



REPUBLIC OF THE PHILIPPINES

Agricultural Training Institute

Excellent Extension Services Beyond Boundaries
ISO 9001:2015 CERTIFIED

Agriculture and Fisheries Extension Grant System

CLIENTS: Local Government Units, National Government Agencies, State Universities and Colleges, Private Sector

REQUIREMENTS: Enumerated Below

FEES: None

SCHEDULE OF AVAILABILITY OF SERVICE: MONDAY TO FRIDAY, 8:00am to 5:00pm

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1	Submits capsule proposal to the following: a. ATI Central Office for national scope b. ATI-RTCs for regional scope	1. Receive capsule proposal and requirements and answer any inquiries regarding the AFE grant	a. Policy and Standards Development Section, PPD b. Planning, Monitoring and Evaluation Unit, RTC	a. Central Office b. RTC	30 mins	Day 0
		2. Review for completeness of requirements and compliance to format	a. Policy and Standards Development Section, PPD b. Planning, Monitoring and Evaluation Unit, RTC	a. Central Office b. RTC	1 Day	Day 1
		3. Forward the capsule proposal to: a.1. Concerned Division TWG if the scope concerns 1 division only a.2 Clearinghouse technical Evaluators if the scope involves 2 or more divisions b. RTC Clearinghouse Technical Evaluators	a. Policy and Standards Development Section, PPD b. Planning, Monitoring and Evaluation Unit, RTC	a. Central Office b. RTC	1 Day	Day 2
		4. Evaluation of capsule proposal and requirements.	a.1 Concerned Division TWG a.2 CO Clearinghouse Technical Evaluators b. RTC Clearinghouse Technical Evaluators	a. Central Office b. RTC	1 Day	Day 3
		5. Notify the proponent if capsule proposal passed evaluation. Proponent may be asked to prepare for an oral defense* and/or site validation* before requiring to submit full proposal.	a. Policy and Standards Development Section, PPD b. Planning, Monitoring and Evaluation Unit, RTC	a. Central Office b. RTC	1 hour	Day 4
2	Submits Full Proposal	1. Evaluation of full proposal and requirements.	a.1. Concerned Division TWG a.2 CO Clearinghouse Technical Evaluators b. RTC Clearinghouse Technical Evaluators	a. Central Office b. RTC	1 Day after submission of proposal	Day 5
	Deliver Oral Defense*	2. Evaluate proponent's Oral Defense	a.1 Concerned Division TWG	a. Central Office b. RTC	1 Day after Oral Defense	Day 6

	Site Validation*	3. Validate proponent's proposal site	a.2 CO Clearinghouse Technical Evaluators b. RTC Clearinghouse Technical Evaluators		3 days after site validation	Day 7-9
		4. Notify the proponent if proponents will receive AFE grant	a. Policy and Standards Development Section, PPD b. Planning, Monitoring and Evaluation Unit, RTC	a. Central Office b. RTC	5 days after submission of full proposal 10 days after oral defense 15 days after site validation	Day 10-39
3	Proponents Signs the Memorandum of Agreement (MOA) and provides one witness	1. Receives 5 copies the Signed MOA contracts	a. Policy and Standards Development Section, PPD b. Planning, Monitoring and Evaluation Unit, RTC	a. Central Office b. RTC	6 Days	Day 40-45
		2. For all grants in Central Office and RTC Grants amounting to Php5,000,000.and above: a. The ATI Director will sign the MOA and the Deputy Director shall act as witness. Fund availability shall be certified by ATI-CO accountant. For grants in the RTC amounting to less than Php5,000,000. b. The Center Director will sign the MOA and the Assistant Center Director shall act as witness. Fund availability shall be certified by ATI-RTC accountant.	a. ATI Director, Deputy Director, ATI-CO accountant b. ATI Center Director, Assistant Center Director, ATI-RTC accountant	a. Central Office b. RTC	10 Days	Day 55-65
		3. Sends (1) copy of Notarized MOA to the proponent or the "Grantee"				

Requirements**

Initial Assessment

1. Capsule Proposal
2. Curriculum Vitae

Final Assessment

1. Full Proposal

Upon approval to be grant recipient

1. All required documents as stated in COA Circular no.2012-00
2. All required documents as specified per type of grant

*Not required. Evaluators' prerogative

** Other types of grants may have other requirements. Please refer to the AFE Grant System Manual