

Name of Organization :
Name of Program :

Quarterly Accomplishment Report
For the ___ Quarter , 200__

Activities Conducted (Name of Training or IB Activity)	Amount Utilized		No. of Participants	Output
	ACPC Grants	Equity		

Prepared by:

Name/ Position
(sign over printed name)

Noted by:

Name/ Position
(sign over printed name)

Name of Organization :

Name of Program :

Statement of Cash Disbursement

For the ___ Release

Date _____

Balance of Previous Release	Total Amount (This Release)	Details of Disbursements This Release	Balance as of _____	Summary of Cash Advance Account
		(State Item and Amount)		Cash Advance Received during the Period: _____ Plus: Previous Balance _____ Less Disbursement: _____ Cash Advance Bal. as of this Report _____

Prepared by:

Noted by:

Name/ Position
(sign over printed name)

Name/ Position
(sign over printed name)

TERMINAL REPORT

Name of Organization:
Address of Organization:
Name of Program:

I. Executive Summary

- A. Historical Brief
- B. Activities Conducted
- C. Outputs
- D. Benefits to Clients
- E. Recommendation

II. Program Accomplishments

Enumerate the activities conducted and a detailed description of what was accomplished through the conduct of the activity. Relevant details would include the following:

- A. inclusive date/s the activity was conducted;
- B. who conducted the activity;
- C. number of participants , their name and position;
- D. results of the evaluation of the activity by the participants; and,
- E. output of the activity.

Also included in the program accomplishments would be the problems encountered.

III. Disbursement Report

Details on the disbursements on an activity basis with summary report. Please indicate the sources of funds for each item.

IV. Recommendations

Present the recommendations for future improvement of the program. Also included would be description of follow-up activities that needs to be undertaken.

V. Attachments/Supporting Papers

- A. Memorandum of Agreement
- B. Quarterly Reports
- C. Disbursement Reports
- D. Pictorial Documentation (pictures of the actual conduct of the activity)

OUTLINE OF PROJECT PROPOSAL FOR INSTITUTION BUILDING PROGRAMS

I. IDENTIFYING INFORMATION

Name of Proponent:
Address of proponent:
Contract Person/Contact number/s
Name of Program:
Amount of Funding Required:

II. RATIONALE /BACKGROUND OF THE PROGRAM

Brief Historical background of how the program came about and what is the rationale in implementing the program.

III. OBJECTIVES

- A. General Objectives
- B. Specific Objectives

IV. PROGRAM COMPONENTS

(Example Only)

A. Training Component

Narrative on what the component is all about its target clients; and what it hopes to achieve. Details should also include how the component will be implemented and the required tie-up, if necessary, with other institutions and training centers.

B. Technical Assistance Component

An example of this component would be support for the systems development program of institutions such as installation of software, etc.

V. TIMETABLE FOR IMPLEMENTATION

Period for implementation for each activity

VI. MONITORING AND REPORTING SYSTEM

Please indicate the monitoring activities to be undertaken and the monitoring reports to be submitted to ACPC. At least quarterly progress reports on program implementation should be submitted.

VII. BUDGET

Detailed budget on the cost of the program broken down into project components. Please indicate equity contribution of the proponent and the beneficiary institution. Please also indicate the funding requirements of the program on a staggered basis (it is assumed that the approved funding allocation shall not be released in a single tranche).

VIII. PROGRAM OUTPUT

Provide details on quantifiable output of the program over a specified period of time.