



NSTP DILIMAN RESERVIST GRANT

What is the Reservist Grant?

The Reservist Grant is a competitive extension subsidy in the form of an outright grant (maximum of Php 50,000.00) to three (3) student organizations or groups of National Service Reserve Corps (NSRC) and Citizen Armed Force (CAF) reservists who are currently enrolled at the University of the Philippines Diliman.

Applicants shall submit their extension proposals to an NSTP coordinator/instructor who, in turn, shall attach their recommendation. These proposals shall be aligned with the learning outcomes of the NSRC and CAF. Proposals shall be sent to nstpnsrc.upd@up.edu.ph.

Who may apply for this Grant?

Student organizations or a group of at least five (5) UP Diliman students who are members of the NSRC and CAF and are currently enrolled at the University.

General Guidelines

1. Eligibility

If the applicants are representing a UP Diliman-recognized student organization:

- The student organization shall be a university-wide organization that is duly recognized by the Office of Student Projects and Activities (OSPA) in the University of the Philippines Diliman for A.Y. 2022-2023;
- The student organization shall have at least five (5) NSRC and/or CAF reservists as its members. These members shall be currently enrolled at UP Diliman this second semester, AY 2022-2023, where one member of the organization shall serve as the proponent/project head.
- Fifty percent (50%) of the project's members, including the project head, shall not be among the graduating batch of students within the next two semesters (1st semester, A.Y. 2023-2024 and 2nd semester, A.Y. 2023-2024).
- The student organization shall have a track record of providing community service or literacy projects as shown in their submitted portfolio; and





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- The organization shall have a faculty member as an adviser. The organization's adviser shall be the co-project head.

If the applicants are composed of students who are NSRC and CAF reservists but are not collectively affiliated with any student organization:

- The students shall have passed NSTP 1 and NSTP 2 classes;
- The group shall be composed of at least five (5) NSRC and/or CAF members currently enrolled at UP Diliman. Fifty percent (50%) of the project's members, including the project head, shall not be among the graduating batch of students within the next two semesters (1st semester, A.Y. 2023-2024 and 2nd semester, A.Y. 2023-2024); and
- The group shall have an NSTP coordinator/instructor as an adviser. The NSTP coordinator/instructor shall serve as the co-project head. The coordinator/instructor may come from any college/unit.

2. Scope of Grant

2.1. The grant shall be for a maximum duration of six (6) months from the release of funds. Requests for extension shall have a strong justification, including the submission of work thus far completed. No additional grant funds shall be provided for extensions.

2.2. The grant shall support the community service or literacy project, as proposed, by the grantees.

2.3. The grant funds shall not be used for rental of spaces, purchase of equipment, and salaries or honoraria even for those who rendered service to the project.

2.4. The grant shall be utilized only for a proposed project which shall be non-profit or non-commercial.

2.5. A total of three (3) grants shall be available to different student organizations, NSRC, and CAF reservist groups in UP Diliman per year.





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3. Contract Rate

Each successful group of applicants shall receive a **maximum of 50,000 Pesos** only for the implementation of their proposed projects.

4. Requirements

The application form (which can be downloaded from bit.ly/ReservistGrant) shall be used for proposal preparation. In addition to this, the official candidates shall also submit the following:

- Cover letter addressed to NSTP Director Dennis F. Quilala through Deputy Director for NSRC Dr. Likha G. Minimo endorsed by an NSTP coordinator/instructor;
- Recommendation letter or testimonial from an NSTP instructor/coordinator and/or a representative from previous NSTP partner community; and
- Portfolio of the student organizations' or applicants' previous community engagements.
- Proof of consultation with the community for the situational analysis.
- Certification from the adviser/NSTP coordinator/NSTP instructor expressing willingness to serve as co-project head.

Only submissions with complete attachments will be considered. We also advise the applicants to be mindful of the "General Guidelines on the Conduct of Activities of Student Organizations during the GCQ in time of COVID-19 pandemic" released by the OSPA in the conceptualization of their projects.

5. Procedure

5.1 The NSTP Diliman Office shall issue a call for project proposals on **March 6, 2023**. The deadline for submitting proposals will be on **April 28, 2023**. All applications and proposals shall be sent to nstpnsrc.upd@up.edu.ph with the subject: "Reservist Grant 2023 Application." The Office will only be accepting soft copies of the applications.

5.2. Within the announced deadline, duly endorsed applications shall be accepted by the NSTP Diliman Office through the NSRC and evaluated by the reviewers according to merit. They shall determine the recipient of the grant based on the recommendation of the reviewers and on the availability of funds.





5.3. The NSTP Diliman Office shall notify successful applicants by email and advise them regarding arrangements for the signing of the Memorandum of Agreement and the release of funds.

5.4. The NSTP Diliman Office shall likewise inform the proponents whose applications for funding could not be granted during the particular round of proposals. The comments, suggestions, and other relevant points raised by the reviewers shall be relayed to the proponents. They shall be allowed to reapply in the next call for proposals.

5.5. The NSTP Diliman Office, through its NSRC Officer, shall monitor the development and implementation of all active grants.

