



CIVIL SOCIETY PARTICIPATION FUND OPERATING POLICIES

CSPF

LOCAL
GOVERNANCE
WATCH

THE CSPF LAUNCH

1. The CSPF will be launched on June 27 and BLGS-DILG shall commence to accept applications henceforth.
2. The appropriate DILG Memorandum Circular (MC) shall be signed by the DILG Secretary during the launch and shall be issued to all concerned.
3. DILG will issue an official press release and post the Guidelines and Application Form in the DILG website, as well as serve notices through the Task Force Participatory Local Governance (TF-PLG), its members and other CSO groups or networks.
4. Proponents may begin to submit proposals online (through email dilg.csoparticipation@gmail.com), using the application form which may be downloaded from www.dilg.gov.ph

THE GRANT

The maximum grant award per proponent is TWO HUNDRED FIFTY THOUSAND PESOS ONLY (PhP250,000.00) per project (i.e. 90% for the first tranche upon signing of the CSPF-DILG Partnership Agreement and 10% upon project completion). However, two (2) CSOs can propose a joint undertaking for a certain project to avail of a FIVE HUNDRED THOUSAND (P500,000.00) grant from the CSPF. For CY 2012, the initial amount of P3.0 Million has been allocated for this CSPF grant facility. The Grant will be approved only for those eligible CSOs with project proposals that support the CSPF Objectives and pre-approved Themes with the corresponding application form and required documents submitted to BLGS-DILG on or before 5:00 p.m. on July 31, 2012.

TIMELINE - CY 2012

- June - Project Launching / Call for Proposals – June 27, 2012
- July - Deadline of Submission of Proposals w/ Applications and Required Documents – July 31, 2012; 5:00 pm
- August - DILG-BLGS Assessment/ Approval by National Project Committee and Release of Grant (90%) to Proponent
- Sept.-Nov. - Projects must be completed within a three (3) month timeframe
- December - Submission of Reports (Completion, Financial and Liquidation); and Release of 2nd Tranche Presentation of Highlights of projects/ Recognition on December 12, 2012 (12.12.12).

PROCEDURAL STEPS:

I. Intake of Proposals (CSPF Secretariat and National Project Committee)

1. A CSPF Secretariat has been created under DILG-BLGS CSO Partnership Coordination Office (PCO) composed of 2 consultants and 1 technical support staff from the DILG-BLGS, for this purpose.
2. The secretariat will assign application numbers based on the date and time of submission of application forms received through the email. The secretariat will print 8 sets of each proposal (4-NPC, 2-consultants, 1-BLGS, 1- file) for assessment, consideration and approval of the NPC. Only those proposals with complete documentations received will be considered and endorsed for approval of the CSFP National Project Committee (NPC) which was also created for this purpose.
3. All proponents shall be officially notified via email by the Secretariat upon receipt of their application.

II. Appraisal of Proposals

1. The CSPF secretariat appraisal is the first level of appraisal, and consists of the compliance appraisal and the substantive appraisal. The compliance appraisal involves determining if the required documents submitted by the proponent are complete. It also involves table evaluation of the authenticity of the documents. The substantive appraisal consists of the financial appraisal and the technical appraisal.

a) **Compliance Appraisal** : Checklist of Completeness of required documents

Proponent Type	Checklist of Required Documents to be submitted
CSO Proponents, CSO Network or Coalition Proponents using a CSO Member as "Project Holder"	<input type="checkbox"/> 1. Application Form of CSO/Network <input type="checkbox"/> 2. Annual Report of CSO with projects handled <input type="checkbox"/> 3. Latest Audited Financial Statement <input type="checkbox"/> 4. SEC Registration of CSO/Network w/ list of officers <input type="checkbox"/> 5. Brochure/ Profile of CSO/Network
LGU-CSO Partnerships using a CSO Member as Project Holder	<input type="checkbox"/> 1. Application Form of CSO/Project Holder <input type="checkbox"/> 2. Annual Report of CSO/Project Holder <input type="checkbox"/> 3. Latest Audited Financial Statement of CSO/ Project Holder <input type="checkbox"/> 4. Brochure/Profile of LGU-CSO Partnership <input type="checkbox"/> 5. LGU's Sanggunian Resolution (For all deliverables and accountabilities, the CSPF views the project holder as the proponent)

b) **Table Evaluation:**

Examination of Authenticity of Submitted Documents (e.g., Registration Certificates bearing seal of registering agency and authorized signatures with date of incorporation and list of incorporating officers) shall be done by the CSO-PCO of DILG-BLGS.

c) **Substantive Appraisal**

Evaluation grid:

Sections	Max Score
■ Financial Appraisal	30
a. Does the proponent's financial report indicate that the former can perform the financial management aspects of the project?	7
b. Is the project budget consistent with the project objectives, theme, outputs and activities?	7
c. Are the item costs reasonable, given prevailing cost standards for such items (taking into consideration regional cost variations)?	7
d. Is there a local counterpart?	5
e. Is the project's administrative cost no more than 10% of the total grant?	5
■ Technical Appraisal	70
f. Is the project responsive/ relevant to the CSPF objectives and theme?	20
g. Are the project objectives clear and coherent?	10
h. Is there consistency among the project objectives, expected outputs and project activities?	10
i. Is the project innovative?	20
j. Does the proponent have a good track record that it can implement the project successfully?	10
Maximum Total Score	100

III. Summary Matrix

The CSPF secretariat will prepare a Summary Matrix containing its consolidated findings and recommendations on all proposals submitted. The Summary Matrix, together with the original copies of the proponents' application forms, will be submitted to the National Project Committee (NPC) for final appraisal and approval.

