**APEC Concept Note Development Materials**

APEC capacity building 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 document provides an overview of the APEC Concept Note. Please consult the [Guidebook on APEC Projects](http://www.apec.org/Projects/Forms-and-Resources.aspx) for detailed information.

The [Concept Note](https://www.apec.org/docs/default-source/resources/2024/concept-note-template-v3-2024-15oct24.docx?sfvrsn=ecf0fba5_1) is the application form for APEC project funding. Always ensure you are using the correct version of the Concept Note. It is usually edited and re-published with any changes in October each year. You will find the current version in the PO Toolkit: <https://www.apec.org/Projects/Forms-and-Resources>

**Who can apply for APEC funds?**

* APEC economy representatives develop Concept Notes to apply for funding through the relevant APEC forum. Concept Notes must first be endorsed by the proposing forum, before they are scored by APEC member economies. The top scored Concept Notes are ranked and allocated funding according to availability of funds in the relevant APEC project funding source (see below).
* The proposing economy will lead the design and delivery of the project through the Project Overseer (PO), who coordinates the project during approval and implementation phases.
* POs are usually government officials, but they can also be from non-government organisations, such as the private sector or academia, so long as this is supported and sponsored by the proposing economy.
* Unsuccessful Concept Notes may be re-submitted in subsequent Project Sessions.

**When are the APEC Project Sessions?**

* APEC has two project submission deadlines (Project Sessions) per year, by which a 5-page Concept Note must be submitted. Check the APEC website or your Program Director for [current approval session dates](http://www.apec.org/Projects/Applying-for-Funds.aspx).

**How long does the project application take and when can the project activities start?**

* The APEC project application process normally takes **between 6 and 8 months**, starting with the submission of the Concept Note, a scoring process and Quality Assessment of the Project Proposal (1-3 months). Only when the Proposal receives a **Satisfactory** rating, the project work can start.
* Project Overseers are strongly advised to schedule their project activities based on the approximate applicable duration below. If you apply during Project Session 1, your approximate project expected start date may be November to December of the year. For those applying during Project Session 2, your approximate project expected start date may be February to March of the following year.

For example:

Apply in Project Session **1**, 2025, project work may normally start in **November** 2025.

Apply in Project Session **2**, 2025, project work may normally start in **February** 2026.

**What types of projects does APEC fund?**

* All projects must be focused on building capacity in APEC economies.
* Most projects involve seminars, workshops, capacity-building, research and/or publications.
* Projects must address priorities identified by the proposing forum and broader APEC agenda.
* APEC projects should not involve individuals below the age of 18, in any capacity.
* APEC cannot fund projects that present significant potential reputational or liability risks to APEC, including conducting surgical procedures or undertaking testing on human or animal subjects, and where these testings, advertently or inadvertently, may cause or pose bodily injuries to humans.

**What are the sources of funding for APEC projects?**

* All funds are sourced from members’ contributions. POs select GPA, ASF or TILF when applying:
	+ General Project Account (**GPA)**: for any general projects.
	+ **Trade and Investment Liberalisation and Facilitation Account (TILF): only for projects that support the Osaka Action Agenda’s trade liberalization and facilitation aims.**
	+ **APEC Support Fund (ASF): for projects that support capacity building for developing economies ASF includes a General Fund and several sub-funds, which are detailed under** [APEC funding sources](http://www.apec.org/Projects/Funding-Sources.aspx)**.**
* You must nominate the specific APEC project funding source in your Concept Note. Please do not simply indicate “ASF” without specifying either ASF General, or a specific ASF sub-fund.

**The Question by Question Tips on the following page is a complementary resource to the Guidebook on APEC Projects. All projects must be developed in accordance with the most recent guidelines given in the** [**Guidebook on APEC Projects**](http://www.apec.org/Projects/Forms-and-Resources.aspx).

