# **APPENDIX 4: Project Assignment List**

**PROJECT ASSIGNMENT LIST\***

Programme/Project title:

Proponent/Implementing Agency:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Milestone | Outputs & Activities | Deliverables | Disbursement Rate (%) | Expected Submission Date |
| 1. | Project Initiation |  | Project Initiation Brief |  |  |
|  |  |  |  |  |  |
| **…** | Interim Report |  | Project interim report |  |  |
|  | Final Reporting |  | Project completion report | 10% |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Date: Name/Title: (Signature)

1. *Milestones are specific points along a project timeline composed of several outputs, activities, and deliverables. In AKCF projects, disbursement will be made when proponents fulfill the conditions in each milestone.*
2. *Deliverable is a tangible or intangible good or service produced as a result of outputs/activities. A deliverable could be a report, a document, or any other building block of an overall project.*
3. *The first milestone should be “Project Initiation”. Outputs & activities shall be empty, and deliverables shall be “Project Initiation Brief.”*
4. *Expected submission date should be adjusted when the proponent sends the signed disbursement letter to ASEC considering the potential delay caused by the approval process.*
5. *The final milestone should be “Final Reporting,” and the 10% of the budget will be disbursed based on the actual expenditure.*

# **APPENDIX 5: Information Disclosure Agreement**

Programme/Project Title:

By obtaining consent, [*the proponent’s name*] agrees to disclose information related to the programme/project as checked below.

|  |  |
| --- | --- |
| Type of Documents | Agree (V) |
| Narrative of Project Proposal |  |
| Indicative Budget of Project Proposal |  |
| Work Plan of Project Proposal |  |
| Narrative of Project Report (Interim, Completion) |  |
| Financial Report (Interim, Completion) |  |
| Project Implementation Plan |  |
| Progress Report |  |
|  |  |
| … |  |

Date: Name and Position: (Signature)

# **APPENDIX 6:** **AKCF Project Initiation Brief**

**AKCF Project Initiation Brief**

1. **Project Title:**
2. **Project Description**

*Please describe your project briefly. The description will be used to promote your project to the public. The description should be less than 300 words.*

1. **Introduction of Proponents/Implementing Agencies**

*Please provide information on your organization in consideration of the relevance to the project maximum 2 pages. Every proponent or implementing agency should provide the information, which includes organization overview, the number of staff members, annual budget if available, priority areas, experience of working with ASEAN if any, and a link to your organization’s website. In addition to the narrative, please provide a high-resolution image of your organization and logo. This information will be posted in the AKCF website for promotional purposes.*

1. **Information on the programme/project management teams**

*Please provide information on the programme/project management teams of the programme/project, including contact information, organigram, and TOR of each team member. TOR will not be disclosed to the public.*

1. **Project Keyword**

*Please provide a maximum of 5 keywords for your project. The keyword will be used as hashtags of project documents in AKCF’s website and AKCF’s SNS pages.*

**Annex 1. Project Assignment List**

*Using the Project Assignment List provided in the AKCF manual, please update your project assignment list in consideration of the date of approval of the project and your organization’s situation*

**Annex 2. Project Implementation Plan**

*Using the template provided in the AKCF website (http://www.aseanrokfund.com), develop your project implementation plan (PIP). The PMP should match the project assignment table. Each activity under “the project results” chapter of the proposal should be elaborated into several stages, including the preparation process.*