



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez St., Ermita, 1000 Manila

PO Box 1378, Manila CPO, Philippines

E-mail: bsp@scouts.org.ph

Website : www.scouts.org.ph

Tels. (632) 528 0555 * 527 8317 to 20 * Telefax: (632) 528 0577

06 July 2020

NATIONAL OFFICE MEMORANDUM

Number 44 Series 2020



T O : All Regional Scout Directors/Council Scout Executives/Officers-in-Charge

SUBJECT : REITERATION OF COUNCIL AVAILMENT OF FUNDING FROM THE BSP GRANT-IN-AID PROGRAM

In view of the on-going COVID-19 pandemic and its effects on the operations of the Boy Scouts of the Philippines, the management has thought of ways and means to help the Councils support and sustain their programs, projects and activities and operations through the Grant-in-Aid Program (GIAP).

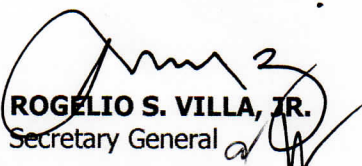
The purpose of the grant is to harness the Local Councils' (LCs) resources and capabilities to spur and attain a sustainable operations of the Local Council. The GIAP is designed to contribute to the sustainability of the Local Council operations by providing funding support to operations (Personal Services/MOOE/Capital Outlay), economic activities and by promoting the use of Information and Communications Technology (ICT) in their operations, most especially now that most activities are done virtually. It also aims to strengthen the communication process and the LC's access to information and communication technology by acquiring the needed ICT equipment and connectivity to the internet. It can also be used to support funding requirements of its youth program and trainings for Adults in Scouting as well as the implementation of programs and projects in line with the BSP's Major Final Output and Key Result Areas.

As such, the BSP management believes that one of the best ways that it can help support the Councils in this time of pandemic is through the availment of funding from the Grant-in-Aid program.

Presently, only thirty-three (33) Local Councils have availed of funding from the program since it was launched. Thus, we would like to enjoin and encourage the Local Councils who have not availed of the GIAP, to apply for evaluation and eventual funding. Please refer to the attached guidelines on how to avail the said program.

While the threat of COVID is very real, I am confident that the Boy Scouts of the Philippines will come out victorious through the help of the Almighty. Together, let us move forward for the benefit of the young people whom we serve.

For the information and guidance of all concerned.


ROGELIO S. VILLA, JR.
Secretary General

BOY SCOUTS OF THE PHILIPPINES

National Office
Manila

18 April 2017

MEMORANDUM

TO : Regional Scout Directors
Council Scout Executives
GIAP-PMO/TWG

**SUBJECT: Revised Guidelines for the Grant-in-Aid Program of the
Boy Scouts of the Philippines**

Attached is the "Revised Guidelines for the Grant-In-Aid Program" of the Boy Scouts of the Philippines.

The GIAP guidelines have been simplified upon consultation with the Regional Scout Committees (RESCOM), the Association of Scout Executives of the Philippines (ASEP) and the National Executive Board (NEB) to enable more Local Councils to have access to GIAP funds to support/ sustain their operations through income generating projects, construction/ improvement of Local Council Offices and/or building, procurement of motor vehicle, and equipment to improve services to members and their communities.

These guidelines shall take effect immediately.

For your information, guidance and compliance.


ROGELIO S. VILLA, JR.
Acting Secretary General

Cc: Office of the President
Office of the Secretary General
Office of the Director, FOD
Office of the Director, Administration
Office of the Director, Finance
Office of the Director, EED
Office of the Internal Auditor
Regional Scout Directors
COA Resident Auditor

AD.RVS/FBA

REVISED GUIDELINES FOR THE GRANT-IN-AID PROGRAM (GIAP)

