



**EUCF**  
European City Facility



# **EUROPEAN CITY FACILITY**

## **Guidance for Beneficiaries**

### **VOL.1**



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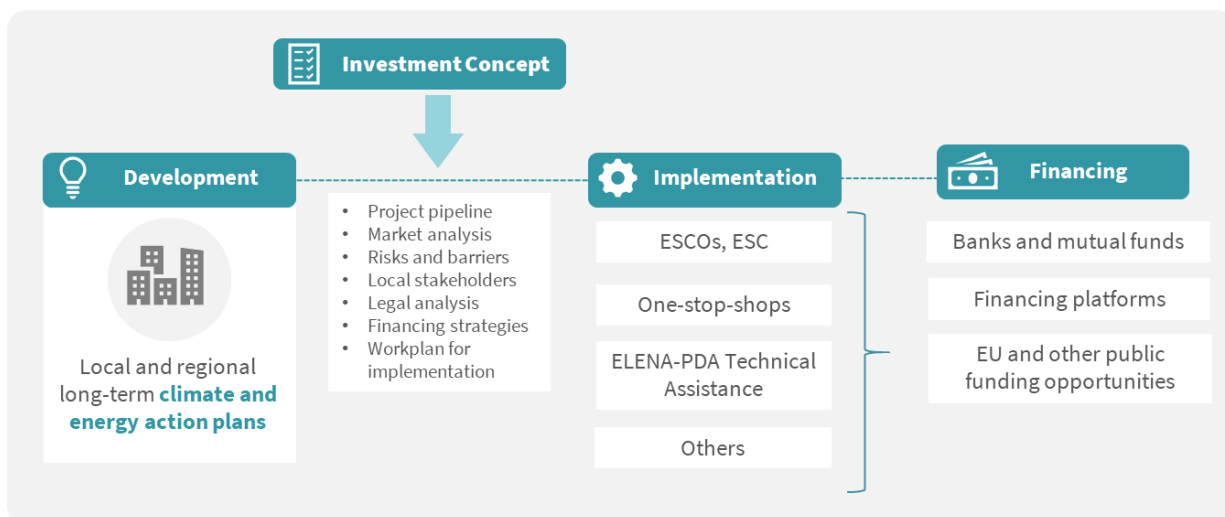
## 1. About the Investment concept

### 1.1 What is an investment concept?

The investment concept (IC) is a document that **translates an investment project idea into financial language** in order to mobilise funding for its realisation. It aims to bridge the process gap between the project idea and its business/financing plan for implementation. The **purpose of an investment concept** is:

- to provide investors and financial institutions with the preliminary information necessary to assess a sustainable energy investment project in a simple and fast manner;
- to transform climate and energy plans into sound investment packages and thus, facilitate the access to funding for municipalities/local authorities and local public entities aggregating municipalities/local authorities.

Municipalities and local authorities in Europe often face difficulties to access appropriate funding opportunities for the implementation of the measures foreseen in their climate and energy action plans. On the other hand, financial institutions are more and more interested in financing sustainable energy projects, but have problems finding enough mature investment concepts that fulfil their requirements. The investment concept document shall help bridge this gap. The image below summarizes the process gap in project development to be filled with the investment concept:



**Figure 1.** Investment concept in the project development timeline

### 1.2 Development of the IC within the EUCF

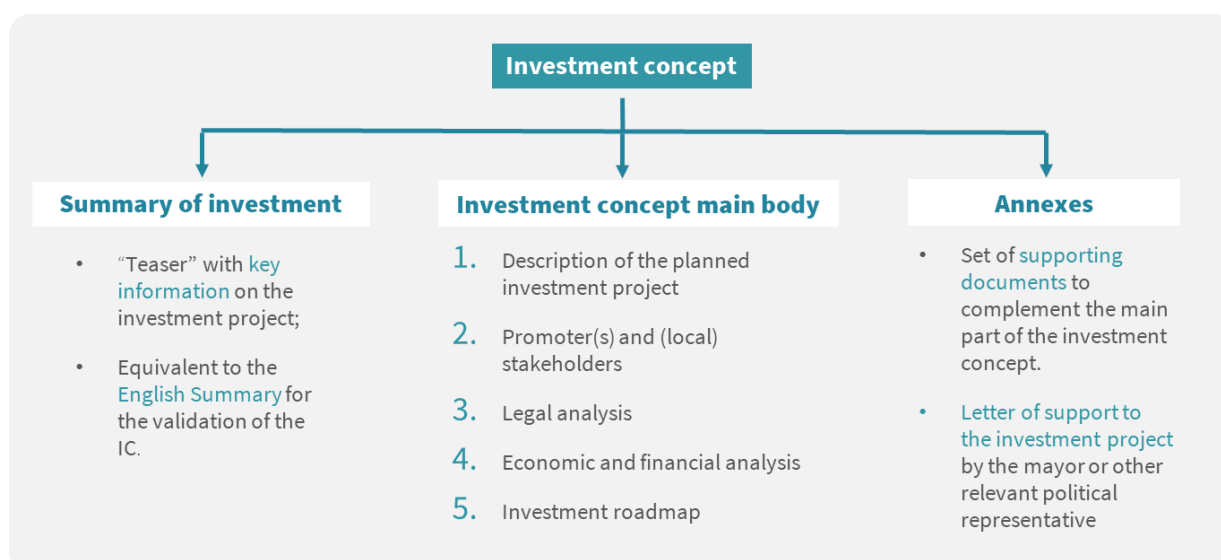
After the signature of the Grant Agreement, successful applicants to the EUCF become beneficiaries and have a period of **up to 12 months** to develop the investment concept. In case the submission of the IC cannot be done in due time, the beneficiary can request in the EUCF website user zone a **one-month extension of the IC** development (see [section 3.1](#)). The IC is developed by beneficiary municipalities/local authorities, groupings of municipalities/local authorities or local public entities aggregating municipalities/local authorities either completely in-house, if internal capacities are available, or by engaging external experts for support. Throughout the development of the IC, the EUCF provides different means of support for beneficiaries, including:

- **Financial support** in the form of a EUR 60,000 grant for the activities necessary for the development of the IC, such as feasibility studies, engineering analyses, legal analyses, social studies, market studies, financial analyses, etc.

- **Technical support** by the EUCF team and the respective Country Expert, which provides beneficiaries with locally rooted technical and financial expertise.
- **Capacity building opportunities** through regional events and Communities of Practice organised by the EUCF.
- **Standard tools and documents**, such as the IC template.

### 1.3 Structure of the investment concept

In order to facilitate the development of the IC by EUCF beneficiaries, an [investment concept template](#) (Annex 4.1) has been developed in close consultation with EUCF key stakeholders, i.e. financial institutions, municipalities and local authorities as well as climate and energy experts across Europe. The template has been [translated to the languages of all EU-27 Member States](#), and can be developed by the beneficiary in national language if preferred, with the exception of the [English Summary](#) (Annex 4.2) which must be filled in English directly in the EUCF website user zone. The structure of the investment concept is presented in the following figure and described below in section 1.4.



**Figure 2.** Structure of the EUCF investment concept

### 1.4 Information to be provided in the investment concept

The main body of the IC template is based on a 5-point structure:

#### 1) Description of the planned investment project

In this section, the beneficiary must present an overview of the proposed investment, including:

- the objectives of the investment project;
- the general framework conditions and relevant policy framework for development and implementation of the project;
- the technical measures planned;
- the potential barriers and obstacles identified for the project and ways to bridge these gaps;
- the expected impacts, such as energy savings, renewable energy generation, CO<sub>2</sub> emissions reduction as well as other potential social and climate impacts;
- the project’s potential for up-scaling and/or replication in different contexts;
- and a summary of the planned investment components.

## **2) Project promoter(s) and (local) stakeholders**

This section concerns the project promoter(s), i.e. the organisation(s) leading the investment project and further organisations associated to it, describing their level of commitment to the project and experience with other investment programmes, ownership structure over the concerned assets and risk profile. Moreover, the description provided by the beneficiary should address the outcomes of the performed stakeholder analysis, including who are the relevant project stakeholders, their needs and expectations towards the project and the activities foreseen to raise awareness and promote engagement.

