



AGRICULTURAL TRAINING INSTITUTE

GRANT SYSTEM MANUAL

FOR AGRICULTURE AND FISHERIES EXTENSION



AGRICULTURE AND FISHERIES EXTENSION GRANT SYSTEM MANUAL

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Published by:

Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Elliptical Road, Diliman, Quezon City, 1100
www.ati.da.gov.ph

ISBN: 978-971-9673-14-9

Printed in the Philippines

Agriculture and Fisheries Extension Grant System Manual

Agricultural Training Institute

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Abbreviations and Acronyms

4-H	Head, Heart, Hands, and Health
AEW	Agricultural Extension Worker
AFE	Agriculture and Fisheries Extension
AFEN	Agriculture and Fisheries Extension Network
AFMA	Agriculture and Fisheries Modernization Act
ATI	Agricultural Training Institute
BS	Bachelor of Science
BIR	Bureau of Internal Revenue
CBC	Capability Building Committee
CDMD/CDMS	Career Development and Management Division/Section
CERDAF	Council for Extension, Research and Development in Agriculture and Fisheries
CHED	Commission on Higher Education
CO	Central Office
CPME	Corporate Planning Monitoring and Evaluation
CV	Curriculum Vitae
DA	Department of Agriculture
EO	Executive Order
ESP	Extension Service Providers
FBS	Farm Business School
FE	Farmer-Extensionist
GOCC	Government-Owned and/or Controlled Corporation
HRMO	Human Resource Management Office
ICT	Information and Communication Technology
IEC	Information, Education and Communication
IP	Indigenous People
IRR	Implementing Rules and Regulations
ISD/ISS	Information Services Division/Section
ISO	International Organization of Standards
ITR	Income Tax Return
KSA	Knowledge Skills Attitude
LGU	Local Government Unit
LS	Learning Site
MA	Municipal Agriculturist
MAO	Municipal Agricultural Officer
MLGU	Municipal Local Government Unit
MOA	Memorandum of Agreement
MOOE	Maintenance and Other Operating Expenses
MOU	Memorandum of Understanding
MS	Master of Science

NC	National Competency
NCR	National Capital Region
NEAP	National Extension Agenda and Programs
NESAF	National Extension System for Agriculture and Fisheries
NG	National Government
NGA	National Government Agencies
NSCB	National Statistical Coordination Board
P4MP	Pambansang Mananalon, Magbabaul, Mag-uuma, Magsasaka ng Pilipinas
PCIC	Philippine Crop Insurance Corporation
PDS	Personal Data Sheet
PhD	Doctor of Philosophy
PME	Planning Monitoring and Evaluation
PMEU	Planning Monitoring and Evaluation Unit
PPD/PPS	Policy and Planning Division/Section
PSA	Philippine Statistics Authority
RBO	Rural Based Organizations
RIC	Rural Improvement Clubs
RTC	Regional Training Center
SOA	School on the Air
SPA	School for Practical Agriculture
SSS	Social Security System
SUCs	State Universities and Colleges
TESDA	Technical Education Skills Development Authority
TWG	Technical Working Group
VLAP	Volunteer Leaders Association of the Philippines
VS	Very Satisfactory

Message

It is indeed with great pride that we have come up with this important document signaling another milestone in the history of the Philippine Agriculture and Fisheries extension (AFE) service. Since the devolution of national government services, the National Extension System for Agriculture and Fisheries (NESAF) has been characterized as fragmented and inefficient due to its pluralistic nature. How we yearned of a unified system under the stewardship of a strong apex agency that orchestrates the many of its extension service providers!



Cognizant of our AFMA-mandated role to lead the NESAF, we in the Agricultural Training Institute stood to pursue excellence in the provision of extension services. We organized the Agriculture and Fisheries Extension Network (AFEN) to operationalize the NESAF and led in the crafting of the National Extension Agenda and Programs (NEAP) and the AFE Strategic Plans. These initiatives have established the basic requirements for a unified and strong extension system.

Nevertheless, an effective and efficient implementation of extension plans and programs would not be possible without a system to manage their intended funds. Hence, it is only appropriate that a grant system is in place, which encourages participation of agencies within the NESAF in the provision of extension services. Corollary, the approval of the Rationalization Plan of the ATI has expanded its mandate to provide extension grants. This prompted the Institute to develop the AFE Grant System to fulfill this mandate. We came up with this manual to administer this grant system efficiently.

This Manual serves a dual purpose: 1) a guide for ATI personnel in facilitating the provision of extension grants; and 2) a reference document for institutional partners on how to access these grants. While modest at start, we believe that it is an efficient tool for coordinating agriculture and fisheries opportunities to various AFE beneficiaries, partners and stakeholders.

May the AFE Grant System along with this manual, the NEAP and AFE Strategic Plans for 2017-2022 serve us well towards an efficient and improved implementation of AFE services in the country that would lead to more productive and empowered agriculture and fisheries sector.

A handwritten signature in black ink, appearing to read 'Luz A. Taposok'. The signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

Luz A. Taposok, PhD
OIC-Director, Agricultural Training Institute

Preface

The expanded mandate of the Agricultural training Institute to orchestrate the pluralistic extension system of the country prompted the development of a grant system called the Agricultural and Fisheries Extension Grant System that encourages increased participation of government agencies including local government units, academe, and the private sector in the provision of extension services. This manual is therefore formulated to enable the Institute to effectively administer this grant system to ensure transparency. The system shall be installed at the ATI website so that interested parties can easily access offered grants online. It provides the procedures and process flow that serve as a guide to concerned ATI operating units in facilitating the provision of extension grants. Most important, it serves as reference for stakeholders who are prospective takers of extension grants on how to prepare the proposals that meet set criteria.

INTRODUCTION



The Philippines is predominantly agricultural where a large number of its labor force (32%) is into agriculture. Ironically, agriculture contributes only to about 12% (PSA, 2016) of the gross domestic product (GDP), lagging behind industry (32%) and services (56%) in the Philippine economy. Indeed, there is a need to improve the productivity and competitiveness of Philippine agriculture to increase its share in the economy and thereby boosting its role in the attainment of food security and alleviation from poverty especially those in the rural communities.

One important factor contributing to agricultural productivity and competitiveness is extension. Extension allows the efficient and innovative use of technology, knowledge and skills by capacitated stakeholders, particularly farmers and fishers. Under the Agriculture and Fisheries Modernization Act of 1997 (AFMA), extension is a complex system where provision of extension services is a shared responsibility of national government agencies (NGAs), state universities and colleges (SUCs), local government units (LGUs) and the private sector through the orchestration of the Agricultural Training Institute, the national extension agency. To provide central direction and to enable the Institute to effectively engage these actors in the provision of diverse extension services in an organized manner, it is deemed necessary to put in place a mechanism that stimulates their participation - the Agriculture and Fisheries Extension Grant System.

The Agricultural Training Institute

The Agricultural Training Institute is the extension arm of the Department of Agriculture. It is the apex agency and overall manager of agriculture and fisheries extension services in the country, mandated to ensure the delivery of quality extension services for the improvement of the Filipino farmers and fishers, and other stakeholders.

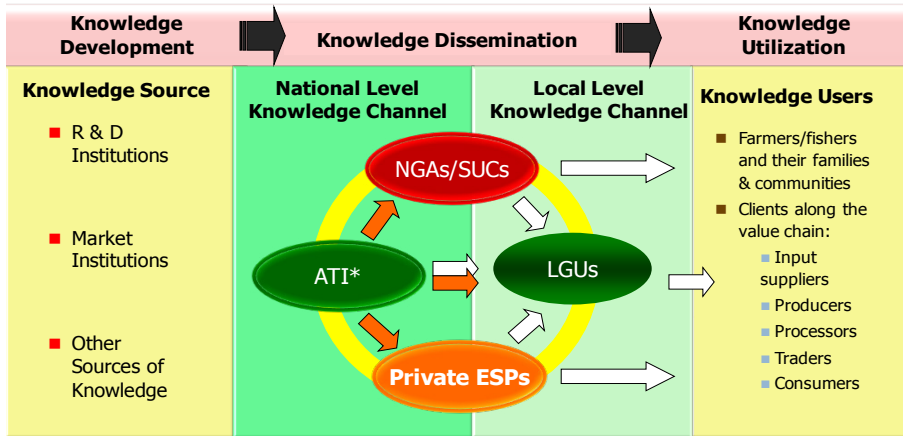
Legal Mandates and Functions

Executive Order No. 116, series of 1987, created and originally mandated the ATI to train all agricultural extension workers and their clientele who are mostly farmers, ensuring that training programs address the real needs of the agricultural sector and that research results are properly communicated to the farmers through the appropriate training and extension activities. Through constant review of its relevance, the Institute has undergone several strategic shifts in mandate.

Republic Act No. 8435, otherwise known as the **AFMA of 1997**, expanded ATI's mandate to become the DA's extension and training arm and overall manager of agriculture and fisheries (AF) extension of the country. Coverage of extension includes training, farm and business advisory, demonstration services and information and communication support services. From a direct provider of training to farmers and fishers, ATI then focused on capacitating LGU extension workers who in turn are directly responsible for farmers and fishers, and in orchestrating the National Extension System in Agriculture and Fisheries (NESAF) composed of NGAs, SUCs, LGUs and the private sector.

Executive Order No. 338, series of 2001, has rationalized the Institute reiterating its mandated functions under AFMA. Its Rationalization Plan, approved in October 2013, stressed the need to coordinate with agencies under NESAF in effectively providing extension services and to manage extension grants as stimulus for increased participation of these agencies.

Structure of extension delivery system in the Philippines



***Role of the ATI:**

- ensure a strong capability of extension service providers
- ensure efficient delivery of extension services

Figure 1. Structure of Extension Delivery System in the Philippines

Under the approved Rationalization Plan, ATI has the following functions:

- Lead in extension policy development and standards-setting, strategic extension systems planning, monitoring and evaluation and formulation of an extension agenda and programs and budget for the national and regional levels;
- Prepare an integrated plan for publicly-funded training programs in agriculture and fisheries;
- Advise the Department of Agriculture in managing financial and logistical support for AFE;
- Formulate and issue guidelines in planning, implementing, monitoring and evaluating AFE programs; and
- Assist in the coordination with SUCs and LGU extension system by improving their effectiveness and efficiency through capability building and complementary extension activities such as technical assistance, training of personnel, improvement of physical facilities, extension cum research and information support services.
- Lead in the provision of e-Extension services in collaboration with the various agencies, bureaus, and organizational units of the Philippine Department of Agriculture.
- Serve as the frontrunner for an ICT-based knowledge management system to provide distance learning modalities that will connect AEWs and other

stakeholders along a technology-based value chain extension service via e-learning courses, farmers' call centers and other extension strategies, and manage information into appropriate knowledge products and services;

- Lead in the professionalization of agricultural extension workers (AEWs) through the implementation of an integrated and ladderized human capital development for public extension services, development of relevant curricula for innovative extension services, adoption of a merit, promotion and incentive system as well as management of scholarships for AEWs and farmers' children;
- Responsible for the establishment of national (with SUCs, civil society organizations [CSOs], people's organizations [POs], LGUs, etc.) and international partnership agreements to motivate and boost public-public and public-private networks in carrying out extension programs, the accreditation of Extension Services Providers (ESPs), and the provision of grants for extension projects as well as the conduct of compliance monitoring of recipients of grants and co-financing agreements;
- Initiate field-based extension systems and implement phased training program schemes for AEWs and RBOs in their respective areas of operation in accordance with national guidelines and standards, as well as provide technical assistance to LGUs and private ESPs; and
- Provide capacity building activities for local, national and foreign executives, agricultural extension workers and other clients through the conduct of multi-level training courses and other extension-related activities along pig husbandry.

Republic Act No. 10601 otherwise known as "Agriculture and Fisheries Mechanization Law" mandates the ATI to formulate and implement a National Training Program for agricultural extension engineers, LGU extension workers, agricultural and fishery machinery technicians and operators. Moreover, it shall train qualified and selected members of farmers/fisherfolk associations and cooperatives as well as out-of-school youth in the operation, repair and maintenance of agri-fishery machinery and equipment.

Republic Act No. 10816 or the Farm Tourism Development Act of 2016 directs the ATI to provide adequate training and extension services for farm tourism practitioners and operators and to strengthen farm tourism cooperatives and organizations to become learning sites and accredited extension service providers.

Vision

"Food availability and affordability for every Filipino family through excellence in extension services agriculture and fisheries"

Mission

"Empowerment and building capacities of agriculture and fisheries stakeholders for sustainable development"

Legal Bases for the Provision of Extension Grants

The provision of extension grants and the development of this manual and guidelines are based on the following legal stipulations:

Implementing Rules and Regulations (IRR) of Republic Act 8435 (AFMA-IRR) through DA-Administrative Order (AO) No. 6, Series of 1998 mandated the Department of Agriculture (DA) to encourage the participation of farmers and fisherfolk cooperatives and associations and others in the private sector in training and other complementary extension services especially in community organizing, use of participatory approaches, popularization of training materials, regenerative agricultural technologies, agribusiness and marketing skills.

AFMA-IRR Rule 83.1. “The Department shall also develop a system of funding, including advances, co-financing and grants sourced from funds under the responsibility of the Department, to LGUs for the financing of LGU agricultural and fisheries extension activities.”

AFMA IRR Section 91 Rule 91.2 and Rule 91.3 authorized the Department, specifically ATI, to commission and provide **funding for training and extension services undertaken by the private sector** under mutually-acceptable terms and conditions, and tasked the Institute to develop specific guidelines harnessing the resources and expertise of the private sector in the provision of extension services.

AFMA IRR Section 93 provided that the allocation of multi-year budget for funding Extension Services shall be treated as grants. It also allowed the **transfer of funds from DA to the LGUs as extension grants.**

AFMA-IRR Rule 83.11 stipulated that ATI shall **advise** DA in the management of financial and logistical support for extension.

DA-AO No. 42, Series of 1999, DA-AO No. 28, Series of 2008, and DA-AO No. 12, Series of 2015, respectively, established the role of ATI as the **overall manager** for agriculture and fisheries training and extension in the country, more specifically the **management of extension funds** to ensure that extension services achieve optimum results.

Finally, the **ATI Rationalization Plan**, approved in **October 2013**, stressed the need for the Institute to coordinate with agencies under NESAF in effectively providing extension services and to **manage** extension grants as stimulus for increased participation of these agencies.

NEAP AND AFE STRATEGIC PLAN



THE NATIONAL EXTENSION AGENDA AND PROGRAMS (NEAP) AND AFE STRATEGIC PLAN: LAYING THE BASIS FOR GRANTABLE EXTENSION INTERVENTIONS

ATI, as the principal orchestrator of the delivery of AFE services, took the lead in the development of the NEAP – a basis for determining priorities of the government for public investments in the agriculture and fisheries extension. It provides a list or menu of extension interventions drawn from identified extension concerns and issues of stakeholders to include NGAs, SUCs, LGUs and the private sector. Interventions are organized in a fashion wherein they cluster towards major long term programs identified by ATI. It entailed a consultative process participated by above stakeholders and reviewed by selected experts in AFE, specifically three zonal and one national multi-stakeholders consultation.

With NEAP capturing the holistic extension priorities of agencies under the NESAF as government's priority for extension, the AFE Strategic Plan provides a concrete plan on prioritization of each intervention. It lays down the strategic goals, objectives, and initiatives that the NESAF wants to accomplish in a period of time. Similar to the NEAP, the AFE Strategic Plan underwent the same process of consultations.

Having laid out the policy and the plan to execute it, the next step was the operationalization of the plan. This was done by ratifying the NEAP and operationalizing the Strategic Plan. The objective of this undertaking is to gather the specific AFE programs, projects and activities as proposed by the extension pillars. This was achieved through a month-long simultaneous conduct of workshops in all 15 regions across the country spearheaded by the Agricultural training Institute through the Policy and Planning Division.

Given the result of the regional workshops, the ATI now has the NESAF Operational Plans and Budget which details the specific AFE Plans, Programs, and Activities (PPA) along with the budget needed for years 2017-2022. These proposed AFE PPAs can be funded through a system of fund management called catalytic finance. It includes provision of extension grants or a form of a stimulus fund to be facilitated by the Institute.



Figure 2. Process of AFE Interventions Identification

AGRICULTURE AND FISHERIES EXTENSION STRATEGIC FRAMEWORK



The AFE Strategic Framework

The Agriculture and Fisheries Extension Strategic Framework is anchored on the six thematic programs. These, if effectively and efficiently achieved by the agriculture and fishery extension providers are expected to produce competency development of extension clients in terms of improving levels of KSA. As a result, they become more productive and empowered individuals collectively contributing to the development of their communities. Capability enhancement of clients enables them to competently respond and address challenges and challenging trends and conditions in the AF sector. Productivity and empowerment contributes to the achievement of a more competitive and sustainable agriculture and fisheries sector leading to the attainment of food security, poverty alleviation & social equity and sustainable development.

