



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR**

No. **123**, series of 2022

**TO :** CHED CENTRAL OFFICE AND REGIONAL DIRECTORS  
PRESIDENT / HEADS OF STATE UNIVERSITIES AND COLLEGES  
(SUCs)

**SUBJECT :** CALL FOR PROPOSALS FOR THE COMMUNITY SPORTS AND  
WELLNESS GRANT

**DATE :** 03 FEBRUARY 2022

The Commission on Higher Education hereby informs interested State Universities and Colleges (SUs) that the Sports Development and Management Team is now accepting proposals for the Community Sports and Wellness Grant. This grant empowers SUCs in engaging their stakeholders and constituents in the community through sports, physical health, and holistic wellness. It also aims to assist in the use of SUCs resources and real estate into sports facilities that can allow them to better engage with their community through sports, health, and wellness activities.

The types of projects which are eligible include but are not limited to the following:

- Redevelopment of multi-sport indoor courts at an existing indoor stadium;
- Spaces for gymnastics, calisthenics, and dance are only eligible as part of a larger project that includes the redevelopment of multi-sport indoor courts.
- Redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation and demonstrates a sustained commitment to gender equity
- Redevelopment of existing sports lighting infrastructure that is sustainable and results in increased facility capacity and participation opportunities;
- Installation of new scorecards and fixed equipment to support volunteer efforts, participants' safety, participant or visitor experience.

The application process and timeline for the project proposals are as follows:

- Proposal submission. Proposals must be submitted electronically through [sports@ched.gov.ph](mailto:sports@ched.gov.ph)
- Technical Evaluation
- Endorsement and Deliberation of Evaluation Results

Further, the Community Sports and wellness Grant are open to all State Universities and Colleges.

Attached for reference is the copy of the guidelines for grants and proposal for CHED Community Sports and Wellness Program.

For any inquiries or consultations, you may email us at [sports@ched.gov.ph](mailto:sports@ched.gov.ph).

  
**ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**

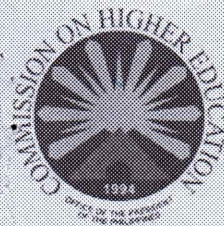
Executive Director IV

Contact us: [executivedirector@ched.gov.ph](mailto:executivedirector@ched.gov.ph) / (+63) 998-592-1880

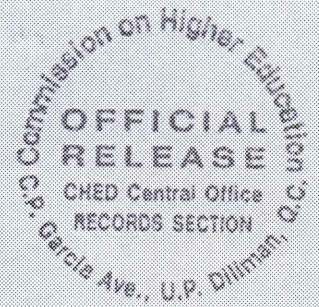
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Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED MEMORANDUM ORDER**

No. 26  
Series of 2021

**SUBJECT : GUIDELINES FOR GRANTS AND PROPOSAL FOR CHED  
COMMUNITY SPORTS AND WELLNESS PROGRAM**

**ARTICLE I  
STATEMENT OF PRINCIPLES AND POLICIES**

Community engagement with external stakeholders has long been a common practice and responsibility of State Universities and Colleges (SUCs). As institutions geographically ingrained with diverse groups of people, SUCs are essential in the process of building grassroots movements that help in instigating positive behavioral change among individual members of their communities (Medina, 2019). Through outreach and partnership engagements (Medina, 2019), these Higher Education Institutions (HEIs) are then able to extend quality education outside the four walls of their classrooms and to constituents beyond their enrollment numbers.

This stakeholder community engagement of SUCs will strengthen the fulfillment of its mandate to teach and do research and more importantly to become an extension to the community, the local government, and the National Government to change the environment, the community and bring opportunities to change the lives of the people.

**ARTICLE II  
OBJECTIVES OF THE GRANT**

This will be directly relevant to the CHED Tertiary Sports Development Team's strategic objective of:

- Advocating sports in health promotion and total wellness
- Upholding the virtue of inclusion, diversity, and equality that promotes sports for all
- Elevating the impact of sports by reducing rates of juvenile arrest, teenage pregnancy, drug dependency, and school dropouts
- Promotion of sports in values formation, human development, and responsible citizenry



- Empowering SUCs to engage the stakeholders in the community through the promotion of sports, physical health, and holistic wellness geared towards good citizenry and nation-building
- Encouraging flexible, multi-use, shared, integrated services and facilities among State Universities and Colleges
- Improving the physical and mental health and well being of students in the Higher Education Sector
- Fostering inclusive, diverse, accessible, and responsible development through environmental sustainability and strategically planned facilities

