

Appendix A

APEC Concept Note

Please submit through APEC Secretariat Program Director. Concept Notes of more than 3 pages (including title page) or incomplete submissions will not be considered.

Project Title:	
Fund Source (Select one):	
<input type="checkbox"/> General Project Account (GPA)	
<input type="checkbox"/> Trade and Investment Liberalization and Facilitation Special Account (TILF)	
<input type="checkbox"/> APEC Support Fund (ASF) – General Fund	
<input type="checkbox"/> APEC Support Fund (ASF) – Sub-Fund. <u>Please nominate the sub-fund here:</u>	
APEC forum:	
Proposing APEC economy:	
Co-sponsoring economies:	
Expected start date:	
Expected completion date:	
Project summary:	
<p>Describe the project in under <u>150 words</u>. Your summary should include the project topic, planned activities, timing and location:</p> <p><i>(Summary <u>must be</u> no longer than the box provided. Cover sheet must fit on one page)</i></p>	
Total cost of proposal: (APEC funding + self-funding): USD	Total amount being sought from APEC (USD): <i>By category:</i> Travel: Labor costs: Hosting: Publication & distribution: Other: (See Guidebook on APEC Projects, Ch. 9 to ensure all proposed costs are allowable.)

Project Overseer Information and Declaration:

Name:
Title:
Organization:
Postal address:
Tel:

E-mail:

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the **Guidebook on APEC Projects** and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document.

Name of Project Overseer / Date

Project Synopsis

1. **Relevance – Benefits to region:** What problem does the project seek to address? Does it have sustained benefits for more than one economy?

Relevance – Eligibility: How does the project fit the eligibility criteria and funding priorities for the nominated fund or sub-fund? (see <http://www.apec.org/Projects/Funding-Sources.aspx> for eligibility criteria)

Relevance – Capacity Building: How will the project build the capacity of APEC member economies? For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook.)

2. **Objectives:** Describe the 2-3 key objectives of the project. (e.g. ensure workshop participants will be able to...; to create a framework...; to develop recommendations...; to build support...; to revise strategies...; to create an action plan;...to increase knowledge in; to build capacity in... etc.)
3. **Alignment – APEC:** Describe specific APEC priorities, goals, strategies and/ or statements that the project supports, and explain how the project will contribute to their achievement.

Alignment – Forum: How does the project align with your forum's work plan/ strategic plan?

4. **Methodology:** How do you plan to implement the project? Briefly address the following:
 - **Work plan:** Project timelines, dates of key activities and deliverable outputs.
 - **Beneficiaries:** Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/ analysts, gender) and how they will be engaged.
 - **Evaluation:** Indicators developed to measure progress, project outcomes and impacts/ successes. Where possible provide indicators which could assess impacts on women.
 - **Linkages:** Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?