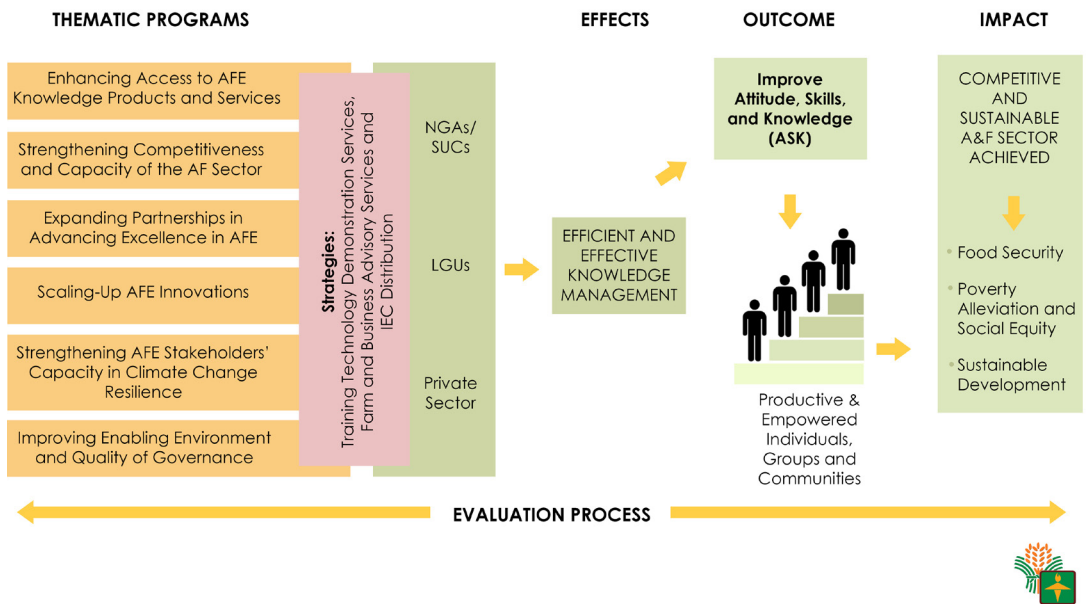


Figure 3. AFE Strategic Framework

**THE AGRICULTURE AND
FISHERIES EXTENSION
GRANT SYSTEM**



The Unified and Harmonized AFE Grant System

A unified and harmonized grant system is conceptualized as a mechanism for the improvement of the current processes the ATI has been using in the provision of extension grants. The harmonization includes adopting the common processes and integrated these into a system called the “AFE Grant System”.

As part of the efforts of the Institute to continually improve and adapt ATI's services to the global trends in Agriculture and Fisheries, ATI is currently working on making the availment of AFE grants interactive in such way that applications and submission, as well as feed backing on the progress of proposal evaluation, can be accessed online. To date, the installation of the AFE Grant System to the ATI website is still in progress. In the meantime, AFE grants application shall be processed manually. It is important to note that even if the AFE Grant System becomes available online, the option to apply manually will still be available.

To improve the administration of ATI's current extension grants, the system is aligned with the Agriculture and Fishery Extension (AFE) Framework's six thematic programs that can be financed through catalytic funding. This system harmonizes existing extension grants facilitated by the institute through its operating units. Moreover, it integrates collaboration among extension agencies under the National Extension System for Agriculture and Fisheries (NESAF).

Aligning grants to AFE Thematic Programs

To ensure that all grantable projects are in sync with the thrusts and priorities of the AFE in general and of the ATI in particular, this grant system aligns all the extension grants of the Institute with the corresponding AFE thematic programs, described as follows:

- **Enhancing Access to AFE Knowledge Products and Services.** This program deals with different extension clients/stakeholders' need for fast access of up-to-date agriculture and agriculture-related information and knowledge. It includes development, translation, packaging and distribution of knowledge products through multimedia (face to face, print, radio, TV, ICT-based) and all other modes of communication that fit specific client system.
- **Strengthening Competitiveness and Capacities of the AF Sector.** Also called capability building program for various clients, this program generally aims to capacitate stakeholders and organized groups at various levels (farmers/ fishers, extension workers, subject matter specialists, experts, extension managers, etc.) with knowledge, attitude and skills (KAS) to achieve specific development objectives and goals. This can be accomplished through training, education and provision of advisory services.

- **Expanding Partnerships in Advancing Excellence in AFE Delivery.** This program supports initiatives of ATI to forge linkages with other agencies for collaborative undertakings. The purpose of partnerships may be to expand the reach of extension services geographically, to more and various clients/stakeholders and may relate to addressing issues affecting effective and efficient delivery of extension services.
- **Scaling-Up AFE Innovations.** This program provides for the development of new extension modalities, methodologies, and approaches that are fit to the changing extension contexts. After proven effective through piloting, innovative extension, modalities, methodologies, and approaches are institutionalized and become regular extension interventions that fall under other Thematic Programs. It also includes enriching the content of AFE in relation to competitiveness and sustainability of the Agricultural and Fisheries sector.
- **Strengthening AFE Stakeholders' Capacity in Climate Change Adaptation & Mitigation and Disaster Risk Management.** This is a special program that specifically addresses the extension needs of stakeholders that are affected by the adverse impacts of climate change and disasters in order to develop their capability to withstand or adapt to such unwholesome conditions successfully. It also covers stakeholders who are potentially to be affected by impending strike of adverse climate impacts by providing them extension services to boost their preparedness. Extension interventions include services that may cut across all other Thematic Programs.
- **Improving Enabling Environment and Quality of Governance.** This Program deals with the provision of policy support, effective management interventions, planning, monitoring and evaluation (PME) and budget mechanisms, infrastructure and facilities for smooth implementation of extension services.

Creating a General Guideline and Procedure

A part of unifying and harmonizing the AFE Grant System is coming up with a general guideline and procedure for the administration of grants which includes a standard mode of fund release, requirements, proposal contents, criteria for evaluation, obligations and responsibilities, monitoring and evaluation scheme, as well as a process flow of grant application. The general guideline and procedure shall apply to the majority of the grants in this manual. In the case of grants that have peculiarities in their overall nature and administration, the detailed guidelines and procedures shall be included in the discussion of the specific grant.

The table below lists the extension grants offered by the Institute, their classification and the guideline and procedure it would follow.

Table 1. List of Classified Grants and Corresponding Guideline and Procedure

Grant Classification	Grant Title	Guideline and Procedure
Grants for Extension Research, Policy and Innovation Studies	Research Grant for e-Extension and Knowledge Products and Services	General
	Grant for Extension Research and Policy Studies	General
	Grant for AFE Innovation	General except for Criteria for Evaluation
Extension Service Grants	Provision of Grants for the Production of Knowledge Products among ESPs	General except for mode of fund release
	Grant for Training and Training-related projects	General except for mode of fund release Has added requirements
	Grant for Accredited ESPs	General but has added requirement
Scholarship Grant	Provision of Scholarship Grants	Specific
Grants for Development of Extension Facilities	Grant for Establishment of LS	Specific
	Grant for Upgrading of LS to SPA	Specific

General Guideline and Procedure of the AFE Grant System

Source of Funds

Depending on the subject of the project, the grant may be funded from any of the following sources:

- Divisions' / Training Centers' Regular Funds
- Commodity Programs' Funds
- Special Programs' /Projects' Funds

Mode of Fund Release

The payment shall be divided in two tranches adopting the following mode:

70% upon signing of commitment and submission of required documents;
and

30% after submission of terminal report and compliance to the MOA's post activity requirements

The final decision on the grant cost and project duration shall be determined by either the concerned division/RTC or ATI Clearinghouse based on the proposed depth and scope of project. Payment schedule shall likewise be based on the project timeline that is mutually agreed upon by the proponent and Evaluation Committee/Concerned Division/RTC TWG. Full amount of payment shall be released within the approved duration of the project. In special cases wherein the proponent was not able to finish or fully deliver the project within its approved duration, the final tranche of payment will only be awarded if and only if he/she sends a special request for the final release of funds stating justifiable reasons for the delay.

Requirements for Submission

A. Documentary requirements

Upon Initial Application

Upon initial application, the proponent must submit the capsule proposal following the format set by ATI together with the Curriculum Vitae (CV) of the proponents.

After Approval of Capsule Proposal / Oral Defense

Upon approval of the capsule proposal / oral defense, the proponent must submit full blown proposal following the format set by ATI

B. Attachments

Other required documents are stated on the COA Circular no. 2012-00 on "Prescribing the Revised Guidelines and Documentary Requirements for Common Government Transactions, under Section 2.1 Release of Funds (Appendix I).

C. Contents of Capsule Proposal

The capsule proposal should contain the following information detailed in minimum of three (3) pages and maximum of five (5) pages:

Table 2. Standard Contents of Capsule Proposal

Basic Information	Who will carry out the project and what are their qualifications?
Rationale	What is the problem and why is the conduct of this project important?
Objectives	What does the project want to accomplish?
Activities or Methodology	What are the activities of the project? What is the planned methodology of the project?
Expected Outputs	What are the expected outputs of the project?
Proposed Timetable and Budget	What resources are required and what is the timetable detailed on a monthly basis?

For the format of the capsule proposal, please see Appendix D.

D. Contents of Full Proposal

The full proposal should come with a one page research overview containing the following information:

- Title
- Brief Description
- General and Specific Objectives
- Major Proponent and Proponent's Institutions and Contact Numbers
- Collaborating Institution/s if any
- Project Duration
- Project Location
- Total Budget

The following information must be clearly discussed in the full proposal which should be in minimum of seven (7) pages and maximum of fifteen (15) pages:

Table 3. Standard Contents of General Full Proposal

Rationale	Establish the relevance and importance of the project and explain further the problem to be addressed. To show the importance of the undertaking, this section discusses how the project relates to development priorities or how it will help address specific needs and issues of affected groups.
Objectives	The general objective should state the goal of the project. The specific objectives are the operational objectives that describe the specific deliverables of the project. These should be measurable, specific and attainable.
Activities	Present in detail the tasks of the project. Makes sure that the activities in line with the objectives of the project.
Expected Outputs	Describe the deliverables of the project to the intended beneficiary.
Beneficiary	Clearly specify how who will benefit from the project.
Detailed Workplan	Present the relationship and the details of the objectives, activities, expected outputs, responsible person(s), and resources required, schedule of activities (per month or per quarter, depending on duration of the project) and the budget required. (Appendix F)
Budget Summary	Detail the resource requirements including assumptions and corresponding amount requested from ATI and proponent's counterpart fund or resources.
Proposed Timetable	Using a Gantt Chart, indicate the timeline of the proposed project.
Logical Framework	Communicate what the project aims to accomplish in terms of benefits, its context, strategies, and deliverables and means of achieving these. Discuss the main elements of the project. Also provide the criteria for success and where can this be verified, as well as the factors critical to the success of the project.

For the format of the general full proposal, please see Appendix E.

Table 4. Standard Contents of Full Proposal of Grants for Extension Research, Policy, and Innovation Studies

Rationale	Establish the relevance and importance of the project and explain further the problem to be addressed. To show the importance of the undertaking, this section discusses how the project relates to development priorities or how it will help address specific needs and issues of affected groups.
Objectives	The general objective should state the goal of the project. The specific objectives are the operational objectives that describe the specific deliverables of the project. These should be measurable, specific and attainable.
Review of Related Literature	Show the gaps in knowledge, other related interventions and outcomes, strategies done in the past and how these relate to current undertaking. References and other relevant information should come from credible sources.
Scope and Limitations	Present the extent of the project in terms of the individual/s or group/s involved and location, problem areas to be addressed, data or information limitations, among others.
Methodology	Clearly specify how each of the objectives should be attained. Explain the process of data collection and the tools to be used in the analysis. Indicate project details and procedures to be followed in the project.
Workplan Schedule	Indicate the time needed to carry out activities and deliverables in a monthly basis. Also, identify possible constraints that may hinder the timetable.
Budget Summary	Detail the resource requirements including assumptions and corresponding amount requested from ATI and proponent's counterpart fund or resources.
Logical Framework	Communicate what the project aims to accomplish in terms of benefits, its context, strategies, and deliverables and means of achieving these. Discuss the main elements of the project. Also provide the criteria for success and where can this be verified, as well as the factors critical to the success of the project.
References	List down properly cited references that appeared in the discussion of the proposal.

For the format of the full proposal of Grants for Extension Research, Policy, and Innovation Studies, please see Appendix F.

Application Screening

A grant proposal will undergo two stages of screening. An initial screening for completeness and compliance shall be done by the ATI Clearinghouse Secretariat for proposals submitted in the central office or by the ATI-RTC Planning, Monitoring, and Evaluation Services for proposals submitted in regional offices.

Once a proposal passes the initial screening, this will be forwarded to the concerned division, if the scope is on a national level, or to the concerned RTC, if the scope is on a regional level. Therefore it is mandatory that each division and RTC create a Technical Working Group who will be assigned to evaluate project proposals within their scope. However, for proposals that concern 2 or more divisions or RTCs, these will be evaluated by the ATI Clearinghouse with representatives from the concerned region/s when necessary. Lastly for proposals that require higher level of assessment, the ATI Clearinghouse can opt to call for an Experts' Review.

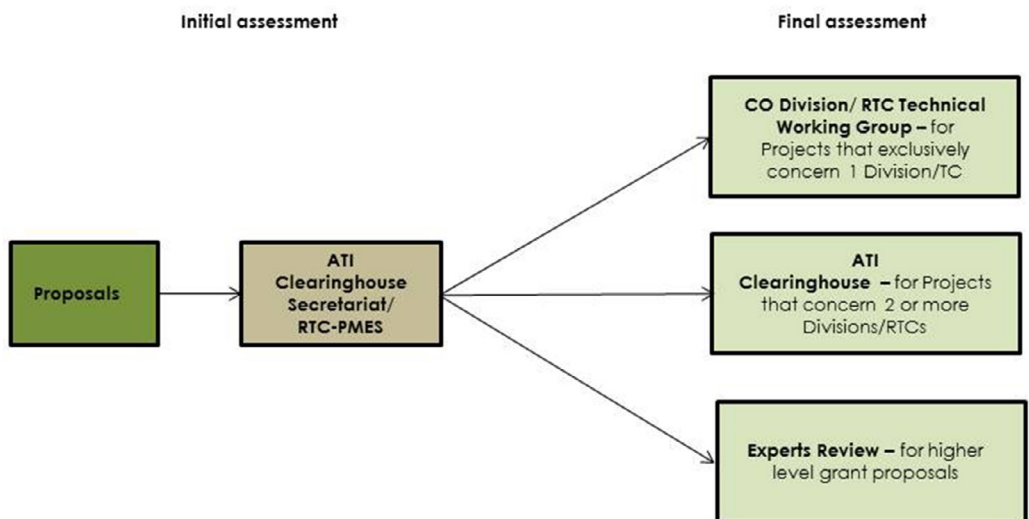


Figure 4. The Application Screening Process

Criteria for Evaluation

Capsule Proposal

The capsule proposal shall be evaluated based on two criteria only:

- Relevance of the study/project to the needs of the beneficiaries
- Credibility of the Proponent

Likewise, there are only two decision points:

- Passed - can proceed to a Full Blown Proposal
- Failed - cannot proceed to a Full Blown Proposal

Majority decision of those in-charge of the final assessment shall prevail.

Full Proposal

The full proposal shall be evaluated based on the following criteria:

Table 5. Standard Criteria for Evaluation of Full Proposal

Consistency with the DA Thrusts and Priorities & NEAP/AFE Strategic Plan (15%)	Is the goal of the proposal consistent with the thrusts set by DA?
	Is the proposal consistent with the NEAP and AFE Strategic Plan?
	a. Does the Proposal address a high priority AFE issue?
	b. Does it take a system approach in solving an extension problem?
Clarity of Objectives (10%)	Does the objective of the proposal demonstrate that the project would foster widespread adoption and specifies measurable results (outputs, outcome) that will indicate successful achievement of the objectives?
	Are the Objectives of the Proposal sound, achievable and feasible?
Conceptual Adequacy of the Proposal (30%)	Does the proposal demonstrate the conceptual adequacy of the project?
	Does the proposal present a realistic timeline for each of the project's activities?
Packaging (5%)	Is the proposal well written and clear following the prescribed format?
Justifiability of the Proposed Budget (10%)	Does the proposal present a well-justified and detailed budget?
	Is the proponent willing to provide counterpart funds/ resource in pursuing/implementing the project?
	Is the proposal efficient in terms of using funds etc.?

