



Foreign &
Commonwealth
Office

***ASEAN Programme Fund 2016-2017:
Guidance for Potential Implementers at
Concept Stage***

February 2016

The ASEAN Programme Fund (APF) is the UK Foreign & Commonwealth Offices (FCO) dedicated fund that supporting posts priorities overseas.

In 2016 -2017 the Fund is focused on:

1. Regional integration
2. Conflict and security
3. Human Rights
4. Democracy and Governance
5. Counter-Terrorism
6. Key Foreign Policy

Please read all guidance and ensure that project proposals are designed and submitted in accordance with the guidance. Proposals should aim to deliver transformative change and one that do not meet the criteria and guidance will be rejected.

Deadline

Potential Implementers **are invited to submit the full concept note (attached) by email only to bilateral.jakarta@fco.gov.uk before 28 February 2016.**

Possible second call for projects if necessary and above process is repeated.

Project Applications

In a change to the procedures for implementers should submit a completed concept bid to the post. Selected bidders will be notified and asked to work up their bid into a full proposal once the bidding round has closed.

Concept note should be:

Concise – Post will receive a large number of concept bids. Concepts should be a maximum of 3 pages. If information is set out concisely it makes it much easier to assess.

Clear – Is the proposal easy to read and does it follow a logical course (Activity>Output>Outcomes>Impact>).

Convincing – Does the bid convince us that this is the best way to spend UK public money.

Sustain –The bid should be able to show how the project outcomes will sustain after its completed.

Implementers should note that APF Programme Board will only accept a maximum of five full bids per Implementer but will not fund more than two.

Funding Duration

Projects may begin from June 2016 and **must be** completed by end of February 2017 or sooner.

FAQs

How much funding is available?

We will fund projects up to a value of £40,000. Projects will be based on activity and value for money principle. A detailed activity based budget is important and the **FCO will not entertain administrative cost above 10% of the budget amount requested.** You should bid for what you think the project will cost to deliver.

Who can apply for funding?

We welcome applications for funding for projects in these areas from government, NGOs, civil societies, universities and think tanks.

What makes a successful policy project?

Stakeholder and government support is vital to any project policy. A proposal that is able to demonstrate interest from its beneficiaries would be looked upon favorably. In addition, proposals that are able to demonstrate how it can complement other ongoing/planned work would score better.

The FCO places strong emphasis on programme and project level evaluation. Realistic and measurable outputs, outcomes and milestones would demonstrate that the project design has gone through a well considered process.

Will there be a second round?

Funds will be committed during a single allocation round. We may, if needed, run a second allocation round later in the year with notification placed on our website, Facebook and twitter.

Joint Funding

We welcome projects jointly funded with other donors as a way of increasing impact and enhancing co-ordination. All projects must demonstrate how they complement the efforts of other donors and bring added value. We strongly encourage projects that seek to secure future funding from other bodies (e.g. EU, UN) for follow-on work. Please include the information on the concept note if you have secured other part of the bid.

Can a project cover more than one thematic area?

While a project can cover more than one thematic area, you should pay particular attention to the link with the strategic aims. We have found that projects, which seek to cover more than one theme, can lose strategic focus and be unrealistic in their aims.

Can we run a researched based project?

While we're happy to accept projects that include an element of research, the Programme Board would need to be convinced of the impact on the issue in the timeframe available. Such projects should clearly explain how the research will be used or disseminated to create impact. We do not accept research only proposals.

Litigation and legal aid

We do not fund general legal aid (e.g. where we are paying for large numbers of people to access legal advice or undertake litigation). We would only look to fund strategic litigation that has a wider precedent or impact on wider policy. We would also require a detailed explanation of why the litigation is particularly strategic and relevant to what the project is trying to achieve. Given litigation can take years, the project must consider what impact the litigation can have in the time available for the project and how the cases will be funded once FCO funds end.

Is the start date fixed?

We have asked that projects start in June because we cannot guarantee that the Board will have completed assessing projects by the end of May. We also need to allow time for logistics including signing the Grant Contract. Activities cannot start before the Grant Contract has been signed. Your project is welcome to start later but must be completed no later than 26 February 2016 or sooner.

Is the end date fixed?

We have asked that projects end in February because this will provide us with time close down the project before the end of the financial year. If a project had an end date of the 31st March and project activities were delayed the project would have to end on 31st March without the activities being completed. As funding is only guaranteed for one financial year the Implementer would not be able to continue activities into April.