## **3) Legal analysis**

In this section, the beneficiary must address the legal feasibility of the planned investment, describing the legal requirements applicable to the development and implementation of the project, as well as potential legal and/or regulatory incentives and obstacles for its realisation.

## **4) Economic and financial analysis**

This section focuses on the economic and financial aspects of the planned investment project. The beneficiary must indicate here the estimated costs, cost savings and other revenues expected from the project; the financial indicators on economic viability, such as simple payback period, net present value and internal rate of return; as well as the critical risks that can affect the project implementation and potential mitigation measures. Moreover, the beneficiary should address in this section the envisaged financing approach and potential funding sources (such as grants, soft loans, guarantees, etc.) for the implementation of the investment project.

## **5) Investment Roadmap**

The last section of the IC provides an outlook on the realisation of the investment project. The beneficiary must state in this section whether any additional technical support or capacity building activities are required for the development and/or implementation of the investment project. Moreover, this section must include a work plan presenting the next steps and foreseen activities to launch the planned investments.

### **1.5 Information to be provided in the English Summary of the investment concept**

As the IC can be developed in national language, beneficiaries are also required to fill a [summary in English in the EUCF website user zone](#) and submit it together with the final investment concept. The English Summary of the IC is kept concise and works as a “teaser” or “elevator pitch” of the investment project. It includes key figures of the planned investment project, such as estimated costs and revenues, financial indicators and expected impacts. The information that must be provided by beneficiaries in the English Summary is summarised in the figure below:

English Summary of Investment Concept	
	<b>Total investment planned</b>
	<b>Funding sources</b> <ul style="list-style-type: none"> <li>• Requested funding</li> <li>• Own funding</li> <li>• Other funding sources</li> </ul>
	<b>Sectors targeted by the project</b>
	<b>Overview and objectives of investment</b>
	<b>Estimated costs and revenues</b> <ul style="list-style-type: none"> <li>• Total operation cost per year</li> <li>• Total revenues per year</li> </ul>
	<b>Economic viability</b> <ul style="list-style-type: none"> <li>• Simple payback period</li> <li>• Net present value</li> <li>• Discount rate</li> <li>• Lifetime period</li> <li>• Internal rate of return</li> </ul>
	<b>Impacts</b> <ul style="list-style-type: none"> <li>• Energy savings</li> <li>• Renewable energy production</li> <li>• Avoided CO<sub>2</sub> emissions</li> </ul>

**Figure 3.** Information to be provided in the English Summary of the investment concept

Besides these key figures, beneficiaries are also asked to provide some information on the use of the EUCF support (activities funded and allocation of the grant) as well as on the main learnings and potential challenges that arose during the IC development within the EUCF framework. These questions are for monitoring purposes only and are not taken into consideration in the validation of the IC.

## 1.6 Annexes to be submitted with the IC

### A) Mandatory annexes



The submission of the completed **investment concept template** and **the letter of support to the investment project** by the Mayor or other relevant political representative is **mandatory** for the IC to be positively validated. The templates provided by the EUCF for the investment concept and the letter of support must be mandatorily used for the submission.

It is important to note that the template for the letter of support to be submitted with the investment concept differs from that submitted in the application. Both the investment concept template and the template for the letter of support can be downloaded in the [EUCF website](#). More information on the requirements for the submission of mandatory documents can be found in [section 2.2](#).

## B) Additional (non-mandatory) annexes

A set of supporting documents can be further submitted as Annexes to the IC template developed by EUCF beneficiaries. The following table presents examples of supporting documents according to the section of the [IC template](#):

**Table 1.** Examples of non-mandatory annexes according to section of the IC template

Section of IC template		Annexes that can be submitted
1.2.	<b>General project background, context and rationale</b>	Supporting documents to the description provided, e.g. SEAP/SECAP, other plan of similar ambition, other relevant local/regional strategies and plans, statistics and reports, etc.
1.3.	<b>Description of the investment project</b>	Supporting documents to the description provided, e.g. technical analyses, energy audits; assessment of suitable technology options, feasibility studies, etc.
1.4.	<b>Market analysis and barriers</b>	Supporting documents to the description provided, e.g. market studies, customer analysis, choice modelling, SWOT analysis, etc.
1.5.	<b>Summary of the expected impacts</b>	Details of the calculation, including relevant assumptions, baselines, conversion factors, etc.
2.1.	<b>Overview of project promoter(s)</b>	Supporting documents, e.g. letters of commitment/letters of support from project promoter(s), etc.
2.4.	<b>(Local) stakeholder analysis</b>	Supporting documents, e.g. proof of support from described stakeholders, etc.
3.1.	<b>Legal feasibility</b>	Summaries of the performed analyses (assessments and studies) on the legal feasibility and supporting documents, if applicable.
4.1.	<b>Estimated costs and revenues</b>	Cash flow plan, i.e. a more detailed forecast of costs and revenues and cash flow development over the lifetime of the investment project, depicting the costs per described investment component.
4.2.	<b>Economic viability</b>	Calculations, clarifying/justifying the discount rate applied and lifetime period of the technology, explaining the project specifics (e.g. lifetime, maintenance etc.).
5.2.	<b>Work plan</b>	Gantt Chart on the work plan.

**On the IC template, beneficiaries are required to indicate which Annexes have been submitted with the investment concept.** The documents listed on the investment concept template must be submitted by the

beneficiary in the respective upload area. During the document check, evaluators verify if the submitted documents correspond to those listed on the IC template.

## 2. Validation of the investment concept

### 2.1 About the validation of the investment concept

After the signature of the Grant Agreement, EUCF beneficiaries have a period of up to **12 months** for the development of the IC. They can submit the documentation in the EUCF website user zone anytime during this period, once the foreseen activities have been conducted and the necessary documentation is prepared. The validation of the IC is conducted by a dedicated team of evaluators with each IC being evaluated individually by at least two evaluators.

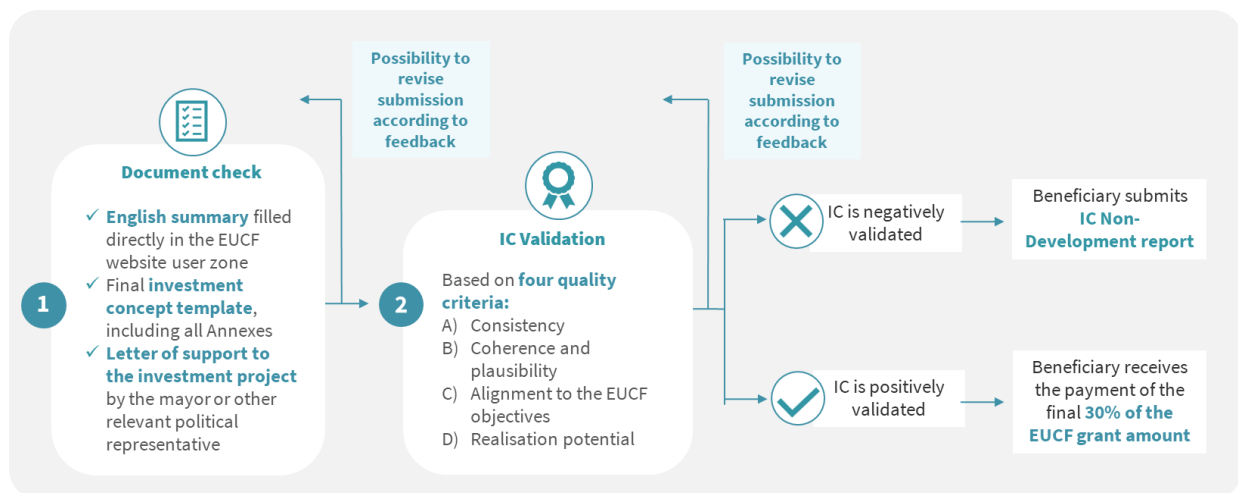
The validation process of the investment concept developed by EUCF beneficiaries consists of **two steps**:

1. Document check
2. IC Validation

The first step of the process is the **Document Check**, where evaluators will verify the documentation submitted by the beneficiary. Secondly, evaluators perform the **IC Validation**, based on four quality criteria (further described in section 2.2 below). After each step, beneficiaries are notified in case of any issues with the submitted IC and have the opportunity to adjust and resubmit the documents.

