



QC GREEN AWARDS 2024

**DRMM INNOVATION PROJECT GUIDELINES**

**Schools**

**Selection Criteria**

Promotion of DRRM and Resilience-Building	35 pts
Promotion of People’s Participation and Empowerment	25 pts
Innovation	25 pts
Replicability and Sustainability	15 pts
<b>TOTAL</b>	<b>100 pts</b>

**General Guidelines**

This guideline outlines the contents for the DRRM Innovation Project entry of the applicant. The project shall contribute to 50% of the total score of the company. The cash grant awarded upon winning the QC Green Awards shall be utilized by the awardee to fund their proposed project.

Please be advised that your proposal may be in English or Filipino.

**Contents of the DRRM Innovation Project**

**PAGE 1: General Information on the Program**

Please provide the following information:

1. Title of the Program (for long titles, kindly provide an alternative, shorter title)
2. Name of the School/Institution Implementing the Program
3. Profile and Number of the Beneficiaries of the Program (e.g. 50 children, 100 elderly)
4. Date (Day, Month, and Year) of the Start of Program
5. Breakdown of the projected costs

Source of Fund	Costs	Months / Year 1	Months / Year 2	Months / Year 3
(add more rows as necessary)				
Total Program Budget				



## **PAGE 2: Program/Activity Brief (100 to 250 words)**

Please provide a **flowing narrative** that would briefly illustrate your program. Include in your discussion the:

- (1) beneficiaries' needs/problems that the program addressed
- (2) the objectives of the program and
- (3) the corresponding strategies to meet such objectives

## **PAGE 3: Promotion of People's Participation and Empowerment (Not more than 300 words)**

### *a. Presence of participatory process or mechanism in the project*

Please highlight your activity/program's participatory processes or mechanisms that engage the different stakeholders to be involved in the project. Highlight internal and external stakeholders, including the vulnerable sector in the program's planning, implementation, and monitoring / evaluation. Indicate how the project can also promote volunteerism.

Also provide proof of inclusion of the proposed program in the agenda during the any of the Organization's Assembly/Meeting. This shows that the proposed program was discussed and approved by the majority of the Organization.

### *b. Stakeholder contribution to the program*

Discuss also the community's contributions (i.e. time, funds, labor, land, etc.) that developed their sense of ownership of the program/activity, if applicable. State how stakeholders' contribution are valued and used in the project.

## **PAGE 4: Promotion of DRRM and Resilience-Building (Not more than 300 words)**

### *a. Resilience Building*

Discuss how the project outcome clearly contributes to (1) Building disaster resilience and preparedness in the community, (2) Prevention of disaster risk, management of hazards, and (3) reduction of exposure to hazards.

Does your project take into consideration the hazards faced by the community? Indicate how understanding the natural or human-induced hazard present the community is incorporated in the project activities and outcome.

### *b. Inclusiveness*



Highlight how the vulnerable sector (i.e. elderly, children, poor, PWD, etc) is considered in the program design. Cite data (if available) and project activities that include or take into consideration the impacts to the vulnerable sector of the population.

*c. Alignment with the National and Local Disaster Plans*

DRRM programs are enumerated in the National Disaster Risk Reduction and Management Council Joint Memorandum Circular No. 2013-1, dated 25 March 2013 (See Library). Discuss how your program fits any of the projects cited in the issuance, or whether they are aligned with the goals of the National, Local, and barangay DRRM Plans. Does your program also incorporate activities that make an effort to align with local authorities' current programs and activities?

*d. Presence of monitoring and evaluation mechanisms*

Cite how the project is going to be monitored and evaluated during and after implementation. There must be clear key performance indicators that can be measured against a timeline, and the project has key outputs that are specific.

**PAGE 5: Innovation (Not more than 300 words)**

*a. Novelty*

Please discuss the innovation being introduced by the program/activity. Innovation is typically understood as the successful introduction of something *new* and *useful*, for example introducing new methods, techniques, or practices or new or improved products and services. Innovation may also mean that it challenges existing assumptions, practices, or paradigms.

Highlight the originality and uniqueness of the project idea or concept. Can it be easily differentiated from similar or competing projects?

Discuss also how this innovation can lead to generating new knowledge, product or services. Discuss how the project is also responsive to changing project requirements or circumstances

The innovation may also be an improvement of something already existing. The innovation may be in the program/activity itself, or in the processes used in implementing the program/activity. If a similar concept has already been introduced or is used elsewhere, kindly explain the value added by the program/activity for it to be deemed innovative.

*a. Impact*



In the organizational context, innovation may be linked to performance and growth through improvements in efficiency, productivity, quality, service delivery, etc. For innovation to occur, something more than the generation of a creative idea or insight is required; explain how the project enables an insight that must be put into action to make a genuine difference, resulting for example in new or improved processes within the organization, or changes in the services provided.

**PAGE 6: Replicability and Sustainability (Not more than 300 words)**

*a. Replicability and Scalability*

Cite how the project may be implemented by any authority of the organization, as long as there is explicit approval of the consensus, independent of any personality or political authority.

This may include a clear reiteration of goals and objectives, with detailed plan and methodology for implementation. What enables this project to be repeatable and can reproduce results in different settings or conditions? Despite the changing needs and demands of beneficiaries, describe how it can handle increasing scope, complexity and workload, should it be required to be implemented in a larger jurisdiction.

You may also cite how there is an availability of project resources and infrastructure, including tools and data.

*b. Sustainability*

Please describe the initiatives towards the institutionalization of the program/activity (e.g. development and implementation of a program strategic plan, passage of ordinances, etc.) to ensure its sustainability even beyond the present administration and/or discontinuation of external assistance.

**PAGE 7: Please certify the accuracy of the information you've provided by copying the following statement:**

*"We certify that to the best of our knowledge, all of the information contained in entry and annexes are true and accurate."*

Below the statement, **the elected Chairperson / President of the Organization/Company should sign.**



**Note**

For further details and queries do not hesitate to contact us, please feel free to contact Mr. Donnie Ray Marquez of the Quezon City Disaster Risk Reduction and Management Office at CP no. **09270874313** or Telephone No. **(02) 8-710-1469** or e-mail us at [rp.qcdrmo@quezoncity.gov.ph](mailto:rp.qcdrmo@quezoncity.gov.ph).