## Applying for APEC Funds – A Summary

Projects help translate APEC Ministers’ and Economic Leaders’ policy directions into actions and create tangible benefits for people living in the Asia-Pacific region. This summary sheet provides an overview of the process.

**Who can apply for APEC funds?**

* A project originates from an economy (or economies) and is considered and delivered through an APEC forum. The proposing economy will lead the design and delivery of the project through a Project Overseer (PO) who coordinates the project during the approval and implementation phases.

**When are project approval sessions?**

* APEC has two submission deadlines per year. Check the APEC website or with your Program Director for current project approval session dates.

**What types of projects does APEC fund?**

* APEC projects involve seminars, workshops, meetings, research projects and/or publications.
* Projects must be aligned with the strategic directions of the proposing forum and with broader APEC policy agendas.

**What is the standard duration of an APEC project?**

* A standard APEC projects must be completed within two financial years.
* APEC has launched a Multi-Year Projects limited pilot program, for projects three to five years in duration. See Guidebook Chapter 8 for further details.

**What are the sources of funding for APEC projects?**

* General Project Account (GPA): for any general projects,
* Trade and Investment Liberalization and Facilitation Account (TILF): only for projects which support trade and investment liberalization and facilitation as articulated by Leaders’ or Ministers’ directives and the Osaka Action Agenda
* APEC Support Fund (ASF): only for projects which support the capacity building need for APEC developing economies.

**How are projects approved for funding?**

* Below is a brief outline of the project process. See the Guidebook on APEC Projects for more details.

#### PO discusses their project idea with their APEC forum and relevant Program Director.

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#### PO develops a three-page Concept Note describing the project’s relevance and plan, and nominates the APEC project funding account that best fits the concept.

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At least two other economies agree to serve as co-sponsors. The proposing

Forum endorses the Concept Note. Other fora may also endorse the Concept Note if required by funding source eligibility.

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The Concept Note is formally submitted to the Secretariat by one of two annual deadlines. The Concept Note is sent to one of the Responsible APEC Fora for eligibility assessment and scoring.

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The highest scoring Concept Notes that can be funded within the available fund balance are approved in-principle by BMC.

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If selected, the PO expands the Concept Note into a draft Project Proposal and works with Secretariat until the draft meets the 5 quality assessment areas.

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Project Proposals are then recommended to BMC (or SOM if large) for approval.