Once the validation is concluded, beneficiaries are notified per e-mail about the validation results and can access a feedback report on the EUCF website user zone.

The IC validation process is summarised in the graphic below:



**Figure 4.** Overview of investment concept validation process

### 2.2 Validation steps

#### Step 1 – Document check

The first step of the validation of the IC is the verification of the documentation submitted by the beneficiary. This includes checking if all necessary documents have been uploaded and if they include the required content (e.g. if the IC corresponds to the template, if all Annexes of the final IC are submitted, if the letter of support to



the investment project is signed, etc.). Together with the completed English Summary of the IC in the EUCF website user zone, the following documents must be submitted for validation:

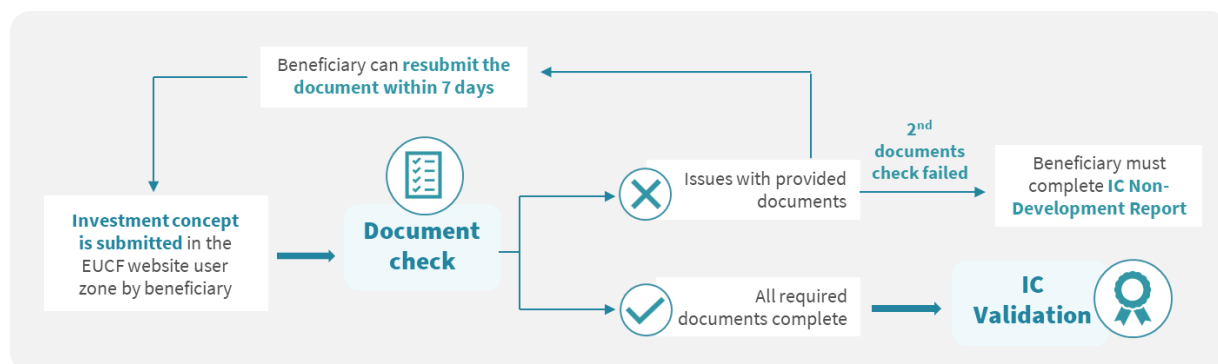
- Final investment concept (mandatory), including Annexes;
- Letter of support to the investment project (mandatory) by the Mayor or other political representative (The provided [template](#) must be used for the submission)

Evaluators check if the required documents have been submitted and whether any issues were identified, and provide feedback to beneficiaries in case of need for adjustments.

**!** In case documents are incomplete or any content issues are identified, the beneficiary is notified per email and has the possibility to resubmit the adjusted documents within **seven days**. If the documents are not resubmitted within this period, the beneficiary will be required to complete the **IC Non-Development Report** in EUCF website user zone. In this case, **the final payment of 30% of the EUCF grant is not disbursed**. The same applies in case there are still issues with the provided documents in the second document check.

The process of the document check in the IC validation is presented in the figure below:

**Figure 5.** Document check in the IC validation



The table below summarises the **requirements for the submission** of the [investment concept](#) and [letter of support](#), the two mandatory documents for the IC validation.

**Table 2.** Mandatory documents for IC validation – Requirements for document check

Document	Requirements for document check
<b>Investment concept</b>	<ul style="list-style-type: none"> <li>✓ The IC document <b>has been submitted</b> by the beneficiary.</li> <li>✓ The submitted document <b>corresponds to the EUCF IC template</b> and has been thoroughly completed by the beneficiary.</li> </ul>
<b>Letter of support to the investment project</b>	<ul style="list-style-type: none"> <li>✓ The letter of support to the project has been submitted by the beneficiary</li> <li>✓ The submitted document <b>corresponds to the EUCF template for the letter of support.</b></li> <li>✓ The submitted letter of support to the investment project is <b>signed by the Mayor or other relevant political representative</b> of the municipality/local authority, grouping or local public entity aggregating municipalities/local authorities.</li> </ul>

## Step 2 – IC Validation

After passing the document check, the **IC is validated based on four quality criteria**. In order to be positively validated, the IC must comply with all quality criteria. Two evaluators validate the same IC, and a third evaluator is assigned in case of discrepancies in the assessment of the evaluators of one or more criteria. An overview of the quality criteria for IC validation is provided in the table below:

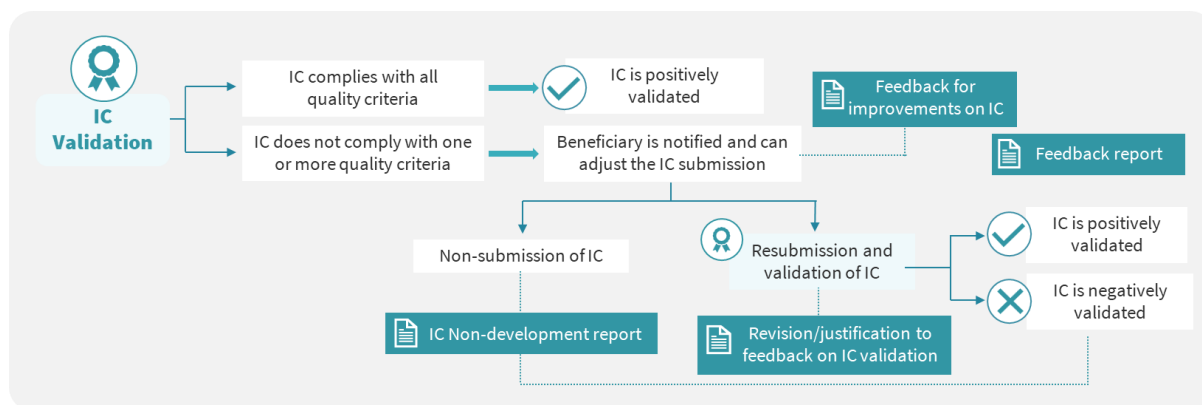
**Table 3.** Quality criteria for investment concept validation – Requirements per criterion

Quality criteria	Requirement
<b>A. Consistency</b>	<p>The information provided in the IC is <b>consistent and in line with the information provided in the full application and in the EUCF Grant Agreement</b>. The beneficiary has not undertaken any modifications that alter the overall rationale of the planned investment project, e.g. the IC targets the same investment sector(s); the investment size as well as the impact and financial indicators are equal or higher than those provided at the full application and Grant Agreement stage, etc. If the figures deviate from the previously provided and/or if indicators are more than 10% lower than those indicated in the application form, a justification has to be provided by the beneficiary.</p> <p><b>Please note:</b> When filling the IC English Summary in the EUCF website user zone the beneficiary is automatically informed in case the figures provided for energy savings (GWh/y), renewable energy generation (GWh/y) and investment size (EUR) deviate from those provided in the application form. In this case, the beneficiary can provide a <a href="#">justification for the deviations in the IC English Summary</a> when submitting the investment concept.</p>
<b>B. Coherence and plausibility</b>	<p>The information provided in the IC allows for a <b>clear understanding of the planned investment</b> (including individual components such as funding sources). The provided components are coherent and realistic without opposing/contradicting or ambiguous information. A plausibility check between components (e.g. simple payback period in relation to energy savings and investment size) confirms this assessment. In case the components are not plausible, a justification has to be provided by the beneficiary.</p>
<b>C. Alignment with EUCF objectives</b>	<p>The proposed investment is <b>aligned with the ultimate objective of the EUCF</b>, i.e. to build a substantial pipeline of sustainable energy projects across cities in Europe by providing targeted financial, technical, legal and capacity building support. <b>A sound IC in the field of sustainable energy</b> has been developed by the beneficiary with the potential for successful implementation</p>
<b>D. Realisation potential</b>	<p>A <a href="#">letter of support to the investment project</a> by the Mayor or other relevant political representative has been submitted together with the IC. The content of the letter demonstrates the political will of the municipality/local authority, grouping or local public aggregating municipalities/local authorities for the realisation of the investment project (e.g. by highlighting the relevance of the investment project for the beneficiary, by describing the next steps planned to launch the investment, etc.)</p>

If the IC complies with all four quality criteria, it is positively validated and the beneficiary is informed through the EUCF website user zone. The beneficiary receives a **Feedback Report** and the **payment of the final 30% of the total EUCF grant** amount is disbursed.

! In case of **negative validation** by both evaluators, the beneficiary is notified about the areas of the IC and/or submitted documents with need for improvement and has the **possibility to adjust the submission and/or to provide justifications within 30 days**.

