## APPENDIX B

## 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):*  General Project Account (formerly Operational Account)  TILF Special Account  APEC Support Fund  **For ASF:** As per Guidebook Ch. 3, list **ASF Sub-fund** if appropriate for this project: | | |
| **APEC forum:** | |  |
| **Proposing APEC economy:** | |  |
| **Co-sponsoring APEC economies:** | |  |
| **Expected start date:** | |  |
| **Expected completion date:** | |  |
| Project summary:    Describe the project  in under 150 words.  Your summary should include the project topic, planned activities,  timing and location:  *(Summary must be no longer than the box provided. Cover sheet must fit on one page)* | |  |
| **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:*  *(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? What is the relevance of the project? Does it have sustained benefits to more than one economy?

Relevance – Rank: Which Rank in the annual *APEC Funding Criteria* does this project fall under? Briefly explain why. Is it also linked to other Ranks? If so, briefly explain which/how.

1. 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.)

1. Alignment – APEC: Describe specific APEC priorities, goals, strategies, workplans and statements that the project supports, and explain how the project will contribute to their achievement.

Alignment – Forum: Briefly explain how the project is aligned with your forum’s workplan / strategic plan.

1. **Methodology: How do you plan to implement the project? In this section, briefly address the following:**

* ***Workplan:* Project timelines, dates of key activities and deliverable outputs.**
* ***Beneficiaries:* The proposed selection criteria for participants, beneficiary profiles (e.g. workshop participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged.**
* ***Evaluation:* Potential 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?**