

**Republic of the Philippines
National Innovation Council**

**FY 2022 INNOVATION GRANTS
FINANCIAL FORM GUIDE**

Instructions:

1. Send your proposals to innovationfund@neda.gov.ph with the subject:
[IF Grant Application_ Name of Implementing Entity_Date]
2. Wait for an account officer to respond to your submission within three (3) to five (5) working days. Please note that the NIC Secretariat will only accept eligible applicants with sufficient requirements.

Form 3A: Project Work and Financial Plan	
Work Plan - create the plan by articulating the objectives, activities, success measures, and responsible unit to effectively implement the proposal.	
1. Specific Objectives	Identify the key intentions of the proposal by specifying the objectives. The specific objectives should be able to define the steps towards achieving the proposal's objective statement.
2. Outcome Indicator	Indicate the measures or indicators of whether the program or project is achieving the expected effects or changes. This indicator must have a means of verification, a unit of measurement, source or process of collection of data.
3. Activities	Break down your specific objectives into activities that are measurable and achievable. You may include optional activities that may enhance the proposal.
4. Success Measures or Key Performance Indicators	Set relevant and quantifiable success measures to assess if the objectives and activities are meeting their goals.
5. Responsible Unit	Identify the person, unit, or office responsible for the implementation of the indicated task.
6. Physical Targets	Indicate the targeted date and output for each objective and its corresponding activities.
7. Target	Identify the targeted output for each objective or activity.
8. Timeline	Plot the timeline of the activity using the Gantt chart provided. Identified outputs can also be included under the targeted month.
9. Financial Targets	Indicate the budget requirement for each objective and its corresponding activities.
10. Item/s Description	Identify the resources needed per specific objective and its corresponding activities.
11. Type of Expense	Describe the type of expense per the proposed resource requirement. This should be referenced from the Government Accounting Manual (GAM) and should be consistent with the information written in Form 3B: Project Line-Item Budget.
12. Targeted Date of Release	Determine the period or month of fund release for utilization.

13. Estimated Cost	Estimate the cost needed per item/activity. The total should match the funding requirement indicated in Box 2.1.4 in the Grant Application Form as well as the total amount indicated in Form 3B: Project Line-Item Budget.
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Form 3B: Project Line-Item Budget Form

Itemize the Capital Outlay (CO) items above PHP 100,000.00. Expense items under the General Accounting Manual (GAM) may be allowed. Definitions of Major Expense Items are listed below:

I. Maintenance and Other Operating Expenses
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- shall be in accordance with the Government Accounting Manual (GAM) and shall be broken down/itemized as follows:

Professional Services	as defined in GAM, but only those items that are relevant and appropriate to the proposed program/project; may be sub-categorized based on types: Legal Services, Auditing Services, Consultancy Services, or Other Professional Services
General Services	as defined in GAM and may be sub-categorized based on types of general services contracted by the agency
Survey, Research, Exploration and Development Expenses	may be sub-categorized in either of the two: Survey Expenses which include costs incurred in the conduct of survey related to the project or program; or Research, Exploration and Development Expenses which include costs incurred in the conduct of studies to gain scientific or technical knowledge on future projects including development, refinement or evaluation of policies for use of management
Traveling Expenses	include costs of: (1) movement of persons locally and abroad, such as transportation, travel insurance for researchers exposed to hazard/risks, subsistence, lodging and travel allowances, fees for guides or patrol; (2) transportation of personal baggage or household effects; (3) bus, railroad, airline, and ship fares, trips, transfers, etc. of persons while traveling; (4) charter of boats, launches, automobiles, etc. non-commutable transportation allowances, road tolls; and (5) parking fees and similar reasonable expenses
Training and Scholarship Expenses	include training fees and other expenses, and scholarship expenses such as tuition fees, stipends, book allowance, and other benefits
Supplies and Materials Expenses	include costs of items to be used in the project or program (e.g. office supplies, accountable forms, zoological supplies, food supplies, drugs and medicine, laboratory supplies, gasoline, oil and lubricants, agricultural supplies, textbooks/instructional materials, and other supplies); it also includes all expendable commodities (delivery cost included as needed/required) acquired or ordered for use in connection with project implementation such as spare parts, fuel, and oil
Communication Expenses	include costs of telephone, telegraph, mobile/wireless and tolls, fax transmission, postage and delivery charges, data communication services, internet expenses, cable, satellite, radio and telegraph messenger services, among others

Other Maintenance and Operating Expenses	additional items or other operating expenses not falling under any of the specific maintenance and operating expense accounts (in GAM)
II. Capital Outlay	
- includes all equipment necessary for the implementation of the project or program, which shall be enumerated in the proposed LIB; it also includes infrastructure that are integral part of the R&D, which are crucial in the attainment of the project or program objectives	
Machinery and Equipment	include costs of acquisition or assembly, or fair value, if acquired through donation or transfers without cost, of machinery, office equipment, information and communications technology equipment, agricultural and forestry equipment, marine and fishery equipment, communication equipment, medical equipment, printing equipment, sports equipment, technical and scientific equipment, among others
Furniture, Fixtures and Books	include costs of acquisition or assembly, or fair value, if acquired through donation or transfers without cost, of furniture and fixtures and books and other reference materials including those in electronic copies
Intangible Assets	include costs of acquisition, purchase, development or process of obtaining patents/copyrights, computer software, websites, and other intangible assets

Note: Applicants are allowed to reference other types of accounts in GAM relevant to their proposed project or program. The list above only serves as a guide and does not limit the types of account allowed in the proposal.