### ARTICLE III ELIGIBILITY REQUIREMENTS AND EVALUATION PROCEDURES

1. **Qualifications.** Sports and wellness grants are open to all State Universities and Colleges.
2. **Eligible Projects.** The types of projects which are eligible include but are not limited to the following:
  - Redevelopment of multi-sport indoor courts at an existing indoor stadium;
  - Spaces for gymnastics, calisthenics, and dance are only eligible as part of a larger project that includes the redevelopment of multi-sport indoor courts.
  - Redevelopment of existing infrastructure that enables more women and girls to participate in sport and active recreation and demonstrates a sustained commitment to gender equity.
  - Redevelopment of existing sports lighting infrastructure that is sustainable and results in increased facility capacity and participation opportunities;
  - Installation of new scorecards and fixed equipment to support volunteer efforts, participants' safety, participant or visitor experience.
3. **Prioritization.** Considering the limited budget, priority will be given to applications:
  - Demonstrating a commitment to programming that is diverse, inclusive, and engages under-represented groups;
  - Demonstrating a commitment to implementing all or parts of healthy choice in the facility to be eligible. A healthy choice is a framework for improving the availability and promotion of healthier foods and drinks in community settings.
  - Demonstrating implementation of Environmentally sustainable design in project planning;
  - Refurbishment of facilities or projects on SUC land that can demonstrate multi-use opportunities and ensure long-term community access.





- Demonstrating economic uplift in the form of job creation during operation or local/regional event attraction.

**4. Types of Activities that will not be funded:**

- Applications submitted after the closing date will not be considered eligible
- Facilities where little or no public access is available
- The purchase of land/building
- Requests for retrospective funding where projects have commenced construction or are completed prior to the Call for Proposal
- Equipment considered temporary or not permanent in nature or intended use;
- Request for ongoing operational cost such as but not limited to salaries; electricity, water, asset maintenance and other utilities;
- Upgrading or redeveloping kitchens or public toilet facilities, except as part of a larger project that meets the objectives of the fund;
- Routine or cyclical maintenance works;
- Projects that do not meet relevant sports standards.

**5. Evaluation Procedure.** Project proposals from prospective SUCs grantees shall follow the application process detailed below.

- a. The Commission, through the Office of the Executive Director, shall release a call for proposal.
- b. The project proposal (Annex A) from the proponent SUC shall be endorsed by the governing board of the SUC and the covering letter/letter of intent shall be signed by the President/School Head.
- c. This shall be a full-blown proposal following the guidelines of CHED and shall have, but not limited to, the following parts and supporting documents:
  - i. Statement of Purpose/Objective(s)
  - ii. Background and Justification to include Cost-Benefit Analysis
  - iii. Project Plan. Applications must demonstrate how projects will commence within six (6) months from the execution of the Memorandum of Agreement.
  - iv. Project Team composition, qualifications and terms of reference
  - v. Budget with Work and Financial Plan (WFP) and itemized Line Item Budget (LIB) to include the proponent's counterpart (if any)
  - vi. Certification signed by the President/School Head of the HEI that the project proposal is not submitted for consideration/funding in other funding agency/ies; and
  - vii. Board of Regents/Trustees approval of the project.
- d. All project proposals for grants shall be addressed to the Chairperson of the Commission and shall be referred to the Office of Executive Director. The Commission reserves the right to reject an application should insufficient information or documentation be provided.





- e. If the proponent has complied with the documentary requirements, the Technical Working Group (TWG) shall meet to evaluate the proposal based on the following criteria:

Criteria	Weight	Description
Project Need	30%	Explain the participation issue/the project is seeking to address and why the project is needed
		Detail the project scope and how it will address the participation issue/s identified
		Describe how the project is supported by planning and its strategic significance. Reference can also be made to the role the facility plays in national or local events
Project Outcomes	30%	Outline current participation levels and future confirmed activities/programs and additional benefits that will specifically result from the project
		Detail the economic activity that the project will produce during the planning, construction and operational phases
		Describe the new opportunities and initiatives that improve participation by disadvantaged communities and under-represented groups as a result of the project
		Outline the outcome expected from the project/s related to supporting volunteer efforts, participant safety, participant or visitor experience
Community and Stakeholder Engagement	15%	Detail the community consultation and stakeholder engagement that has occurred on the project. The proponent should be able to present the project proposal is in collaboration and partnership with their local government units concerned or Sangguniang Kabataan (SK) or National Youth Commission.
Project Readiness	10%	Outline the planning undertaken to demonstrate project readiness and the steps that you will take to redevelopment projects within six (6) months from the execution of the Memorandum of Agreement
Facility Design and Operation	15%	What Environmentally Sustainable Design elements will be implemented in the project
		Demonstrate how healthy choices will be implemented in the project
		Demonstrate appropriate feasibility, management planning, to support operational and financial sustainability





The TWG may invite technical evaluators/experts to make an in-depth assessment of the technical merit of the proposal. Also, if necessary, the TWG may interview the proponent or request a meeting to discuss/defend the proposal.

