



EUROPEAN CITY FACILITY

Deliverable D 2.8

Online application form



Online Application Form			
Version number	Date	Organisation name	Comments
V0.1	17/09/2019	adelphi	Draft
V0.2	02/10/2019	adelphi	Incorporation of comments from EASME and Consortium from Kick-off Meeting
V0.3	19/11/2019	adelphi	Incorporation of comments from EASME and Consortium
V0.4	03/12/2019	adelphi	Incorporation of comments from Consortium
V0.5	09/01/2020	adelphi	Incorporation of comments from EASME
V0.6	13/01/2020	adelphi	Incorporation of comments from Energy Cities
V0.7	24/01/2020	adelphi	Incorporation of decisions from Startegic Board meeting
V0.8	31/01/2020	adelphi	Incorporation of comments from EASME

Annexes to Online Application Form - Supporting documents			
Version number	Date	Organisation name	Comments
V0.1	11/03/2020	adelphi	Draft <i>Annex A, Annex B</i> and <i>Annex C</i>
V0.2	25/03/2020	adelphi	Incorporation of comments from Consortium
V0.3	17/04/2020	adelphi	Draft <i>Annex D</i> and <i>Annex E</i> (Excel)
V.04	20/05/2020	adelphi	Incorporation of comments from EASME on <i>Annexes A – E</i>

Quality check	Status	Date	Comments
Quality Manager ENC	Ok	12/06/20	
Project Coordinator ENC	Ok	10/06/20	

The Purpose: The Online Application Form enables the applicants to provide an overview how they plan to develop the investment concepts within the scope of EUCF and implement the envisaged investment projects. Moreover, five supporting documents need to be submitted together with the application form. Templates have been developed to facilitate the submission for the applicants:

- Annex A – SEAP, SECAP or plan of similar ambition and corresponding summary of the plan: The Summary has the purpose to provide an overview of the main energy/climate targets established by the plan;
- Annex B – Letter of support to the project by the mayor or other relevant political representative: has the purpose of verifying political support to the development of the investment concept within the EUCF;
- Annex C: Self-Declaration form by a representative of the municipality/local authority or grouping: has the purpose to confirm the authenticity of the information provided about the municipality/local authority or grouping applying to the EUCF;
- Annex D: Calculation log – Expected energy savings: has the purpose to facilitate the estimation of the expected energy savings from the proposed investment project.
- Annex E: Calculation log – Expected size of investment: has the purpose to facilitate the estimation of the expected size of investment of the proposed investment project.

The purpose of the Online Application Form and Supporting Documents is also to provide the evaluation team with sufficient information on the investment concept and proposed investment project for the evaluation and selection of the beneficiaries.

Definitions:

EASME – Executive Agency for Small and Medium-sized Enterprises

EU – European Union

EUCF – European City Facility

LAU - Local Administrative Units

NUTS - Nomenclature of Territorial Unit for Statistics

SEAP - Sustainable Energy Action Plan

SECAP - Sustainable Energy and Climate Action Plan

UK – United Kingdom

Disclaimer:

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1. Identification of the applicant	
1.1. Name of the municipality/local authority or grouping	
1.2. LAU and NUTS 3 code¹ of the municipality/local authority	<p>In case of a grouping, please state the LAU and NUTS 3 code for the lead applicant and for each participating municipality/local authority.</p> <p>[A drop-down list of NUTS 3 codes is provided on the application page. The LAU codes are assigned automatically based on the information provided]</p>
1.3. Population size	
1.4. Contact person	
1.5. Organisation	Legal entity in charge
1.6. Department	
1.7. Street, No.	
1.8. Postal code, City	
1.9. Telephone	
1.10. E-mail	
2. Development of the investment concept	
2.1. Title of proposed investment concept	
2.2. Allocation of grant amount <i>For monitoring purposes only. This requirement will not be evaluated.</i>	<p>Please indicate how the grant resources will be allocated for the development of the investment concept (<i>note: more than one answer is possible</i>).</p> <p>In-house staff <input type="checkbox"/> External experts/sub-contractors <input type="checkbox"/></p> <p>Others <input type="checkbox"/> For others, please specify</p>
2.3. Activities funded by grant amount <i>For monitoring purposes only. This requirement will not be evaluated.</i>	<p>Please indicate the missing component(s) for the development of the intended investment concept and explain how the EUCF grant can fill this gap. Briefly state the activities for which the EUCF grant is needed (e.g. engineering analysis, legal analysis, social study, market study, financial analysis, etc.). – (max. 1,000 characters, including spaces)</p>