1. BACKGROUND

In the early 1990's, during one of the Annual National Council Meetings of the Boy Scouts of the Philippines, the National Council (NC) approved the sale of the BSP Malugay Property in Makati. It was agreed that each Local Council (LC) during that time will be given One Million Pesos each from the proceeds of the sale for the construction of their Local Council Office. Fortunately, the sale did not push through and the agreement was shelved until twelve years later when new developments took place and a new business plan was approved by the NEB and ratified by the National Council; the BSP-Alpha Land Makati Place Inc. (AMPI) Deal, a Joint Venture Agreement which involved the sale of the one hectare BSP Malugay Property on 60-40 sharing with Sime Darby and investing the proceeds thereof in a Joint Venture Agreement with AMPI consisting of a mixed-use residential commercial development Project where it was agreed that BSP will have 15 percent share of the total Gross Floor Area. This JVA intends to generate a sustainable source of income for the BSP when completed. While the full completion of the project is expected in 2016, the parking and the podium have already been completed. For the Podium, BSP's share is the entire 3rd Floor consisting of 6,161 square meters and for the Parking Space, 150 parking slots.

As of date, the lease of the podium and parking space has generated about 7.6M pesos for the BSP in 2014. From this amount, 5.3M was appropriated as start up fund for a Grant-In-Aid Program to provide financial support to Local Councils.

Rationale

The BSP remains an attractive organization of choice among young people and adults in the Philippines. Its membership comes from all walks of life, from the academe, professionals, business, politics, religious, etc. You name them and you find them in Scouting.

Scouting fundamentals provide opportunities for Scouts to work together in small groups called patrol in a manner and environment known as "The Scout Method" resulting in a character-building experience called "Group Life". The growing number of membership in the BSP is a testament to the effectiveness and relevance of Scouting through the years.

As of 31 December 2014, the records show that BSP has a total of 2,453,167 registered members. Of this number, about 88.1% or 2,250,526 are young members called scouts who are enrolled in the five sectional programs of the BSP. These scouts are registered in the 29,926 Sponsoring Institutions (mostly public and private educational institutions) with a combined total of 280,000 Scout units of KID Scouts, KAB Scouts, Boy Scouts, Senior Scouts, and Rover Scout units. A Scout unit is composed of at least 12 -36 Scouts supervised by 1-2 adult leaders. These Scouting units are managed by 140,865 adult leaders who serve in different capacities as Troop Leader, Langkay Leader, Kawan Leader, Outfit Adviser, Circle Adviser, Commissioners and Lay Leaders volunteers, majority of which come from the DepEd. The BSP, in coordination with other agencies, provide program and training support services to the Sponsoring Institutions through its ten Scouting Regions and 119 Local Councils manned 61,776 officers and scout professionals.

The potential for community service in Scouting is great. The 2,453,167 members can provide 19,625,312 man-hours of community development service for a one day activity. It is very important therefore that the 119 Local Councils who are providing direct program support to

Scouting in their local communities be extended funding support through the GIAP to improve their front lines services and youth program implementation.

2. LEGAL BASIS

As approved by the National Executive Board, the funds for the GIA Program, shall be sourced from the 2014 rental income of the podium and parking spaces in the amount of Seven Million Six Hundred Nine Thousand and Nine Hundred Twenty Pesos (P7,609,920.00) and from other additional income that shall be generated there from until all the Local Councils shall have benefited from the GIAP. From this amount, 5.3M was appropriated for the Program.

3. PURPOSE OF GRANT

The Boy Scouts of the Philippines Grant-In-Aid Program (GIAP) aims to harness the Local Council's resources and capabilities to spur and attain a sustainable economic growth and development. The GIAP is designed to contribute to the sustainability of Local Council (LC) operations by providing funding support to operations (Personal Services/MOOE/Capital Outlay), economic activities and by promoting the use of ICT in their operations. It also aims to strengthen the communication process and the LCs' access to information and communications technology (ICT) by acquiring the needed ICT equipment and connectivity to the internet. It can also be used to support funding requirements of its youth program and trainings for adults in Scouting as well as the implementation of programs/projects in line with the BSP's MFO and Key Result Areas.

4. DEFINITION OF TERMS

The terms herein used shall mean as follows:

4.1 Boy Scouts of the Philippines (BSP) -refers to BSP singly, or any or all its Local Councils (LCs).

4.2 Grant-In-Aid (GIA)-refers to funds allocated by the BSP to support programs/projects/activities/operations of the Local Councils.