Eligibility of the Proponent (10%)	Does the proponent possess the technical and administrative capability to successfully implement research/study/project?
Impact of the Proposed Project (20%)	Will the proposal have a big impact on resolving the issue it hopes to address?
	Is the proposed project sustainable?

Decisions Points are as follows:

- Passed / Approved - average evaluation score is 70% and above
- Failed/ Disapproved - average evaluation score is 69% and below

Obligations / Responsibilities

Submissions and Reporting

The grant recipient shall accomplish forms and documents as may be required by ATI for monitoring and record-keeping purposes, or in compliance with the government auditing rules and regulations

The grant recipient shall submit to ATI four (4) copies and one (1) e-copy of the final project report along with the terminal report and other necessary requirements within one (1) month after completion. The grant recipient shall also present the project results to any forum/fora when required/requested by ATI. Duly signed monthly financial and physical progress report must also be submitted not later than five (5) working days after each month.

The grant recipient shall inform the ATI through a written notice for any delay or deviation in the implementation schedule based on the agreed work plan. For failure to fulfill all obligations of the grant, the grant recipient shall be required to return all the released funds.

Intellectual Property Rights

All data gathered in the course of and as a result of the implementation of the project such as, but not limited to reports, articles, extension research papers, data banks, multi-media presentations including project outputs, discoveries, inventions as well as income derived there from, shall be subject to government policies relating to government-funded project/initiative. Government personnel involved in the project shall further be subject to such policies, rules and regulations governing copyrightable and patentable works produced by government personnel.

Recognition of principal authors and institutions

All reports or articles including multi-media presentations using the project data and output shall recognize the principal researchers and authors involved in the conduct of the project.

Joint Ownership

The grant recipient shall have joint ownership of the project with ATI. In no case shall the study be published without the official notice and approval of the other.

Compliance to Laws, Rules and Ordinances

The grant recipient shall be responsible in making sure that the subject matter of the project including the use of test subjects, substances and materials are in accordance with local and international ordinances, laws, rules, and agreements.

Third Party Liability

In case where third parties, both private and public, local and international, shall have cause of action to sue as a result of the implementation of the project funded through the contract, the grant recipient shall assume full responsibility damages and shall hold the ATI free from liability.

Fund Release

The grant recipient shall settle all released funds at the end of the grant in accordance with government accounting and auditing rules. ATI shall withhold fund releases to the grant recipient and/or require the recipient to refund the provided financial assistance in full, if necessary.

Monitoring and Evaluation

The ATI Clearinghouse or concerned division/RTC TWG shall closely monitor the projects, including the agreed regular submission of physical progress report and financial reports and other required documents, as well as the conduct of site visits prior, during and after the implementation.

The grant recipient shall present the results to the Clearinghouse and submit terminal report upon project completion.

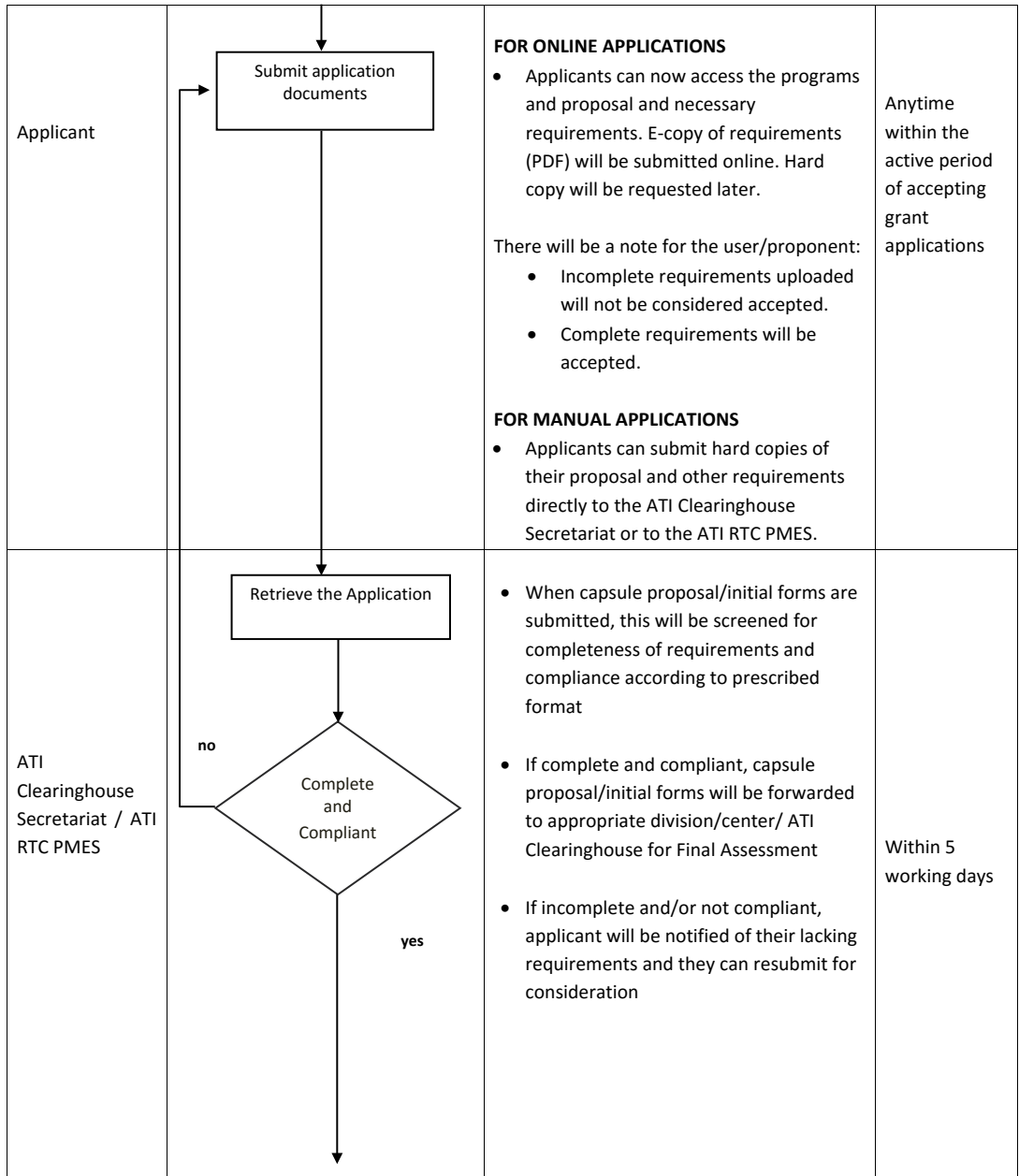
Process Flow of Grant Application

This AFE Grant System General Process Flow adopts the following three-phased standard procedure, which is necessary for a unified and harmonized grant system that facilitates several grantable extension projects along the six AFE thematic programs. Anytime within the active application for grants, the applicants can check the progress of their application online or by communicating with the ATI Clearinghouse Secretariat.

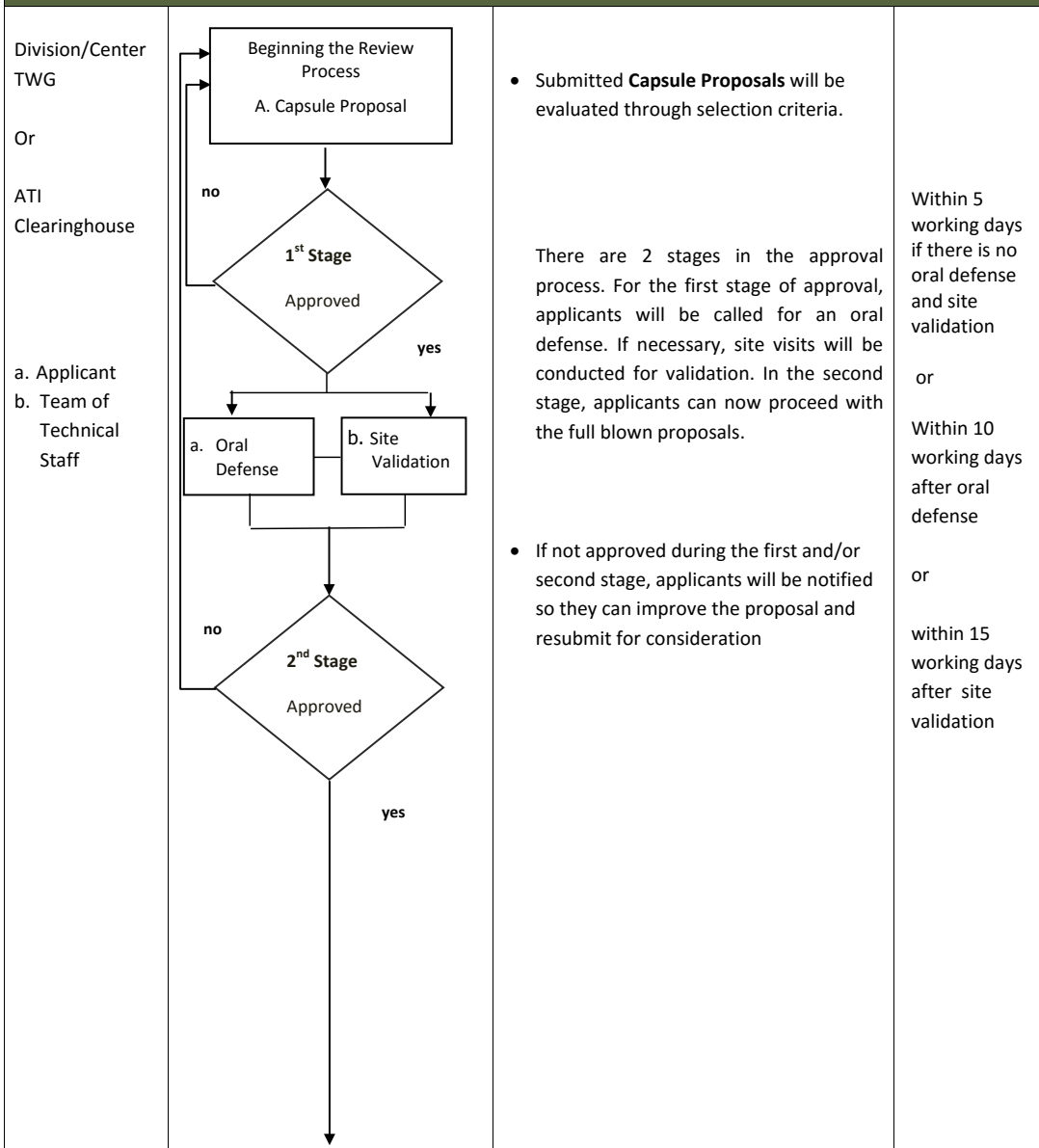
Table 6. Standard Process Flow of Grant Application

In-charge	Key Steps	Procedure	Timeframe
PHASE 1 – Pre-Award Phase			
ATI	<pre> graph TD Start([Start]) --> Dev[Development of grant] </pre>	A funding program is developed based on divisions’ core function under the ATI Thematic Programs and or within the priority commodity of DA.	
ATI	<pre> graph TD Call[Call for proposal] </pre>	A call for proposal or availability of grants is released and posted on the ATI website (Announcement/Grants Category) including the checklist of requirements.	Within 1 working day
Applicant	<pre> graph TD Reg[Register on (1) ATI website for online applications or (2) ATI Clearinghouse Secretariat/ ATI RTC PMES for manual application] </pre>	<p>FOR ONLINE APPLICATIONS</p> <ul style="list-style-type: none"> • Once applicants have identified an opportunity, they must register on the website to validate their organization. Once registered, they will be granted access and all additional requirements will be made available, including forms, etc. • Registration process will be as follows: • Visit the www.ati.da.gov.ph site and click on the EXTENSION GRANTS tab. • After the EXTENSION GRANTS page has loaded, click “Create new account” • A page will load where the user/proponent will fill-out 	

			<p>necessary information, including desired username and password. The fields that are marked by red asterisks are required fields to be filled out.</p> <ul style="list-style-type: none">• To finish creating the account, the user must agree to the site policy agreements. An email will be sent to the user for email / account confirmation. <p>FOR MANUAL APPLICATIONS</p> <ul style="list-style-type: none">• Once applicants have identified an opportunity, they can proceed to the ATI Clearinghouse Secretariat or to ATI RTC PMES to validate their registration. Once registered, they will be given the initial forms they need to submit.	
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PHASE 2 – Application Review and Award Phase



Division/Center TWG Or ATI Clearinghouse Or Experts Review	<pre> graph TD A[B. Full Proposal] --> B{Approved} B -- no --> A B -- yes --> C[] style C fill:none,stroke:none </pre>	<ul style="list-style-type: none"> Submitted Full Proposals will be evaluated through the selection criteria. If approved, applicants will be notified to prepare for the succeeding steps. Preparation of legal framework (i.e. MOU) for the funding will also be done. If not approved, applicants will be notified so they can improve the full proposal and resubmit for reconsideration 	Within 10 working days after deadline of submission of full proposal
PHASE 3 – Implementation, Reporting, and Close-out Phase			
Grant Recipient	<pre> graph TD A[Implement the project] --> B[] style B fill:none,stroke:none </pre>	Once funding is received, grant recipients can begin implementation of project.	Right after the release of first tranche of payment
Division/ Center TWG/ Clearinghouse	<pre> graph TD A[Monitor and Evaluate] --> B[] style B fill:none,stroke:none </pre>	Monitoring and Evaluation includes overseeing compliance of submission of monthly financial and physical progress reports, as well as on-site visits if necessary.	Within the approved project duration
Grant Recipient	<pre> graph TD A[Submit Terminal Report] --> B([End]) </pre>	Upon submission of the terminal report and other post activity requirements stated in the contract, the grant life cycle comes to a close.	Within 10 working days after the approved project duration

The ATI Clearinghouse

The Clearinghouse is created to screen grant proposals that involve two or more divisions.

Composition:

Chair: Deputy Director
Vice Chair: Chief of Policy and Planning Division
Members: Chief of Information Services Division
Chief of Career Development and Management Division
Chief of Partnerships and Accreditation Division
Representatives from Accounting and Budget Office

The functions of the committee are the following:

1. Identify possible grantable areas within the scope and limits of the National Extension Agenda and Programs and Agriculture and Fisheries Extension Strategic Plan (2017-2022);
2. Set the criteria for assessment of proposals;
3. Evaluate proposals based on set criteria;
4. Determine appropriate experts for the review of proposals on extension researches and policy studies;
5. Recommend proposals for approval by the ATI Director; and
6. Provide recommendations to improve the processes and procedures in the assessment of proposals for efficiency

Clearinghouse Secretariat

The Policy and Standards Development Section of the Policy and Planning Division will act as the secretariat of the committee. The Secretariat shall have the following functions:

1. Make arrangements of meetings of the Committee;
2. Conduct initial assessment of proposals to be provided to each Committee Member;
3. Distribute proposals to be evaluated along with results of initial assessment;
4. Document results of evaluation including minutes of meetings;
5. Keep record of agreed next action and contact applicant regarding the result of evaluation;
6. Facilitate the processing of documents of approved grant, through the concerned division and/or training center; and
7. Provide all other necessary administrative support.

Experts Review

For grant applications that require expertise such as extension research and policy studies, an experts review will be called upon to evaluate the proposals. For the central office, the ATI Clearinghouse will determine the appropriate experts to be called which will depend on the nature of the proposal. For Training Centers, they can utilize existing review mechanisms, such as Regional RDE Review/Regional Commodity Teams who will be responsible for the evaluation of the proposals. For projects that involve two Training Centers or more, the concerned RTCs will be invited for the Experts' Review called by the ATI Clearinghouse.

GEOGRAPHIC CRITERIA FOR PRIORITIZATION OF EXTENSION SUPPORT



GEOGRAPHIC CRITERIA FOR PRIORITIZATION OF EXTENSION SUPPORT*

Table 7. Geographic Criteria for Prioritization of Extension Support

	Factors	Criteria	Rank	Score
1	Potential for Agriculture and Fisheries Enterprises	Area is suitable for the production of commodities with potential for global and domestic market	High	20
		Area is suitable for the production of commodities with domestic demand	Low	10
2	Number of Barangays Covered	Municipalities with 25 or more barangays	High	15
		Municipalities with 24 or less barangays	Low	10
3	Vulnerability to Disaster/Conflict	Municipalities with high incidence of natural or man-made disasters and conflict	High	25
		Municipalities with low incidence of natural or man-made disasters and conflict	Low	10
4	Income Class	4 th -6 th income class municipalities	High	25
		1 st -3 rd income class municipalities	Low	10
5	Population of Marginalized Groups	Municipalities with high population of marginalized sector (e.g. IPs, OSY, rebel returnees, etc.)	High	15
		Municipalities with low population of marginalized sector	Low	10

* The criteria shall be ideally applied to municipal local government units

Once the annual budget for agriculture and fisheries extension has been approved, distribution of financial resources and prioritization of extension support shall be based on the geographic criteria. Areas of concern shall be ranked according to following factors: potential for agriculture and fisheries enterprises, number of barangays covered, vulnerability to disaster or conflict, income class and population of marginalized groups. Therefore, this criteria shall determine where immediate extension support needs to be provided ensuring that inclusive growth and AF development is achieved across the country.

