**Appendix A**

## 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 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 Chapter 4 for more detail.

#### PO discusses their idea with their APEC fora and relevant Program Director

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#### PO submits a three-page Concept Note describing the project’s relevance and plan

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At least two other economies agree to serve as co-sponsors and

forum endorses and prioritizes Concept Note/s

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Committees/SFOM use the APEC Funding Criteria to rank and prioritize Concept Notes overall

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Concept notes are approved for funding starting with highest priority/category,

until available funds are depleted

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PO expands Concept Note into full proposal and works with Secretariat until satisfactory

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Proposals recommended to BMC or SOM for approval