4.3 Information and Communications Technology (ICT)-refers to technology, information dissemination and application of scientific and technical knowledge.

4.4 Program-refers to a group of interrelated or complementing projects that require an interdisciplinary or multi-disciplinary approach to meet established goal(s) within a specific time frame.

4.5 Project -refers to the basic undertaking with pre-determined objective(s) to be accomplished within a specific time frame.

4.6 Activities –refers to any and all kinds of activities related to Scouting.

4.7 Operations – refers to the systems, procedures, processes, actions/strategies and functions of management in the administration of a Local Council office and of the Youth Program stipulated in its charter.

4.8 Project Proposal-refers to the plan and description of project developed by a proponent in accordance with specific requirements or specifications set by BSP, and submitted to the latter for financial and/or technical assistance.

4.9 Implementing Local Council (ILC)-refers to the primary Local Council involved in the execution of program/project. The ILC shall exert all necessary efforts to attain the objectives specified in the approved project proposal.

4.10 Funding Agency-refers to BSP where funds/grants come from.

4.11 Proponent -refers to the Local Council that prepares and submits project proposals for BSP approval and assistance.

4.12 Program Officer-refers to the person who plans, organizes and supervises the overall activities of a program and is directly responsible for the implementation of at least one (1) of the projects under a program. He/she shall coordinate with the project stakeholders to ensure that the goals of the projects and program are attained. He/she shall also consolidate the projects' output, which shall be packaged as a program output.

4.13 Coordinating/Monitoring Office-refers to the Regional Office that reviews the project proposal and provides technical assistance to the LC. It shall evaluate the feasibility of the project/program and ensure that implementation follows the approved project proposal, line-item budget, and Memorandum of Agreements.

4.14 Line-Item Budget (LIB)-refers to detailed breakdown of financial assistance requested and reflects counterpart of ILC and other agencies cooperating in the program/project/activity.

4.15 Termination/Completion Date-refers to expiration date of a grant after which expenditures may not be charged against the grant, except to meet obligations to pay allowable project costs committed on or before the expiration date.

4.16 Project Duration-refers to the grant period or timeframe that covers the approved start and completion dates of the project.

4.17 Income from GIA projects supported by BSP may include but shall not be limited to:

- a) Sale of produce and other products, services, and publications developed from project activities; and
- b) Rental fees, management fees, and related types of remuneration received from the use of equipment/facilities funded by GIA Program.

4.18 Interest-refers to interests of deposits of the grant in a bank account whether in a separate project account or in a general account. This shall be reported as earnings in the project's financial report.

4.19 Unexpended Balance or Savings-refers to the unobligated funds that remain or the amount left from the approved allotment for a year after expenditures were made within the same project year.

4.20 Direct Cost-refers to expenses incurred by the ILC in the execution of program/project considered indispensable to its operations.

4.21 Indirect Cost-refers to overhead expenses incurred by the ILC or monitoring office in managing, evaluation, and monitoring of the program/project. The administrative and project management costs shall be under this classification.

5. CLASSIFICATION OF PROGRAMS/PROJECTS FUNDED

5.1. Enterprise Development-establishment of services and technology-based business through the provision of infrastructure, technology, equipment, and training.

5.2 Office/Camp Development, Repairs and Maintenance-this aims to improve the image of the BSP through effective and efficient front services with the use of ICT, convenient office space and utilities/furnishings and camp facilities.

5.3 Support to Operations – refers to financial assistance to Local Councils (LCs) for the payment of Personal Services, MOOE and Capital Outlay to sustain LC operations.

6. SELECTION CRITERIA

6.1 Eligibility of Proponent

Any BSP Local Council with proven competence may apply for the BSP-GIA Program provided that programs/projects/activities are based in their office/area of operation, and purposely for the benefit of their Scouts and other stakeholders.