**THE AGRICULTURE
AND FISHERIES
EXTENSION GRANTS**



**GRANTS FOR
EXTENSION RESEARCH,
POLICY AND
INNOVATION STUDIES**

Research Grant for e-Extension and Knowledge Products

Thematic Program

No. 1 Enhancing Access to AFE Knowledge Products and Services

Description of Grant

Nature

The Agricultural Training Institute (ATI), as the training and extension arm of the Philippine Department of Agriculture, develops and packages technology-based knowledge products in multi-media format to support national and regional extension programs for agriculture and fisheries sector.

Furthermore, Department Order no. 3, series of 2007, mandated ATI as lead agency in the provision of e-Extension services in collaboration with the various agencies, bureaus and organizational units of the DA. This is to integrate and harmonize the ICT-based extension delivery system for agriculture and fisheries.

The Research Grants are intended to promote highly creative and original research to evaluate the effectiveness of the knowledge products and services, including the e-extension services of the ATI that may result in fundamental new knowledge or technologies. Results of the research studies will be used as bases for program improvement and for planning the future directions of the Knowledge Management initiatives of the Institute.

Scope

This covers the research grants focusing on the evaluation of the effectiveness of the knowledge products and services, including the e-extension or ICT-based services of the ATI.

Eligibility of Applicant

Filipino researchers from the government, non-government, state colleges and universities or private sector

Minimum qualifications

For Individual Applicants

1. Must possess credible academic qualifications – a graduate of any BS course preferably social science related
2. Must have established good track record to successfully conduct/implement a research/study

For Institutional Applicants

1. Must be identified as a professional/ scientific / academic institution by a Commission/ agency / organization mandated to do so.
2. Must have established credible reputation and good track record to successfully implement researches as reflected in the company/ agency/institution profile

Grant for Extension Research and Policy Studies

Thematic Program

No. 6 Improving enabling Environment and Quality of Governance

Description of Grant

Nature

ATI's policy research grant is a grant provided to qualified applicants to undertake policy research/studies in agriculture and fishery extension that aim to enhance the effectiveness and efficiency of extension delivery systems. Results of study provide readily available information support for policy decisions affecting the practice of extension. Moreover, it serves as an avenue to encourage the participation of Department of Agriculture (DA) employees, Agriculture and Fisheries Extension Network (AFEN) Member agencies and organizations, State Universities and Colleges (SUCs), Private Extension Service Providers (ESPs), scholars, students and other partners to undertake policy research/studies.

Scope

A policy study may be categorized as (1) Impact/Results Assessment/Evaluation Study and (2) Research on Extension Policy Issues. The former aims to assess the effect of an AFE service to its target beneficiaries to determine whether to continue, expand, re-implement, re-design or completely abolish the service. On the other hand, the latter aims to examine prevalent AFE issues, as well as to generate policy recommendations in response to the issues.

Eligibility of Applicant

To be considered, applicants must be able to fulfill the following **minimum qualifications**:

For Individual Applicants

1. Must possess credible academic qualifications - a graduate of any BS course preferably social science related
2. Must have established good track record to successfully conduct/implement a research/study - participated in the conduct/implementation of at least two (2) policy researches as any of the following – project leader/ assistant project leader/ project staff

For Institutional Applicants

1. Must be identified as a professional/ scientific/ academic institution by a Commission/ agency / organization mandated to do so.
2. Must have established credible reputation and good track record to successfully implement a policy research/study as reflected in the company/ agency/ institution profile - participated in the conduct/implementation of at least 4 (four) policy researches as the general project manager.

Grant for AFE Innovation Studies

Thematic Program

No. 4 Scaling Up AFE Innovation

Description of Grant

Nature

AFE Innovation Studies Grant is a grant provided on studies that aim to improve the practice of extension through development of new and/or enhancement of existing extension modalities. Knowledge generated from these studies must be novel enough to satisfy what best fit to specific contexts. If proved effective, innovative results can be adopted or institutionalized.

Scope

Innovation studies covers the improvement of the following:

1. **Extension Approach** – refers to the philosophy and style of action which informs, stimulates, and guides the extension system, its nature/type of structure, leadership programs, resources and linkages.
2. **Extension Strategy** – is a process, procedure and a set of activities to operationalize the extension approach aimed to facilitate learning.
3. **Extension Methods** - pertains to the educational techniques employed by the extension system particularly by its field staff in communicating with farmers.

Eligibility of Applicant/ Proponent

To be considered, applicants must be able to fulfill the following **minimum qualifications**:

For Individual Applicants

1. Must possess credible academic qualifications - a graduate of any BS course preferably social science related
2. Must have established good track record to successfully conduct/implement an innovation study - participated in the conduct/implementation of at least two (2) studies as any of the following – project leader/ assistant project leader/ project staff

For Institutional Applicants

1. Must be identified as a professional/ scientific/ academic institution by a Commission/ agency / organization mandated to do so.
2. Must have established credible reputation and good track record to successfully implement a policy research/study as reflected in the company/ agency/ institution profile

Criteria for Evaluation

The full proposal shall be evaluated based on the following criteria:

Table 8. Criteria for Evaluation of Full Proposal for AFE Innovation Studies

Consistency with the Department of Agriculture Goal of AF modernization (20%)	Is the goal of the proposal consistent with the Department of Agriculture Goal of AF modernization, specifically on the pillar program on extension?
	Does the proposal support or in any way helpful in achieving the goals of the Department of Agriculture?
	Is the proposal consistent with the Department's Agenda?
	a. Does the innovation study address a high priority AFE issue?
	b. Does it greatly influence the approach, strategies and methods of extension practice?
Concept (20%)	Does the idea represent a truly original concept or is it a refinement of an existing modality?
	Is the proposal unique and fitted to address today's issue or department's current issue?
	Does the idea seize an opportunity for a better extension modality?
Value (20%)	Does the value of the proposal offer distinct and game changing advantages over any alternatives?
	Will the innovation yield a reasonable outcome/result for the amount of work/energy/resources that it will require?
	Does the proposal present a well-justified and detailed budget?
Delivery (20%)	Will the innovation be easily understood, used and adopted by the clientele or the agency itself?
	Are the objectives of the proposal sound, achievable and feasible?
	Have the risks inherent in the idea or concept been identified and dealt with a convincing manner?
Impact (20%)	Will the innovation positively impact the AF sector?
	Will the proposal have a big impact on resolving the issue it hopes to address?
	Does it contribute to the development/improvement of new modality?
	Does the proposal challenge people to think in new ways about extension modality?

Decisions Points are as follows:

- Passed / Approved - average evaluation score is 70% and above
- Failed/ Disapproved - average evaluation score is 69% and below

GRANTS FOR THE PROVISION OF EXTENSION SERVICES

Grant for Production of Knowledge Products among ESPs

Thematic Program

No. 1 Enhancing Access to AFE Knowledge Products and Services

Description of Grant

Nature

The Agricultural Training Institute (ATI), as the training and extension arm of the Philippine Department of Agriculture, develops and packages technology-based knowledge products in multi-media format to support national and regional extension programs for agriculture and fisheries sector.

Furthermore, Department Order no. 3, series of 2007, mandated ATI as lead agency in the provision of e-Extension services in collaboration with the various agencies, bureaus and organizational units of the DA. This is to integrate and harmonize the ICT-based extension delivery system for agriculture and fisheries.

The Institute recognizes the role of the extension service providers in the provision of extension services which includes the development, production, reproduction and dissemination of knowledge products. This is to involve multi-stakeholder participation as well as encourage proponents to develop and localize these knowledge products according to the needs of the community or area covered.

Scope

This covers the development, production, reproduction and dissemination of knowledge products in multimedia format with topics related to agriculture and fisheries. This includes the documentation of good agricultural practices as well as indigenous agricultural practices.

The proposal should be within the priority commodities or banner program of the Department of Agriculture, which includes but not limited to those stipulated in the Food Staples Sufficiency Program.

Mode of Payment

The funds shall be released to the grant recipient in full upon approval of proposal.

Eligibility of Applicant

ESPs from the government (including Local Government Units), non-government, state colleges and universities or private sector

Additional Requirement

Letter of intent of application

Grant for Accredited ESPs

Thematic Program

No. 2 Strengthening Competitiveness and Capacities of the Agriculture and Fishery Sector

Description of Grant

Nature

The grant will be given to ESPs for the conduct of training and extension services to stakeholders in partnership with the Institute.

Scope

The grant will be given to ATI accredited ESPs.

Mode of Payment

50% upon signing of MOA

30% after the conduct of extension activity

20% upon submission of the activity/project completion report and compliance with the MOA's post activity requirements

Eligibility of Applicant

Accredited ESP must possess:

1. Credibility – the accredited ESP must have a posture image and a high degree of acceptability among stakeholders in the area to be served. Must not have any record of anomaly in previous transactions.
2. Technical and Administrative Capability – the ESP must have the competence to carry-out training and other related services.
3. Resource Capability – the ESP must have manpower, facilities, or equipment to carry-out training and other related services.
4. Financial Capability – the ESP must be able to produce current statement of assets and liabilities.

Additional Requirement

1. Certificate of Accreditation
2. Endorsement Letter from RTC

Grant for Training and Other Training-Related Project

Thematic Program

The thematic program/s of the grant will depend on nature of training or training-related activity /project

Description of Grant

This grant is provided to qualified institutions to conduct training/training-related activities/projects, such as School-on-the-Air and Technology Demonstration, which aims to increase the knowledge, skills and attitudes of its immediate and intermediate stakeholders.

Eligibility of Applicant/ Proponent

- National Government Agencies (NGAs), Government-Owned and Controlled Corporations (GOCCs) wholly subsidized by the national government (NG)
- Local Government Units (LGUs)
- State Universities and Colleges (SUCs)
- ATI Accredited Private Institutions

Additional Requirement

Comprehensive Training Design (See Appendix I)

SCHOLARSHIP GRANT

Scholarship Grant

Thematic Program

No. 2 Strengthening Competitiveness and Capacities of the Agriculture and Fishery Sector

Description of Grant

A. Agriculture and Fishery-related Degree and Advanced Courses

Nature

University-based scholarship grant

Scope

The scholarship grant shall be awarded to deserving DA employees and extension workers from the State College and Universities (SUCs) and Local Government Units (LGUs) for Masters (MS) and Doctoral (PhD) degrees.

Bachelors (BS) Degree shall also be awarded to 4-H Club Members and deserving children of smallhold Farmers and Fisherfolk.

B. Ladderized Diploma Course

Nature

Based in the University and ATI-Accredited Learning Site

Scope

The scholarship grant shall be awarded to bonafide 4-H Club Members and deserving Children of smallhold Farmer and Fisherfolk.

This shall cover Ladderized courses related to agriculture, fisheries and other agri-related courses which shall be granted through schools/universities/institutions, in manner comprising 60%-70% for hands-on training and 30%-40% classroom instructions and in partnership with TESDA for skills certification.

C. Thesis and Dissertation Assistance

Nature

Thesis Assistance for Masters and Dissertation Assistance for PhD/Doctorate

Scope

These grants shall be awarded to the deserving DA employees and extension workers from the State College and Universities (SUCs) and Local Government Units (LGUs) who have completed their academic requirements.

Source of Funds

Regular Funds and other sources of ATI- Career Development and Management Division

Mode of Payment

A. Agriculture and Fishery-related Degree and Advanced Courses

1. For NCR-based grant recipients, the DA-ATI Central Office (CO) shall pay directly for the following:
 - The school for the tuition, graduation and miscellaneous fees of the scholars upon receipt of the billing statements;
 - Stipend and other allowances of the scholars on a monthly basis; and,
 - Eighty percent (80%) of the Thesis and/or Dissertation Support upon submission of their approved proposal and twenty percent (20%) upon submission of the manuscript to DA-ATI.
2. For Region-based grant recipients, the DA-ATI RTCs shall pay directly for the following:
 - The school for the tuition, graduation and miscellaneous fees of the scholars upon receipt of the billing statements;
 - Stipend and other allowances of the scholars on a monthly basis; and,
 - Eighty percent (80%) of the Thesis and/or Dissertation Support upon submission of their approved proposal and twenty percent (20%) upon submission of the manuscript to ATI-RTCs.

B. Ladderized Diploma Course

The DA-ATI, thru RTCs shall pay directly for the following:

- The school for the full tuition, graduation and miscellaneous fees of the scholars upon receipt of the billing statements;
- Stipend and other allowances of the scholars on a monthly basis;
- TESDA-prescribed/required National Competency (NC) Assessment fees;
- Training fee/honorarium of the host farm; and,
- Livelihood Support (approved Business Plan) to the scholars.

C. Thesis and Dissertation Assistance

Payment of Eighty percent (80%) of the Thesis and/or Dissertation Support upon submission of their approved proposal and twenty percent (20%) upon submission of the manuscript to DA-ATI.

Eligibility of Applicant/Proponent

A. Agriculture and Fishery-related Degree and Advanced Courses

- Not more than 50 years old (for MS and PhD/Doctorate only) at the time of application;
- Physically and mentally fit;
- Must hold a permanent appointment;
- Must have served at least two (2) years in the government (for MS and PhD/Doctorate only);
- Have completed the service requirement from their previous scholarship, training or study grant and as provided for in the scholarship contract and have submitted the required reports pertaining to such scholarship;
- Must not have been a delinquent scholar from a previous scholarship;
- Must not be enjoying/holding any other scholarship/grant/nomination (local/foreign) at the time of nomination;
- Must have a Very Satisfactory (VS) rating for two (2) consecutive periods preceding the time of nomination;
- Must not have been awarded at any local/foreign degree or non-degree (i.e. at least 3 months training) grants immediately preceding the application for scholarships; and,
- Must have a clearance of no pending administrative or criminal case.

B. Ladderized Diploma Course

- A bonafide 4-H Club member for at least one (1) year and whose name is included in the updated masterlist of 4-H club members and or a son/daughter of a bonafide smallhold farmers/fisherfolk;
- A high-school graduate;
- A son and/or daughter of farmers/fisherfolk, with income level of not more than PhP 100, 000 per year;
- Not be more than 30 years old at the time of application and is single;
- Not have been a delinquent scholar of a previous scholarship;
- Pass the entrance/qualifying examination prescribed by the school;
- Willing to apply in the field of specialization that conforms with the DA-ATI priority agriculture-related commodity/discipline;

C. Thesis and Dissertation Assistance

- Not more than 50 years old at the time of application;
- Must hold a permanent appointment;
- Must have served at least two (2) years in the government
- Must have a clearance of no pending administrative or criminal case.
- Must have a Very Satisfactory (VS) rating for two (2) consecutive periods preceding the time of nomination
- Must have an approved thesis/dissertation proposal.

Eligibility of Applicant/Proponent

A. Applicants to the Agriculture and Fishery-related Degree and Advanced Courses scholarship should submit the following documents:

1. Basic Documentary Requirements

- Letter of Intent
- Application form with 2x2 picture
- Birth Certificate (Authenticated)
- Copy of Diploma (Authenticated)
- Transcript of Records (Authenticated)
- Certification of good health from a government physician with x-ray results taken within the last two(2) months
- Proof of Admission from the University/College
- ATI Endorsement
- Endorsement Letter signed by the duly authorized official.

2. Additional requirements for the MS and PhD/Doctorate applicants:

- Latest updated copy of Personal Data Sheet (PDS) signed by the HRMO.
- Updated Service Record
- Clearance of No Pending Case
- Copy of Appointment (Authenticated)
- Duties and Responsibilities
- Performance Rating for the last two (2) rating periods
- Approved permit to go on study

3. Additional requirements for the Bachelor's Degree (BS) applicants:

- Must have passed the qualifying examination prescribed by the university/college where he/she intends to enroll;
- Barangay Clearance;
- Latest BIR-Income tax return of parents/guardians or tax exemption certification from the Barangay Captain;
- Certification of Good Moral Character; and
- Report Card from High School (Form 137)

B. For the Ladderized Diploma Course, eligible applicants must submit the following:

- Certification of 4-H Club membership from the Municipal Agriculturist (MA)/Municipal Agricultural Officer (MAO), and from the 4-H Club President of the 4-H organization where the applicant is a member and or Certification from the ATI-Regional Training Center that the applicant is a bonafide son/daughter of small-scale fisherfolk;
- Nomination letter from the Provincial and Regional Federation of 4-H Clubs duly signed by the Presidents;
- Personal data sheet/bio data with 2x2 picture;
- Latest BIR-Income Tax Return (ITR) of parents/guardians or Tax Exemption Certification from the Barangay Captain;

- Authenticated copy of birth certificate;
- Copy of Diploma and Form 137 or Certification from the school attended that the applicant is a high school graduate;
- Certification of good moral character from high school principal or Barangay Captain/ Municipal Agriculturist; and,
- Certification of good health from a government physician with x-ray result taken within the last two (2) months.