In case evaluators come again to the conclusion that the quality criteria are not met, the **IC is negatively validated**. The beneficiary is then notified, receives a corresponding feedback report and has to complete the **IC non-development report**. The same applies in case the IC is not resubmitted within the 30 days revision period. The process and the corresponding documents of the IC validation are presented on the figure below:



**Figure 6.** Process of IC validation and corresponding reports

### 2.3 Non-development of investment concept

The submission of the [investment concept non-development report](#) (Annex 4.4) is required in case:

- The EUCF beneficiary is not able to complete the investment concept in the (extended) time period;
- The EUCF beneficiary does not resubmit the investment concept with the adjustments requested by the evaluation team after the document check or the IC validation;
- The resubmitted investment concept is negatively validated due to incomplete documents or no fulfilling one of the four quality criteria of the validation.

Beneficiaries can [request in the EUCF website user zone to complete the non-development report](#) when they know the submission of the investment concept will not be possible. An e-mail notification is sent to beneficiaries about the requirement to complete the non-development report.

! The non-development report must be filled online in the EUCF website user zone within **30 days of the e-mail notification** sent to the beneficiary. In case the IC non-development report is not submitted, the beneficiary **must repay the pre-financing of 70% of the EUCF grant amount**.

## IC Non-development Report

The purpose of the [investment concept non-development report](#) is to provide an overview of the challenges that occurred during the development of the IC and to reflect on the learnings from this process. The information that must be provided by beneficiaries in the Non-development report is summarised in the following figure:

### Approval and rejection of IC Non-development Report

After being submitted, the IC non-development report must be approved by the EUCF Team in order for the beneficiary to keep the pre-financing of 70% of the EUCF grant amount, paid at the signature of the Grant Agreement. The final payment, i.e. 30% of the total grant amount is not disbursed in any case in which the IC non-development report must be filled by the beneficiary. In terms of the disbursement of the grant, following cases apply:

**Table 4.** Cases of IC submission and disbursement of the grant amount

Submission case	Financing
Submission of the IC non-development report by beneficiary and approval by EUCF Team	Beneficiary <b>keeps the pre-financing of EUR 42,000</b>
Submission of the IC non-development report by beneficiary and rejection by EUCF Team	Beneficiary <b>has to repay the pre-financing of EUR 42,000</b>
Non-submission of the IC non-development report by beneficiary	Beneficiary <b>has to repay the pre-financing of EUR 42,000</b>

The approval of the non-development report submitted by beneficiaries will be decided case by case. Reasons for rejection may include the submission of a report with incomplete parts, critical content issues such as contradictory information, etc. In case the non-development report is not submitted in the EUCF website user zone within 30 days from the notification per e-mail, the beneficiary has to repay the pre-financing of 70% of the grant amount.

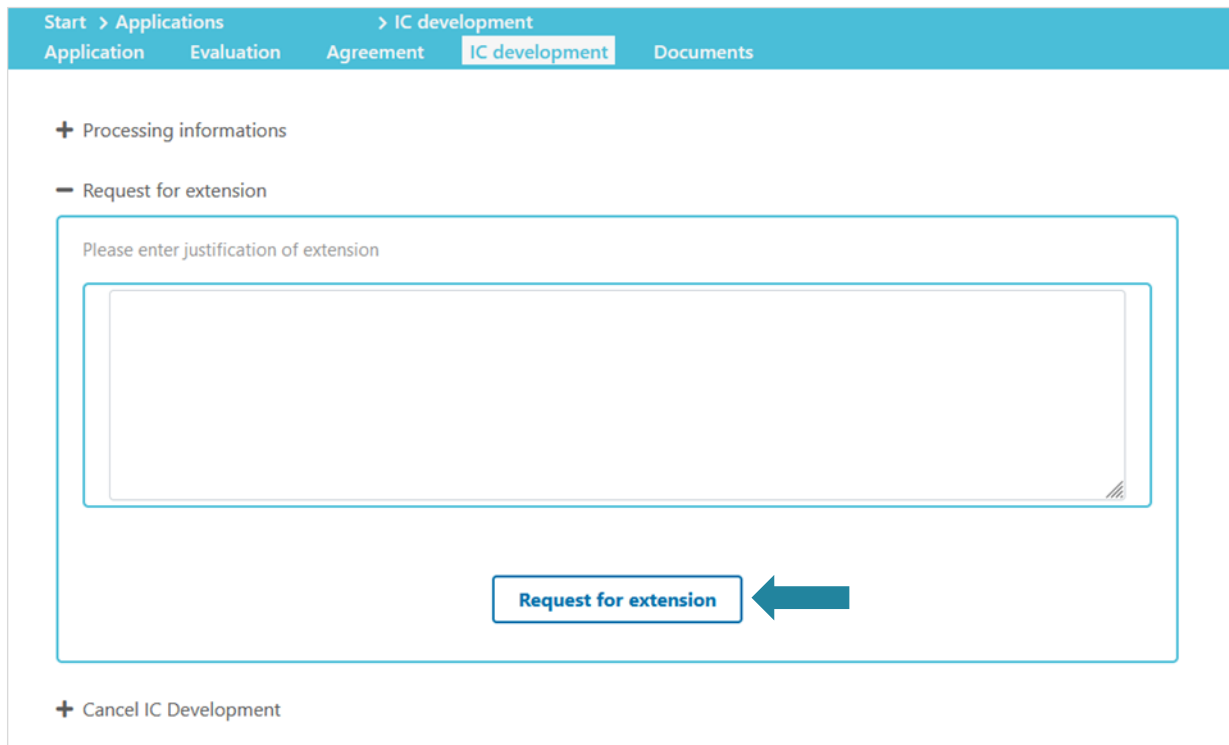
## 2.4 Questions/problems during IC Validation

In case any questions/problems arise regarding the feedback received by beneficiaries in the two steps of the IC Validation, the EUCF Team can be contacted through the EUCF Helpdesk. Additionally, the respective country expert can also be contacted to support revising or providing a justification for the issues raised in the validation.

### 3. IC submission and validation in the EUCF website user zone

#### 3.1 Requesting an extension of the IC development period

One month before the deadline for the submission of the investment concept, beneficiaries are notified per e-mail. In case the submission of the IC cannot be done in due time, the beneficiary can request in the EUCF website user zone a **one-month extension of the IC development period**. The extension request can be done under menu “IC development” in the section “Request for extension”.



Start > Applications > IC development

Application Evaluation Agreement **IC development** Documents

+ Processing informations

- Request for extension

Please enter justification of extension

Request for extension

+ Cancel IC Development

**Figure 7.** Request for extension in the EUCF website user zone

In the EUCF website user zone the beneficiary must provide a justification for the extension request, which must be submitted to be approved by the EUCF Team. The justification can include e.g. the reasons for postponing the submission and the next steps for finalising it within the extended deadline. Beneficiaries are notified per e-mail about the approval or rejection of the extension request. In case the extension is not approved, the original deadline for IC submission must be kept by the beneficiary.

#### 3.2 Submitting the IC in the EUCF website user zone

The investment concept is submitted by beneficiaries in the EUCF website user zone. Under the menu “IC development” EUCF beneficiaries can fill online the English Summary of IC and submit the mandatory Annexes (IC template and letter of support by the Mayor or other relevant political representative) as well as further supporting documents. The information on the English Summary can be completed by the beneficiary in the section “English Summary of investment concept”. Part D of the “IC Development” section – “List of Annexes” – includes the upload areas for the required documents.

– English Summary of investment concept

**+ A. Summary of the planned investment**  
 The English Summary is used to validate the investment concept, comprising key information that should allow for a good overview and understanding of the proposed investment. Please fill in the information required below and submit the form together with the final investment concept, including all Annexes and the letter of support to the investment project by the Mayor or other relevant political representative. Please note that the evaluation team can request further information on the investment concept, if needed for the validation.

**+ B. Use of EUCF support**  
 (For monitoring purpose only. The information is not taken into consideration for the validation of the investment concept)

**+ C. Contact**

**– D. List of Annexes**  
 Please use the corresponding upload area to submit the documents provided as Annexes of the English Summary. Please note that the submission of the [Investment Concept Template](#) and the [Letter of Support by the mayor or other relevant political representative is mandatory for the IC submission](#). Other annexes can be submitted according to the section of the investment concept they refer to.