The eligibility of project proponents shall be determined by the GIAP-Technical Working Group (TWG) based on LC readiness in terms of technical, managerial, financial and marketing capabilities.

Preference shall be given to BSP LCs without financial accountabilities with BSP National Office.

6.2 Application Requirements

The proponent shall submit the following documents:

- a. Complete project proposal following the GIAP format(refer to 7.1 Detailed Proposal and Work Plan)
- b. Detailed breakdown of the budgetary requirement of the project.
- c. Bio-data of Project Officer
- d. Annual Accomplishment Report
- e. LC Financial Statement for the preceding year audited by the LC Council Auditor
- f. LCEB resolution approving the project.

6.3 General Criteria

The project proposals shall be evaluated using any or a combination of the following criteria:

6.3.1. Capacity of the Proponent-competence of the proponent to undertake the project based on experience/training and track record.

6.3.2. Technical and Financial Feasibility -tenability of the undertaking both technically and financially.

6.3.3. Methodology/Strategies for Implementation -efficiency by which the design, methodology and strategies for implementing the project to ensure the attainment of project objectives.

- 6.3.4. Socio-Economic Impact-potential of the project to increase income.
- 6.3.5. Environmental Impact -project should not have adverse effect on the environment and public health.
- 6.3.6. Cultural Sensitivity -adaptability of the project to Philippine culture and tradition.
- 6.3.7. Reasonable Timeframe -duration of the project and its activities should be within reasonable limits.
- 6.3.8. Market Potential -level of existing demand and its potential to expand and explore new markets for the resulting product/process/service.
- 6.3.9. Financial Sustainability/Viability -program/project should become self-sustaining after a reasonable start-up period.
- 6.3.10. Relevance -meets the needs of industry, government, academe, and general public.
- 6.3.11. Youth Oriented -geared towards developing civic consciousness among the youth.
- 6.3.12. Timeliness -addressing pressing issues of LC operational concerns.

7. PROPOSAL PREPARATION, SUBMISSION, REVIEW, AND APPROVAL

7.1 Detailed Proposal and Work Plan

The proponent shall prepare a detailed proposal that sets the direction of the undertaking and presents among others the following:

- a. Project Title
- b. Information about the proponent,
- c. Significance and objectives of the project/activity,
- d. Review of related literature,
- e. Theoretical framework,
- f. Methodology/strategies for implementation,
- g. Expected output,
- h. Target beneficiaries, personnel and financial requirement, duration. This may be accompanied by a work plan or Gantt chart which enumerates in chronological order the tasks to be undertaken.

7.2 Line-Item Budget (LIB) Preparation

The grant shall finance program/project/activity/operation expenditures itemized in an approved LIB following the BSP format. The grant may cover partial or full cost of the program/project/activity, direct costs, and equipment outlay. Capital outlay -buildings and other structures shall not be allowed under the GIAP.

7.2.1 Direct Cost

The direct cost can be broken down according to specific accounts under PS, MOOE, and CO.

a. Personal Services (PS)

- a.1 This account includes salaries and wages, and other compensation for the Local Council staff in the performance of administrative support duties/services. The rate of salaries shall follow the prescribed rates for contractual personnel. Payment of

honoraria out of GIA funds is not authorized. It shall not be used to defray costs associated with increases in salaries/honoraria, and new positions for personal services, except when there is prior approval by NO.

b. Maintenance and Other Operating Expenses (MOOE)

MOOE shall be broken-down/itemized based on the NewGovernment Accounting System (NGAS) by account titles and shall be limited only to the following:

b.1 Communication Expenses -this account includes expensesfor communication of messages such as telephone,telegraph, fax transmission,postage and delivery charges, data communicationservices, internet expenses andtelegraph messenger services.

b.2 Repairs and Maintenance of Facilities -this accountincludes cost of repairing and maintenance of facilitiesuch as office equipment, furniture, fixtures, IT equipment and software, building and other office structures.

b.3 Supplies and Materials-this account includes the cost of all expendable commodities acquired or ordered forimmediate use in connection with office administration. It also includesproperty to be used in office work with a valueset by existing government rules (e.g. office supplies and accountable forms, etc.).