C. Additional requirements for Thesis and Dissertation Assistance

Research Proposal approved by the graduate school panel.

Criteria for Evaluation

All scholarship grants applications shall be evaluated based on the following criteria:

- Eligibility;
- Relevance of the course vis-à-vis actual duties and responsibilities of the applicants; and,
- Degree course must be within the AFE program priority of the nominating agency

Obligations and Responsibilities

A. All scholarship grant recipients shall:

- Keep up with the standards set by the school for the scholarship program and abide by the conditions specified by the scholarship grant;
- Not conduct himself/herself in a disorderly, disgraceful and dishonorable conduct;
- Not engage in any work for pay or accept any other forms of scholarship or fellowship during the scholarship period without the consent of ATI;
- Complete all the requirements for the course within the prescribed time period; and
- Maintain a minimum passing grade in all subjects set by the school.

B. Specific to the Applicants to the Agriculture and Fishery-related Degree and Advanced Courses are the following obligations:

- Submit a copy of his/her thesis and dissertation to ATI;
- Serve his/her office and/or the Department of Agriculture for a period of 2 years for every year of schooling; and
- Refund the total costs incurred during his/her study in case the grant recipient fails to complete the course within the prescribed period or expelled by the school. After the demand and the grant recipient refuses and/or failed to pay/refund the cost, the said amount shall automatically earn interest rate of twenty four percent (24%) per annum from date of demand until fully paid.

C. Specific to the applicants to the Ladderized Diploma Course are the following obligations:

- Maintain a grade point average (GPA) of 2.50;
- Must undergo TESDA Assessment for National Certification (NC) as embedded in the approved curriculum of the Commission on Higher Education (CHED);
- Submit the following:
 - a. Approved Business Plan as a requirement for graduation and livelihood support
 - b. Copy of the Transcript of Records and Diploma to the ATI after the completion of the course
- Should voluntarily avail of an accident insurance (charged to the grant recipients)
- Should have an agri-entrepreneurial activity after graduation; and,
- Serve as volunteer Barangay Worker; one (1) year for every year of scholarship or two (2) years for the two-year scholarship. The assigned Agricultural Extension Worker (AEW) in the said barangay shall certify the services of the Grant recipients to be approved by their Municipal Agriculturist or Municipal Agricultural Officer (MA/MAO).

Privileges

A. The scholars of the Agriculture and Fishery-related Degree and Advanced Courses program and the Ladderized Diploma Course scholars are entitled to the following:

- Full Basic Salary and other benefits from the mother agency for the duration of the scholarship (for MS and PhD scholars only);
- Matriculation and other school fees as assessed by the School;
- Books and School supplies Allowance per semester;
- Monthly stipend;
- Thesis and Dissertation Support for MS and PhD scholars and Financial and Technical Assistance to Livelihood Project for the Ladderized Diploma Course Scholars; and
- Graduation fees.

B. The thesis and dissertation support grant recipients are entitled to thesis and dissertation assistance, respectively.

Monitoring and Evaluation

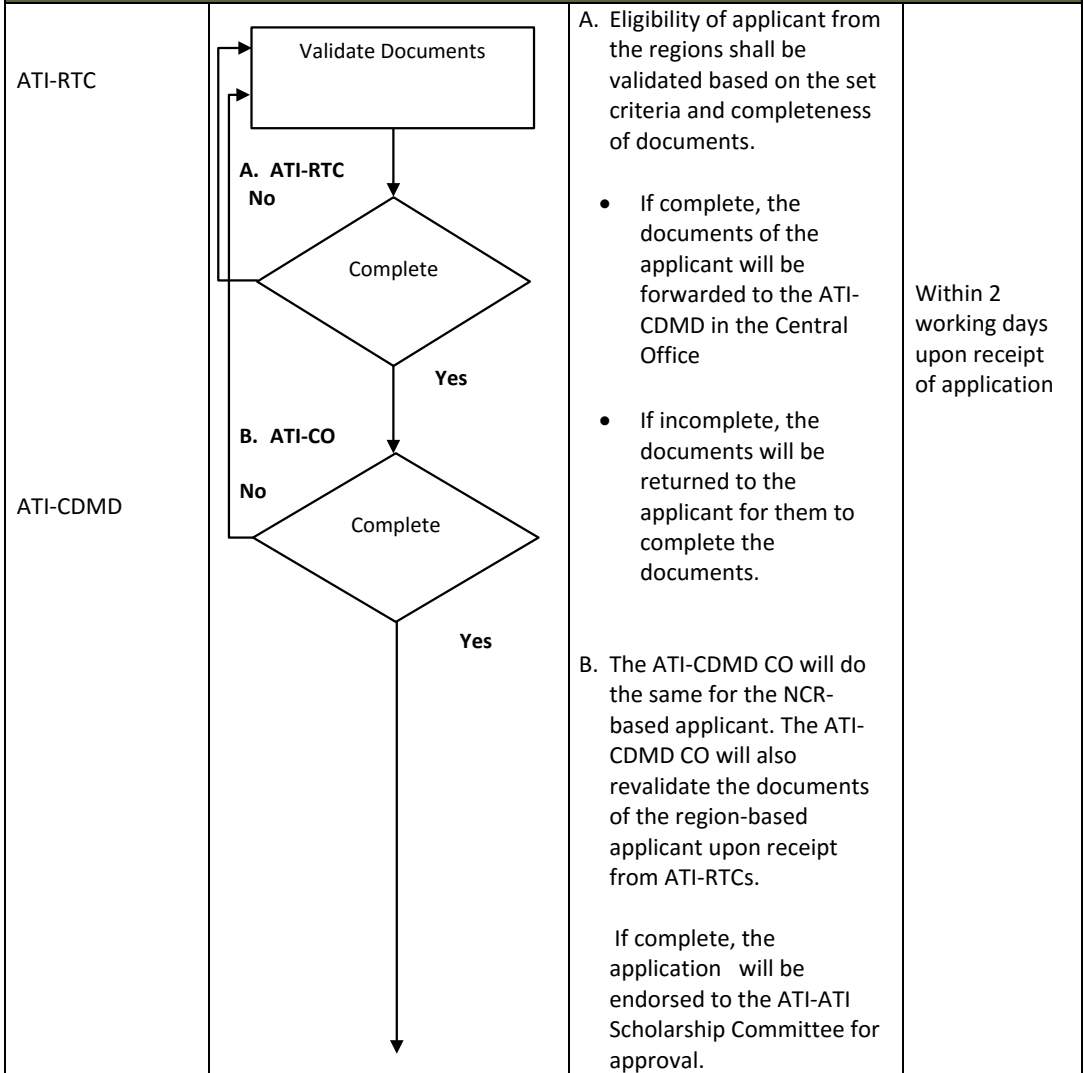
Periodic monitoring of the scholars for all the scholarship programs will be conducted by the ATI-CDMD CO in partnership with the Regional Scholarship Focal Persons from the ATI-Regional Training Centers.

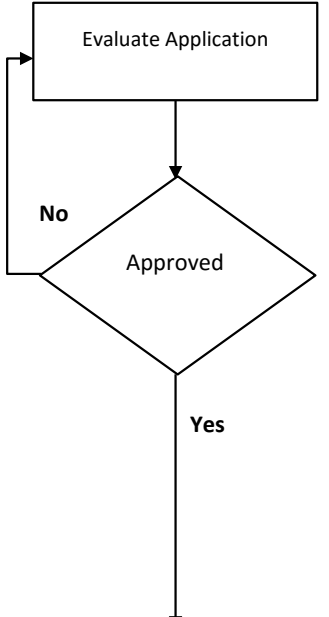
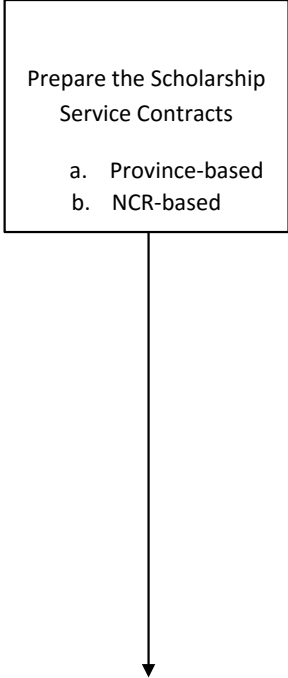
Process Flow of Grant Application

Table 9. Process Flow of Application for Scholarship Grant

In Charge	Key Steps	Procedure	Timeframe
Phase 1- Pre Award Phase			
ATI-CDMD and ATI RTCs	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Invitation to Apply</div> <div style="text-align: center; margin-top: 10px;">↓</div>	An invitation to apply for the scholarship will be released. The ATI-CDMD will program a certain number of scholarship slots for the RTCs to fill up. The number of scholarships slots will be distributed equally to all regions.	Within 1 working day
Applicant	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Register on (1) ATI website for online applications or (2) ATI-CDMD or ATI RTC</div> <div style="text-align: center; margin-top: 10px;">↓</div>	<ul style="list-style-type: none"> • Once applicants have identified an opportunity, they have the option to: <ol style="list-style-type: none"> (1) Apply online and register on the website (2) Apply manually and proceed to ATI-CDMD for the applicants from NCR or ATI-RTCs for the region-based applicants • Upon registration and validation of organization, applicants will be given forms and other requirements for application 	Within 1 working day
Applicant	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Submit application documents</div> <div style="text-align: center; margin-top: 10px;">↓</div>	Applicants can now submit their proposals and other requirements	Anytime within the active period of accepting grant applications

Phase 2- Application Review and Award Phase



<p>ATI Scholarship Committee</p>	 <pre> graph TD A[Evaluate Application] --> B{Approved} B -- No --> A B -- Yes --> C[] style C fill:none,stroke:none </pre>	<p>The documents of the applicant will be evaluated.</p> <p>If not approved, the documents will be sent back to the applicant (NCR based) or to the ATI-RTCs (region-based).</p> <p>If approved, the applicant will be notified of the signing of the scholarship service contract.</p>	<p>Within 3 working days upon receipt of application</p>
<p>ATI-CDMD and ATI-RTCs</p>	 <pre> graph TD A[Prepare the Scholarship Service Contracts a. Province-based b. NCR-based] --> B[] style B fill:none,stroke:none </pre>	<p>The Scholarship Service Contracts will be prepared.</p> <ol style="list-style-type: none"> a. Province-based scholar/grant recipient will sign the Scholarship Service Contract with the ATI-RTC Center Director serving as witness and one of their colleagues/relatives as guarantor. In the case of scholars aged 18 below, their parents are also required to sign in the contract as witnesses. b. NCR-based scholar/grant recipient will sign a Scholarship Service Contract with their colleagues and or relatives serving either as witness or guarantor. 	<p>Within 7 working days upon the submission of complete documents of the successful applicants</p>

<p>ATI-CDMD and ATI-RTCs</p>	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Validate the Scholarship Service Contracts</p> </div> <div style="text-align: center; margin-top: 10px;"> </div> </div>	<p>The completeness of the scholarship service contracts shall be validated.</p> <p>The validated scholarship service contract of the province-based scholar/grant recipient will be forwarded to ATI-CDMD CO for further validation of its completeness.</p> <p>The scholarship service contract of the province-based and NCR-based applicants will be forwarded to the ATI Director for his signature. The contract shall then be notarized through the ATI Records Office.</p> <p>The original copy of the Notarized Contract will be filed by the ATI Records Office for proper records management.</p> <p>A copy of the contract shall be given to the to the NCR-based scholars, as well as to the province-based scholars/grant recipient thru the ATI-RTCs.</p>	<p>Within 1 working day upon receipt of the scholarship service contract from the scholars (accomplished)</p> <p>Within 1 working day upon the receipt of the notarized contract from the ATI Records Office</p> <p>Within 3 working days upon the receipt of notarized contract from Records</p>
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<p>ATI-CDMD ATI-RTCs</p>	<p>Prepare and facilitate Payment of the Scholar/grant recipient's privileges</p>	<p>The following scholar/grant recipient's privileges shall be facilitated regularly:</p> <ul style="list-style-type: none"> • Monthly stipend • Allowance • Thesis and dissertation support <p>The payment of the tuition and miscellaneous fees of the scholars to the concerned school thru the ATI-RTC (for province-based scholars/grant recipients) shall also be facilitated.</p>	<p>Within 7 days upon receipt of approved proposal</p> <p>Within 7 days upon receipt of approved proposal</p>
Phase3- Implementation, Reporting and Close-Out Phase			
<p>ATI-CDMD and ATI-RTCs</p>	<p>Monitor and Evaluate</p>	<p>Periodic monitoring will be conducted regularly. The performance of the scholars during and after the scholarship will also be assessed.</p>	<p>Within the duration of the scholarship</p>
<p>ATI-CDMD</p>	<p>Conduct of Impact Assessment (Third Party)</p>	<p>The necessary documents for the hiring of the 3rd party who will conduct the impact evaluation shall be prepared.</p>	<p>3 years after the conclusion of the program</p>

GRANTS FOR DEVELOPMENT OF EXTENSION FACILITIES

Grant for Establishment of Learning Site

Thematic Program

No. 3 Expanding Partnerships in Advancing Excellence in Agriculture and Fishery Extension Delivery

Description of Grant

Nature and Scope

The Learning Site (LS) is a farm practicing applicable agricultural technologies, employing doable farming strategies and operating successfully, thus, worthy of emulation. The farmer-owner/farm family is relatively advanced compared to the majority of the farmers. This farm will be accredited by the ATI as LS after a thorough evaluation and more importantly, acceptance of responsibility by the farmer-owner/farm family.

Source of Fund

Commodity Programs of ATI Partnerships and Accreditation Division

Mode of Fund Release

The funds shall be released to the grant recipient in full after successful ocular inspection and endorsement.

Eligibility of Applicant

The Farm

The farm can be any of the following:

- Privately-owned farm (farmer's farm, NGO farm, PO farm)
- RBO-owned farm (4H Club, RIC, P4MP, Irrigator's Associations, IP Organization, Magsasaka Siyentista Organization, other farmers associations, farmers cooperatives)
- Demonstration farm duly owned by the ATI as an institution
- With basic techno-demo farm facilities
- Accessible by land and other transportation facilities

The Farmer-Owner/Farm Family

The farmer-owner/farm family may be any of the following:

- Graduate of ATI's training courses/programs relevant to the operation of a Learning Site for Practical Agriculture
- Magsasaka Siyentista (MS) of the FITS Center component of the Techno-Gabay Program

- Member of Rural-Based Organizations (4-H, RIC, P4MP, IP organization and other farmers associations/organizations) or Farmers Cooperatives
- Private farmers/farm families interested
- Farmer recipients of DA family support such as farm machineries, equipment, facilities, production inputs and other benefits
- Successful in farming or as farmer-entrepreneur;
- Farm tiller or should be the main actor in the operation of the farm, not just a farm owner/ businessman;
- A Filipino citizen residing in the country, not dual citizenship;
- Willing and able to demonstrate technology/ies in his/their farm;
- Is a farmer-leader or is respected in the community;
- With potentials for further enhancement;
- Willing to be trained regularly;
- Is healthy; physically and mentally fit to perform the responsibilities of LS; and
- Not more than 65 years old, unless still physically and mentally fit.

Requirement for Submission

Prospective LS may be:

1. Directly identified by the ATI based on the qualifications requirements;
2. Endorsed or Recommended by LGUs or other entities to the ATI; or
3. The Interested farm owners may apply.

If endorsed or recommended, a Letter of Endorsement/Recommendation with justification shall be required from the endorsing/recommending party. If the farmer-owner/farm family is interested, a Letter of Intent will be required. If directly identified by the ATI, Letter of Intent or Endorsement/ Recommendation Letter will no longer be necessary.

Prospective LS owners need to accomplish:

1. Farm Profile Form, upon initial endorsement or application. (Appendix K)
2. Acceptance to Become LS Form, after the orientation of responsibilities of becoming an LS (Appendix M)
3. LS Development Plan, may include farm lot improvement, basic farm tools, and construction of holding area, wash area and toilet, after the orientation of responsibilities of becoming and LS which if directly identified by the ATI, Letter of Intent or Endorsement/ Recommendation Letter will no longer be necessary. Upon acceptance by the farmer-owner, a Learning Site, 1 Certificate shall be issued by the ATI-RTC as proof of being such.

