

2023 GRANTS APPLICATION GUIDELINES

Purpose and Background

The Metrobank Foundation, as a grantmaking institution, partners with like-minded organizations to support programs and projects which are aligned with the Foundation's priorities.

Thrusts and Concern

The Foundation's priority thrusts are captured by the acronym **H.E.A.L. – Health, Education, Arts and Livelihood** – which, aligned with the United Nations' Sustainable Development Goals (SDGs), serve as the guiding framework for partnerships with socio-civic and charitable organizations working collaboratively towards nation-building. These priority thrusts are aligned with the following United Nations' Sustainable Development Goals (SDGs): SDG 1 No Poverty, SDG 2 Zero Hunger, SDG 4 Quality Education, and SDG 6 Clean Water and Sanitation.

Health: The Foundation prioritizes sustainable interventions on food security, health and nutrition interventions addressing hunger and malnutrition.

- Support to community gardens or farms to ensure availability and accessibility to source of nutritious food
- Health and nutrition interventions (including supplemental feeding) for the first 1000 days of life targeting pregnant/lactating mothers, newborn babies, and malnourished children ages 3 to 12 years old

Education: The Foundation focuses on two avenues to address the need to promote quality education in the Philippines through supporting capacity enhancement for teachers and providing non-tuition educational support for children; The Foundation also prioritizes promoting proper hygienic practices through the installation of handwashing facilities in schools.

- Teacher Training for public school teachers
- Beginning Reading and Reading Comprehension interventions
- Construction and installation of handwashing facilities in schools in support to DepEd WASH in Schools (WinS) program
- Non-tuition educational support for public school students, indigent children, IPs, and PWDs
- Curriculum and learning materials development

Arts: The Foundation supports projects which uplifts Filipino artistry and creativity under "New Normal" modalities and promotes psycho-social wellness for vulnerable sectors in the creative industry.

- Art lectures and workshops
- Promotion of Art Education through online platforms and art exhibitions of MADE Awardees (Metrobank Arts and Design Excellence)
- Support to various art institutions, museums, and art groups
- Psychosocial intervention programs (Project HeART)
- Governance lectures and fora
- Book publication

Livelihood: The Foundation prioritizes sustainable livelihood initiatives for low-income communities as well as projects which provide access to food via agricultural enterprises and knowledge on financial literacy, being a financial institution.

- Agro-entrepreneurship (development of small and micro agro-enterprises)
- Microfinance interventions
- Capacity-building projects (livelihood skills development trainings or financial literacy trainings)
- Provision of equipment or startup capital

Eligibility of Grant Applicant/Recipient

In general, any duly-established domestic and foreign, public or private, non-profit organization or social enterprise is eligible to apply and receive grants from MBFI. Organizations must be duly-registered with and recognized by the Philippine government's official regulatory agencies. These agencies include:

- A. Primary: Securities and Exchange Commission (SEC), Bureau of Internal Revenue (BIR)
- B. Secondary: Department of Social Welfare and Development (DSWD), Philippine Council for NGO Certification (PCNC), Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI)

While the project manager conceives, writes and submits the proposal, MBFI recognizes the applicant organization as the grantee and reserves the right to approve and disapprove the project as the grantor. Requests from individuals and student organizations are not eligible for funding.

Grant Amount

Project managers can propose any grant amount as needed by the project. This amount will be subject to a screening, selection and evaluation process, as well as the availability of MBFI funds.

Proposal Requirements and Submission of Application

All project managers are expected to accomplish the Project Proposal Template in full and provide all the necessary supporting documents. In addition, a cover letter addressed to the President of MBFI must be attached to the application. The cover letter should demonstrate the commitment of the applicant organization to the project, and a brief description of the proposed project. The letter must be under the organization's letterhead

and signed by the Project Manager or any authorized representative and the head of the organization.

The applicant must submit its proposal to MBFI through courier or email at least 45 days prior to the activity or start of the project implementation period. This allows enough lead time for application processing, evaluation and approval. Please be guided that evaluation will only take place upon submission of all required requirements.

Requirement Checklist:

- a. Cover letter addressed to the MBFI President
- b. Accomplished Project Proposal Template – see attached

For other supporting documents, please refer to the project proposal template.

Proposal Evaluation and Selection Process

Each proposal will be reviewed for completeness by MBFI Staff and will be endorsed for evaluation by MBFI's Donation Committee. A set of criteria will serve as a guide in determining the merits and viability of approving the application. The criteria will consider the following elements:

1. Alignment with Foundation's Thrusts/Sectors of Concern and corresponding strategies
2. Description of Target Beneficiaries
3. Details of the Project Proposal (Objectives, Methodologies, Budget Estimates, Implementation Plan, Monitoring and Evaluation Measures, etc.)

3.1. Budget Description - provide a detailed budget estimate indicative of the different components of the total cost, which should only include direct program/project costs (*this may exclude the costs of transportation, honoraria, salaries, rental fees, purchase of equipment – this is recommended to be sourced from other partners*). In addition, indicate other contributions or source of funds which may take the form of resources or contributions with monetary values such as manpower and labor.

3.2 Monitoring, Evaluation, and Reporting Mechanisms – prior to processing the grant request, MBFI and the grant applicant shall reach an agreement on a set of clearly-defined performance indicators with their corresponding targets and, where applicable, determine the milestones leading to those targets. These milestones and targets shall be the basis for the release of grants in tranches.

4. Organizational Performance, Endorsement, Referrals, Existing Partnerships

Notice of Donations Committee Decision, Turnover and Execution of Grant Award

An MBFI Staff will notify the applicant on the status of their application (approved, disapproved, deferred) after the deliberations by the MBFI's Donation Committees.

The grantee shall review and sign the documents to be sent by MBFI before the actual release of funds. While the most common mode of donation release is through deposit of check and check pick-up by the requesting organization, there are instances wherein the turnover is conducted during a special event.

Post-Award Monitoring and Reporting

MBFI and the grantee must ensure the awarded funds are properly used to attain the envisioned objectives as scheduled. Hence, the grantee must regularly communicate the project progress and financial expenditures to the assigned MBFI Staff. Reporting commitments and schedules will be discussed separately with MBFI.

Contact Details

For additional information or concerns, do not hesitate to reach out to the MBFI Grants and Healthcare Unit at (02) 8575525, or contact the MBFI staff you have already engaged with.