

NSTP DILIMAN RESERVISTS' GRANT FOR STUDENT ORGANIZATION

General Guidelines

1. Purpose of Grant

The Reservists Grant for Student Organization of University of the Philippines Diliman aims to assist and support student organizations, with NSTP graduates as members, in their community service or literacy projects. The grant also aims to continuously kindle the true spirit of volunteerism among reservists.

2. Eligibility

- 2.1. University/College based student organization registered in the Office of Student Activities, University of the Philippines Diliman for A.Y. 2017 - 2018.
- 2.2. The student organization should have at least seven (7) NSTP graduates as its members and are currently enrolled in the UP Diliman, one of whom will serve as the proponent project head. The organization's adviser should be the co-project head.
- 2.3. The student organization should have a track record of providing community service or literacy projects.

3. Scope of Grant

- 3.1. The grant shall be for a maximum duration of 8 months. Request for extension must have a strong justification, including the submission of work thus far completed. No additional grant funds shall be provided for extensions.
- 3.2. The grant shall support the community service or literacy project, as proposed, by the grantee.
- 3.3. The grant funds shall not be used for rental of spaces, purchase of equipment, and salaries or honoraria even for those who render service to the project.
- 3.4. The grants shall be utilized only for proposed project which should be non-profit or non-commercial.

3.5. A total of three (3) grants shall be available to different student organizations in UP Diliman per year.

4. Contract Rate

The maximum reservists grant per selected project is P 100,000.00 while the minimum amount is P 50,000.00.

5. Requirements

- 5.1. Applicants shall complete an application form provided by the NSTP Office and submit a Project Proposal with the proposed Line-item budget and activity schedule of the project.
- 5.2. The list of officers of the proponent shall be submitted together with the Project Proposal.
- 5.3. The list of currently enrolled reservists with their serial number.
- 5.4. Their project must be one that can be completed in 8 months.

6. Procedure

- 6.1. The NSTP Diliman shall issue a call for project proposals in September 29, 2017. The deadline for submitting proposal is September 30, 2017. All applications and proposals can be submitted electronically at nsrc.upd@gmail.com or send a paper copy to the NSTP Diliman Office at 4th Floor DILC Building UP Diliman.
- 6.2. The NSTP Diliman, through its NSRC officer, shall collate and review the submitted project proposals and submit to the NSTP Director and Deputy Director for further evaluation. A shorter list of the proposal will present to the NSTP Council and the council shall decide to whom the grant should be awarded.
- 6.3. The NSTP Diliman shall notify successful applicants and advise them to coordinate with the NSTP Diliman Office for the signing of contract and the release of funds.
- 6.4. The NSTP Diliman Office shall likewise inform proponents whose proposals were not accepted and may suggest improvements for future applications.
- 6.5. The NSTP Diliman, through its NSRC Officer, shall monitor the development and implementation of all active grants.

7. Selection Criteria

- 7.1. Eligibility of proponent
- 7.2. Capacity of the Proponent - commitment to undertake the project based on experience and track record in delivering public service initiatives, community service and literacy projects.
- 7.3. Impact of the proposed project - expected project outcomes includes who and how many will benefit and anticipated changes in the community.
- 7.4. The proposed project must bear the "NSTP Tatak UP" brand.
- 7.5. Influence on future activities - the proposed project must have sustainability efforts that will serve as a catalyst for future action.
- 7.6. Innovativeness and uniqueness - the proposed action should be implemented in a unique way.

8. Termination of the Project and Grant

The NSTP Diliman has the right to terminate the project at any one point during its implementations should we find any reasonable grounds.

9. Release of Funds

- 8.1. 80% upon signing of Memorandum of agreement and approval of inception report.
- 8.2. 20% upon submission of the terminal report.

10. Obligation of Grantees

- 9.1. The Project Head (must be a reservist/ NSTP graduate) shall be responsible to the following:
 - a. Coordination with the NSTP Diliman Office and partner organizations/communities in the preparation and signing of a Memorandum of Agreement;
 - b. Preparation of a line-item budget and activity schedule;
 - c. Monitoring of Activities;
 - d. Preparation of Report of Expenses;
 - e. Preparation of the terminal report including its documentation;
 - f. Submission of other documents that may be deemed necessary for the conclusion of the project.

9.2. Grantees shall give updates regarding the development, implementation, and funds of the project, upon the request of the NSTP Diliman Office.

9.3. Grantees shall provide a written report and documentation the project as its final output.

11. Sanctions for Failure to Fulfill Obligations of Grantees

10.1. For failure to fulfill all obligations of the grant, the grantee shall be ineligible to apply for future NSTP/NSRC Grants.

10.2 The grantee shall be sanctioned according to the Code of Student Conduct V.1.2.e. "Making a false statement and practicing any deception in connection with application to and/or receiving any scholarship or grant funded or managed by the University and its affiliated institutions"