Obligations and Responsibilities

The Farmer-Owner/ Farm Family

- Prepare and submit a development plan after acceptance to become LS.
- Provide counterpart in the development of the site.
- Implement the development plan as approved.

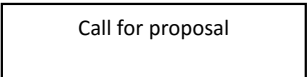
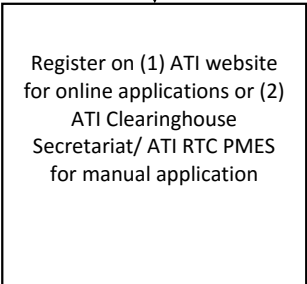
- Update the ATI regularly on the status of implementation of the development plan and submit a completion report after.
- Make available his/their farm as demonstration area for hands-on learning.
- Practice diversified and integrated farming system.
- Orient/lecture on field training participants, field visit groups, scholarship grantees, 4-H youth trainees and other groups arranged by the ATI.
- Attend ATI-required capability building interventions.
- Maintain farm record: production and sales data, technologies developed/ shared, farm activities undertaken, farm visitors and trainees served, other relevant accomplishments.
- Submit quarterly accomplishment report to the ATI.
- Sustain operation as LS for at least five (5) years.

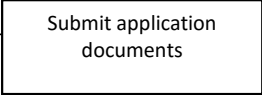
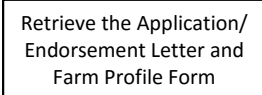
The ATI

- Conduct ocular inspection of the site.
- Assist in the preparation of the development plan of the site by providing the parameters or may prepare such if the site is directly identified by the ATI.
- Evaluate and approve the development plan.
- Provide assistance in kind based on the approved development plan, the amount of which shall be from a minimum of Fifty Thousand Pesos (P50, 000.00) to a maximum of One Hundred Fifty Thousand Pesos (P150, 000).
- Monitor the implementation of the development plan.
- Arrange with the LS scheduled ATI activities to be conducted at the site.
- Pay the costs incurred for ATI-organized activities conducted at the site such as meals and snacks, honorarium for services rendered as resource person and other direct costs on a per activity basis and direct payment arrangement (not downloaded), subject to government accounting and auditing rules.
- Document and package the best practices/technologies of the LS.
- Provide capability building interventions for the continuing enhancement of the LS farmer.
- Provide SSS and PCIC insurance as social protection.
- Assist the farmer-owner in acquiring competency certificate from TESDA.
- Conduct quarterly monitoring and annual evaluation of the LS.

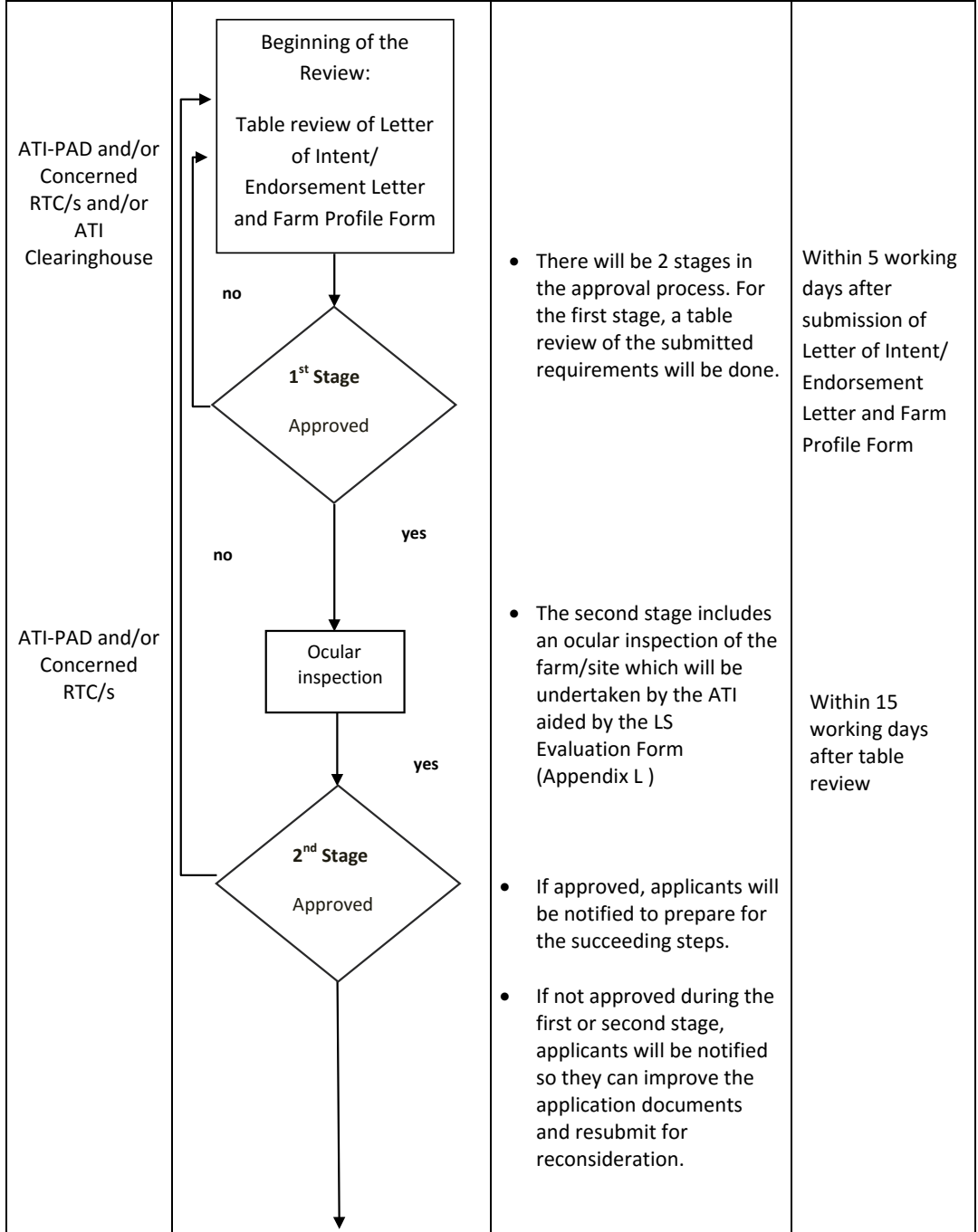
Process Flow of Grant Application

Table 10. Process Flow of Application of Grant for LS

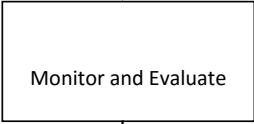
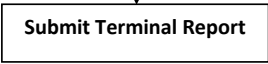
Person-In-Charge	Flow Chart	Procedure	Timeframe
PHASE 1 – Pre-Award Phase			
ATI-PAD	 <pre> graph TD A[Call for proposal] --> B[Register on (1) ATI website for online applications or (2) ATI Clearinghouse Secretariat/ ATI RTC PMES for manual application] </pre>	A call for proposal is released and posted on ATI website.	Within 1 working day
Applicant	 <pre> graph TD A[Register on (1) ATI website for online applications or (2) ATI Clearinghouse Secretariat/ ATI RTC PMES for manual application] --> B[] </pre>	<ul style="list-style-type: none"> Once applicants have identified an opportunity, they have the option to: <ol style="list-style-type: none"> Apply online and register on the website Apply manually and proceed to ATI Clearinghouse Secretariat/ ATI RTC PMES for registration Upon registration and validation of organization, applicants will be given forms and other requirements for application. 	Within 1 working day

Applicant	 <pre> graph TD A[Submit application documents] --> B[Retrieve the Application/ Endorsement Letter and Farm Profile Form] B --> C{Complete and Compliant} C -- no --> A C -- yes --> D[] style D fill:none,stroke:none </pre>	Applicants can now prepare and submit a letter of intent + Farm Profile Form or Recommending Party can submit their letter of endorsement + Farm Profile Form	Anytime within the active period of accepting grant applications
ATI Clearinghouse Secretariat	 <pre> graph TD A[Retrieve the Application/ Endorsement Letter and Farm Profile Form] --> B{Complete and Compliant} B -- no --> C[Submit application documents] B -- yes --> D[] style D fill:none,stroke:none </pre>	<ul style="list-style-type: none"> • The submitted documents will be screened for completeness of requirements and compliance according to prescribed format • If complete and compliant, documents will be forwarded to ATI-PAD for Final Assessment. Concerned RTCs will also be involved in the final assessment, as well as the ATI Clearinghouse, if deemed necessary. • If incomplete and/or not compliant, applicant will be notified of their lacking requirements and they can resubmit for reconsideration 	Within 5 working days

PHASE 2 – Application Review and Award Phase



<p>ATI-PAD and/or Concerned RTC/s Applicant</p>	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Orientation and Signing of Acceptance Form</p> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> Once established as qualified, the farmer-owner/farm family will be oriented on the responsibilities of LS and signs the "Acceptance to Become LS" form Farm owner/farm family will immediately be asked to submit a comprehensive farm development plan 	<p>Within 10 working days after Ocular inspection</p>
<p>ATI-PAD and/or Concerned RTC/s</p>	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Approval of LS development plan</p> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> Upon approval of the development plan, Preparation of Memorandum of Agreement for the funding will begin. 	<p>Within 5 working days after submission of Development Plan</p>
<p>PHASE 3 – Implementation, Reporting, and Close-out Phase</p>			
<p>Grant Recipient</p>	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Start developing the site</p> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> Once the MOA is signed and funding is received, grant recipients can begin the development of the site and operate as stipulated in the contract LS Certificate and the ATI LS Signage shall be issued by the ATI-RTC concerned as proof of being such. The signage design shall be RTC-specific. 	<p>Right after release of payment</p>

<p>ATI-PAD</p>		<p>Monitoring and Evaluation includes overseeing compliance of submission of monthly financial and physical progress reports, as well as ocular inspections.</p>	<p>Within the approved development duration</p>
<p>ATI-PAD</p>		<p>Upon submission of the terminal report and other post development requirements stated in the contract, the grant life cycle comes to a close</p>	<p>Within 10 working days after the approved development duration.</p> <p>An LS can apply for expansion or be upgraded to SPA after 1 year or until such time that the LS can meet the guidelines</p>

Grant for Upgrading LS to School for Practical Agriculture (SPA)

Thematic Program

No. 3 Expanding Partnerships in Advancing Excellence in Agriculture and Fishery Extension Delivery

Description of Grant

Nature and Scope

An exceptionally performing LS, based on an evaluation to be undertaken, will be up-scaled to SPA and will be developed further by the ATI. The farm shall be further enhanced with basic training facilities and the farmer-owner/farm family shall be trained further for competence. In effect, the SPA shall become a “training center in the field” to complement the ATI in the delivery of training and extension services to the farmers.

Source of Fund

Commodity Programs

Mode of Fund Release

The funds shall be released to the grant recipient in full after successful ocular inspection and endorsement.

Eligibility of Applicant

In essence, the eligibility of applicant for LS and SPA are the same but those applying for SPA should prove to be legitimate, having registered from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), and Department of Social Welfare and development (DSWD).

Requirements for Submission

Prospective SPA owners need to accomplish:

1. Letter of Intent to upscale from LS to SPA upon initial application
2. Updated Farm Profile Form upon initial application (Appendix K)
3. Acceptance to Become SPA Form, after the orientation of responsibilities of becoming an SPA (Appendix O)
4. SPA Development Plan, which may include further farm lot improvement/enhancement, provision of basic farm tools and machineries, provision of farm inputs, setting up of low-cost mini/modest training facilities as well as sleeping quarters, toilet and bath, and complementary projects such as basic processing, after the orientation of responsibilities of becoming and SPA

Criteria for Evaluation

- Should have been LS for at least one (1) year;
- Tract record of exceptional performance as LS;
- Farm is integrated/practicing integrated farming system;
- Preferably, the farm should be at least 1,000 sqm;
- Farm activities cover production to marketing;
- With counterpart facilities;
- Willing to conduct training and extension activities in the community;
- With potentials to become a Farm Tourism Site.

Obligations and Responsibilities

The Farmer-Owner/ Farm Family

- Prepare development plan for the up-scaling to LS.
- Provide counterpart in the development of the LS.
- Implement the development plan as approved.
- Update the ATI on the status of implementation of the development plan regularly and submit a completion report after.
- Continue to practice science-based diversified and integrated farming system.
- Continue to orient field visit groups arranged by the ATI.
- Train participants, scholarship grantees, 4-H youth trainees arranged by the ATI on a live-in arrangement.
- LS operator-turned agripreneurs shall be willing to adopt small farmers who eventually will become their partners in agribusiness.
- Using “buy-back” scheme, act as consolidator of farm products of small farmers at fair and reasonable prices.
- Continue to document technologies developed/used.
- Continue to attend ATI-required capability building interventions.
- Continue to maintain farm records: production and sales data, technologies developed/ shared, farm activities undertaken, farm visitors and trainees served, other relevant accomplishments.
- Continue to submit quarterly accomplishment report to ATI.
- Sustain operation of the SPA for at least five (5) years

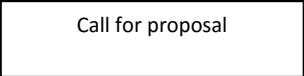
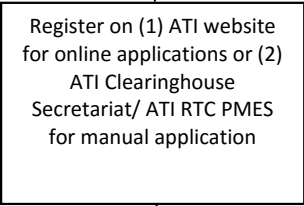
The ATI

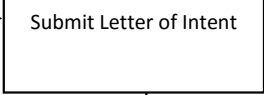
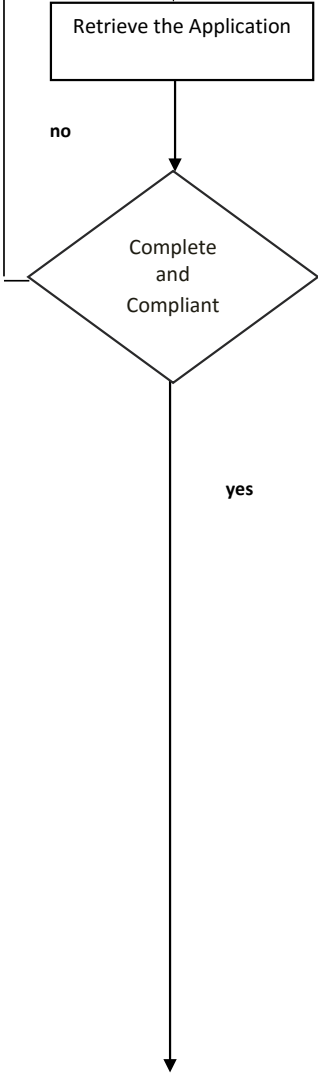
- Conduct ocular inspection of the site.
- Assist the SPA in the formulation of development plan for further improvement based on the evaluation results and provide the parameters.
- Evaluate and approve the development plan.
- Provide assistance in kind based on the approved SPA development plan, the amount of which shall not exceed One Hundred Fifty Thousand Pesos (P150,000.00).
- Monitor the implementation of the development plan.

- Provide capability-building interventions such as training, coaching and technical assistance to continuously equip the farmer-trainer with the necessary knowledge, skills and attitude.
- The farmer-trainer/farm family shall be trained basically on the following:
 - Trainer's Training
 - Farm Entrepreneurship / Farm Business Planning
 - Farm Planning and Development
 - GAP/GAHP/HACCP/GMP/SSOP/HALAL
 - Technologies on the identified farming system of the SPA
 - Other relevant training courses
- The farmer-trainer shall be sent to short-term training courses related to their roles and responsibilities offered by other institutions, to educational tours, farmer exchange programs, farmer conventions, congresses and the like.
- Assist the farmer-trainer in acquiring competency certificate from TESDA (if not yet acquired while LS).
- Provide SSS and PCIC insurance as social protection (if not yet provided while LS).
- Provide information materials needed.
- Arrange with the LS scheduled ATI activities to be conducted at the site.
- Pay the cost ATI-organized trainings and other activities conducted by the SPA – meals and lodging, supplies and materials, honorarium for services rendered as resource person and other direct training costs on a per activity basis and direct payment arrangement (not downloaded), subject to government accounting and auditing rules.
- Document and package the best practices/technologies developed and used by the SPAfarmer-trainer.
- Conduct quarterly monitoring of the SPA activities and accomplishments.
- Conduct annual evaluation of the SPA.