**+ Mandatory Annexes**

**+ Other Annexes by corresponding section of the investment concept**


Save
Validate
Submit
Back

**Figure 8.** English Summary in the EUCF website user zone

**– D. List of Annexes**  
 Please use the corresponding upload area to submit the documents provided as Annexes of the English Summary. Please note that the submission of the [Investment Concept Template](#) and the [Letter of Support by the mayor or other relevant political representative is mandatory for the IC submission](#). Other annexes can be submitted according to the section of the investment concept they refer to.


**– Mandatory Annexes**

**Final investment concept**

  
 Click to choose a file or drag it here.

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**Letter of support to the investment project by the mayor or other relevant political representative**

  
 Click to choose a file or drag it here.

**– Other Annexes by corresponding section of the investment concept**

**Figure 9.** Submission of Annexes in the EUCF website user zone

Once the information in the English Summary is complete and all mandatory and supporting annexes uploaded, the investment concept can be submitted by clicking the button “Submit” at the bottom of the page in the “IC development menu”. The changes made can also be saved to be submitted later on by the beneficiary by clicking the button “Save”.

### 3.3 Deviations from the application

The EUCF website user zone will automatically calculate and highlight deviations in the figures provided for the investment size, energy savings and renewable energy generation in the IC English Summary in relation to the application form. If the figures deviate from those previously provided with indicators that are more than 10% lower than foreseen in the application, beneficiaries can provide a justification before the first submission of the IC in section B of the English Summary in the field “**Lessons learned**”

English Summary of investment concept

**A. Summary of the planned investment**  
 The English Summary is used to validate the investment concept, comprising key information that should allow for a good overview and understanding of the proposed investment. Please fill in the information required below and submit the form together with the final investment concept, including all Annexes and the letter of support to the investment project by the Mayor or other relevant political representative. Please note that the evaluation team can request further information on the investment concept, if needed for the validation.

<b>Total investment planned (Investment concept / Application / Difference)</b>		40000000	62323694	-35.82%	EUR
<b>Funding sources</b>	Requested funding [%]	75	30 000 000		EUR
	Own funding [%]	25	10 000 000		EUR
	Other sources				EUR
	[please specify] [%]				EUR

Figure 8. Example of deviations from the figures provided in the application for the investment size

<b>Expected impacts</b>	Energy savings (IC / Application / Difference)	0	9.46	-100.00%	GWh/y
	Renewable energy production	0	9.705	-100.00%	GWh/y
	Energy savings and renew. energy production	0	18	-100.00%	GWh/y
	Avoided CO <sub>2</sub> emission				tCO <sub>2</sub> e/y

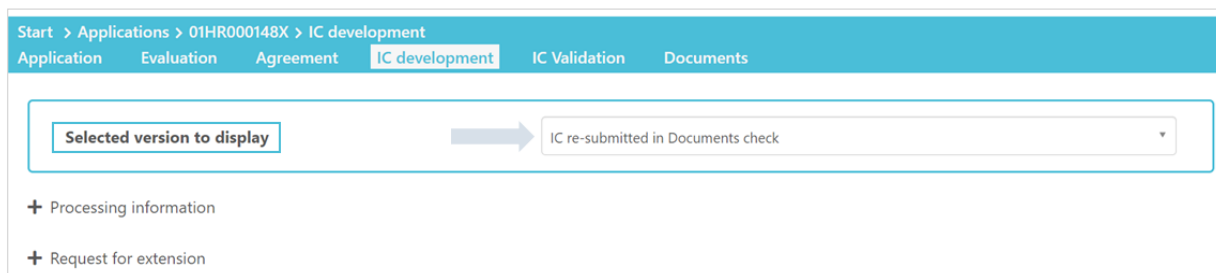
Figure 9. Example of deviations from the figures provided in the application for expected impacts

Deviations from the figures provided in the application form are accepted in the IC validation if justified by beneficiaries. The justification can include, e.g., the results of studies and analyses conducted during the development of the investment concept that led to different figures or the financial and political reasons for not moving forward with the implementation of parts of the foreseen investment project. The justification provided by beneficiaries in the English Summary is taken into consideration in the validation of quality criterion A, “Consistency”. If further need for justification on the deviations is identified by evaluators, beneficiaries are able to respond to the feedback to this criterion in the revision of the IC after validation.

### 3.4 Revision of the IC after Document check

If the documents submitted with the investment concept are incomplete or present any content issues, beneficiaries will be informed per e-mail and have the opportunity to resubmit the adjusted documents within **seven days**. The feedback of the evaluation team on the “Document check” is communicated to beneficiaries per e-mail.

The submitted documents can be revised under the menu “IC Validation” by selecting “**IC DC resubmission**”. There, beneficiaries can revise the English Summary, if necessary, as well as replace the submitted annexes. After the submission, beneficiaries can see the revised version of the IC in the menu “IC development” by selecting the version “IC re-submitted in Documents check” to display.



Start > Applications > 01HR000148X > IC development

Application Evaluation Agreement **IC development** IC Validation Documents

Selected version to display → IC re-submitted in Documents check

+ Processing information

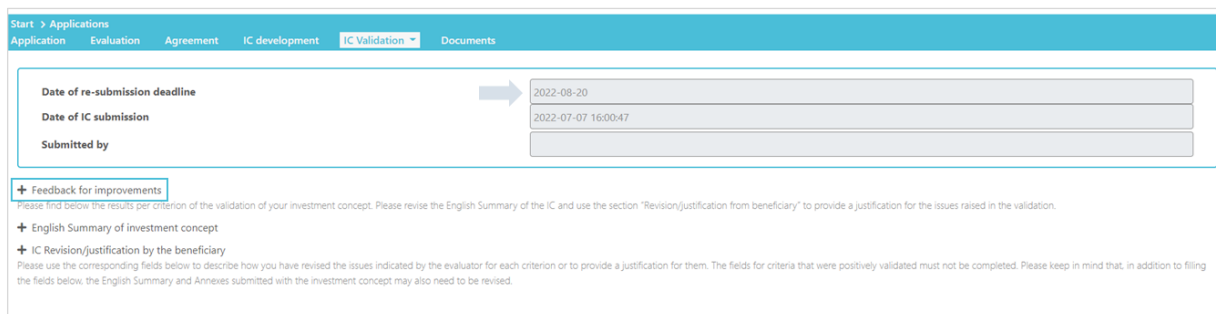
+ Request for extension

**Figure 10.** Selection of version to display after documents check in the EUCF website user zone

In case of questions regarding the provided feedback and the need for revision of the IC, beneficiaries can contact their respective country experts as well as the EUCF team through the EUCF Helpdesk.

### 3.5 Revision of the IC after Validation

In case of negative validation of the investment concept, the beneficiary is notified per e-mail and can access in the EUCF website user zone the feedback from the evaluation team with the identified need for revision/justification. From the date of the e-mail notification, the beneficiary has **30 days** to adjust the IC submission and/or provide a justification for the issues raised by evaluators. In case of questions regarding the provided feedback and the need for revision of the IC, beneficiaries can contact their respective country experts as well as the EUCF team through the EUCF Helpdesk. The new deadline for the submission can be seen in the menu “IC Validation”. The feedback per criterion from the evaluation team can be seen under the menu “IC validation” under “IC Eval Re-submission” in the section “Feedback for improvements”.



Start > Applications

Application Evaluation Agreement IC development **IC Validation** Documents

Date of re-submission deadline → 2022-08-20

Date of IC submission → 2022-07-07 16:00:47

Submitted by

+ Feedback for improvements

Please find below the results per criterion of the validation of your investment concept. Please revise the English Summary of the IC and use the section “Revision/justification from beneficiary” to provide a justification for the issues raised in the validation.

+ English Summary of investment concept

+ IC Revision/justification by the beneficiary

Please use the corresponding fields below to describe how you have revised the issues indicated by the evaluator for each criterion or to provide a justification for them. The fields for criteria that were positively validated must not be completed. Please keep in mind that, in addition to filling the fields below, the English Summary and Annexes submitted with the investment concept may also need to be revised.