¹ Local administrative units (LAUs) are used to categorise the municipalities and communes of the European Union and the UK (local level). They are sub-divisions of the Nomenclature of Territorial Units for Statistics (NUTS) 3 regions (regional level). Eurostat publishes an [updated list of LAUs together with the corresponding NUTS](#) towards the end of each year.

2.4. Governance for investment concept development	<p>Please describe the internal organisational structure (roles and responsibilities of the people involved) and decision-making processes for the development of the investment concept, indicating also if internal capacities are sufficient or if external experts should be involved and how they can provide a value added (e.g. areas with need for capacity building). – (max. 1,500 characters, including spaces)</p>																
2.5. Engagement of stakeholders	<p>Please briefly highlight important stakeholders (e.g. civil society, economic actors) and their needs and expectations towards the envisaged investment project. Please explain how they are planned to be involved in the process of the investment concept development (e.g. engagement activities and communication instruments with corresponding timings and objectives). – (max. 1,500 characters, including spaces)</p>																
3. Implementation of the investment project																	
3.1. Investment sector(s) targeted	<p>Please indicate the sector(s) targeted by the investment project.</p> <table border="0"> <tr> <td>Public buildings</td><td><input type="checkbox"/></td> <td>Building integrated renewables</td><td><input type="checkbox"/></td> </tr> <tr> <td>Residential buildings</td><td><input type="checkbox"/></td> <td>District heating</td><td><input type="checkbox"/></td> </tr> <tr> <td>Smart grids</td><td><input type="checkbox"/></td> <td>Sustainable urban mobility</td><td><input type="checkbox"/></td> </tr> <tr> <td>Innovative energy infrastructure</td><td><input type="checkbox"/></td> <td>Others</td><td><input type="checkbox"/></td> </tr> </table> <p>For others, please specify.....</p>	Public buildings	<input type="checkbox"/>	Building integrated renewables	<input type="checkbox"/>	Residential buildings	<input type="checkbox"/>	District heating	<input type="checkbox"/>	Smart grids	<input type="checkbox"/>	Sustainable urban mobility	<input type="checkbox"/>	Innovative energy infrastructure	<input type="checkbox"/>	Others	<input type="checkbox"/>
Public buildings	<input type="checkbox"/>	Building integrated renewables	<input type="checkbox"/>														
Residential buildings	<input type="checkbox"/>	District heating	<input type="checkbox"/>														
Smart grids	<input type="checkbox"/>	Sustainable urban mobility	<input type="checkbox"/>														
Innovative energy infrastructure	<input type="checkbox"/>	Others	<input type="checkbox"/>														
3.2. Intended measures²	<p>Please state the intended technology measure(s) to be financed. – (max. 1,000 characters, including spaces)</p>																
3.3. Expected size of investment	<p>Please indicate the expected investment size (approximate amount) and attach the corresponding supporting documents and/or calculation log.</p> <p>EUR</p>																
3.4. Expected impacts	<p>Please indicate the expected energy savings generated by the project (approximate amount) and attach the corresponding calculation log.</p> <p>GWh/y</p> <p>If (initial) estimations for any other impacts (e.g. avoided CO₂ emissions, renewable energy production, job creation, etc.) have already been made, please outline them and attach the corresponding calculations to the application form, if available. – (max. 500 characters, including spaces)</p>																
3.5. Potential for replication and/or up-scaling	<p>Please explain how the investment project could potentially be replicated in other contexts and/or up-scaled (in the region), if known at this stage. – (max. 1,000 characters, including spaces)</p>																

² Non-eligible technology measures under the EUCF are aligned with the new [European Investment Bank \(EIB\) energy lending policy](#), adopted on 14 November 2019.

