



ASIA-PACIFIC ACADEMY OF OPHTHALMOLOGY

STANDING COMMITTEE PROJECT FUNDING APPLICATION / RENEWAL FORM

Notes for Applicants

Please read the following instructions carefully before completing this form:

1. All applications should be within 3 pages and submitted to the APAO Secretariat at apao-funding@apaophth.org.
2. All funding proposals are for one year only, renewable subject to endorsement by the Executive Committee and the Council following review of the project outcomes or deliverables.
3. Supporting financial documents must be submitted for reimbursement claims related to the project.
4. A project report and a financial report must be submitted in written form to the Secretariat two months before the Council Meeting in the year following funding approval.
5. APAO retains copyright ownership of text, images and videos in the project reports. These materials may be used by APAO for publicity and educational purposes.
6. The Executive Committee and the Council reserve the right to terminate any project in the event that funds are found to be misused or if project activities are found to deviate from the objective of the approved project objectives and/or APAO missions.



Section A: Overview

New project Renewal (Initial project start year: _____)

Proposed project year	2027/2028
Project title	
Name of standing committee and / or Project team	
Team member(s)	
Contact person(s)	
Postal address	
Email address	
Telephone no.	
Total estimated projected cost	US\$
Amount sought from APAO	US\$
Amount anticipated from other funding sources (if any)	US\$

Official use
Ref no.



Section B: Project Proposal

1. Objectives: Please describe the aims of this project and how it aligns with the APAO's missions. Include the project governance structure, target beneficiaries, and expected outcomes. [Maximum 250 words]

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2. Timeline: Outline a timeframe with key milestones for your project.

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3. Budget: List all funding sources and project costs. You can use the budget template in Section C below.

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Section C: Budget Template

	(US dollars)
Incomes	
- <i>amount sought from APAO</i>	
- <i>estimated funds from other sources</i>	
Estimated total income:	(A)
Expenses	
Estimated total expenditure:	(B)
Estimated surplus/deficit: (C)	(A) – (B)

Section D: Declaration

All information provided in this application is accurate and complete to the best of my knowledge. I understand and agree to comply with all the requirements listed in the Notes for Applicants.

Signature

Name

Position

Date