



SOROPTIMIST®
Investing in Dreams

A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS PHILIPPINES REGION (A FOUNDATION), INC .

Program Brief

SIAPR Biennium Thrust Club Grant for Women and Girls

RATIONALE

Governor Gabrielle “Billie” V. Calizo-Quimpo initiated an SIAPR Biennial Thrust Club Grant. This is to extend financial assistance to Clubs through a Region Club Grant Program funded from the Sampaguita Society for projects that will accelerate the achievement of the Region’s Biennium Thrust.

The Region Grant is intended specifically to fund projects aligned with the Biennium Thrust of an incumbent Governor of SIAPR. This Grant will not be a duplication of the various SIA funded Club Grants which supports particularly the SIA Dream Programs (Live Your Dream and Dream It, Be It).

WHO CAN APPLY?

All Clubs in good standing may apply for the SIAPR Biennium Thrust Club Grant. Application will only be eligible for one grant per year for a new Club project whose target beneficiary or beneficiaries has not been previously served by the Club. A member designated by the Club as the project focal person should fill-up the writeable application form online in the SIAPR website <https://www.soroptimistinternationalph.org> and e-mail the Project Feasibility Study (PFS) to SIAPR (soroptimistphilippines@gmail.com) addressed to the Chair, Region Committee on Grants on same day of filing the Application Form. The focal person should be the club member most involved with the project and should be prepared to oversee the project during the entire period of its implementation. The club President and club Treasurer must sign both Application Form and Project Feasibility Study (PFS) and are jointly responsible for the timely and judicious release of funds in accordance with the budget work sheet and timetable set in the approved Project Feasibility Study (PFS).

Partnership with other service organizations, private individual donors, government agencies, etc., are encouraged. However, the proponent Soroptimist Club for the grant should be the lead partner and responsible for the overall planning and managing of the project.

REQUIREMENTS IN APPLYING FOR GRANT

- 1) Duly accomplished online Application Form
- 2) Project Feasibility Study (PFS)

Scope of PFS

- a) *Criteria in selecting beneficiary/ies, specific to women and girls*
- b) *Target number of beneficiary/ies to be served*

- c) *Partnership with other entities and counterpart contributions of proponent Club and partners, if any.*
- d) *Timetable for implementation of project from start to completion. Submission of Project Accomplishment Report (PAR) and liquidation of Grant shall not exceed 15 days after completion of project.*
- e) *Detailed Budget worksheet with timetable for release of funds*
- f) *Trainings required*
- g) *Modes and frequency of engagements of beneficiary/ies.*
- h) *Method of monitoring and determining measurable outcomes of project*
- i) *Project overall impact on the lives of beneficiary/ies*
- j) *How project will strengthen Soroptimist awareness in the community*

- 3) Project Accomplishment Report (PAR) signed by the Project Focal Person, Club Treasurer and Club President, and to be co-signed by the beneficiary or a representative, if there are multiple beneficiaries
- 4) Statement of Expenses with supporting documents/receipts to liquidate the Grant signed by the Project Focal Person, Club Treasurer and Club President.

TERMS AND CONDITIONS OF THE GRANT

1. The SIAPR Finance Committee has set a maximum Grant amount of Php30, 000.00 for FY 2021-2022.
2. The clubs may request for a specific amount but not to exceed Php30, 000.00.
3. Maximum Grant may vary every Fiscal Year and may be suspended by the Region Board subject to availability of funds and recommendation of the Finance Committee.
4. Approval of Grant is specifically based on the submitted Project Feasibility Study (PFS) of the Club therefore, the Grant may not be re-aligned to fund a different project. Re-alignment of Grant to a different project will cause the full reimbursement of the Grant funds to SIAPR.
5. Any delay in the submission of Project Accomplishment Report (PAR) and liquidation of Grant funds in accordance with the schedule set in the approved Project Feasibility Study (PFS) will disqualify Clubs from applying for a subsequent grant until all reportorial requirements are fully complied with.
6. Non-submission of Project Accomplishment Report (PAR) and liquidation of Grant funds will render the Club **“not in good standing”** and will be required full reimbursement of the Grant to SIAPR. The Club will also be ineligible from applying for future Grants.
7. Any unutilized Grant funds shall be returned to SIAPR upon liquidation of expenses.

TIMELINES

- 1) Online applications for SIAPR Biennium Thrust Club Grant is open starting October 1 to 31, 2021. **Deadline: October 31, 2021.**
- 2) Evaluation and approval of club applications shall be on a “First Come, First Served” basis.
- 3) Timeline for Implementation of Project to Submission of Project Accomplishment Report (PAR) and Liquidation of Grant shall be in accordance with the timetable set in the approved Project Feasibility Study (PFS) of the Club. Project Accomplishment Report (PAR) and liquidation of Grant shall not exceed 15 days after the completion of project.
- 4) The completion of project/submission of Project Accomplishment Report (PAR) and liquidation of grant must not go beyond the deadline set for the submission of Club Year-End Accomplishment Report (CYEAR). The CYEAR will serve as basis for evaluating/rating the outstanding achievements of the Clubs to determine the GACA winners for the biennial year.
Note: For FY 2021-2022 Deadline for submission of CYEAR is set on April 05, 2022.

SIAPR Biennium Thrust Club Grant for Women and Girls

APPLICATION FORM

Deadline: October 31, 2021

Club Name _____

Club Number _____ District _____

Contact/Project Focal Person/Applicant _____ E-mail _____

Mobile Number _____ Landlines (Home or work) _____

Project Name _____

Brief Description of Proposed Project:

Note: Please email a complete Project Feasibility Study (PFS) to soroptimistphilippines@gmail.com.

Attention to Chair, Committee on Grants

(Please refer to SIAPR Biennium Thrust Club Grants Project Brief in the SIAPR website

<https://www.soroptimistinternationalph.org> for the prescribed Scope of Project Feasibility Study (PFS)

Amount of grant requested. (Maximum of P30, 000.00) _____

How much will the proponent Soroptimist Club be contributing to the project? _____

Are there additional funds from other sources? Please list the amounts and sources below:

Statement of Applicant (Project Focal Person)

I, the officially designated Project Focal Person/Applicant of (name of Club) _____ affirm that the information in this application is complete and accurate, and that I agree to provide additional information and interim report on the use of funds, if requested by the SIAPR Committee on Grants.

The Club President and Club Treasurer have ultimate joint responsibility for the project. They must also indicate agreement to the above statement by typing their names below and affix their respective electronic signature.

Project Focal Person/Applicant _____ Date _____

Club Treasurer _____ Club President _____