



MUSEUM
FOUNDATION

CALL FOR GRANT APPLICATIONS

DEADLINE

DEC 30, 2024

Send applications to
grants@museumfoundationph.org

For more information, visit museumfoundationph.org
or contact executivedirector@museumfoundationph.org
or at +63 917 707 7353.

GRANT APPLICATION GUIDELINES

I. APPLICATION GUIDELINES

A. Application Period for 2024

1. The Museum Foundation of the Philippines will announce its Call for Grant Applications on October 30, 2024.
2. Deadline for submission of Grant Applications will be on December 30, 2024.
3. The accepted Grant Applications will be announced on January 30, 2025.

B. Application Requirements

1. Completed Grant Application Form
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. Applicants must attach a copy of their MFPI member I.D. Non-members may apply for membership by submitting their duly accomplished MFPI Membership Application Form.

II. FUNDING PRIORITIES

- A. **Research and Study Projects** featuring the National Museum of the Philippines' Collections, Archives, and Architecture, as a way to cultivate a museum-going audience. Project outputs may be in the form of exhibitions, public programs, publications, research projects/papers, 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 or educational institution. Publications may be in the form of:
 - a. Exhibition monographs
 - b. Art catalogs
 - c. Books on Philippine arts, culture, and heritage research
- C. **Curatorial Projects/Museum Retrospectives** of a significant Philippine artist, 50 years old and above or posthumous. The exhibition curator must submit the following documents:
 1. Comprehensive curatorial brief
 2. Curriculum Vitae of the artist
 3. 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)
 4. Exhibition timeline and venue (Grant Application must be submitted at least one (1) year prior to the exhibition date)

- D. **Research and Study Programs** geared towards professional development and training for Philippine museum professionals
- E. **Research and Study Programs** focused on museum audience development in the Philippine setting

III. DISBURSEMENT PROCESS

- A. Disbursement of the grant funds will be in tranches and will be based on submission of regular and timely Progress Reports. Schedule of release will be agreed upon by both parties as stipulated in the Memorandum of Agreement (MOA).
- B. MOA shall be printed in four (4) copies, signed by the Grant proponent, the current MFPI President, and notarized. Two (2) copies shall be given to the Grantee while the other two shall be kept by MFPI. One copy will be filed in the MFPI MASTER FILE for GRANTS and one copy filed under Project file.
- C. Certificate of Project Existence to be printed on the Grantee's letterhead, signed, and notarized, to be submitted with the Final Report as per MFPI SEC requirements.
- D. 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 in good standing of the MFPI. Non-members may apply for membership by submitting their duly accomplished MFPI Membership Application Form on or before sending their grant application.
- B. MFPI will only consider grant proposals from individuals or organizations that have received endorsement by non-profit cultural or educational institutions. Endorsements may be in the form of counter-funding or other forms of support such as in-kind contribution of equipment, supplies, or facilities, helping to spread awareness on the project, assisting in finding volunteers, assisting with budgeting and accounting, providing legal counsel or support, or technical assistance.
- C. MFPI does not fund expenses for operations and administrative costs.
- D. MFPI does not fund for-profit and commercial endeavors.
- E. MFPI does not fund performing arts events and other ephemeral events.
- F. Grant applications will only be accepted via email, through: grants@museumfoundationph.org. Hardcopy grant applications will not be accepted.
- G. Grant applications must contain all indicated requirements and must be compiled into 1 PDF file, not larger than 25mb in size.
- H. All applications must be received by 11:59 pm of December 30, 2024. Late applications will not be accepted.

GRANT APPLICATION FORM

Museum Foundation of the Philippines

Grant Application: (Project title)

- A. Project title:
- B. Applicant organization / individual
 - a. Name:
 - b. MFPI Membership number:
 - c. Address:
 - d. Phone:
 - e. Email:
 - f. Website:
 - g. Social media pages:
- C. Grant Amount Requested:
- D. Project Duration:
- E. Objectives (Narrative of why this project is undertaken, what need it is addressing, and project goals):
- F. Project Description:
 - Explain how your project aligns with the Museum Foundation of the Philippines' funding priorities and Mission-Vision.
 - Indicate the key stakeholders and partners in your project.
 - Provide a timeline for project implementation.
 - Describe the target audience and expected impact.
 - Evaluation and Reporting: Describe the methods you will use to measure the success of your project. Outline the reporting requirements and frequency.
- G. Estimated Project Budget:
 - Create a detailed budget outlining all project expenses, including:
 - Personnel costs
 - Equipment and supplies
 - Contractual services
 - Printing costs
 - Indirect costs
 - Justify each expense and explain how funds will be used efficiently.

PROJECT PARTICULARS					TOTAL
	Q1	Q2	Q3	Q4	
PERSONNEL					
	0	0	0	0	0
Subtotal, Personnel					0
EQUIPMENT					
	0	0	0	0	0
Subtotal, Equipment					0
SUPPLIES					
	0	0	0	0	0
Subtotal, Supplies					0
CONSULTANTS					
	0	0	0	0	0
Subtotal, Consultants					0
PRINTING					
	0	0	0	0	0
Subtotal, Printing					0
MARKETING					
	0	0	0	0	0
Subtotal, Marketing					
OTHERS					
	0	0	0	0	0
Subtotal, Others					
GRAND TOTAL					
COST SHARING FROM APPLICANT OR THIRD PARTY					
	0	0	0	0	0
					0

H. Project Activities and Milestones

Describe major phases of activities in chronological order, and note target percent completion by quarter. At the end of each quarter, MFPI requires a 1-page Progress Report.

DESCRIPTION OF MILESTONE ACTIVITIES				
	Q1	Q2	Q3	Q4
Ex. Outline of monograph / publication	100%			
Ex. Quotation from printer		100%		

I. Media Plan

Describe how the output of the work will be shared / marketed / advertised, who that audience is, and what venues this will be communicated through.

MEDIA MESSAGE			
	TARGET AUDIENCE	VEHICLE	DATE OF IMPLEMENTATION

J. Attachments:

- Include any supporting documents, such as:
 - Organizational chart
 - Letters of support / partnership / counter-funding
 - Resumes of key personnel

By signing below, you certify that the information provided is accurate and complete.

Signature

Printed Name

Date

Send application to: **grants@museumfoundationph.org**
Deadline: **December 30, 2024**

For inquiries, contact the:

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