

Applying for funds

All projects must be planned and implemented in accordance with the Guidebook on APEC Projects. Project Proponents are strongly encouraged to read the full guidebook before undertaking a project. Individuals affiliated with any APEC fora (committees, working groups, task-forces etc.) are eligible to apply for APEC funding, provided their concept note and proposal are endorsed by the fora.

Project Approval Timelines for 2014:

Session / Submission Type	Standard Projects	
	Submission Deadline	Notification Date
<u>Session 1, 2014</u> Concept Notes Full Proposals	28 February	28 April
	12 May	30 May
	16 May	6 June
	26 May	17 June
<u>Session 2, 2014</u> Concept Notes Full Proposals	21 July	17 September
	8 October	31 October
	29 October	25 November
	10 November	12 December

Please note:

1. All deadlines above expire at midnight, Singapore time.
2. All required documents, fora prioritization results (when needed) and/or endorsements must be received and in full compliance by relevant deadlines.
After Concept Note submission deadlines, the Project Overseer has approximately

two weeks to ensure the project is endorsed, prioritised and compliant. Contact your Program Director for further details.

3. All dates and details are subject to change.

4. The Multi-Year Project Pilot Phase ended after Session 1, 2013 and will be reviewed.

Concept notes development

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. The driver of the project – the Project Overseer (PO) – needs to submit a three-page concept note describing the project's objectives, relevance, methodology and its alignment with APEC's goals. POs must also identify the funding source to which they are applying – Operational Account, TILF Special Account, or APEC Support Fund. At least two additional economies must co-sponsor the project (the requirement may be higher, such as in the case of the Human Resources Development Working Group). Concept notes then need endorsement by the fora. If there are multiple submissions within a forum, forum members prioritise the concept notes against each other. This serves as a non-binding recommendation to Committees, reflecting the forum members' priorities.

Concept notes prioritization

All concept notes then move to their originating forum (SCE, CTI, EC or SFOM) where they are prioritised against each other and assigned a ranking category describing the project's relevance, based on the Funding Criteria for all APEC-Funded Projects in 2014. If there are not enough funds to cover all concept notes in a particular fund, Principal Decision Makers (individuals nominated by each APEC economy) create a final priority list of all projects to determine the order in which projects qualify for funding. APEC's Budget and Management Committee then approves the final list of projects that will move forward, based on prioritization lists and funds available. To understand the process in detail, consult Chapter 4 of the Guidebook on APEC Projects (8th Edition).

Proposal development

Once concept notes are approved and POs are notified, they work on adding details to the project and developing a full project proposal. The proposal is circulated to its forum for endorsement and at least two members from other economies complete a Quality Assessment Framework (.doc). The PP submits the proposal and QAF to the APEC

Secretariat. APEC's Project Management Unit then assesses all project proposals according to the Quality Criteria for Assessing APEC Project (.doc). The Secretariat provides advice and assistance, as needed, until the proposal meets satisfactory quality on all criteria: relevance, impact, effectiveness, sustainability and efficiency.

Final approval

Once proposals have reached satisfactory quality, the Secretariat recommends them for approval and sends all key documents and information to BMC, who accepts or rejects the Secretariat's recommendations. If the proposal is approved, the project moves to the implementation stage.

For further information on specific projects and the process for applying for APEC funds, please review the Guidebook on APEC Projects or contact the relevant APEC Secretariat Program Directors.

For more information, contact: npm@apec.org