**Form 01 – PROJECT PROPOSAL FORM** (revised on 05/07/2025)

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| --- | --- |
| 1. PROJECT TITLE
 |  |
| 1. NAME OF ORGANIZATION/UNIT
 |  |
| 1. UPD-OICA RESEARCH AND EXTENSION AGENDA
 |
| 1. United Nations Sustainable Development Goals(please check all that apply):

|  |
| --- |
|[ ]  Quality education |
|[ ]  Gender equality |
|[ ]  Affordable and clean energy |
|[ ]  Industry, innovation, and infrastructure |
|[ ]  Sustainable cities and communities |
|  |  |

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| --- |
|[ ]  Responsible consumption and production |
|[ ]  Climate change |
|[ ]  Peace, justice and strong institutions |
|[ ]  Partnerships to achieve sustainable development goals |
|  |  |

 |
| 1. Areas of Special Interests (please check all that apply):

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| --- |
|[ ]  Environment and ecology |
|[ ]  Creation and preservation of heritage |
|[ ]  The telling of history |
|[ ]  Social life in urban settings |
|[ ]  Science, technology and society |
|[ ]  Human diversity and inequality |
|[ ]  Globalization, global and local relations |
|[ ]  The ethics and aesthetics of/in design |
|[ ]  Work and operations in creative industries |
|[ ]  Transmission of indigenous and local knowledge and traditions |
|  |  |
|[ ]  Media and Information Literacy |

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| --- |
|[ ]  The arts and artistic trends |
|[ ]  Cultural Resource Management |
|[ ]  Use and preservation of material culture |
|[ ]  Governance in/of culture and the arts |
|[ ]  Social and culture change |
|[ ]  Community development, community engagement |
|[ ]  Community identity, community traditions |
|[ ]  Building inclusive communities and spaces |
|[ ]  Linguistic diversity |
|[ ]  Educational programs and institutions |

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| IV. GENDER AND DEVELOPMENT |  |
| 1. Has your unit/organization attended Gender Sensitivity Training (GST)?
 |  |
| If yes, when? (for organization, please attach certificate) |  |
| 1. Has the Project Coordinator attended GST?
 |  |
| If yes, when? (please attach certificate) |  |
| 1. Has the Project Proponent/Faculty Adviser attended GST?
 |  |
| If yes, when? (please attach certificate) |  |
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| *Deadlines for submission of project proposals (effective January 2025):* |
| **EVENT DATE/S** | **APPLICATION PERIOD** |
| January to April | August 1 to November 1 |
| May to August | December 1 to March 1 |
| September to December | April 1 to July 1 |
| For further inquiries, kindly send email to **grants\_oica.upd@up.edu.ph** |

|  |  |
| --- | --- |
| 1. PROJECT TITLE
 |  |
| 1. NAME OF ORGANIZATION/UNIT
 |  |
| 1. PROJECT BACKGROUND (please use additional sheets if needed)
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|  |
| 1. PROJECT DESCRIPTION
 |  |
| 1. Schedule
 |  |
| 1. Venue / Page Link / Website
 |  |
|  Please provide a justification below if the venue is outside UP Diliman.  |
|  |
| 1. Classification (please check)
 |  |
|

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| --- |
|[ ]  Conference / Forum / Workshop |
|[ ]  Film production / viewing |
|[ ]  Exhibit |
|[ ]  Art work / installation |
|[ ]  Performance (concert, theater production, etc.) |
|[ ]  Others: |
|  | (please specify) |  |

 |
| 1. UPD-OICA Programs (please check)

|  |  |
| --- | --- |
|[ ]  Artist Support Program |[ ]  Venue / Platform Development Program |
|[ ]  Audience Development Program |[ ]  Cultural Exchange Program |

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| 1. Objectives (How does your project address the goals of the UPD-OICA program applied to?)
 |
| 1. Target Beneficiaries / Audience
 |
| 1. Total Amount Requested
 |  |
| From UPD-OICA (please attach itemized budget) |  |
| From Other Sources (please indicate name and amount requested) |  |
|  |  |
| 1. Ticket Prices / Registration Fees (if applicable)
 |  |
| Please indicate how fees/sales will be used. |  |
|  |
|  |
| 1. PROJECT COORDINATOR
 |  |
|

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Tel. No/s. |  |
| Email Address |  |
| Address and Contact  No/s. (in UP) |  |
|  |  |

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| 1. PROJECT PROPONENT (The legal individual who will receive the funds if the project is approved)
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| --- | --- |
| Name (Faculty Adviser) |  |
|  | Signature over Printed Name |
| Address |  |
| Tel. No/s. |  |
| Email Address |  |

 |
| 1. NOTED AND ENDORSED BY
 |
|

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| --- |
| *For College-based Organization:* |
| College Dean |  |
|  |
|  | Signature over Printed Name |
| College |  |
| *For Univ.-based Organization (VCSA/VCA):* |
|  |  |
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 | Signature over Printed Name |

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*\*Digital signatures shall be accepted.*

**Submit duly accomplished form with a brief profile of your organization and a photocopy of your updated organization registration/recognition through the UPD-OICA Grants Submission Portal at** [**https://bit.ly/OICAGrantsSubmission/**](https://bit.ly/OICAGrantsSubmission/)**.**

**For further inquiries, please send email to grants\_oica.upd@up.edu.ph or visit OICA by appointment, if needed.**

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| --- |
| **LINE-ITEM BUDGET (LIB)** |
| Project Title |  |
| Organization Office |  |
| Proponent |  |
| Address / Contact No. |  |

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| --- | --- | --- | --- | --- |
|  | **ITEM** | **PS (Honoraria of UPD employees except Contract of Service (COS) personnel)** | **MOOE  (Supplies and materials, rentals, food/meal, services not covered by****PS, etc.)** | **SUBTOTAL** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| **GRAND TOTAL** |  |  |  |