



CIVIL SOCIETY PARTICIPATION FUND GUIDELINES

CSPF

LOCAL
GOVERNANCE
WATCH

■ The Fund

The Civil Society Participation Fund (CSPF) is a small grants facility of the Department of Interior and Local Government (DILG) being handled by the Bureau of Local Government Supervision (BLGS) CSO Partnership Coordination Office (CPO) in partnership with the Task Force Participatory Local Governance (TF-PLG), which is a broad coalition of Civil Society Organizations (CSOs) with a common advocacy of civic engagement in local governance. The Fund for 2012 is supported by a budget allocation of the DILG under the Local Governance (LG) Watch program.

■ Objectives

The Fund seeks to enhance the contributions and roles of civil society engagements in participative, accountable and transparent local governance and build on collaborative partnerships with LGUs. Specifically, the CSPF will pursue the following objectives:

- ✓ To promote efficiency, effectiveness, transparency and responsiveness of government service delivery
- ✓ To strengthen local mechanisms for CSO participation
- ✓ To promote capacity development of CSOs and dissemination and institutionalization of good practices in participatory local governance
- ✓ To create and replicate models of good practice in participatory local governance

■ Eligibility

Project Proponents may apply provided they fall under any of the three pre-approved classifications:

1. **Philippine Civil Society Organizations (CSOs)**
that are duly registered with the Securities and Exchange Commission (SEC) or appropriate government agency, with at least a three (3)-year track record.
2. **Civil Society Networks or Coalitions**
If the CSO, network or coalition is not duly registered with the SEC, one of its member-organizations that is duly-registered may serve as project holder for and in behalf of a CSO, i.e. fund conduit for grant.
3. **LGU-CSO partnerships**
If the CSO is not duly registered with the SEC, a duly registered CSO that is a member of the LGU-CSO partnership may serve as project holder for and in behalf of a CSO provided that there is a Sanggunian Resolution from the local legislative council concerned regarding the LGU-CSO partnership.

■ Themes

For the year 2012, small grants will be awarded to proponents which will implement projects in support of the above-cited objectives through the adoption of any of the following DILG-approved themes:

1. Advocacy and Third Party Validation of the Seal of Good Housekeeping, Local Governance Performance Management System, Seal of Disaster Preparedness, Environmental Compliance Audit, Performance Challenge Fund and Local Government Heritage Award or Gawad Pamana ng Lahi;
2. Monitoring Compliance to the Full Disclosure Policy; and
3. Popularization of Innovative Participatory Local Governance in relation to Poverty Reduction, Disaster Risk Reduction and Management, Climate Change Adaptation, Public Safety and Human Security

■ Grant Size, CY 2012 Timelines and Project Duration

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 DILG~CSO Partnership Agreement and 10% upon project completion, provided that project implementation will be completed within three (3) months. 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.

- June - Project Launching / Start of Call for Proposals – June 27, 2012
- July - July 31, 2012, 5:00 p.m. - Deadline of Submission of Proposals (w/ Application form & Required Documents)
- 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).

■ Non-Eligible Activities that are unauthorized expenditures and cannot be funded under this grant include the ff:

- Scholarships, study fellowships, formal academic training programs, research activities with no applied component;
- Livelihood programs, microfinance/lending programs, provision of basic services;
- Construction of physical infrastructure;
- Support for regular organizational operations.

*Note: CSOs may submit all other activities within the pre-approved themes except non-eligible activities herein enumerated.

■ How to Apply

Interested applicants should properly accomplish the attached 2-page Application Form which requires information on the project and the proponent. Applications will be accepted as early as June 28. The Form may be downloaded from www.dilg.gov.ph and submitted to DILG-BLGS on or before July 31, 2012. All proponents shall be officially notified via email from the CSO-PCO whether or not their proposal has been approved or denied by the NPC.

■ Required Documents

To qualify, applicants are required to scan and attach the following as supporting documents to their duly-accomplished application form to be emailed to dilg.csopartnership@gmail.com which may vary depending on the classification of the proponent as provided herein, to wit:

1. **Philippine Civil Society Organizations (CSOs)**
 - a. SEC registration Certificate of CSO* with date of incorporation and list of officers
 - b. Latest Audited financial statement (2011)
 - c. Annual Report, with Summary of Projects Handled
 - d. Brochure and Profile of CSO with logo, if any
2. **Civil Society Networks or Coalitions***

*(if not available, submit these documents of a duly-registered CSO member therein, which shall then be designated as “project holder” which will receive the grant for and in behalf of the CSO)

 - a. SEC Registration Certificate of Network/Coalition with date of incorporation and list of officers
 - b. Latest Audited financial statement (2011)
 - c. Annual Report
 - d. Brochure and Profile of Network/Coalition Partnership
 - e. Certificate of Membership of CSO in said Network or Coalition

3. **LGU-CSO partnerships****

*(if not available, submit these same documents of a duly-registered CSO member of the said partnership, which shall then be designated as “project holder” which will receive the grant for and in behalf of the CSO)

- a. SEC Registration Certificate of LGU-CSO Partnership, with date of incorporation and list of officers
- b. Latest Audited financial statement (2011)
- c. Annual Report
- d. Brochure/ Profile of Partnership of LGU-CSO Partnership
- e. LGU’s Sanggunian Resolution formalizing the LGU-CSO partnership

■ **Project Appraisal Process**

Project proposals undergo a two-stage evaluation process.

1. The first stage is a project proposal screening by the DILG-BLGS (Bureau of Local Government Supervision) CSPF project secretariat to ensure that all required documents are complete, and the proposals are responsive to the project themes and over-all objectives of the CSPF.
2. The second stage is final evaluation by a National Project Committee (NPC) composed of credible and independent experts in the fields of participation and local governance.

■ **Financial Report and Liquidation**

Financial and Liquidation reports of grant awardees are subject to review by the DILG’s Commission on Audit (COA).

The CSPF is a public fund of the DILG for CY 2012 and is, therefore, subject to the existing COA Rules and Regulations for NGOs and CSOs to ensure transparency and proper accountability. The 2nd Tranche of the grant (i.e. 10%) will only be released upon submission of the financial, liquidation as well as the project completion reports by the CSO to DILG-BLGS CSO-PCO.