PONDO NG PINOY COMMUNITY FOUNDATION INC.

**Checklist of Requirements for Grants Application**

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| **NO.** | **REQUIRED ITEMS** | **NOTES** |
| 1 | Project Proposal | Use prescribed format/template. |
| 2 | Endorsement/Approval of Local Ordinary (Bishop) and Parish Priest of jurisdiction  | Applying organizations outside the Catholic Church structure must also comply with this requirement. For Project Proposals which have budget requests of Php 300,000.00 or less, the Local Ordinary or Bishop of jurisdiction exercises authority of approving or denying the application. Endorsement or Approval Form is provided by PnPCFI. |
| 3 | Notarized Board Resolution or Pastoral Council Resolution | The Resolution should indicate the following: 1. intention of the organization to secure financial assistance from Pondo ng Pinoy;
2. commitment to safeguard the Foundation’s financial assistance and to make available at all times their books of account and other documents pertinent to the supported project;
3. willingness to participate in the trainings and formation that may be required by the National Management Office and to undertake all other necessary activities to improve project implementation; and
4. names of at least two authorized representatives who will sign all documents pertaining to the project.
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| 4 | Detailed Work and Financial Schedules | Project milestones with detailed expense requirements must be presented in the Proposal. Projected income statement e.g., sales and expenses and cash flow will be required to micro-enterprise or livelihood types of projects. |
| 5 | List of Beneficiaries | The list of ***direct*** beneficiaries of the proposed project must be included in the submission. |
| 6 | Location map showing project site |  |
| 7 | Design and specifications | As may be applicable |
| 8 | Business Plan or Feasibility Study | As may be applicable |
| 9 | Training Design | As may be applicable |
| 10 | Curriculum Vitae of the Officers and Management Staff of the organization | The project’s scale and design should always be made appropriate to the institutional and managerial capability of the implementing organization. Also, success of the project hinges on the dynamism of the institution in charge of implementation. The profile of the Officers and Project Management Staff of the applying organization will provide the appraiser information on the capability of the organization to successfully manage the project. |
| **Copies of the following documents required by law *(not applicable for proposals originating directly from the Parish or the Diocese)*** |
| 11 | * Securities and Exchange Commission (SEC) Registration
* Bureau of Internal Revenue (BIR) Registration
* Cooperative Development Authority (CDA) Registration
* Department of Social Welfare and Development (DSWD) Accreditation
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Note: Processing of Project Proposals shall commence upon receipt of COMPLETE required submissions.