



## GRANTS GUIDELINES

### I. APPLICATION GUIDELINES

#### A. Application Period

- Calls for Grant Applications are announced twice a year, during the months of May and September.
- Application period deadlines will be on 30 June (First Cycle), and 31 October (Second Cycle).

#### B. Application Requirements

1. Project Application Form – with Appendix A: Project Budget and Appendix B: Media Plan
2. Cover Letter introducing the applicant, describing the project, and indicating which specific MFPI funding priority the grant is being requested. (See MFPI Funding Priorities below.)
3. Applicant must be a current member of the MFPI. Please attach a copy of the applicant's MFPI member I.D. or duly accomplished MFPI application form. (Application Form attached.)

### II. FUNDING PRIORITIES

**A. Research and Study Projects** featuring the National Museum Collection, Archives, and Architecture as a way to cultivate a museum going audience (i.e. exhibitions, events, etc.)

**B. Publications focused on Philippine Art and Culture** not exclusive to the National Museum collection, where sole funding should not come from MFPI alone. The project must be supported by either a publisher or a cultural and educational institution. These publications may be in the form of:

- a. Exhibition Monographs
- b. Art Catalogs
- c. Books on Cultural and Heritage Research

**C. Curatorial Projects/Museum Retrospective** of an important Philippine artist, 50 years old and above or posthumous.

#### **Application Process:**

Exhibition curator must submit the following documents:

- A comprehensive curatorial brief.
- Curriculum Vitae of the Artist
- Accompanying documentation of the artist's works and a summary of related literature (major studies and articles focusing on the artist's life and work).
- Exhibition timeline: Grant Application must be submitted at least one (1) year prior to the exhibition date.

**D. Study and Research Programs** geared towards professional development for Philippine museum professionals.

**E. Research and Study Programs** focused on museum audience development in the Philippine setting.



### III. DISBURSEMENT PROCESS

- A. Upon approval of the Grant, funding shall be disbursed in four (4) tranches:

Tranche 1: upon approval of the Proposal, 50% shall be released to the Grantee.

Tranche 2: upon submission of the First Quarterly Report of the project, 20% shall be released to the Grantee.

Tranche 3: upon submission of the Second Quarterly Report of the project, 20% shall be released to the Grantee.

Tranche 4: upon completion of the project and submission of the complete Project Documentation (Final Reports, photographs etc.), 10% shall be released to the Grantee.

- B. In the event of changes in the timeline or delays in the submission of progress reports, the Grantee must inform the MFPI Executive Director and Grants Committee immediately in writing.

### IV. OTHERS

- A. Grant applicants must be a member of the MFPI.
- B. MFPI will only consider grant proposal from individuals or organizations that have received endorsement by non-profit cultural or educational institutions.
- C. MFPI does not fund expenses for General Operations and administrative costs. MFPI does not fund for-profit and commercial endeavors.