**APEC Concept Note – Question by Question Tips**

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| **Concept Note**PO: Please draft the CN by filling in the fields below. Concept Notes **shall not exceed 5 pages** (excluding the Annex) and incomplete submissions will not be considered. Hover over the � symbol for instructions. |
|  **Project Overview** |
| **Project Session** | Please select. | **Project Year** | Please enter. |
| **Project Title �**  | *Should clearly indicate the project topic. Keep the Project Title as short and descriptive as possible* |
| **Fund Source �**  | Please select.  | **ASF Sub-Fund �** | Please select. |
| *You must nominate a funding source, including ASF sub-fund where appropriate. Please note that if the Concept Note is assessed as ineligible for the nominated funding source, it will not proceed any further in the Project Session, so ensure that you understand the eligibility criteria* |
| **APEC Forum �**  | Please select. | **Co-Proposing Forum � (only if applicable)** |  Select if applicable. |
| **Proposing APEC Economy** | Please select. | **Co-Proposing Economy � (only if applicable)** | Select if applicable. |
| **Co-Sponsoring APEC Economies �**  |  Please list all co-sponsoring APEC economies **according to APEC nomenclature** and sequencing.*The minimum number of co-sponsors must be confirmed before the Internal Submission Deadline. APEC projects require a minimum of two co-sponsors, but specific fora and funds may require more, please check with your Program Director* |
| **Expected Start Date �** | Select date. | **Project Completion Date �** | Please select. |
| **Project Topic 1 (select up to 3) �**  | Please select.  |
| **Project Topic 2****(Optional)** | Please select. |
| **Project Topic 3****(Optional)** | Please select. |
| **Project Summary �** **(Capped at 150 words)** | Please provide a brief summary of your project.*Give the reader an executive summary of your project. Start by describing the issue, challenge or opportunity your project addresses. Then walk the reader through your project by stating the things your project intends to do and achieve; outline where and when you will conduct your activities; and describe who will be involved in your project, including any non-APEC parties.**Write this section as if you are explaining the project to someone who does not have a background in this field/APEC. The Summary should "paint a picture" of your project in the mind of the reader. It should establish the context so that the rest of the proposal makes sense.* |
| **List All Project Outputs �**  | 1. Output 1
2. Output 2
3. Output 3
 |
|  **Budget � (after filling in each row in grey, press Tab to go to the next field)** |
| **a. Labor Costs (USD)** | $0 | *Make sure you research your costs! If your budget is inaccurate, you will not be able to ask for extra funds at the Project Proposal stage.**TILF project? Check the self-funding requirements.* |
| **b. Travel (USD)** | $0 |  |  |  |  |
| **c. Hosting (USD)** | $0 |  |  |  |  |
| **d. Publications & Distribution (USD)** | $0 |  |  |  |  |
| **e. Other (USD)** | $0 | \*PDs: to refresh | Totals, right-click  |  ‘$0’ and select ’Update Field’ |  |
| **Total Amount Being Sought from APEC (a+b+c+d+e)(USD) �**  | **$ 0** | **Self-Funding Amount (USD)** | **$0**  | **Total Project Value (USD)** | **$ 0** |
| **Main Project Overseer Information** |
| **Name** | Enter PO Name. | **Job Title** | Enter PO Title. |
| **Organization** | Enter PO Organization. | **Contact No.** *(Economy Code/Area Code + Telephone No.)* | Enter PO Contact Number. |
| **E-mail** | Enter PO E-mail. |
| **Alternate Project Overseer Information (if any)** |
| **Name** | **Job Title** | **Organization** | **Contact No.** | **E-mail** |
| Enter here. | Enter here. | Enter here. | Enter here. | Enter here. |
| **Project Synopsis** |
| **Project Objective �** **(Capped at 100 words)** | Please briefly describe what your project aims to achieve.*The Objective of your project is the overarching goal, purpose, or intention of your project – what does your project seek to achieve, and what will be the key or longer term impact or effect of the project, once achieved? Be clear and concise. You may have multiple Objectives, but don’t be overly ambitious* |
| **1. Relevance** |
| **1a. Issues �**  | Enter here.*This section should convince the reviewer that your project is vital to the interests of APEC. In your description of the problem or opportunity that needs to be addressed, you may include:** *How the problem/opportunity affects APEC economies and/or certain sectors*
* *An overview of how your project will improve conditions for these economies/sectors*
* *Current status of work on the issue in APEC or in the broader international community*