**Figure 11.** Re-submission deadline and feedback for improvements in the IC in the EUCF website user zone

In case, for example, only criterion A is negatively validated in the feedback report, only this criterion needs to be addressed in the revision/justification by the beneficiary. The submission can be revised in the menu “IC validation” by selecting “**IC Eval Re-submission**”. There, beneficiaries can revise the English Summary, replace the submitted annexes and provide a justification for the identified issues.

In section “IC Revision/justification from beneficiary”, beneficiaries can provide a justification per criterion for the issues raised by evaluators. If the criterion has been positively validated, beneficiaries can leave the respective justification field blank.





**Figure 12.** Revision/justification from beneficiary IC in the EUCF website user zone

The investment concept can be resubmitted by clicking the “Submit” button at the bottom of the page. The resubmitted IC will go again through the validation process.

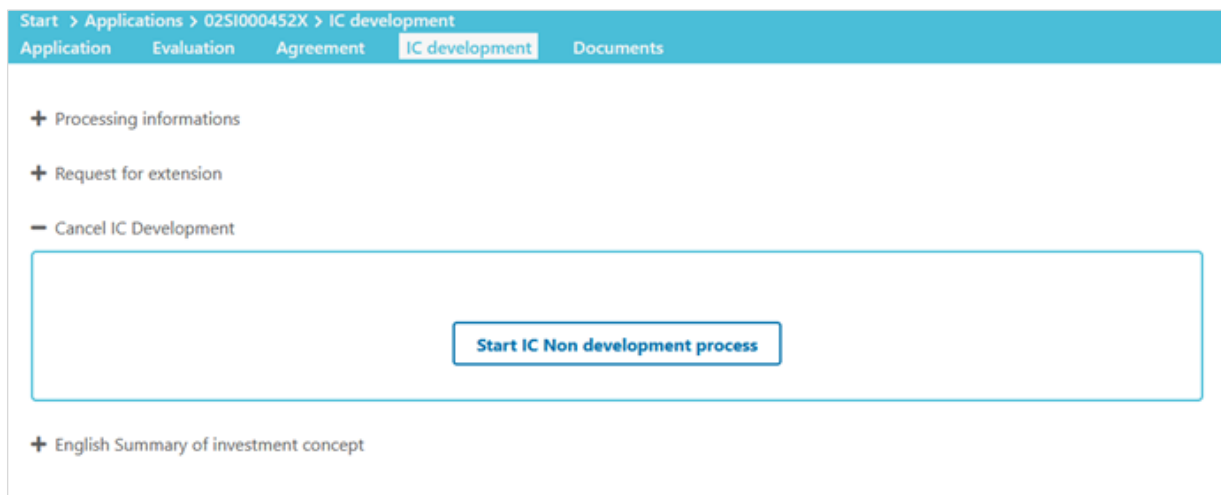
### 3.6 Feedback on IC Validation

If the investment concept complies with all quality criteria, it is positively validated. The beneficiary receives a notification per e-mail about the positive validation and can access in the EUCF website user zone the feedback report with an overall feedback as well comments per criterion.

If, after revision and resubmission of the IC, the evaluation team comes again to the conclusion that the quality criteria are not met, the IC is negatively validated. In this case the beneficiary is also notified and can access in the EUCF website user zone the feedback report with the validation results. In case of negatively validated IC, the beneficiary will be required to complete the IC non-development report in the EUCF website user zone.

### 3.7 Requesting the IC Non-development Report

In case the investment concept could not be developed and will not be submitted for validation, the beneficiary can request to complete the **IC Non-Development Report** in the EUCF website user zone. The completion of the Non-development Report can be requested under the menu “IC Development” in section “Cancel IC development”

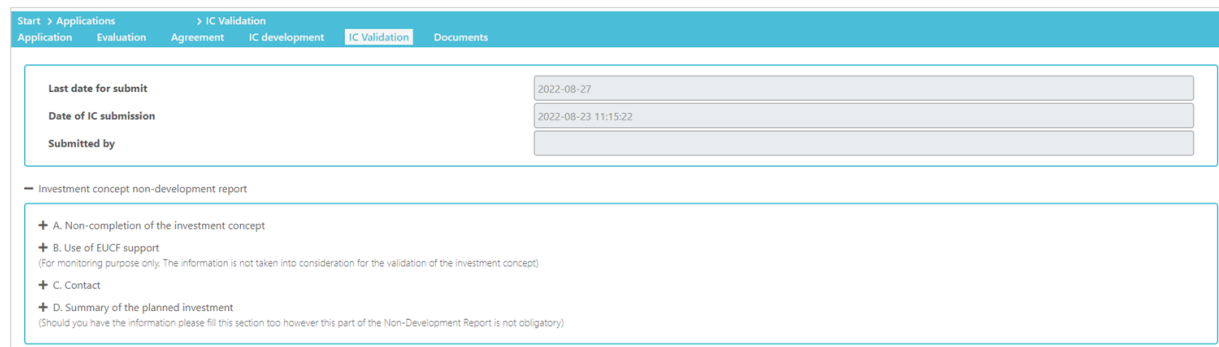


**Figure 13.** Starting IC Non-development report in the EUCF website user zone

The beneficiary will be notified per e-mail once the Non-development report can be filled in the EUCF website user zone. The report must be submitted within **30 days** from the e-mail notification.

### 3.8 Submitting the IC Non-development Report

The IC Non-development Report is filled online in the EUCF website user zone under the menu “IC Development”. Once available, the report can be accessed in the section “Investment concept non-development report” in “IC Validation”.



The screenshot shows the EUCF website user zone interface. At the top, there is a navigation bar with the following tabs: Start > Applications, > IC Validation, Application, Evaluation, Agreement, IC development, IC Validation (selected), and Documents. Below the navigation bar, there is a form with the following fields:

Last date for submit	2022-08-27
Date of IC submission	2022-08-23 11:15:22
Submitted by	

Below the form, there is a section titled "Investment concept non-development report" with the following sub-sections:

- + A. Non-completion of the investment concept
- + B. Use of EUCF support  
(For monitoring purpose only. The information is not taken into consideration for the validation of the investment concept)
- + C. Contact
- + D. Summary of the planned investment  
(Should you have the information please fill this section too however this part of the Non-Development Report is not obligatory)

**Figure 14.** IC Non-development report in the EUCF website user zone

The IC Non-development Report must be thoroughly filled by the beneficiary. If further information on the planned investment is available, the beneficiary can also provide them in section D, “Summary of planned investment”. The completion of this section is, however, not mandatory for the submission of the IC Non-development report.

In case the Non-development report is not submitted by the beneficiary or not successfully approved by the EUCF Team, the beneficiary must **repay the pre-financing of 70% of the grant amount.**

## **4. Annexes**



# EUROPEAN CITY FACILITY

## Investment Concept Template

**[Name of municipality/local authority,  
grouping, or local public entity aggregating  
municipalities/local authorities]**

**[Investment concept title]**

**Prepared: [Date prepared]**

**Quality assurance: [e.g. appraisal, peer review, etc.]**



A. Summary of the planned investment <sup>1</sup>			
<b>Total investment planned</b>	EUR		
<b>Funding sources</b>	<i>Requested funding</i>	EUR/...%	
	<i>Own funding</i>	EUR/...%	
	<i>Other sources [please specify]</i>	EUR/...%	
<b>Location of the planned investment</b>			
<b>Municipality/local authority, grouping and other organisations involved</b>	Please provide the name of the organisation(s) involved as well as the LAU and NUTS 3 code <sup>2</sup> of the municipality/local authority or of each municipality/local authority in case of a grouping. In case of a local public entity aggregating municipalities/local authorities, please provide the NUTS 3 area code in which the entity is located.		
<b>Sector(s) targeted</b>	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"/>	
	For others, please specify .....		
<b>Overview and objectives of the planned investment</b>	Please briefly describe the planned investment, indicating the main goals, the main measures planned and who should benefit from them and how.  [max. one paragraph]		
<b>Estimated costs and revenues</b>	<i>Total operating cost (year)</i>	EUR	
	<i>Total revenues (year)</i>	EUR	
<b>Economic viability</b>	<i>Simple payback period</i>	<i>Net Present Value<sup>3</sup></i>	<i>Internal rate of return</i>
<b>Expected impacts</b>	<i>Energy savings</i>		GWh/y
	<i>Renewable energy production</i>		GWh/y
	<i>Avoided CO<sub>2</sub> emissions</i>		tCO <sub>2</sub> eq/y
	<i>Other impacts</i>		[unit]

1 All values incl. VAT, if not reclaimable.

2 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.

