

APEC Concept Note

Please submit to APEC Secretariat Program Director. Concept Notes exceeding **3 pages** (including title page) and incomplete submissions will not be considered. Responses must be no less than 10pt font.

Project Title:			
Fund Source (Select <u>one</u> only): <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>You must nominate the sub-fund here:</u>			
APEC forum:			
Proposing APEC economy:			
Co-sponsoring economies:			
Expected Start Date:			
Project Completion Date: <small>See Chapter 7 Guidebook on APEC Projects</small>			
Project summary: <i>In 150 words -</i> <ul style="list-style-type: none"> • What is the issue that you will address or examine in your project? • Outline the key things your project will do, in terms of what, where, when and with whom. <i>(Summary must be no longer than the box provided. Cover sheet must fit on one page)</i>			
Total cost of proposal: (APEC funding + self-funding): USD		Total amount being sought from APEC (USD): By category: Travel: Labor costs: Hosting: Publication & distribution: Other: <i>(See Guidebook on APEC Projects, Ch. 9 to ensure all proposed costs are allowable.)</i>	

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 (the Guidebook)** 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 and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated fund or sub-fund? Refer to the APEC website.

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.)

Objective: State the overall objective of the project in 100 words or less. The objective is the overarching goal of your project, for example, “Our objective is to build the capacity of project participants through workshop and research to better support the X Roadmap, and produce recommendations as a basis for further collaboration to address the APEC-wide issue of...” In the Project Proposal, you will be required to identify a set of measurable project-level **outcomes**, which if collectively achieved, define whether the project has met the objective stated here. You can identify more than one objective, but avoid confusing the *objective* or goal of the project with the project’s *outcomes*.

2. **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?

3. **Methodology:** How do you plan to implement the project? Briefly address the following:

- **Work plan:** In a simple table, outline the project from start to end. Show key project outputs and activities and associated dates or timelines.
- **Beneficiaries:** Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/ analysts, gender) and how they will be engaged.
- **Evaluation:** Outline the indicators which will be used to measure progress towards the project outcomes. 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?