# Appendix C

## APEC Self-Funded Project Proposal Coversheet

Submit through APEC Secretariat Program Director. ***Ensure that the proposal is no longer than 2 pages.***

|  |  |
| --- | --- |
| **Project Title:** |        |
| **Project Number** **(Assigned by Secretariat):** |       |
| **Committee /** **WG / Sub-fora / Task-force:** |       |
| **Proposing APEC economy:** |       |
| **Co-sponsoring economies (if any):** |       |
| **Date approved by fora:**  |       |
| **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. You must provide more details information by answering the questions on the next page). *(Summary must be no longer than the box provided. Cover sheet must fit on one page)*  |        |
| **Total cost of project (USD):** |        |

***Project Overseer Information and Declaration:***

***Name:***

***Title:***

***Organization:***

***Postal address:***

***Tel:***        ***E-mail:***

As Project Overseer and on behalf of the proposing APEC economy, I will ensure that all Project outputs (Project reports, proceedings, slides, presentations, CDs, etc.), will comply with the APEC Publications, APEC Logo and Copyrights Guidelines before being published. I will also ensure that the project will comply with the Guidelines on Managing Cooperation with Non-Members (the guidelines are at: <http://www.apec.org/About-Us/About-APEC/Policies-and-Procedures.aspx>). I am aware that I am solely responsible for project fund management in relation to fully self-funded projects.

*Name of Project Overseer*

*Name of Fora Chair/Lead Shepherd*

**Date:**

**Self-Funded 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 – Capacity Building: How will the project build the capacity of APEC members (refer to capacity building goals, objectives and principles at Appendix K of the Guidebook).**

* + 1. Objectives: State the key objectives of the project.

* + 1. 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?

* + 1. Methodology: How do you plan to implement the project? Briefly address the following:
* ***Work plan:* Project timelines, dates of key activities and deliverable outputs.**

* ***Beneficiaries:* Selection criteria for participants, beneficiary profiles (e.g. participants, end users, policy makers, researchers/ analysts, gender) and how they will be engaged.**

* ***Evaluation:* 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?**