3 Incl. Information on the discount rate used.



<b>B. Contact</b>	
<b>Contact person</b>	
<b>Organisation</b>	Legal entity in charge and its VAT number
<b>Department</b>	
<b>Street, No.</b>	
<b>Postal Code, City</b>	
<b>Country</b>	
<b>Telephone</b>	
<b>E-Mail</b>	
<b>Consultancy Support</b>	If applicable, please provide the contact details (name, company, e-mail) of the consultant that supported the development of the Investment Concept.



<b>1. Detailed description of planned investment project</b>
<b>1.1. Objectives of the investment project</b>
Please summarise the general and specific project objectives.
<b>1.2. General project background, context and rationale</b>
<p>Please describe the general context and rationale of the planned investment project, referring to e.g.:</p> <ul style="list-style-type: none"> <li>- General framework conditions, incl. relevant (local, national, Eurostat etc.) statistics regarding the investment territory, population etc.; and a social perspective on the context of implementation of the project;</li> <li>- Relevant (enabling) policy framework, including political objectives and/or commitments (incl. SEAPs, SECAPs etc.);</li> <li>- Social context in which the investment project is going to be developed (e.g. neighbourhood with particular social connotations), if relevant;</li> <li>- Other relevant municipal infrastructure projects by the project promoter(s) that would be running in parallel to the planned investment project, if any.</li> </ul> <p>Please attach any supporting documents, e.g. SEAP, SECAP etc., in the Annex.</p>
<b>1.3. Description of the investment project</b>
<p>Please describe the envisaged investment project, incl. the technical measures planned.<sup>4</sup></p> <p>In this context, please provide details of the underlying technical analysis (e.g. results from energy audits conducted for the project, assessment of suitable technology options etc.), and refer, for instance, to:</p> <ul style="list-style-type: none"> <li>- For public buildings: number of buildings, surface areas managed, current energy consumption, technology options proposed, etc.</li> <li>- For improved efficiency of energy distribution: foreseen energy efficiency improvement, ownership of installations, etc.</li> <li>- For renewable energy production: renewable energy source used, foreseen energy production, technology options proposed.</li> </ul> <p>Please also describe the approach for aggregation/bundling of small-scale projects, if relevant.</p> <p>Please attach any supporting documents, e.g. (sample) energy audits, (summary) assessments of technology options, etc., in the Annex.</p>
<b>1.4. Market analysis and barriers</b>
<p>Please describe the:</p> <ul style="list-style-type: none"> <li>- Relevant market conditions and potential competitors; and</li> <li>- General barriers and obstacles identified for the project and ways how to bridge these gaps.</li> </ul> <p>Please attach any supporting documents in the Annex.</p>
<b>1.5. Summary of expected impacts</b>
<p>Please fill the table below with the results expected from the implementation of the investment project.</p> <p>Please provide details of the calculation, including relevant assumptions, baselines, conversion factors, etc., in the Annex.</p>

<sup>4</sup> Non-eligible technology measures under the EUCF are aligned with the [new European Investment Bank \(EIB\) energy lending policy](#), adopted on 14 November 2019. Thus, the EUCF has a clear position not to support investments in energy projects reliant on unabated fossil fuels.





<i>Energy savings</i>		GWh/y
<i>Renewable energy production</i>		GWh/y
<i>Avoided CO<sub>2</sub> emissions</i>		tCO <sub>2</sub> eq/y
<i>Other (social, climate) impacts</i>	e.g. improved living/working conditions of citizens, reduced pollution, adaptation measures, etc.	
<b>1.6. Replication and/or up-scaling potential</b>		
<p>Please explain how the project can be replicated in other contexts and/or has the potential to be up-scaled (in the region), highlighting potential partners needed, and referring to:</p> <ul style="list-style-type: none"> <li>- Internal replication/upscaling within current associated organisation;</li> <li>- Expansion, associating further organisations; and/or</li> <li>- Replication by others.</li> </ul>		
<b>1.7. Summary of investment component(s)</b>		
Please briefly summarise the investment component(s) in table A.		



**Table A – [1.7] Summary of investment component(s)<sup>5</sup>**

Investment sector(s): (please specify)								
# <sup>6</sup>	Investment component <sup>7</sup>	Description of investment component	Unit <sup>8</sup>	Current energy consumption (GWh/year)	Energy savings (%)	Renewable energy production (GWh/year) <sup>9</sup>	Payback time	Total investment costs (EUR)
1								
2								
3								
4								
5								
6								
...								
<b>TOTAL</b>								

<sup>5</sup> All values incl. VAT, if not reclaimable.

<sup>6</sup> The number of rows can be adjusted as required.

<sup>7</sup> Specify the investment component, e.g. investment in renewable energy production, lamps, smart metering, different types of buildings etc. Use a separate row in the table for each investment component.

<sup>8</sup> Specify the number of investments and an appropriate unit, e.g. x number of buildings, lamps, etc.

<sup>9</sup> Only if applicable.



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## 2. Promoter(s) and (local) stakeholders

### 2.1. Overview of project promoter(s)

Please describe briefly:

- The project promoter(s) and their interest in the project, differentiating between
  - the organisation leading the investment project, and
  - further organisations associated to it.
- Whether they have previous investment programme experience;
- The level of commitment of promoter(s) to the planned investment project.

Please attach any supporting documents, e.g. letters of commitment/support from associated partners etc., in the Annex.

### 2.2. Ownership of assets and management structure

Please describe briefly:

- The ownership structure of project promoter(s) over the assets concerned;
- The (legal) relations between the leading and associated organisations regarding the whole investment;
- The organisational structure and decision-making processes for the implementation of the investment project, explaining how decisions are made and who makes them.

### 2.3. Risk profile for the entity(ies) that will be financially liable

Please provide any information that can help establishing your financial risk profile, e.g. financial appraisal, securities/guarantees, credit rating, if available.

### 2.4. (Local) stakeholder analysis

Please:

- describe further stakeholders (civil society, economic stakeholders, etc.) and their possible role for the success of the investment project;
- highlight their needs and expectations from the proposed investment project;
- indicate their current level of support; and
- describe the future envisaged engagement strategy, using the following table.

Please attach any supporting documents, e.g. proof of support, etc., in the Annex.

Type of stakeholder	Current status of engagement	Future engagement activities	Instruments/channels for dissemination and interaction



### 3. Legal analysis

#### 3.1. Legal feasibility of the planned investment

Please:

- Describe the (local, national and potentially international) legal requirements applicable to the planned investment, e.g. regulations concerning
  - o available investment types and framework conditions,
  - o the actual investment approach, or
  - o the structuring and timeline of the single investment steps (incl. public procurement or debt accounting rules) etc.
- Clarify possible legal/regulatory incentives and how they will be used to benefit the project; and
- Clarify possible legal/regulatory obstacles and how they will be tackled.

Please describe the preparatory assessments and studies carried out in the course of the investment concept development and attach any (summaries of the) performed analyses to the investment concept. Please also state if an Environmental Impact Assessment (EIA)<sup>10</sup> is required; if yes and if already conducted, briefly highlight the outcomes.

### 4. Economic and financial analysis

#### 4.1. Estimated costs and revenues

Please specify:

- The estimated costs per cost category, differentiating between CAPEX and OPEX (equipment and installation cost, staff costs, external subcontracting, maintenance costs, etc.);
- Cost savings and other revenues.

Please summarise these costs and revenues<sup>11</sup> in the table below. Please provide a more detailed forecast (depicting the costs per investment component) on the cash flow development over the lifetime of the investment project in the Annex.

#### CAPEX

<i>Estimated cost of planning processes</i>	EUR
<i>Estimated cost of installation</i>	EUR
<i>Estimated equipment cost</i>	EUR
<i>Other(s) [please specify]</i>	EUR
<b>Total investment cost</b>	<b>EUR</b>

#### OPEX

<i>Estimated maintenance cost (year)</i>	EUR
--	-----

<sup>10</sup> The [EIA Directive \(85/337/EEC\)](#) applies to a wide range of public and private projects in Europe, which are defined in Annexes I and II of the document.