b.4 Utilities (i.e. Water, Telephone and Power Services) -this account includes the cost of water, electricity, internet or telephone in connection with the project.

b.5 Printing and Binding Expenses -this account is used torecord the cost of producing, printing, and bindingmaterials such as books, reports, catalogues, documents,and other reading materials.

b.6Scouting Activities (activities that will benefit the Scouts) -a LCEB-approved activity design with itemized list of expenditures must be attached to the proposal.

c. Capital Outlay (CO)

This includes construction/renovation of office/building and procurement of all equipment and motor vehicles necessary for the use of the Local Council, which shall be enumerated in theproposed LIB.

7.3 Submission

The proponent/LC shall submit the proposal to:

Office of the Secretary General (OSG)
Boy Scouts of the Philippines National Office
181 Natividad Almeda-Lopez Street, Ermita
Manila 1000

Attention: GRANT-IN-AID PROGRAM (GIAP)
Project Management Office

The PMO shall acknowledge submission and update the proponent on the funding status or any action taken on the submitted proposal.

7.4 The project proposal shall be evaluated by the TWG using the following criteria:

1. Capacity of the Proponent -competence of the proponent to undertake the project based on experience/training and track record.

2. Technical and Financial Feasibility -tenability of the undertaking both technically and financially.
3. Methodology/Strategies for Implementation -efficiency by which the methodology and strategies for implementing the project will ensure the attainment of project objectives.
4. Socio-Economic Impact -potential of the project to create/provide employment, increase income, and address any current any pressing issues of the LC, among others.
5. Timeframe -duration of the project and its activities should be within reasonable limits.
6. Institution Capacity -commitment to maintain/upgrade office and ICT equipment.

Processing of Program/Project Proposals

1. The GIA-TWG shall process submitted project proposals, acknowledge the submission and update the proponent on any action taken on said proposal.

7.5 Approval and Release of Funding Assistance

1. The approving authority of proposals may either be the Secretary General or the National President. Projects amounting to more than ONE MILLION PESOS (P1,000,000.00) shall be disapproved.
2. Upon approval of the proposal, a Memorandum of Agreement (MOA) shall be prepared and processed by the GIAP-PMO. The MOA shall be made between BSP and LC/Proponent.
3. The BSP Finance Division shall facilitate the processing of the disbursement voucher, check preparation and release.

7.6 Commencement of the Program/Project/Activity

The project shall commence immediately within one week from the release of funds.

8. GRANT ADMINISTRATION

8.1 Implementation

- a. Project Completion Report
BSP National Office through its Regional Office (RO) shall require the recipient Local Council to submit to BSP National Office a Project Completion Report (PCR) within one (1) month after the termination of the project. The PCR consists of the Inspection and Acceptance Report (IAR) and Property Accountability Receipt (PAR) for equipment as appropriate, photos of the project before, during and after the completion.
- b. Project Progress Report
For grants that cover one (1) year or more, annual Project Progress Report (PPR) shall be submitted within one month after the end of the year.

The Regional Director shall verify and validate the PPR and/or PCR and the supporting documents by affixing his/her signature on the document over his/her printed name and indicate date signed.

- c. The PPR/PCR shall be addressed to:

BOY SCOUTS OF THE PHILIPPINES NATIONAL OFFICE
181 Natividad Almeda-Lopez Street

Ermita, Manila 1000

Attention: GRANT-IN-AID PROGRAM
Project Management Office

- d. All PPRs/PCRs will be properly acknowledged.
- e. If the GIA is used to finance a viable Income Generating Project/JVA, the LC shall, through the Project Officer, submit a quarterly project status report and financial statement verified by the Council Treasurer, Council Auditor and approved by the Council Chairman until the completion/ termination of the project, in which case, a PCR is submitted.

8.2 Roles of the National Office (NO) and Regional Offices (RO)

8.2.1 The GIA-PMO shall oversee the implementation of all approved projects. It shall ensure that grant conditions and policies pertaining to GIA programs/projects are strictly followed during project implementation and after completion of the project. This also involves addressing day-to-day concerns and problems brought to the attention of NO management in the course of the operation of these undertakings (e.g. requests for budget realignment and change in project duration).

