

Annex 3 | *Guidelines*

- *Additional Benefits and Funeral Assistance for the Manlilikha ng Bayan Awardees*
- *Grants Program for the Gawad sa Manlilikha ng Bayan Awardees*

ADDITIONAL BENEFITS AND FUNERAL ASSISTANCE FOR THE MANLIKHA NG BAYAN AWARDEES

Guidelines

1. Monthly Personal Allowance

In addition to the monthly grant of Ten Thousand Pesos (₱ 10,000.00) being received by the *Manlilikha ng Bayan* Awardee, the Awardee shall be authorized to receive a monthly personal allowance of Fourteen Thousand Pesos (₱ 14,000.00).

An Awardee who can no longer perform his/her duties and responsibilities due to illness or accident shall continue receiving his/her monthly grant of ₱ 10,000.00 and other benefits including the additional ₱ 14,000.00.

An Awardee who refuses to comply with his/her duties and responsibilities despite due notice shall have his/her monthly grant, personal allowance, and other benefits forfeited by the NCCA.

2. Medical and Hospitalization Benefits

Medical and hospitalization benefits to *Manlilikha ng Bayan* Awardees shall be authorized to the maximum cumulative amount of Seven Hundred Fifty Thousand Pesos (₱ 750,000.00) annually.

Should the Awardee seek medical attention in a provincial hospital or in Manila, the amount shall likewise cover the travel expenses, food and accommodation of the Awardee and his/her companion.

Any deficiency in General Appropriations Act funding needed to implement the above-mentioned benefit shall be charged to the NEFCA administrative Expense budget.

Payments under this policy may be made on approval of the Executive Director, acting on recommendation of the Secretariat officials concerned, which approvals shall be reported to the Commission for information.

3. Funeral Assistance

The NCCA shall appropriate funds for the holding of appropriate ceremonies to honor the passing of a *Manlilikha ng Bayan* Awardee.

The ceremony shall observe the traditional death and burial practices followed by the community of the Awardee.

Should the ceremony entail more than one day to hold, the NCCA shall only fund the highlight of the ceremony.

Additional monetary assistance may be extended by the NCCA if found appropriate.

A marker shall be installed in the burial site of the Awardee.

References:

1. Presidential Decree No. 208
2. Board Resolution No. 94-058
3. Board Resolution No. 99-168
4. Board Resolution No. 99-321
5. Board Resolution No. 99-382
6. 1999 Board Resolution
7. Republic Act No. 7355
8. Gawad sa Manlilikha ng Bayan Implementing Rules and Regulations

Grants Program for the Gawad sa Manlilikha ng Bayan Awardees

1. Background

The UNESCO defines the Living Human Treasures as “persons who possess to a very high degree the knowledge and skills required for performing or creating specific elements of the intangible cultural heritage that the State has selected as a testimony to their living cultural traditions and to the creative genius of groups, communities and individuals present in their territory.

The *Gawad sa Manlilikha ng Bayan* or the National Living Treasures Award was institutionalized through Republic Act No. 7355. Under the law, it becomes the policy of the State to continue the search for the traditional artists, adopt a program that will ensure the transfer of their skills to the youth and undertake measures to promote a genuine appreciation of and instill pride among our people in the genius of the *Manlilikha ng Bayan* and our traditional cultures.

2. Purpose

The purpose of the *Grants Program for the Gawad sa Manlilikha ng Bayan Awardees* is to consider other projects the *Manlilikha ng Bayan Awardees* (Awardee) could undertake to further preserve, document, and promote their folk art tradition, exceptional skills and know-how, with funding assistance from the National Commission for Culture and the Arts.

Since transfer of skills through apprenticeship and training is already embodied in Republic Act No. 7355 under the duties and responsibilities of awardees, corollary activities that would complement the awardees' apprenticeship/training program shall be considered.

3. Objectives

- To inspire the Awardees continue with their works, and where desirable, develop and expand the frontiers of that work;

- To preserve through documentation of the existence of the works, including work methods and tools, of the Awardees; and
- To promote the works and achievements of the Awardees through exhibitions, performances, documentaries, recordings, publications, etc.

4. How to Apply for the Grant

- Only the Gawad sa Manlilikha ng Bayan Awardees (Awardee) can apply for the grant.
- The Awardee could apply for any of the following project categories, among others:
 - Production of new works
 - Performances, demonstrations and exhibitions
 - Competitions in his/her field and allied areas
 - Related cultural propagation projects
 - Acquisition/ development of source materials
 - Acquisition of pieces of ethnic equipment and instruments
 - Marketing strategies
 - Acquisition and maintenance of display facilities
 - Promotional projects (recordings, documentaries, publications)
- The Awardee shall write a letter of request to the Chairman of the National Commission for Culture and the Arts (NCCA) containing a brief description of the project and a proposed line-item budget while a project brief or concept paper shall be submitted to the Gawad sa Manlilikha ng Bayan Committee (Committee) for review.
- Based on the project brief or concept paper, the Committee shall submit its recommendation to the NCCA Board of Commissioners through NCCA Chairman for appropriate action.
- The Secretariat shall inform the Awardee of the decision of the NCCA Board in writing.
- The grant shall be subject to availability of funds and the issuance of a Notice of Cash Allocation (NCA) from the Department of Budget and Management (DBM) and shall be covered by applicable government accounting and auditing rules.
- The Awardee may apply for two (2) short-term projects (less than 6 months) or one (1) long-term project (renewable) per year.

5. Implementation of the Grant

- Upon approval of the grant, the NCCA shall execute a Memorandum of Agreement (MOA) with the Awardee. The Awardee shall be exempt from submitting the accreditation papers usually required from proponents.

- To facilitate the required paperwork, the NCCA shall designate a Project Coordinator who shall be responsible for the following:
 - Coordination in the preparation and signing of the MOA between the Awardee and the NCCA.
 - Preparation of the final work plan and timetable.
 - Preparation of progress and/or terminal reports.
 - Preparation and submission of liquidation reports to the NCCA.
 - Submission of other documents that may be deemed necessary for the conclusion of the project.
- The NCCA shall execute a contract of agreement with the Project Coordinator who shall be paid an honorarium, to be sourced from the approved grant, in accordance with the NCCA-approved policy on honoraria. The said honorarium shall be processed and released to the Project Coordinator by the NCCA.
- Monitoring and/ or documentation of an activity shall be carried out by the NCCA. Expenses related to monitoring and/or documentation shall be sourced from the approved grant.
- On a case-to-case basis, the Committee may recommend a host institution, duly accredited and in good standing with the NCCA, to oversee the implementation of a project. In which case the NCCA shall then execute a tripartite Memorandum of Agreement with the Awardee and the host institution.

6. Obligations

- The Awardee shall implement the project in accordance with the approved work plan and timetable. Any deviations shall be subject for approval by the Committee.
- Any amount unspent or unaccounted for shall be returned to the NCCA.
- Any breach of the MOA, and any subsequent agreements, shall be subject to applicable laws and regulations.

7. Exemption

- The NCCA shall be the sole owner of instruments or tools (i.e. weaving loom) acquired through the grant. The NCC shall issue a Memorandum Receipt to the Awardee upon turn over of the instruments or tools (with accession number).
- The NCCA shall keep an inventory of all instruments and tools purchased.
- The instruments or tools shall be subjected to periodic inspection by the NCCA.
- In the event of the Awardee's demise, the NCCA, through the *Gawad sa Manlilikha ng Bayan* Committee, shall designate to take care of the instruments or tools and shall design a program for its continuous use.