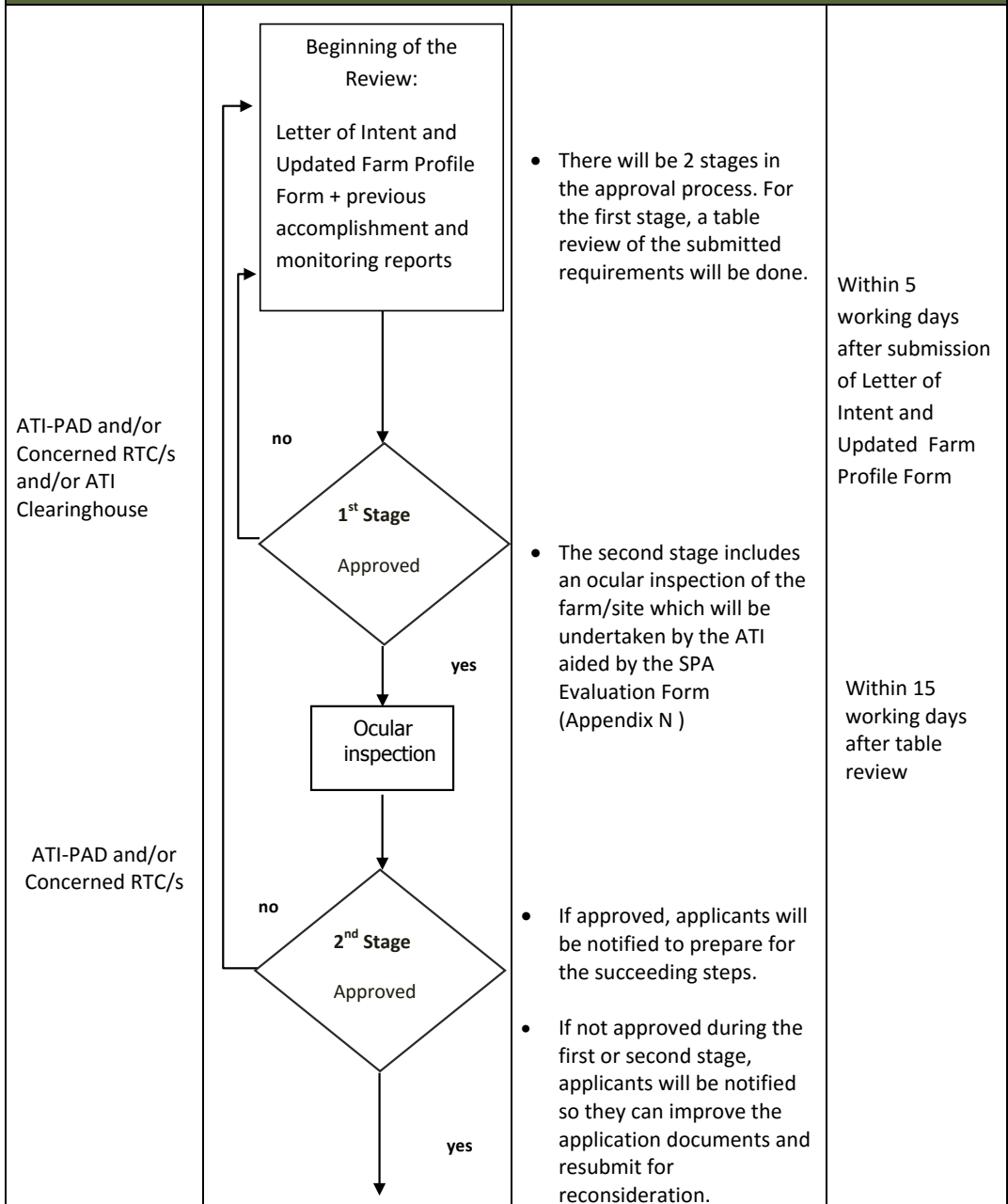
Process Flow of Grant Application

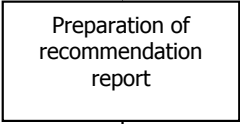
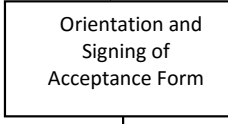
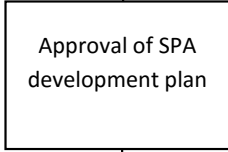
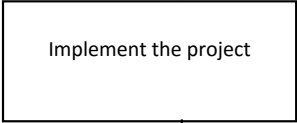
Table 11. Process Flow of Application of Grant for Upgrading of LS to SPA

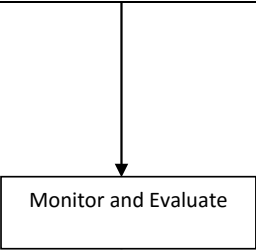
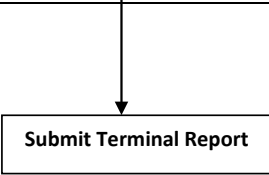
Person-In-Charge	Flow Chart	Procedure	Timeframe
PHASE 1 – Pre-Award Phase			
ATI-PAD	 <pre> graph TD A[Call for proposal] --> B[Register on (1) ATI website for online applications or (2) ATI Clearinghouse Secretariat/ ATI RTC PMES for manual application] </pre>	A call for proposal is released and posted on ATI website.	Within 1 working day
Applicant	 <pre> graph TD B[Register on (1) ATI website for online applications or (2) ATI Clearinghouse Secretariat/ ATI RTC PMES for manual application] --> C[] </pre>	<ul style="list-style-type: none"> Once applicants have identified an opportunity, they have the option to: <ol style="list-style-type: none"> Apply online and register on the website Apply manually and proceed to ATI Clearinghouse Secretariat/ ATI RTC PMES for registration Upon registration and validation of organization, applicants will be given forms and other requirements for application 	Within 1 working day

Applicant		Applicants can now prepare and submit a letter of intent to upscale to SPA.	Anytime within the active period of accepting grant applications
ATI Clearinghouse Secretariat		<ul style="list-style-type: none"> • The submitted document will be screened for completeness of requirements and compliance according to prescribed format • If complete and compliant, capsule proposal/initial forms will be forwarded to ATI-PAD for Final Assessment • If incomplete and/or not compliant, applicant will be notified of their lacking requirements and they can resubmit for reconsideration 	Within 5 working days

PHASE 2 – Application Review and Award Phase



<p>ATI-PAD and/or Concerned RTC/s</p>		<p>ATI will prepare the recommendation letter to serve as justification for the up-scaling. Such report shall contain the updated Farm Profile, the accomplishments as LS, evaluation results, and other pertinent information.</p>	<p>Within 10 working days after Ocular inspection</p>
<p>ATI-PAD and/or Concerned RTC/s</p> <p>Applicant</p>		<ul style="list-style-type: none"> Once established as qualified, the farmer-owner/farm family will be oriented on the responsibilities of SPA and signs the "Acceptance to Become SPA" form Farm owner/farm family will immediately be asked to submit a comprehensive farm development plan 	<p>Within 5 working days after submission of recommendation report</p>
<p>ATI-PAD and/or Concerned RTC/s</p>		<ul style="list-style-type: none"> Upon approval of the development plan, Preparation of Memorandum of Agreement for the funding will begin. 	<p>Within 5 working days after submission of Development Plan</p>
<p>PHASE 3 – Implementation, Reporting, and Close-out Phase</p>			
<p>Grant Recipient</p> <p>ATI-PAD and/or Concerned RTC/s</p>		<ul style="list-style-type: none"> Once the MOA is signed and funding is received, grant recipients can begin the development of the site and operate as stipulated in the contract SPA Certificate and the ATI SPA Signage shall be issued by the ATI-RTC concerned as proof of being such. The signage design shall be RTC-specific. 	<p>Right after release of payment</p>

<p>ATI-PAD and/or Concerned RTC/s</p>		<p>Monitoring and Evaluation includes overseeing compliance of submission of monthly financial and physical progress reports, as well as ocular visits if necessary.</p>	<p>Within the approved research duration</p>
<p>Grant Recipient</p>		<ul style="list-style-type: none"> • Upon receiving the final financial and performance report and verification, the grant life cycle comes to a close. 	<p>Within 5 working days after the approved research duration</p>

APPENDICES



**APPENDIX A:
Acknowledgment Form**



Republic of the Philippines

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URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

ACKNOWLEDGEMENT RECEIPT

Date: _____

Grant Applied: _____

Proposed Project/Study: _____

Proponent/Applicant: _____

Lead Agency: _____

Items Received:

- Capsule Proposal
- Full Proposal
- Application Form (with 2x2 picture)
- Letter of Intent
- Farm Development Plan
- Activity/Training Design
- Training Module
- Curriculum Vitae
- Birth Certificate
- Diploma
- Transcript of Records
- Certification of Good Health
- Endorsement Letter
- Proof of Admission from University/College
- Nomination Letter
- Personal Data Sheet
- Service Record
- Duties and Responsibilities (certified)
- NBI Clearance
- Copy of Appointment (certified)
- Performance Rating for the Last 2 periods
- Permit to Study



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- Barangay Clearance**
- BIR-Income Tax Return**
- Tax Exception Certification**
- Certification of Good Moral Character**
- Form 137**
- Certification of 4-H Club Membership**
- Accreditation from DSWD**

Remarks: _____

Recommended Action: _____

RECEIVED BY:

ATI Clearinghouse

**APPENDIX B:
Scholarship Application Form**



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ATI CAPABILITY BUILDING PROGRAM

APPLICATION FORM

Paste here one (1) colored 2"x2" ID
Picture

A. APPLICANT			
Name:	Sex:	Civil Status:	Religion:
Birth Date:	Age:	Birth Place:	Name of Spouse:
Home Address: <i>(Please indicate the full address and district)</i>			
Residence Phone No.:	Mobile Phone No.:	e-mail address:	
B. EMPLOYMENT			
Office:			
Office Address:			
Position:	Employment Status:	Monthly Salary:	
Place of Assignment:	Years in Present Employment:	Years in Gov't Service:	
Office Tel No.:	Fax:	Office e-mail address:	



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C. EDUCATIONAL BACKGROUND

LEVEL	SCHOOL ADDRESS	YEAR GRADUATED	DEGREE OBTAINED
Elementary School			
High School			
College			
Masters Degree			
PhD			

D. FIELDS OF SPECIALIZATION

E. NATURE OF WORK EXPERIENCES

1	1
2	2
3	3

I, hereby, submit my application together with all the required documents and certify that all information are true and correct. Any false information and/or fraudulent document will be sufficient for disqualification and legal action.

(Signature over Printed Name)

(Date)

APPENDIX C:
General Evaluation Form



EVALUATION FORM FOR THE PROVISION OF EXTENSION GRANTS

RESEARCH/PROJECT TITLE: _____

PROPONENT: _____

AGENCY: _____

CRITERIA	SCORE	REMARKS
I. Consistency with the DA Thrusts and Priorities & NEAP/AFE Strategic Plan (15%)		
Is the goal of the proposal consistent with the thrusts set by DA?		
Is the proposal consistent with the NEAP and AFE Strategic Plan?		
a. Does the proposal address a high priority AFE issue?		
b. Does it take a system approach in solving an extension problem?		
II. Clarity of Objectives (10%)		
Does the objective of the proposal demonstrate that the research/study/project would foster widespread adoption and specifies measurable outcomes that will indicate successful achievement of the objectives?		
Are the Objectives of the Proposal sound, achievable and feasible?		
III. Packaging (5%)		
Is the proposal well-written and clear following the prescribed format?		
IV. Conceptual Adequacy of the Proposal (30%)		
Does the proposal demonstrate the conceptual adequacy of the research/study?		
Does each objective have a clearly defined output?		
Are the activities, methodologies, and tools/instruments consistent in achieving the specific outputs?		
Does the proposal present a realistic timeline for each of the project's activities?		
V. Justifiability of the Proposed Budget (10%)		
Does the proposal present a well-justified and detailed budget?		
Is the researcher willing to provide counterpart funds/resource in pursuing/implementing the research/study/project?		
Is the proposal efficient in terms of using funds etc.?		
VI. Eligibility of the Proponent (10%)		
Does the proponent possess the technical and administrative capability to successfully implement research/study/project?		
VII. Impact of the Proposed Project (20%)		
Will the proposal have a big impact on resolving the issue it hopes to address?		
Is the proposed research/study/project sustainable?		

EVALUATED BY: _____ **DATE ACCOMPLISHED:** _____
(Signature over printed name)

**APPENDIX D:
Capsule Proposal Format**



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CAPSULE PROPOSAL FORMAT

A. Basic Information

1. Title
2. Proponent (s)
 - a. Name and Signature
 - b. Designation
 - c. Institution
 - d. Address
 - e. Telephone No.
 - f. Email Address
3. Implementing Agency
 - a. Lead Agency
 - b. Collaborating Agency/s

B. Technical Information

1. Rationale
2. Objectives
3. Activities (for extension services) OR Methodology (for extension research, policy, and innovation studies)
4. Expected Output
5. Proposed Budget
6. Proposed Timetable
7. Logical Framework

C. Profile of Proponent

Education Background				
Level	Name of School	Degree	Inclusive Dates of attendance (month/year)	
			From	To
Publication/s and research experience:				



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URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

SUBMITTED BY:

(Signature over printed name)

DATE : _____

RECEIVED BY:

(Signature over printed name)

DATE : _____

**APPENDIX E:
General Full Proposal Format**



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FULL PROPOSAL FORMAT

A. Basic Information

1. Title
2. Proponent (s)
 - a. Name and Signature
 - b. Designation
 - c. Institution
 - d. Address
 - e. Telephone No.
 - f. Email Address
3. Implementing Agency
 - a. Lead Agency
 - b. Collaborating Agency/s
4. Project Duration
5. Project Location
6. Total Budget Requirement

B. Technical Information

1. Rationale
2. Objectives
3. Activities
4. Expected Outputs
5. Beneficiaries
6. Detailed Workplan Schedule
7. Budget Summary
8. Proposed Timetable
9. Logical Framework



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URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

SUBMITTED BY:

(Signature over printed name)

DATE : _____

RECEIVED BY:

(Signature over printed name)

DATE : _____

**APPENDIX F:
Full Proposal Format for Grants for
Extension Research, Policy, and
Innovation Studies**



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URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

FULL PROPOSAL FORMAT

A. Basic Information

1. Title
2. Proponent (s)
 - a. Name and Signature
 - b. Designation
 - c. Institution
 - d. Address
 - e. Telephone No.
 - f. Email Address
3. Implementing Agency
 - a. Lead Agency
 - b. Collaborating Agency/s
4. Project Duration
5. Project Location
6. Total Budget Requirement

B. Technical Information

1. Rationale
2. Objectives
3. Review of Related Literature
4. Scope and Limitations
5. Methodology
6. Workplan Schedule
7. Budget Summary
8. Proposed Timetable
9. Logical Framework
10. References



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SUBMITTED BY:

(Signature over printed name)

DATE : _____

RECEIVED BY:

(Signature over printed name)

DATE : _____

APPENDIX G: Logical Framework



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LOGICAL FRAMEWORK

Project Title: _____ **Agency:** _____

Project Proponent/s: _____ **Budget Requested:** _____

Narrative Summary	Project Targets – Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Goal:			
Purpose:			
Output:			
Input:			

APPENDIX H: Workplan Schedule

APPENDIX I: Budget Summary



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BUDGET SUMMARY

Source of Fund		Implementing Agency			
Item	Project Duration				Total
	Q1	Q2	Q3	Q4	
I. Personnel Services					
II. Maintenance and Other Operating Expenses (MOOE)					
III. Equipment Outlay					
IV. Admin Cost					
TOTAL					

APPENDIX J: Format of Training Design



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Format of Training Design

A. Basic Information (Cover Page)

1. Title
2. Proponent (s)
 - a. Institution
 - b. Address
 - c. Telephone No.
 - d. Email Address
3. Total Budget
 - a. DA-ATI
 - b. Counterpart (if applicable)
4. No. of Participants
5. Date/s
6. Venue

B. Technical Information

1. Rationale
2. Objectives
 - a. Terminal Objectives
 - b. Enabling Objectives
3. Participants
4. Contents
5. Methodologies/Techniques/Strategies
6. Expected Output of the Training
7. Evaluation Scheme
 - a. In-Training
 - b. After Training
8. Resource Requirements
 - a. Overall management
 - b. Resource Persons
 - c. Facilities and Equipment
 - d. Supplies and Materials Needed
 - e. Budgetary Requirements
9. Schedule of Activities
 - a. Day and Time
 - b. Topic/Activity
 - c. Person In-Charge
 - d. Remarks (if necessary)
10. Training Module (only if available)



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URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

SUBMITTED BY:

(Signature over printed name)

DATE : _____

RECEIVED BY:

(Signature over printed name)

DATE : _____

**APPENDIX K:
Farm Profile Form**



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FARM PROFILE

Date Today: _____

Farm Category: _____ Regular/GAP _____ Organic Agriculture

THE FARM OWNER

NAME OF FARM OWNER: _____		Birth Date: _____
Ethnic Origin/ Tribe	: _____	Religious Affiliation: _____
No. of Children	: _____	No. of Grandchildren: _____
Name of Spouse	: _____	Spouse Birthday: _____
Spouse Educational Attainment: _____		Occupation: _____
Home Address: _____		Email Address: _____
Cellphone No: _____	Landline: _____	
Educational Background:		
LEVEL	DEGREE EARNED	SCHOOL
Elementary		
High School		
Vocational/ Short Course		
College		
Graduate School		
Membership in Organizations		
Name of Organization	Date Joined	Position, if any



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Training Attended: Local & Foreign (use additional sheets if necessary)		
Name of Organization	Date Joined	Position, if any
Topics Delivered/ Capable of Delivering as Resource Person		
Topic	Frequency of Delivery	Audience

THE FARM	
Name of Farm: _____	Location: _____
Total Farm Area: _____	
Area Devoted to Organic Farming: _____	
Year started organic farming: _____	No. of years in organic farming: _____
No. of Farm Worker : _____	

- Brief history of the farm.