Reference Codes			Project Proponent			SCORE			Remarks
Proponent Type Code	Theme Code	Application Control No.	Name of Proponent	Project Title	Location of Project	Financial Appraisal	Technical Appraisal	Total	

IV. National Project Committee (NPC) Appraisal

1. A National Project Committee has been created, composed of 3 experts in the field of participatory local governance, and chaired by the DILG Assistant Secretary and concurrent Director of the Bureau of Local Government Supervision (BLGS). It shall be supported by the DILG-BLGS CSO Partnership Coordination Office (PCO) which shall serve as the project secretariat.
2. The NPC will meet to decide on the proposals to be awarded grants. NPC members will consider the Summary Matrix prepared by the CSPF secretariat, and will refer to the original application forms, if needed.

V. Notification of Proponents

1. All proponents shall be duly notified via email as to the status of their application, i.e. whether approved or not by the NPC. The Secretariat will, however, send official letters through fax and courier only to those proponents whose proposals have been approved by the NSC.
2. A project agreement will be sent together with the approval letter. The project agreement will stipulate the terms and conditions of the grant. The project timetable and fund disbursement guidelines & schedule will be attached to the project agreement.
3. All grants will be disbursed as follows: 90% upon effectivity of the project, and 10% upon submission of final report and liquidation of the initial grant released to the CSO/Proponent.
4. Within 15 days of receipt of the approval letter and project agreement, the proponent must do the following:
 - ✓ Submit a more detailed Proposed Key Activities vis-a-vis Budget and Timeline;
 - ✓ Have the project agreement signed by the chief executive officer of the proponent;
 - ✓ Have the signed copy of the DILG-CSO Partnership Agreement (PA) notarized;
 - ✓ Send a scanned copy of the notarized PA and email to the CSPF Secretariat at dilg.csopartnership@gmail.com ; and
 - ✓ The proponent must also send the original copy of the signed, notarized project agreement to the CSPF Secretariat via mail or courier, though the project agreement need not reach the CSPF Secretariat within the 15-day period.

*Note: The project officially becomes effective upon receipt by the secretariat of the scanned copy of the signed, notarized project agreement.

VI. Project Implementation

1. The actual project implementation period is three (3) months (preferably from September-November 2012)
2. During this period, the CSO Fund secretariat will only respond to queries of proponents or complaints by parties affected by proponents' projects (if any). No project monitoring will take place unless upon the request for assistance of the proponent.

VII. Submission of Final Report/ Liquidation

1. At the end of the project implementation period, on the date stipulated in the project agreement, the proponent will submit a final completion and financial report via email using the form to be provided. The proponent will also send a hard copy of the final report by mail or courier, together with the Liquidation report with the attached receipts and supporting documents, for evaluation of DILG's COA.
2. Proponents that are unable to submit the final report on the due date must send written explanation.

VIII. Final Project Evaluation

1. The secretariat will receive all final reports, and take note of proponents that have not yet submitted after the deadline has passed. These proponents will be sent follow-up letters.
2. The financial aspect of the final reports will be reviewed by an independent CPA hired by the DILG. If so required, the Final Reports will then be forwarded to the Commission on Audit (COA) for review.
3. The substantive aspects of the final report will undergo initial evaluation by the secretariat. The evaluation will be based on responsiveness of the proponents' replies to the evaluation questions in the Final Report Form.
4. The secretariat will prepare a Summary Matrix of the final evaluation reports submitted by all proponents. The matrix will be sent to the NPC, together with the Final Reports of all the projects.
5. The NPC will convene to discuss the Matrix and Final Reports, and will decide on follow-up actions to be undertaken.
6. Upon satisfactory review of the Final Reports by both the NPC and COA, payment of the final 10% tranche will be made to the proponents, provided that the 90% initial release has been liquidated.
7. The NPC will then convene to evaluate the over-all performance of the CSPF 2012 for recommendation of this grant facility for CY 2013 and onwards.

IX. Presentation of Projects/ Recognition

- ✓ On **12.12.12**, i.e. December 12, 2012, the highlights of the approved and completed projects that received CSPF grants will be presented to CSOs and stakeholders.
- ✓ Outstanding and innovative projects will be chosen by the NSC and given due recognition by DILG.