The NO shall provide the Regional Office/s concerned with all the communications pertinent to the approved projects in their respective areas for documentation and coordination/monitoring purposes.

8.2.2 The RO concerned shall ensure the efficient, timely and smooth implementation of approved projects coursed through them and that set objectives and targets of projects are attained. In addition, it shall evaluate the activities conducted and review reports submitted; and conduct regular monitoring activities and periodic field evaluation of the project. The concerned RO shall provide the NO with Monitoring and Evaluation (M&E) Plan (with the concurrence of the Project Officer) for every proposal it shall endorse for funding. This shall be submitted together with the project proposal and other documents for approval of the NO. Likewise, the RO shall examine the budget requirements of the projects especially those that require continued funding, and shall consolidate financial reports submitted by the Implementing Local Council.

8.2.3 The Implementing Local Council shall have primary responsibility for general supervision of all project activities and for notifying the RO of significant concerns/problems related to implementation of the project. The GIA-PMO shall ensure that Project Officer would settle/submit all the required reports/documents on time.

8.3 Submission of Technical Reports

8.3.1 A regular quarterly progress report on the activities shall be submitted in two (2) copies, within a month after each quarter for projects with one (1) year or less duration while for multi-year projects, a semi-annual report one (1) month after every first-half shall be submitted instead of quarterly report.

8.3.2 Projects with duration exceeding one (1) year shall submit in two (2) hard copies the annual technical report within a month after each year of implementation. This report shall be submitted together with the list of personnel involved and list of equipment purchased.

8.3.3 For all projects, the technical terminal report shall be submitted in two (2) hard copies, not later than sixty (60) days after their completion.

8.3.4 Periodic field evaluation shall be conducted by the RO concerned to monitor progress of the project according to the approved/programmed activities and to resolve problems, if any, encountered in project implementation.

8.4 Financial Monitoring

Subject to government accounting and auditing rules and regulations and NO approval, all GIA funds released to ILCs shall be available for use within the approved project duration including approved extension. GIA funds shall not be used for money market placement, time deposit and other forms of investment not related to the project. Project funds shall be deposited in authorized government depository bank.

8.4.1 Fund Releases

- a. Subject to government policies and regulations, and availability of funds, NO shall release the funds to the project, partially or fully, after the signing of MOA/MOI subject to availability of funds, accounting and auditing regulations, and bond requirements (if necessary).
- b. Project implementation shall commence within one month after the fund's release. Otherwise, the fund and interest/earnings shall be reverted to the NO.
- c. Subsequent releases of funds for continuing projects shall be subject to the submission of necessary financial reports, endorsement and other necessary requirements.

8.4.2 Submission of Financial Reports

- a. A Financial Report certified correctly by the LC Treasurer shall be submitted one month after the completion of the project.
- b. Unexpended Balance and Savings/Interest/Income
All of the project's unexpended balance/savings, if any, shall be reported and included in the Financial Report submitted to the GIAP-PMO.

The GIAP-PMO shall acknowledge receipt of all AFRs submitted by the LCs/Project Officers.

8.4.3 Refund Mechanism

In case of assistance provided to LC to help purchase materials and equipment needed to upgrade/improve operation, the following conditions shall be followed:

- a. The NO and the RO shall ensure that funds are used to purchase materials/equipment (or fabricate them) as indicated in the LIB. Otherwise, the whole amount provided for the purchase/fabrication of equipment/materials is refundable and shall be reverted to the NO.
- b. Refund of the cost of materials/equipment must be stipulated in the MOA and shall be made within six (6) to (12) months or earlier depending on the project. The refund shall start not later than twelve (12) months after the release of the fund.

Inability to start refund after eighteen (18) months authorizes the NO to demand full refund of the financial assistance including interests and charges.