Annexes	
SEAP, SECAP or plan of similar ambition	Mandatory
SEAP, SECAP or plan of similar ambition – Summary	Mandatory
Letter of support to the project by the mayor or other relevant political representative	Mandatory
Self-declaration form by a representative of municipality/local authority or its groupings	Mandatory
Calculation log – Expected energy savings	Mandatory
Calculation log/supporting documents – Expected size of investment	Mandatory
Calculation log – Expected CO ₂ emissions reduction	If available
Calculation log – Expected renewable energy production	If available



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Annex A – SEAP, SECAP or Plan of similar ambition - Summary



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Annex A

SEAP, SECAP or plan of similar ambition – Summary

Please complete this template to provide an overview of your municipality's/local authority's politically approved Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SECAP) or plan of similar ambition³. Please submit this summary **together with the respective plan** as part of your EUCF application.

1. General information about the SEAP, SECAP or plan of similar ambition	
Name of the municipality/local authority ⁴	Country
Title of the plan	Time period covered by the plan
Date of formal approval	Formally approved by ⁵
DD / MM / YYYY	Name of the mayor or other relevant political representative
URL to the SEAP, SECAP or plan of similar ambition	
http://	

2. Overall energy and climate targets established by the SEAP, SECAP or plan of similar ambition ⁶				
Key targets	Target value	Unit ⁷	Target year	Base year
CO ₂ reduction				
Energy savings				
Renewable energy production				
...				

³ Plan of similar ambition is considered equivalent to SEAP/SECAP if it includes energy and climate targets at least for the year 2020.

⁴ In case of a grouping, either the lead applicant or the grouping must have a SEAP, SECAP or plan of similar ambition. Please state the respective name.

⁵ SEAPs and SECAPs must be approved both by the local council and EU Commission.

⁶ The targets in the table can be adjusted as required.

⁷ Please specify the unit, e.g. %, MWh/a, t CO₂/a, etc.



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Annex B – Letter of political support



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[Location, date]

Annex B

Letter of support to the proposed investment concept [title of investment concept]

To whom it may concern,

I, the undersigned, [Name of mayor or other relevant political representative], on behalf of [Name of municipality/local authority]⁸, would like to state our strong support and interest to the development of the investment concept [title of the investment concept], within the scope of the European City Facility (EUCF). According to our knowledge, the EUCF aims to build a substantial pipeline of sustainable energy investment projects across European cities by providing targeted financial and capacity building support to develop sound investment concepts and mobilise finance.

I hereby confirm our support to develop the proposed investment concept, submitted under the EUCF call for applications.

Yours sincerely,

Signature and stamp

[Name of political representative]

[Position]

[Department]

[Street, No.]

[Postal Code, City, Country]

⁸ In case of a grouping, the lead applicant or the representative of the formal grouping has to complete this template.



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Annex C – Self-declaration form



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[Location, date]

Annex C

Self-declaration form by representative of the municipality/local authority or grouping

Name of the municipality/local authority	
In case of a grouping, please state the lead applicant and the other participating municipalities/local authorities.	
LAU code of the municipality/local authority⁹	NUTS 3 code of the municipality/local authority⁹
In case of a grouping, please state the LAU code for each municipality/local authority.	In case of a grouping, please state the NUTS 3 code for each municipality/local authority.
Name and position of the contact person	
Department	

I, [Name of contact person], hereby confirm the authenticity of the information provided above.

Signature and stamp

[Name of contact person]

[Position]

[Department]

[Street, No.]

[Postal Code, City, Country]

⁹ **Local administrative units (LAUs)** are used to categorise the municipalities and communes of the European Union (local level). They are sub-divisions of the **Nomenclature of Territorial Units for Statistics (NUTS) 3** regions (regional level). Eurostat publishes an [updated list of LAUs together with the corresponding NUTS](#) towards the end of each year.



