s) Covered:

(Specify Brgy./Mun./City/Province/Region)

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### DECLARATION:

We certify the correctness of the foregoing and hereby agree to abide by and comply with all the CSPF Guidelines and requirements, COA Rules and Regulations should our application be approved.

**Name, Designation and Signature CSO Representative**