- c. Ownership of equipment shall remain with the LC.

d. The beneficiary shall keep and maintain financial records for the funds in accordance with generally accepted accounting principles. This shall be subject to the audit and examination of the NO and Commission on Audit (COA).

e. In case of failure or termination of projects due to force majeure, the beneficiary with endorsement from the RO and NO shall provide COA a written request for condonation or conversion into a grant which shall be subject to Section 26 of P.D. 1445.

8.4.4 Standard Procedure for Non-Submission of Requirements

In case of failure to submit to the NO the required Terminal FR, technical reports and other requirements on the set time, the following standard procedure shall be observed:

- a. First demand letter will be sent to the Project Officer after three (3) months of project completion;
- b. Second demand letter will be sent to the Project Officer after four (4) months of project completion without compliance;
- c. Legal process may be instituted by the NO against Project Officer for failure to submit requirements after five months of project completion. The Project Officer can be included in the blacklist in the BSP until cleared from all obligations pertinent to the GIA grant. The blacklisted proponent cannot avail of any support from the BSP and his/her proposals will not be endorsed for any funding support.

8.4.5 Audit and Inspection

- a. All projects being conducted by Local Councils shall be subject to the required audit which shall be done by COA resident auditor.

9. HIRING OF PROJECT PERSONNEL/NATURE OF APPOINTMENT

9.1. In accordance with the existing hiring policies of the NO, personnel shall be hired by the Project Officer on contract basis to work full-time for the project and shall not be allowed to engage in activities other than those of the project during regular working hours. Contractual personnel shall be subject to conflict of interest rules.

9.2. The contracts/services of project personnel shall be co-terminus with the duration of projects or of the specific work for which he/she was hired.

9.3. Project personnel whose appointment is co-terminus with program/project duration shall not be permitted to accept any local or foreign fellowship or training grant or leave his station for abroad during his/her employment in the project unless there is written approval from the NO.

9.4. The project proponent will provide the NO with a list of all personnel engaged in the project, including their responsibilities, qualifications, and other relevant information.

9.5. If the Project Officer transfers to another agency, the project shall remain with the Implementing Local Council.

9.6. The Local Council Chairman, upon the recommendation of the Program/Project Leader, shall approve a substitute for the outgoing Project Officer and inform the RO and NO of any changes. Proper turn-over of the project including its assets and accountabilities shall be made.

The outgoing Project Officer shall be relieved of his/her obligation to the project after a clearance from the ILC of all money, records and property responsibilities and accountabilities (e.g. submission of financial and technical reports) in connection with the management of the project.

9.7. The NO is not obliged to provide additional compensation, benefits, pension or gratuity to grant personnel who retired or were laid off during or after completion/termination of the program/project.

10. PURCHASE, OWNERSHIP, AND ACCOUNTABILITY OF PROJECT EQUIPMENT AND OTHER PROPERTIES

Supplies, materials and other properties authorized to be purchased with GIA funds shall be used exclusively for and by the LC. Equipment designed and fabricated using MOOE funds of the project shall be reported as equipment.

Equipment procured for GIAP-assisted projects are subject to the following guidelines:

10.1. Purchase of Supplies, Equipment and other Properties-procurement of goods from GIA funds shall be subject to the usual public bidding procedure consistent with the existing government accounting and auditing laws, rules, and regulations. Subject to the prior approval of the head of the procuring entity or his duly authorized representative and under certain condition, alternative methods of procurement may be adopted in the purchase of goods for amounts not exceeding P1,000,000.00 pursuant the revised IRR of RA 9184. Only equipment included and identified in the approved line-item budget shall be allowed to be purchased using grant funds.

Items purchased under equipment outlay as indicated in the approved LIB shall be classified as fixed assets and shall be covered by Property Acknowledgement Receipt (PAR).

The Project Officer shall sign the corresponding PAR attested by the Property Officer of the LC and transmit this, together with certified true copies of purchased documents to NO within fifteen (15) days from the date of delivery of equipment.