EUCF
European City Facility




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Annex D – Calculation Log - Expected Energy Savings



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Annex D

Calculation Log - Expected Energy Savings

Identification of the applicant

Name of municipality/local authority
(Name of the lead applicant in case of a grouping)


Investment Sector(s) targeted
(same as indicated in the application form)

Summary of results

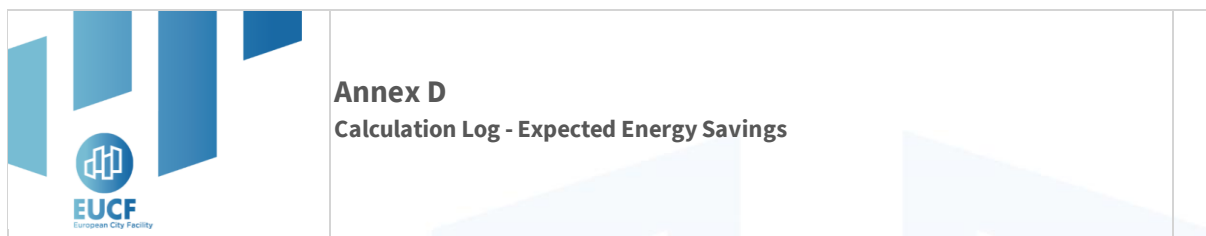
Final energy consumption before the implementation of the investment project	0	GWh/year
Expected final energy consumption after the implementation of the investment project	0	GWh/year
Expected energy savings generated from the investment project	0	GWh/year
Expected renewable energy production	0	GWh/year
Expected CO ₂ emission reduction	0	t CO ₂ eq/year

Comments

Please use the space below if you have any comments on the calculations and/or results.



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How to complete this template

▪ Please complete the blank spaces on the template or select the preferred option from the drop-down menu. The following colours apply to the different types of cells in the table:

	To be filled by applicant
	Drop-down menu for selection
	Results cells

▪ The final results of the calculation are automatically displayed in the tab **"Summary"**, once all the necessary information is correctly provided in the tab **"Calculation log"**.

Calculation of energy savings

▪ This template aims to facilitate the calculation of the expected energy savings of the planned investment project. Please note that these are **estimations**; you can also use approximate values, in case specific values cannot be determined yet.

▪ In the tab "Calculation Log", please complete the column **"Investment Component"** identifying the actions and measures planned within the investment project that will result in energy savings, e.g. investments in renewable energy, lamps, smart metering, different types of buildings, etc. Please also briefly describe the respective investment component in the next column.

▪ Select from the drop-down menu the **"Type of energy saving measure"** to which the respective investment component corresponds.

▪ In the section **"Final Energy Consumption"**, please select from the drop-down menu the current energy source employed, and indicate the estimated final energy consumption before and after the implementation of the investment project. In case specific values cannot be determined yet, please use approximate values. In case of any comments regarding the values, you can use the **"Comments section"** on the Summary tab. If the energy source employed in the investment project is not available for selection, the blank cells can be used to state a different energy source. In case a substitution of the energy source is foreseen within the project, the column "Energy source" should be used to indicate the current energy source employed, while the columns "before" and "after" should be left blank.

▪ In case the investment project includes a substitution of the current energy source employed, please indicate in the section **"Substitution of Energy Source"** by clicking on the (+) sign on the top of the spreadsheet. Indicate the new energy source to be employed after implementation, selecting it from the drop-down menu, and state the energy consumption before and after the substitution of the energy source. If the investment project does not include the substitution of the energy source, this section should be left blank.

▪ If the generation of energy from renewable sources is foreseen within the investment project, please indicate the expected production in the column **"RE generation"**.

Calculation of CO₂ emissions reduction

▪ With the help of this template, it is also possible to easily calculate the reduction in CO₂ emissions achieved by the investment project. To fill this section, the applicant must provide the **Emission Factor** to be employed in the calculation and indicate its source. In case of substitution of the current energy source, the "Emission Factor" for the new energy source should be added in column "Substitution of Energy Source".