6. Selection Criteria

Shortlisted applications shall pitch the project through an oral presentation for a maximum of 20 minutes. A panel of judges shall grade each proposal. The criteria for judging are the following:

6.1. Significance and Impact (40%)

- Exhibits the public service aim of the University
- Aligns with the agenda of the NSTP Diliman and learning outcomes of the NSRC (Annex A) and CAF (Annex B)
- Includes a participatory planning process with the stakeholders
- Addresses community needs
- Offers means of stakeholder involvement
- Reaches a wide variety of stakeholders
- Shows relevance to the Sustainable Development Goals

6.2. Technicality (30%)

- Practical and doable within the given implementation period
- Objectives are clear and concrete
- Supported by literature and has a theory of change framework¹
- Design process of the project is clear and sound
- Proposed budget is feasible and reasonable

¹ For more details regarding the theory of change framework, visit bit.ly/RGTheoryofChange





6.3. Sustainability and Scalability (30%)

- Shows potential for up-scaling or replication in other communities
- Exhibits potential for the community to continue the initiative beyond the life cycle of the project

7. Termination of the Project and Grant

7.1. A formal notice shall be given to NSTP Diliman Office citing the reason/s for withdrawal from the Grant in case recipients opt not to pursue their project. The letter shall be signed by all project proponents and their co-project head. Such requests would only be accepted prior to the release of the first tranche of the Grant.

7.2. The NSTP Diliman Office has the right to terminate the project at any given time during its implementation should the office find any violation to the agreed upon implementation rules.

8. Release of Funds

The approved grant amount shall be released following the schedule below:

- 8.1. **70%** upon signing of Memorandum of agreement;
- 8.2. **20%** upon submission of mid-project narrative progress report and liquidation report with pertinent receipts showing at least 50% utilization of the first tranche;
- 8.3. **10%** upon submission of the final reports (narrative and financial) and project output.

9. Obligation of Grantees

9.1. The Project Head (must be a reservist) shall be responsible for the following:

- a. Coordination with the NSTP Diliman Office and partner organizations/communities in the preparation and signing of a Memorandum of Agreement;
- b. Submission of the application form and its corresponding attachments;
- c. Participation in monitoring activities;
- d. Preparation of the reports including its documentation and report of expenses;
- e. Informing the Office of changes in the composition of the project team and facilitation of proper turn-over to new project members; and





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f. Submission of other documents that may be deemed necessary for the conclusion of the project.

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

9.3. Grantees shall provide the Office with the following documents upon the implementation and completion of the project:

- a. A mid-project progress report on the third month of the project containing the updates and/or changes with the initial proposal;
- b. An accomplishment report, together with the liquidation report, and its documentation a month after the completion of the project;
- c. An assessment of the project that highlights the insights of the community;
- d. An audio-visual presentation of the accomplished project.

9.4. Grantees are required to give due acknowledgement to UP Diliman through the NSTP Diliman Office and NSRC Diliman as source of funds in all public announcements and in promotional materials pertaining to the project. NSTP Diliman and the NSRC logos should be included in all the materials.

9.5. Grantees are also expected to provide the NSTP Diliman Office (nstp.upd@up.edu.ph) and NSRC (nstpnsrc.upd@up.edu.ph) a soft copy of all their released promotional materials, written output, articles, and other materials or output related to the project.

10. Responsibilities of Co-project head/Adviser

10.1. Co-project heads shall represent the project proponents in the Memorandum of Agreement with the University of the Philippines Diliman and certify accuracy of reports that shall be submitted in relation to the grant.

10.2. Co-project heads shall submit details of their Landbank/Veterans' Bank/Development Bank along with their TIN numbers. All project funds shall be credited to their bank accounts.

10.3. Co-project heads must facilitate the transfer of funds to project proponents.





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11. Sanctions for Failure to Fulfill Obligations of Grantees

11.1. Failure to fulfill all obligations of the grant shall result to the grantee being deemed ineligible to apply for future NSTP/NSRC Grants.

11.2 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.”

11.3 University-based student organizations, with grantees as its members, will be denied recognition by the Office of the Student Projects and Activities until all obligations are satisfied.

11.4 NSTP Diliman Office shall report to the Office of the Chancellor and the University Registrar all unfulfilled obligations for the purpose of granting all forms of clearance upon leaving the University.





APPENDICES

Appendix A: NSRC Component Learning Outcomes (CLOs)

By the end of the program, the student, having completed the competencies that were learned in the NSTP, will be able to:

1. Apply learning acquired from the continuing education program in the performance of tasks related to the functions mandated by the RA 10121 (PDRRM Act of 2010) which shall be evaluated through appropriate measures by the end of the program;
2. Create/engage in activities and/or programs of engagement with the community operating in the context of DRRM and other similar endeavors in the service of the nation;
3. Appraise, in order to formulate sound recommendations, through research-based monitoring and evaluation, of the UP Diliman school-based NSRC activities and/or programs applying the skills and knowledge on monitoring and evaluation; and
4. Respond immediately and ethically to the call of national service through established activity and/or program protocols and procedures





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Appendix B: CAF Component Learning Outcomes (CLOs)

Members of the Citizen Armed Force are expected to:

1. To provide Armed Forces of the Philippines (AFP) base expansion in the event of war, invasion and/or rebellion
2. To assist the community in rescue and relief during disaster and calamities
3. To assist the AFP and/or the Philippines in socio-economic development
4. To assist the Philippines in the operation and maintenance of essential government and/or private utilities in the accomplishment of the overall goal