 |
| **1b. Alignment to APEC �**  | Enter here.*How does the project and its objectives align with APEC’s current priorities and goals?** *Mention specific APEC priority goals, leaders’ statements, ministerial statements, strategies, etc.*
* *Cite any connection with previous or planned activities, in any workplan approved by Leaders, Ministers, and Committees*
 |
| **1c. Alignment to Forum �**  | Enter here.*Describe how your project aligns with Committee/fora’s workplan, including how and why this is a priority, and how your project is the obvious next step* |
| **2. Eligibility and Fund Priorities �**  |
| Enter here.*Describe how your Concept Note meets the eligibility criteria of your nominated funding source; also describe how well the Concept Note meets the specific priorities of the nominated funding source (this is an important area of scoring).* |
| **3. Capacity Building �**  |
| \*All ASF projects must address capacity building and benefit at least one developing APEC economy. Ensure that these economies are identified.Enter here.*Capacity building is central to APEC Projects. When completed, your project should have improved the operating environment for APEC economies to deliver against APEC’s agreed priorities and goals. Your project will do this by delivering activities that aim to increase the capacity of participants, and their respective institutions, to better engage and collaborate on a policy issue or challenge. Further information on capacity building in APEC can be found in the Guidebook. Note that all ASF projects must address capacity building, and benefit all APEC developing economy: ensure you identify that all developing economies will benefit from your project*  |
| **4. Methodology �**  |
| **4a. Work Plan �** |
| **No.** | **Start From** | **Finish By** | **Activity** | **Deliverables �**  |
| No. | Select date. | Select date. | Enter activities/tasks here. | Enter items to be delivered here. |
| No. | Select date. | Select date. | Enter activities/tasks here. | Enter items to be delivered here. |
| No. | Select date. | Select date. | Enter activities/tasks here. | Enter items to be delivered here. |
| **4b. Beneficiaries �**  | Enter here.* ***Direct beneficiaries*** *are the people who will experience the project (e.g. workshop participants, policymakers using the tool created etc.) and use the outputs of the project (workshop, report, research results etc.) in an immediate way. Focus your project discussion on these people.*
* ***Long-term or indirect beneficiaries:*** *Limit your focus on this group if they will benefit only after the project is over and/or only if next steps are followed. Conversely, highlight benefits to the general public or end consumers if the project plans to provide them with longer term benefits such as reduced prices, better product quality, etc.*
 |
| **4c. Evaluation �**  | Enter here.*Outline the indicators that you will use to assess the delivery of your planned outcomes. You should develop tailored indicators that are specific to your project. Examples: knowledge gain; evidence of behavioral or policy changes; interest in implementing recommendations or collaborating with stakeholders, etc. Degrees of change can only be measured if you know the starting point or baseline. Will you have baseline information by the project start date? If you need to collect data, will you be doing so with a Pre-Event Survey? Ensure that you include indicators that measure gender impacts of your outcomes or can be sex-disaggregated.*  |
| **4d. Linkages �**  | Enter here.*If this project continues on from a previous APEC (or non-APEC) project, describe how this is the logical next step and what you have learned from that previous project. Mention stakeholders such as other APEC fora, international organisations and describe how they will be involved.* |
| **Project Overseer Declaration** | [ ] *I agree to the declaration stated below* | **Date** | Select date. |
| 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 (the Guidebook) 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. By submitting this APEC Concept Note to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Concept Note, which you have provided to the APEC Secretariat, in accordance with the Singapore’s Personal Data Protection Act 2012 and the APEC Secretariat’s data protection policy (https://[www.apec.org/PrivacyPolicy).](http://www.apec.org/PrivacyPolicy%29) The APEC Secretariat will transfer any data provided in this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat. |

**Project Alignment to APEC’s Putrajaya Vision 2040 & Aotearoa Plan of Action**

All APEC projects must align with the **Putrajaya Vision 2040** (PV 2040) and **Aotearoa Plan of Action** (APA).