▪ In the column **"Source of Emission Factor"**, please state the source of the value employed as emission factor, e.g. the Intergovernmental Panel on Climate Change (IPCC) report or a Life Cycle Assessment conducted for the project. The following references can be used to determine the emission factor:

[Covenant of Mayors for Climate and Energy: Default emission factors for local emission inventories](#)
[Intergovernmental Panel on Climate Change Emission Factor Database](#)

▪ Please note that the completion of this section of the template is **not mandatory** for the full application.



Annex D
Calculation Log - Expected Energy Savings

Calculation Log

Investment sector (according to the sectors selected in the summary)	Investment component (by sector)	Brief description of investment component	Type of energy saving measure	Final energy consumption (GWh/year)			RE generation (GWh/year)	Energy Savings (GWh/year)	CO ₂ emissions (t CO ₂ eq/year)			Emission factor	Source of Emission Factor
				Energy source	before	after			before	after	savings		
Public buildings								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
Residential buildings								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
Building integrated renewables								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
District heating								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
Smart grids								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
Sustainable urban mobility								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
Innovative energy infrastructure								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
Add other sector								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
Add other sector								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
								0	0	0	0		
TOTAL					0	0	0	0	0	0	0		




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Annex E – Calculation Log - Expected Size of Investment



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Annex E

Calculation Log - Expected Size of Investment

Identification of the applicant

Name of municipality/local authority
(Name of the lead applicant in case of a grouping)

Investment Sector(s) targeted
(same as indicated in the application form)

Summary of results


Investment Sector	Investment size	
Public Buildings	0	EUR
Residential Buildings	0	EUR
Building integrated renewables	0	EUR
District heating	0	EUR
Smart grids	0	EUR
Sustainable urban mobility	0	EUR
Innovative energy infrastructure	0	EUR
Other sector	0	EUR
Other sector	0	EUR
Expected total investment size	0	EUR

Comments

Please use the space below if you have any comments on the calculations and/or results.



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Annex E

Calculation Log - Expected Size of Investment

How to complete this template


- Please complete the blank spaces on the template or select the preferred option from the drop-down menu. The following colors apply to the different types of cells in the table:

	To be filled by applicant
	Drop-down menu for selection
	Results cells

- The final results of the calculation are automatically displayed on the tab **"Summary"**, once all the necessary information is correctly provided in the tab **"Calculation log"**.

Calculation of expected size of investment

- This template aims to facilitate the calculation of the expected investment size of the planned investment project. Please note that these are **estimations**; you can also use approximate values, in case specific values cannot be determined yet. If you have any comments regarding the values, you can use the "Comments section" on the Summary tab.
- In the tab "Calculation Log", please complete the column **"Investment Component"** identifying the actions and measures planned within the investment project that will result in energy savings, e.g. investments in renewable energy, lamps, smart metering, different types of buildings, etc. For each investment component, please state in the column **"Estimated cost per investment component"** the estimated cost in Euro, e.g. cost of planning processes, installation, equipment, etc.
- In the column **"Source"**, please indicate where the value is coming from, e.g. name of the document, publication, study, etc., that has been used to estimate the cost.
- Please use the column **"Brief description of the calculation"** to briefly explain how the estimated cost has been derived and which components it includes. **Please note that the investment size should only cover investments in sustainable energy of the planned project, not any other potential components of the project not related to sustainable energy.**

 <p>Annex E Calculation Log - Expected Size of Investment</p>					
Calculation Log					
Investment sector (according to the sectors selected in the summary)	Investment component (by sector)	Estimated cost per investment component (EUR)	Estimated cost per investment sector (EUR)	Source	Brief description of the calculation
Public buildings			0		
Residential buildings			0		
Building integrated renewables			0		
District heating			0		
Smart grids			0		
Sustainable urban mobility			0		
Innovative energy infrastructure			0		
Add other sector			0		
Add other sector			0		
Expected size of total investment			0		