The members of the TWG are as follows:

Chair	Director IV, Office of the Executive Director
Members	Director IV or designated permanent representative
	Director IV or designated permanent representative, Higher Education Development Fund Staff (HEDFS)
	Tertiary School Sports Development Program (TSSDP) members, relevant stakeholders and/or sports experts from inter-agency offices such as the Philippine Sports Commission (PSC), the National Sports Association (NSA), and the Department of the Interior and Local Government (DILG) among others.

- f. Results of the assessment shall be deliberated by the TWG and come up with a consensus decision which is either to:
- i. recommend the proposal for funding, including the budget ceiling, to the Management Committee for endorsement and approval by the CEB;
  - ii. return the proposal with recommendations/revisions as to content and/or funding requirements to be considered by the proponent HEI. If minor revision is needed, the proponent shall be given time to revise the proposal and re-submit the same to the Commission for decision;
  - iii. recommend the proposal for disapproval to the Management Committee for endorsement to the CEB for deliberation and approval/disapproval; or
  - iv. make any other action that the TWG may deem necessary.
- g. If the proposal is approved by the CEB, the Memorandum of Agreement (MOA) to be signed by the President of the HEI and CHED Chairperson, shall be prepared by OED, in consultation with appropriate offices of the CHED. The MOA shall include the following:
- i. activity details and funding amounts;
  - ii. agreed milestone and payments;
  - iii. outcomes reporting and other reporting requirements;
  - iv. acknowledgment and publicity requirements;
  - v. other activity-specific requirements
  - vi. notices





- h. Once the MOA has been perfected, the grantee shall be informed to proceed or to commence the project. Grantees will need to commence the project within six (6) months from the execution of the Memorandum of Agreement.
- i. Projects must be completed within 24 months from the execution of the Memorandum of Agreement.

#### **ARTICLE IV FUNDING AND RESTRICTIONS**

- A maximum amount of Twenty Million Pesos (Php 20,000,000.00) is set for the Grant categories and shall be subject to annual review. This may be subject to possible revision by the Commission taking into consideration inflation rate and other factors through a Commission en banc Resolution.
- The grant may not be used for capital outlay but may be used for the improvement and refurbishment of existing facilities and items under the budget for Maintenance and Other Operating Expenses (MOOE). Acquisition of equipment critical to attaining the proposed project objectives may still be accepted subject to the assessment of the necessary evaluating panels.
- Only one project at a time shall be funded for each HEI campus.
- HEI grantees should have settled their unliquidated balances of other CHED-funded projects, if any, prior to the awarding of the grant.
- This grant shall be charged under HEDF and its implementation should be in accordance with the usual accounting and auditing rules and regulations.

#### **ARTICLE V OBLIGATIONS OF THE GRANTEES**

HEI Grantees shall fulfill the following obligations:

- Implement the approved project proposals and ensure the achievement of the deliverables proposed.
- Ensure that funds are spent according to the approved Work and Financial Plan and in line with Philippine government rules and regulations.
- Provide counterpart support to the grant awarded by the Commission for the continuity of the project.
- A focal person must be designated to manage the project and provide information to the Commission.





- Submit monitoring and progress reports as required. The grantee must also provide information on activity outcomes.
- Prepare and submit an accomplishment report as well as an audited financial report at the end of the grant period.
- Submit a liquidation report to the Commission.
- The grantee needs to acknowledge the CHED's support and include the requirement that all activities acknowledge CHED's support through logo presentation or any activity-related publications, media releases and promotional material and/or placing a CHED endorsed sign at the site of infrastructure activities.
- Mentor other SUCs, as specified in the approved design for cascading best practices resulting from the project under Grant.

#### **ARTICLE VI SANCTIONS**

The Commission reserves the right to take criminal, administrative, and/or civil actions, including but not limited to, the imposition of a payment obligation for all financial privileges received under the Sports and Wellness Grant and disqualification from receiving any future grants from the Commission against SUCs for the following violation:

- Refusal or failure of the SUC grantee/personnel to comply with the policies and guidelines herein stated, and with any provisions of the Memorandum of Agreement between CHED and the SUC;
- Submission of fraudulent documents of the SUC grantee/personnel;
- Failure to complete the project under the grant within the approved duration;
- Use of funds for purposes other than those indicated in the approved project proposal and Work and Financial Plan; and/or
- Other acts which are inimical to the interest of the Republic of the Philippines.

#### **ARTICLE VIII SEPARABILITY CLAUSE**

If any part of this Order is declared unconstitutional or invalid, such parts thereof not so declared remain valid and subsisting.

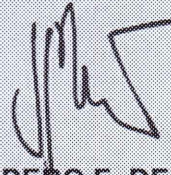




ARTICLE IX  
EFFECTIVITY

This CMO shall take effect immediately and remain in force and in effect until otherwise revoked.

Quezon City, Philippines, August 11, 2021.



J. PROSPERO E. DE VERA III, DPA  
Chairman

