# Appendix B

## APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.

Proposals must be no longer than 12 pages, including budget and title page.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title and number:** |  | | |
| **Source of funds** *(Select one):* | General Project Account  TILF Special Account  APEC Support Fund | | |
| **APEC forum:** |  | | |
| **Proposing APEC economy:** |  | | |
| **Co-sponsoring economies:** |  | | |
| **Expected start date:** |  | | |
| **Expected completion date:** |  | | |
| Project summary:    Describe the project  in under 150 words.  Your summary should include the project topic, goals, planned activities,  timing and location:  *(Summary must be no longer than the box provided. Cover sheet must fit on one page)* |  | | |
| **Summary of Proposed Budget (USD) :** | **APEC funding** | **Self-funding** | **Total** |
|  |  |  |

***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 Details**

***Please answer each question succinctly. Suggested section lengths are provided as a guide.***

Proposals must be no longer than 12 pages, including budget and title page.

SECTION A: Relevance to APEC

*[Answers to questions 1–3 may be taken or adapted from the Concept Note]*

1. **Relevance: What problem or opportunity will the project address and why is it important? How will the project benefit APEC members and the region? Which Rank on this year’s *APEC Funding Criteria* does this project fall under? Briefly explain why. Is it also linked to other Ranks? If so, which topics and how?** *[½ page]*

1. **Objectives: Describe the 2-3 key objectives of the project. (e.g. to 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; …improve capacity in; etc.)** *[¼ page]*

1. Alignment: Describe specific APEC priorities, goals, strategies, workplans and statements that the project supports, and explain how the project will help achieve them. Explain how it is aligned with your forum’s workplan / strategic plan. *[less than ½ page]*

1. For TILF Special Account applications: Briefly describe how the project will contribute to APEC trade and investment liberalization and facilitation with reference to specific parts of the Osaka Action Agenda (Part 1, Section C and, where appropriate, Part 2).

For APEC Support Fund applications: Briefly describe how the project will support the capacity building needs of APEC *developing economies*, and how they will be engaged. *[¼ page]*

SECTION B: Project Impact

1. **Outputs: Describe products or services that the project will create. This may include workshop, reports, tools, research papers, recommendations, best practices, action plans etc.** *[½ to ¾ page]*

1. **Outcomes: Describe the specific changes the outputs are expected to achieve in the medium-term. What changes in policy, processes or behaviour will the project lead to?** *[½ to ¾ page]*

1. **Beneficiaries: Who are the direct project participants and users of the outputs? Describe their qualifications, level of expertise, roles/level of responsibility, gender, economies represented, government departments, APEC fora involvement etc.. Explain how they will use and benefit from the outputs. Who else will benefit from the project and how?** *[½ to ¾ page]*

1. **Dissemination: Describe plans to disseminate results and/or outputs of the project, including:**

* **The number, form and content of any publications. (Note: APEC will not fund publications that are only presentation slides, or website maintenance. Electronic publication encouraged.)**
* **The target audience.**
* **Any intention to sell outputs arising from this project.** *[less than ½ page]*

1. **Gender: What steps will the project take to ensure the participation and engagement of both men and women in project activities? How do project objectives benefit women?** *[less than ½ page]*

SECTION C: Project Effectiveness

1. Work plan: Provide a timeline of actions you will take to reach your objectives. For each, include:

* How it will be implemented; how member economies, beneficiaries & others will be involved
* Related outputs for that particular step (e.g. contract, agenda, participant list, workshop, report) *[1-2 pages. Answers may be taken or adapted from the Concept Note]*

1. **Risks: What risks could impact project implementation and how will they be managed?**

*[⅛ to 1 page, depending on project nature/complexity]*

1. Monitoring and Evaluation: How will you know whether the project achieved its objectives?

* What information will be collected to assess progress and impact (e.g. stakeholder feedback, website hits, participant stats)? How will gender impacts be measured?
* How will you collect it (e.g. surveys, meetings, interviews, peer review, records review)?
* What indicators will you use and/or measure to know if the project is on track (monitoring) and successful in meeting its objectives (evaluation)? *[½ page]*

1. Linkages: Describe the involvement of other APEC fora, and other relevant organizations. Include:

* *Engagement:* How are you engaging other relevant groups within and outside APEC?
* *Previous work:* How does this project build on, and avoid duplication of, previous or ongoing APEC initiatives, or those of other organizations working in this area?
* *APEC’s comparative advantage:* Why is APEC the best sources of funds for this project?

*[¼ to 1 page. Answers may be taken or adapted from the Concept Note]*

SECTION D: Project Sustainability

1. **Sustainability: Describe how the project will continue to have impact after the APEC funding is finished.**

* How will beneficiaries be supported to carry forward the results and lessons from the project?
* After project completion, what are the possible next steps to build on its outputs and outcomes? How will you try to ensure these future actions will take place? How will next steps be tracked?
* How will progress on the outcomes and impacts (Question 6) be measured? *[less than 1 page]*

1. **Project Overseers: Who will manage the project? This includes managing of contractors and specialists. Please include brief details of the PO and any other main point(s) of contact responsible for this project.** *[less than ½ page]*

SECTION E: Project Efficiency

1. **Budget: Complete the budget and budget notes for the project in the template below. The budget should include calculation assumptions (e.g., unit costs) and self-funding contributions. Please consult the *Guidebook on APEC Projects* for eligible expenses.**

APEC Project Itemized Budget

**Please consult the eligible expenses in the *Guidebook on APEC Projects***

| ***All Figures in USD*** | **# of Units** | **Unit Rate** | **APEC Funding** | **Self-Funding** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Direct Labour** | | | | | |
| Speaker’s honorarium (*government officials ineligible)* | (# of speakers) |  |  |  |  |
| Translator’s fees  (strong justification is required for approval indicating that the translations are of benefit to more than one economy – please provide details/scope of work in Budget Note 1 – Direct Labour) | (# of pages) |  |  |  |  |
| Short-term clerical fees  (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour) | (# of hours) |  |  |  |  |
| Contractor fees  (contractors Secretary’s fees to be included in cost and packaged together) | (# of hours) |  |  |  |  |
| **Travel (Speaker, Experts, Researchers)** | | | | | |
| Per diem (incl. accommodation and “75% additional payment”) | (# of persons and days) |  |  |  | (location of event) |
| Airfare | (# of persons and trips) |  |  |  |  |
| **Travel for Participants (from travel-eligible economies only. Active participants only)** | | | | | |
| Per diem (incl. accommodations and “75% additional payment”) | (# of persons and days) |  |  |  | (location of event) |
| Airfare (*restricted* *economy class)* | (# of persons and trips) |  |  |  |  |
| **Other items** | | | | | |
| Publication/distribution of report | (# of copies) |  |  |  |  |
| Specialized equipment or materials (*please describe*) | (type, #, and # of days) |  |  |  |  |
| Photocopying | (# of copies) |  |  |  |  |
| Communications(telephone, fax, mail, courier) |  |  |  |  |  |
| *Hosting (*provide breakdown, e.g., room rental, stationery) | (units as appropriate) |  |  |  |  |
| **Total:** | |  |  |  |  |

**Budget Note 1: Direct Labour: Provide information for APEC-funded positions including general duties, total hours and who will be contracted, if known. (It is not acceptable to contract staff from your own organization or government employees.)**

**Budget Note 2: Waivers: Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the notes column of the budget table, or below if the waiver requires a detailed explanation.**