**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 | |  |  | | | |  |  | | --- | --- | |  | 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):  |  |  | | --- | --- | |  | 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 | | | |  |  | | --- | --- | |  | 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 | | | | |
| 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** | |

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| 1. PROJECT TITLE | |  | | |
| 1. NAME OF ORGANIZATION/UNIT | |  | | |
| 1. PROJECT BACKGROUND (please use additional sheets if needed) | | | | |
|  | | | | |
| 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) | |  | | |
| |  |  |  | | --- | --- | --- | |  | 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 | | | | | |
| 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) |  | | |  |  | | | | | |
| 1. PROJECT PROPONENT (The legal individual who will receive the funds if the project is approved) | | | | |
| |  |  | | --- | --- | | Name (Faculty Adviser) |  | |  | Signature over Printed Name | | Address |  | | Tel. No/s. |  | | Email Address |  | | | | | |
| 1. NOTED AND ENDORSED BY | | | | |
| |  |  | | --- | --- | | *For College-based Organization:* | | | College Dean |  | |  | |  | Signature over Printed Name | | College |  | | *For Univ.-based Organization (VCSA/VCA):* | | |  |  | | |  | | --- | |  | | Signature over Printed Name | | | | | |

*\*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** | |  |  |  |