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- Physical description of the farm (*terrain, soil, climate, other geographical characteristics*)
- **Farm Operation Components**

COMPONENT (<i>commodities/ projects/ enterprise</i>)	Area Devoted	No. Heads (<i>for animals</i>)	Remarks

- **Farm operation facilities & machineries**

PARTICULARS	NO.	COST	SOURCE
• Farm Facilities/ buildings			
• Farm Machineries / Tool			

- **Production Data**

COMPONENT (<i>commodities/ projects/ enterprise</i>)	Production	Remarks

- **Farm Management Practices**

- Nursery Management
- Planting management (*crop rotation, intercropping, tunneling, rain shelter/ greenhouse/ terracing, multicropping, etc.*)
- Irrigation
- Fertilizer management/ composting
- Pest & disease management
- Weed control
- Managing, advertising & marketing practices
- Other farm activities (*farm camps, training, etc.*)

Prepared by:

Farmer-Owner

Date Today: _____

**APPENDIX L:
LS Acceptance
Evaluation Form**



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LEARNING SITE (LS) ACCEPTANCE EVALUATION FORM

Name of Farmer-Owner: _____ Name of Farm: _____

Address: _____

Farm Category: Regular/GAP Organic Agriculture

Farmer Identification

	Identified by ATI		Recommended by:	Farmer Signified Interest
--	-------------------------	--	--------------------	---------------------------------

The Farmer-Owner/Farm Family

Qualification/Responsibilities	Check	Specifics/Remarks
Graduate of ATI training courses/ Magsasaka Siyentista/ Member of RBO or Farmers Cooperative/ Private Farmer or farm family interested/ Farmer recipient of DA family support (<i>encircle</i>)		
Is a farmer-leader or is respected in the community		
Physically and mentally fit to perform the responsibilities of LS farmer		
With potentials for further enhancement		
Willing to make available his farm as demo/hands-on area		
Willing & able to demonstrate technology/ies in his farm		
Willing to orient/lecture training participants/other groups		
Willing to be trained regularly		
Willing to counterpart in the		



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development of the LS		
Willing to serve as Learning Site for at least 5 years		

The Farm

Criteria	Check	Specifics/Remarks
Privately owned/RBO-owned/ATI Demo Farm (<i>encircle</i>)		
Basic Facilities:		
• Basic techno-demo facilities		
• Holding Area		
• Wash area		
• Comfort room/toilet		
Accessible		

Action/Recommendation:

Prepared by:

(Focal Person/PASS)

Date Today: _____

**APPENDIX M:
Acceptance to become
LS Form**



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AGRICULTURAL TRAINING INSTITUTE
ATI-RTC _____

**ACCEPTANCE TO BECOME
A LEARNING SITE (LS) FORM**

I hereby accept to become a LEARNING SITE of the Agricultural Training Institute-
_____.

As such, I fully understand that my responsibilities include the following: make available my farm as demonstration area for hands-on learning; serve as resource person for training participants or field visit groups arranged by ATI; continuously enhance my knowledge and skills as well as develop my farm; maintain record of production and income and analysis of such, clientele served and other relevant undertakings; and serve as Learning Site for at least five (5) years.

That my incentives/benefits are the following: I will be paid for my services rendered by the ATI on a per activity basis, subject to government accounting and auditing rules and regulations; I may also charge reasonable entrance fees from visiting groups served as added income; I can be chosen later to be further developed into a School for Practical Agriculture and qualified to become a Farm Tourism Site thereafter; and if organized with other successful farmers, may be accredited as private extension service provider of the ATI provided we meet the accreditation requirements.

(Signature over printed name)

(Date Today)

**APPENDIX N:
SPA Acceptance
Evaluation Form**



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 URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

SCHOOL FOR PRACTICAL AGRICULTURE (SPA) ACCEPTANCE EVALUATION FORM

Name of Farmer-Owner: _____

Farm Name and Address: _____

Farm Category: _____ Regular/GAP _____ Organic Agriculture

Criteria/Requirements	Check	Specifics/Remarks
Served as LS for at least one (1) year		
Tract record of exceptional performance as LS		(may use separate Sheet)
Practicing science-based diversified and integrated farming system		
Preferably, the farm should be at least 1,000 sqm.		
Farm activities cover production to marketing		
Willing to conduct training & extension activities in the community		
With potentials to become a Farm Tourism Site		
With counterpart facilities:		
• Wash area		
• Comfort room/toilet		
• Lecture Room		
• Dormitory/Lodging Facility		
• Training Equipment		
• Others		
Can handle live-in training		
Willing to counterpart in the development of his site		
Willing to sustain operations for at least five years		

Action/Recommendation

Prepared by: _____
 (Focal Person/PASS)

Date Today: _____

**APPENDIX O:
Acceptance to become
SPA Form**



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AGRICULTURAL TRAINING INSTITUTE
ATI-RTC _____

**ACCEPTANCE TO BECOME
SCHOOL FOR PRACTICAL AGRICULTURE (SPA) FORM**

I hereby accept to become a SCHOOL FOR PRACTICAL AGRICULTURE II (SPA) of the Agricultural Training Institute- _____.

As such, I fully understand that my responsibilities include the following: continue serving as School for Practical Agriculture I, and in addition, conduct live-in trainings arranged by the ATI-____; undertake direct SPA operations; continue to practice science-based diversified and integrated farming system; continue to maintain farm records of production and income and analysis of such, trainings and orientations conducted for the clientele, good agricultural practices, and other relevant undertakings; submit quarterly report to ATI-__; and sustain operation for at least five years.

That my incentives/benefits are the following: support for further development of my farm and myself; can generate additional revenues from hosting training groups and serving visit groups; can be accredited by TESDA as competent farmer-trainer; and be provided social protection coverage from the PCIC and SSS through the ATI.

(Signature over printed name)

Date Tod

APPENDIX P:
Relevant Information from COA Circular No. 2012-001:
Revised Documentary Requirements
for Common Government Transactions

Revised Documentary Requirements for Common Government Transactions



As prescribed under COA
Circular No. 2012-001
dated June 14, 2012

COMMISSION ON AUDIT
Commonwealth Avenue, Quezon City, Philippines

DOCUMENTARY REQUIREMENTS FOR COMMON GOVERNMENT TRANSACTIONS

Fundamental Principles governing the financial transactions and operations of any government agency as provided under Section 4 of Presidential Decree (PD) No. 1445:

1. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
2. Government funds or property shall be spent or used solely for public purposes.
3. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
4. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.
5. Disbursements or disposition of government funds or property shall invariably bear the approval of the proper officials.
6. Claims against government funds shall be supported with complete documentation.
7. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
8. Generally accepted accounting principles and practices as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

General Requirements for All Types of Disbursement

1. Certificate of Availability of Funds issued by the Chief Accountant
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials [except for government-owned and controlled corporations/government financing institutions (GOCCs/GFIs)]
3. Legality of transaction and conformity with laws, rules or regulations
4. Approval of expenditure by Head of Office or his authorized representative
5. Sufficient and relevant documents to establish validity of claim

Specific Requirements for Each Type of Disbursement

1.0 Cash Advances

1.1 Granting of Cash Advances

General Guidelines

The rules and regulations on the grant and liquidation of cash advances are prescribed under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009 and Section 89 of PD No. 1445. These guidelines provide, among others:

- No cash advance shall be given unless for a legally authorized specific purpose.
- No additional cash advances shall be allowed to any official or employee unless the previous cash advance given to him is first liquidated and accounted for in the books.
- No cash advance shall be granted for payments on account of infrastructure projects or other undertaking on a project basis.
- A cash advance shall be reported as soon as the purpose for which it was given has been served.



- Certificate of appearance/attendance for training/seminar/participation
- Bills/receipts for non-commutable representation expenses approved by the President under Section 13 of EO No. 248
- For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 298):
 - Approval by the President
 - Certification from the Head of Agency that it is absolutely necessary
 - Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as an appropriate replacement for the required hotel/lodging bills and receipts)
- Revised Itinerary of Travel, if applicable
- Narrative report on trip undertaken/Report on Participation
- OR in case of refund of excess cash advance
- Certificate of Travel Completed
- Liquidation Report

2.0 Fund Transfers to Non-Government Organizations/People's Organizations (NGOs/POs)

General Guidelines

NGOs/POs are not allowed to participate in the implementation of any program or project of government agencies until such time that any earlier fund releases availed by the said NGOs/POs shall have been fully liquidated pursuant to pertinent accounting and auditing rules and regulations as certified by the Head of the Agency concerned and the COA Auditor. Government agencies shall, likewise, ensure that the NGOs/POs that they deal with are legitimate. A report on the fund releases indicating the names of NGOs/POs shall be prepared by the agency concerned and duly audited by the COA and shall be submitted to the Senate Committee on Finance and House Committee on Appropriations (Section 77 of FY 2012 GAA or pertinent provisions of the GAA for the year).

As provided for under Section 4.5.6 of COA Circular No. 2007-001, no NGO/PO shall be a recipient of funds where any of the provisions thereat and the Memorandum of Agreement (MOA) entered into with the Government Organization (GO) has not been complied with, in any previous undertaking with funds allocated from the GO.

The guidelines in the granting, utilization and accounting of funds released to NGOs/POs are prescribed under COA Circular No. 2007-001 dated October 25, 2007, COA Circular No. 2009-007 dated September 25, 2009 and Government Procurement Policy Board (GPPB) Resolution No. 12-2007 dated June 29, 2007.

2.1 Release of Funds

Documentary Requirements

- Approved Summary of Budgetary Requirements detailing the items of expenditure/disbursement to be incurred in the program/project
- List of priority projects which may be implemented by the NGO/PO published in the newspaper, agency website, bulletin board and the like

- Accreditation of the NGO/PO by the Bids and Awards Committee (BAC) of the grantee agency
- Results of evaluation of financial and technical capability of selected NGO/PO
- Performance security for infrastructure project
- NGO/PO proposal or application for funding accompanied by:
 - o Certificate of registration from Securities and Exchange Commission (SEC) or either Cooperative Development Authority (CDA) or Department of Labor and Employment (DOLE) as the case may be
 - o Authenticated copy of the latest Articles of Incorporation or Articles of Cooperation as the case may be, showing the original incorporators/organizers and the Secretary's certificate for incumbent officers, together with the Certificate of Filing with the SEC/Certificate of Approval by the CDA
 - o Audited financial reports for the past three years preceding the date of project implementation. For NGO/PO which has been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects
 - o Disclosure of other related business, if any
 - o Work and Financial Plan (WFP), and sources and Details of Proponent's Equity Participation in the Project
 - o Complete project proposal approved/signed by officers
 - o List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation
 - o Sworn affidavit of the secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve proposed MOA, and release funds
- Document showing that NGO/PO has equity equivalent to 20 percent of the total project cost, which shall be in the form of labor, land for the project site, facilities, equipment and the like, to be used in the project
- Certification from the Accountant that the previous cash advance granted to the NGO/PO has been liquidated, liquidation documents are post-audited and properly taken up in the books
- Memorandum of Agreement (MOA) incorporating therein the following terms and provisions:
 - o Project name, intended beneficiaries, benefits to be delivered, project cost estimates, brief description of project and its site/location;
 - o Systems and procedures to implement the project such as, but not limited to, procurement of goods and services by the NGO/PO and their distribution which should be documented and coordinated with the GO's authorized officials and the respective barangays;
 - o Time schedules for the releases of funds, periodic inspection/evaluation, reporting, monitoring requirements, date of commencement and date of completion (releases of funds after the initial fund transfer must be output-based, that is, subsequent fund releases must be dependent on 100% delivery of physical status of the project corresponding to the previous funds received by the NGO/PO);
 - o Submission of the required periodic financial and physical status reports (no subsequent fund transfer must be granted unless previous fund transfers have been liquidated and required physical status report has been submitted);
 - o Specific period to liquidate the funds granted to NGO/PO with the GO;

- In case of construction projects like school buildings, housing, and other similar structures, and acquisition of assets like vehicles and equipment, a stipulation of turnover of ownership of the infrastructure or fixed asset (in the procurement of any type of asset out of government funds, the NGO/PO shall conduct simple bidding or canvass to ensure the best terms and quality of purchase);
 - In case the asset shall be owned by a specific beneficiary, a stipulation that a Deed of Donation shall be executed by the GO after the completion of the project;
 - Monitoring and inspection of project implementation and verification of financial records and reports of the NGO/PO by the GO;
 - Visitorial audit by the officials and personnel of the COA authorized to perform the audit under an approved office order;
 - Institution of legal action by the GO against the defaulting NGO/PO which fails to complete a project covered by the MOA, or for a material violation of the provisions of the MOA or of this Circular, and in any of these cases, its subsequent disqualification from applying for another project in any other GO;
 - In case of the dissolution of the recipient NGO/PO, voluntary or involuntary, the lien of the granting GO on its assets, in accordance with existing laws, to the extent of the unexpended or unutilized portion of the fund;
 - Maintenance by the NGO/PO of a separate savings/current account for each fund received from the GO; and
 - The return by the NGO/PO to the granting GO of any amount not utilized to complete the project, including interest, if any.
- Other relevant requirements under GPPB Resolution No. 12-2007 dated June 29, 2007

2.2 Implementation and Liquidation of Funds Released

General Guidelines

No portion of the funds granted to the NGO/PO shall be used for the following (Section 6 of COA Circular No. 2007-001 dated October 25, 2007):

- Money market placement, time deposit or other forms of investment
- Cash advance of any official of the NGO/PO unless related to the implementation of the project
- Payment of salaries, honoraria or any form of allowances of the personnel of the GO or the NGO/PO who are not connected with the project
- Purchase of supplies, materials, equipment and motor vehicles of the GO
- Acquisition of assets of the NGO/PO, unless necessary for the prosecution of the project and specifically stipulated in the MOA

Documentary Requirements

- Final fund utilization report, indicating the summary of expenses and the status report of accomplishments, certified by the accountant, approved by the President/Chairman of the NGO/PO and verified by the internal auditor or equivalent official of the GO
- Pictures of implemented projects
- Inspection report and certificate of project completion issued by the GO authorized representative

- List of beneficiaries with their signatures signifying their acceptance/ acknowledgment of the project/funds/goods/services received
- Proof of verification by the GO official of the validity of the documents submitted by the NGO/PO
- OR issued by the granting GO acknowledging return by the NGO/PO of any unutilized/excess amount of cash advance, including interest, if any
- List of equipment/vehicles procured by the NGO/PO out of the project funds indicating its brief description, date acquired, acquisition cost and final disposition
- Warranty for procurement of equipment and projects
- In case of dissolution of the recipient NGO/PO, in addition to the OR acknowledging return of unutilized amount, copy of the vouchers paid by the NGO/PO
- Liquidation Report

2.3 Staggered Release of Funds to NGO/PO

Documentary Requirements

- Duly approved Schedule of Fund Release to NGO/PO
- Interim Fund Utilization Report on the previous release certified by the NGO/PO's Accountant, approved by its President/Chairman and verified by the internal auditor or equivalent official of the GO showing a summary of expenses and a status report of accomplishment evidenced by pictures
- List of beneficiaries of previous releases with their signatories signifying their acceptance/acknowledgment of the project funds/goods/services

3.0 Fund Transfers

3.1 Transfer of Funds to Implementing Agencies

General Guidelines

Fund transfers should be properly taken up in the books of both agencies, used only for the purpose intended, and properly accounted and reported (COA Circular No. 94-013 dated December 13, 1994).

Documentary Requirements

3.1.1 Transfer

Source Agency:

- Copy of MOA/Trust Agreement
- Copy of Approved Program of Work (for infrastructure project)
- Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for other projects)
- For GOCCs, Board Resolution ratifying the MOA in case of transfers not incorporated in the Corporate Operating Budget and/or beyond the signing authority of the Agency Head
- For local government units (LGUs), as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by



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