The **table** below lists the **10** **APA Objectives** under the **3 PV 2040 Drivers**. Using the radio buttons in the left-hand columns, please select one Primary Objective your project most closely aligns with. You may also select one (optional) Secondary Objective, from the same or a different PV 2040 Driver.

|  |
| --- |
| **SELECT below:**  |
| **1****Primary****objective** | **1** *(optional)***Secondary****objective** | **Table of PV 2040 Drivers and APA Objectives**(To see **PV 2040** in full, click [here](https://www.apec.org/Meeting-Papers/Leaders-Declarations/2020/2020_aelm/Annex-A). To see **APA** in full, click [here](https://aotearoaplanofaction.apec.org/).) |
|  |  | ***Driver 1* Trade and Investment** |
|  |  | **1** | Objective: ***Regional trade and investment*** “To ensure that the Asia-Pacific remains the world’s most dynamic and interconnected regional economy, we acknowledge the importance of, and will continue to work together to deliver, a free, open, fair, non-discriminatory, transparent and predictable trade and investment environment.”  |
|  |  | **2** | Objective: ***Multilateral trading system and international trade flows***“We reaffirm our support for agreed upon rules of the WTO in delivering a well-functioning multilateral trading system and promoting the stability and predictability of international trade flows.”  |
|  |  | **3** | Objective: ***Bogor Goals and economic integration in the region***“We will further advance the Bogor Goals and economic integration in the region in a manner that is market-driven, including through the work on the Free Trade Area of the Asia-Pacific (FTAAP) agenda which contributes to high standard and comprehensive regional undertakings.”  |
|  |  | **4** | Objective: ***Connectivity and supply chains***“We will promote seamless connectivity, resilient supply chains and responsible business conduct.”  |
|  |  | ***Driver 2* Innovation and Digitalization** |
|  |  | **1** | Objective: ***Structural reforms and innovation*** “We will pursue structural reforms and sound economic policies to promote innovation as well as improve productivity and dynamism.”  |
|  |  | **2** | Objective: ***Digital economy and global interconnectedness***“To empower all our people and businesses to participate and grow in an interconnected global economy, we will foster an enabling environment that is, among others, market-driven and supported by digital economy and innovation.”  |
|  |  | **3** | Objective**:** ***Digital infrastructure and transformation***“We will strengthen digital infrastructure, accelerate digital transformation, narrow the digital divide, as well as cooperate on facilitating the flow of data and strengthening consumer and business trust in digital transactions.”  |
|  |  | ***Driver 3* Strong, Balanced, Secure, Sustainable and Inclusive Growth** |
|  |  | **1** | Objective**: *Economic resilience and health & wellbeing inclusiveness***“To ensure that the Asia-Pacific region is resilient to shocks, crises, pandemics and other emergencies, we will foster quality growth that brings palpable benefits and greater health and wellbeing to all, including MSMEs, women and others with untapped economic potential.”  |
|  |  | **2** | Objective: ***Human resource development and skills for the future***“We will intensify inclusive human resource development as well as economic and technical cooperation to better equip our people with the skills and knowledge for the future.”  |
|  |  | **3** | Objective: ***Environmental & climate challenges and natural disasters***“We will promote economic policies, cooperation and growth, which will support global efforts to comprehensively address all environmental challenges, including climate change, extreme weather and natural disasters, for a sustainable planet.”  |

Note: You are encouraged to elaborate on how your project aligns with the selected Objective(s) above in section **1(b) Relevance – Alignment to APEC** of the Concept Note (page 2).