Before the Project Officer transfers to another government office, or retires, resigns, is dismissed or separated from the service, he/she shall be required to secure clearance from the Property and Supply Section of his/her LC and inform the NO. Clearance shall not be issued unless all properties related to the project are fully accounted for.

10.3. Ownership of Equipment -The ownership of equipment under a completed/terminated project shall be in favor of the Local Council and shall assume responsibility over the maintenance of such equipment. It shall be recorded in its books of accounts with the itemized total book value of the equipment in accordance with NGAS.

11. DISCONTINUANCE OF GIA ASSISTANCE

The NO reserves the right to discontinue any program/project or its assistance at anytime for violation of Grant Agreement or when it is determined that the results that are obtained or are reasonably expected to be obtained do not justify further activity. Likewise, BSP National Office has the authority to terminate any project when funds are not available.

Discontinuance shall be done by the NO upon prior consultation with the RO and Implementing LCs. Project Officer shall be notified at least forty-five (45) days before the date of termination so that he/she could accordingly notify the project staff at least a month before the date of project termination.

12. OTHER PROVISIONS

These guidelines may be supplemented with specific provisions of the NO, if necessary, provided said provisions are consistent with these guidelines.

13. EFFECTIVITY

This order takes effect immediate.

ROGELIO S. VILLA, JR.
Acting Secretary General

/FBA

**Boy Scouts of the Philippines
GRANT IN-AID PROGRAM (GIAP)**

PROJECT DESIGN

NAME OF THE PROJECT : _____

CLASSIFICATION OF THE PROJECT

- ☐ **ENTERPRISE DEVELOPMENT**
- ☐ **OFFICE/CAMP DEVELOPMENT, REPAIRS AND MAINTENANCE**
- ☐ **SUPPORT TO OPERATIONS**

BUDGETARY REQUIREMENT :

SOURCE OF FUND : GRANT-IN-AID PROGRAM (GIAP)

PROJECT DURATION : _____

COMPLETION DATE : _____

PROJECT OFFICER : _____

IMPLEMENTING COUNCIL : _____

A. BACKGROUND
(Project Background)

B. RATIONALE
Justification for/and importance of the project.

Attachment: Certified true copy of the approved Local Council Board Resolution with required budget and its allocation is indicated.

C. OBJECTIVES:

METHODOLOGY

Explain on how the project and the GIAP funds will be implemented. Submit supporting documents if the GIAP Funds shall be used for:

1. **Personal Services**
 - a. *Details of gross compensation of the personnel.*
Certified true copy of latest approved Disbursement Voucher and acknowledged Payroll showing compensation of employees covered in the project.
 - b. *Copy of Permanent Appointment of personnel covered in the project to be funded by GIAP, Salary Grade, Gross Compensation and Date of Appointment duly certified.*

2. MOOE (Repair and Maintenance of office):
 - a. Detailed Cost Estimate (Bill of Materials and Labor Cost)
 - b. Program of Work and Design
3. Capital Outlay:
 - a. Follow the Government Procurement process (RA 9184)
 - b. Approved Purchased Request for the listed equipment to be purchased

D. LINE ITEM BUDGET

The Line Item Budget shall include the following information depending on how the GIAP Funds will be used:

Personal Services:

1. Approved Council Budget for the current year showing the number of personnel and compensation details of personnel to be covered by the GIAP Funds.

MOOE

1. Indicate if the GIAP funds will be cover partial or full cost of the project.
2. Attach information if there are other sources of fund
3. FOR REPAIR AND MAINTENANCE OF OFFICE: Detailed cost estimate of the project including bill of materials, labor cost and manpower, duration of the project and target completion date.

Capital Outlay

1. List of items to be procured and the cost estimate.
2. Approved Purchase Request for the listed equipment.
3. Time Frame

E. EXPECTED OUTPUT

Indicate the beneficiaries of project, the beneficiaries if completion/implemented in terms of Local Council services to sponsoring institutions, scouts units and the scouting program in general and its impact on the BSP Objectives, Mission and Vision.

Prepared by:

Council Scout Executive
Project Officer

Recommending Approval:

Approved by:

Council Treasurer

Council Chairman