

B. APPLICATION PROCEDURES

1. Applicants may obtain the application form and grant guidelines from the UPD-OICA Office at the 3/F University Theater, UP Diliman or may be downloaded from the OICA website: www.oica.upd.edu.ph.
2. Applicants shall submit the digital copy of the accomplished project proposal form to oica.grants@gmail.com for the Grant Coordinator's review and screening.
3. Proponents/Applicants shall submit to UPD-OICA the following documents within the specified deadlines in relation to the event date/s.
 - a. Duly signed Grant Application Forms (15 copies including original)
 - b. A brief profile of their organization/unit (1 copy)
 - c. If needed, additional information (mechanics, detailed description, etc) regarding the project (1 copy);
4. For Submission Deadlines: Please refer to the table on page 3;
5. All qualified applications shall be forwarded by the UPD-OICA grant coordinator to the UPD-OICA Advisory Board for evaluation and approval. The basis for grant approval and budget allotment shall be, but not limited to the merits of the project as evaluated alongside UPD-OICA's mandate, its existing cultural programs, and the availability of funds.

C. PROCEDURES FOR RELEASE OF GRANT

1. Upon approval, the UPD-OICA grant coordinator shall NOTIFY the grantee (proponent/project coordinator) regarding the approved grant amount and the specific items approved for funding;
2. The grantee shall be required to meet with the grant coordinator for ORIENTATION and CONTRACT SIGNING, ideally prior to the project's commencement;

3. The final financial documents (purchase request forms, inspections and acceptance forms, certificates of service, official receipts, etc) and accomplishment report/ documentation must be submitted to UPD-OICA not later than thirty (30) days after the completion of the project/activity;
4. Expenditure over and above the approved amount for the project/activity cannot be charged against the UPD-OICA funds;
5. Due acknowledgement in public announcements and in promotional materials pertaining to the activity must be given to UPD-OICA (tarpaulins and copies of posters/leaflets must be submitted to UPD-OICA);
6. The Grant Coordinator shall notify the Grantee if reimbursement/payment is available for claiming;
7. Grantee may claim the check or cash at the UPD Cash Office;
8. The grantee may avail of future financial assistance from the UPD-OICA only if all obligations/requirements have been settled;
9. In case of breach of the grant contract, UPD-OICA shall report in writing to the Office of the Chancellor and the University Registrar all unfulfilled obligations for the purpose of granting of all forms of clearance upon leaving the University.

FOR MORE INFORMATION, CONTACT:

☎ 928-1928
981-8500 loc. 2659

✉ oica.grants@gmail.com

📍 3/F University Theater, Osmeña Avenue, UP Diliman, QC

🌐 www.oica.upd.edu.ph

📘 [/updiliman.oica](https://www.facebook.com/updiliman.oica)

🐦 [@updoica](https://twitter.com/updoica)

📷 [upd.oica](https://www.instagram.com/upd.oica)

OICA



GRANTS

GUIDELINES & PROCEDURES

WHAT IS THE OICA GRANT?

It is a financial assistance program given to:

1. UP Diliman artists and performers through honoraria , public recognition, citations, staging of actual productions and exhibitions.
2. Cultural productions, performances , workshops and exhibitions of students, faculty organizations, performing groups, colleges and other UP units in various arenas, such as theater, dance , literature, music architecture and visual arts.
3. The creation, development and maintenance of venues, such as galleries, museums, archives, auditoriums and theaters in UP Diliman for exhibition, performances and research.
4. UP Diliman's participation in cultural and artistic endeavors at the national, regional and global arenas through collaborative projects, such as conferences, workshops, performances and other forms of dissemination.

GUIDELINES FOR GRANT APPLICATION

(as of October 20, 2014)

A. APPLICATION REQUIREMENTS
IMPORTANT: ONLY APPLICATIONS THAT SATISFY THE FOLLOWING REQUIREMENTS WILL BE FORWARDED TO THE OICA ADVISORY BOARD FOR EVALUATION AND APPROVAL:

1. Eligible applicants:
 - a. Officially-recognized student organizations in UP Diliman
 - b. Performing groups in UP Diliman
 - c. Academic units of UP Diliman
 - d. Administrative, academic and non-teaching associations in UP Diliman
 - e. Various service units and offices in UP Diliman
- Note: Individuals or unrecognized groups are NOT eligible to apply;*
2. Only student organizations/units with NO pending obligations (i.e unsettled grants, unsubmitted accomplishment reports) may apply for a grant;
 3. Only ONE GRANT per student organization/unit is allowed PER SEMESTER;
 4. The PROPONENT of the project should have a legal personality and should be affiliated with the student organization as its faculty adviser or with the unit as its unit head/dean/director;

5. The proposal should be for an activity or project that can be evaluated for a specific UPD-OICA PROGRAM, i.e. Artist's Support Program, Audience Development Program, Venue Development Program and Cultural Exchange Program (please refer to the program descriptions);
6. Proposals for fund-raising projects and organizational membership inductions are not allowed;
7. Support shall only be given to activities to be staged/ undertaken in UP Diliman, U.P. - Ayala TechnoHub and U.P. Town Center.
8. Support shall only be given to activities that have the UP students/community as its main beneficiaries/audience/ participants;
9. The proposed project/activity should not be a duplication of any existing or completed project; if at all related, it must complement the existing or completed project;
10. Grants shall take the form of partial subsidy and shall not exceed the total project cost (Note: It is expected that the proposed project can be co-financed by the organizers through their own funds or from other sources, UPD-OICA shall not be expected to bear the full cost of the activity/project);
11. The proponent of the project should NOT request support from other funding institutions or agencies for the SAME EXPENSES requested from UPD-OICA;
12. As much as possible projects (e.g. performances, exhibits, film showing and the like) shall be offered free to students. If tickets have to be sold, prices should be lower than regular market prices.

SUBMISSION DEADLINES:

EVENT DATE/S	SUBMIT BY
January - May 2017	Last week of December 2016
August - October 2017	Last week of May 2017
October 2017 - February 2018	Last week of September 2017