<sup>11</sup> All values incl. VAT, if not reclaimable.



<i>Estimated staff cost (year)</i>	EUR		
<i>Estimated external sub-contracting (year)</i>	EUR		
<i>Other(s) [please specify]</i>	EUR		
<b>Total operating cost (year)</b>	<b>EUR</b>		
<b>Revenues</b>			
<i>Energy savings (year)</i>	EUR		
<i>Operation and Maintenance (O&amp;M) fee (year)</i>	EUR		
<i>Energy supply (year)</i>	EUR		
<i>Other revenues (year) [please specify]</i>	EUR		
<b>Total revenues (year)</b>	<b>EUR</b>		
<b>4.2. Economic viability</b>			
Please complete the table below with the indicators for the investment.			
<b>Simple payback period</b>	<b>Net Present Value<sup>12</sup></b>	<b>Internal Rate of Return</b>	
Please attach related calculations in the Annex, justifying the discount rate applied and explaining the project/technology specifics (e.g. lifetime, maintenance, etc.).			
<b>4.3. Risk and mitigation measures</b>			
Please outline the critical risks that can affect the project implementation, their likelihood to occur and potential impact on the project as well as corresponding mitigation measures planned to meet the investment objectives, e.g. by using the table below. Examples of risks include legislative changes, regulatory issues, upcoming elections, financing risks, demand risks, approval risks, unavailability of necessary expertise etc.			
<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation measures</b>
<b>4.4. Financing approach and funding sources</b>			

<sup>12</sup> Incl. Information on the discount rate used.



Please describe in detail the envisaged financing approach, including the different funding sources (e.g. own funds, grants, soft loans, (bank) loans, guarantees, external investments, etc.) and the stage of commitment (i.e. consulted, ongoing, negotiations, contracted).

Please indicate the planned funding sources for the investment in the table below<sup>13</sup>, including requested funding.

<i>Total investment cost</i>	EUR/100%
<i>Requested funding</i>	EUR/...%
<i>Own funding</i>	EUR/...%
<i>Other sources [please specify]</i>	EUR/...%

## 5. Investment roadmap

### 5.1. Technical assistance activities

Please describe if any additional type(s) of support are required in the preparation or will be needed during the implementation of the investment project (e.g. technical expertise, legal advice, procurement preparation, financial structuring, energy audits, business plans, etc.).

### 5.2. Work plan

Please clearly state the project/investment status to date (e.g. status of approvals and permissions, any missing activities to be able to start the project).

Use the table below to present the next steps in the process to launch the planned investments, including work planning and resource allocation.

Please attach a Gantt Chart to the investment concept.

<sup>13</sup> All values incl. VAT, if not reclaimable.



**Table B – [5.1] Work plan**

# <sup>14</sup>	Investment step	Description of investment step	Expected start date	Expected end date	Main outcome	Responsible actor (incl. level of commitment)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
...						

<sup>14</sup> The number of rows can be adjusted as required.



<b>Annexes</b>	
<b>1.2.</b>	<b>General project background, context and rationale</b> Supporting documents, e.g. SEAP/SECAP.
<b>1.3.</b>	<b>Description of the investment project</b> Supporting documents, e.g. (sample) energy audits; assessment of suitable technology options, etc.
<b>1.4.</b>	<b>Market analysis and barriers</b> Supporting documents for the market analysis conducted for the project.
<b>1.5.</b>	<b>Summary of the expected impacts</b> Details of the calculation, including relevant assumptions, baselines, conversion factors, etc.
<b>2.1.</b>	<b>Overview of project promoter(s)</b> Supporting documents, e.g. letters of commitment/support, etc.
<b>2.4.</b>	<b>(Local) stakeholder analysis</b> Supporting documents, e.g. proof of support, etc.
<b>3.1.</b>	<b>Legal feasibility</b> Summaries of the performed analyses on the legal feasibility and supporting documents, if applicable.
<b>4.1.</b>	<b>Estimated costs and revenues</b> Cash flow plan.
<b>4.2.</b>	<b>Economic viability</b> Calculations, clarifying/justifying the discount rate applied and explaining the project/technology specifics (e.g. lifetime, maintenance etc.).
<b>5.2.</b>	<b>Work plan</b> Gantt Chart on the work plan.







# **EUROPEAN CITY FACILITY**

## **English Summary for investment concept validation**



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## English Summary for investment concept validation

[Title of the investment concept]

The English Summary is used to validate the investment concept (developed in national or English language), comprising of key information that should allow for a good overview and understanding of the proposed investment. Please hand in this document together with the final investment concept, including all Annexes and the letter of support to the investment project by the Mayor or other relevant political representative. Please note that the evaluation team can request further information on the investment concept, if needed for the validation.

<b>A. Summary of the planned investment<sup>1</sup></b>									
<b>Total investment planned</b>	EUR								
<b>Funding sources</b>	<i>Requested funding</i> EUR/...%								
	<i>Own funding</i> EUR/...%								
	<i>Other sources [please specify]</i> EUR/...%								
<b>Location of the planned investment</b>									
<b>Municipality/local authority, grouping or local public entity aggregating municipalities/local authorities and other organisations involved</b>	<p>Please provide the name of the organisation(s) involved as well as the LAU and NUTS 3 code<sup>2</sup> of the municipality/local authority or of each municipality/local authority in case of a grouping.</p> <p>In case of a local public entity aggregating municipalities/local authorities, please provide the NUTS 3 area code in which the entity is located.</p>								
<b>Sector(s) targeted</b>	<table style="width: 100%; border: none;"> <tr> <td>Public Buildings <input type="checkbox"/></td> <td>Building integrated renewables <input type="checkbox"/></td> </tr> <tr> <td>Residential buildings <input type="checkbox"/></td> <td>District heating <input type="checkbox"/></td> </tr> <tr> <td>Smart grids <input type="checkbox"/></td> <td>Sustainable urban mobility <input type="checkbox"/></td> </tr> <tr> <td>Innovative energy infrastructure <input type="checkbox"/></td> <td>Others <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"/>								
<b>Overview and objectives of the planned investment</b>	<p>Please briefly describe the planned investment, indicating the main goals, the main measures planned and who should benefit from them and how.</p> <p>[max. one paragraph]</p>								
	<table style="width: 100%; border: none;"> <tr> <td style="background-color: #e6f2ff;"><i>Total operating cost (year)</i></td> <td>EUR</td> </tr> </table>	<i>Total operating cost (year)</i>	EUR						
<i>Total operating cost (year)</i>	EUR								

<sup>1</sup> All values incl. VAT, if not reclaimable.

<sup>2</sup> 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.

<b>Estimated costs and revenues</b>	<i>Total revenues (year)</i>		EUR
<b>Economic viability</b>	<i>Simple payback period</i>	<i>Net Present Value<sup>3</sup></i>	<i>Internal rate of return</i>
<b>Expected impacts</b>	<i>Energy savings</i>		GWh/y
	<i>Renewable energy production</i>		GWh/y
	<i>Avoided CO<sub>2</sub> emissions</i>		tCO <sub>2</sub> eq/y
	<i>Other impacts</i>		[unit]

<h2 style="color: #0056b3;">B. Use of EUCF support</h2> <p><i>(For monitoring purposes only. This information is not taken into consideration for the validation of the investment concept.)</i></p>	
<b>Activities funded by the EUCF grant</b>	Please briefly describe how the EUCF grant has contributed in filling the gap to complete the investment concept and state for which activities the grant has been used (e.g. engineering analysis, legal analysis, social study, market study, financial analysis, etc.).
<b>Allocation of EUCF grant</b>	<p>Please indicate how the grant resources have been 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> <p>.....</p>
<b>Lessons learned</b>	Please briefly describe the main learnings acquired during the development process of the investment concept within the EUCF framework, as well as potential challenges and difficulties that have arisen.

<sup>3</sup> Incl. Information on the discount rate used.

<b>C. Contact</b>	
<b>Contact person</b>	
<b>Organisation</b>	Legal entity in charge and its VAT number
<b>Department</b>	
<b>Street, No.</b>	
<b>Postal Code, City</b>	
<b>Country</b>	
<b>Telephone</b>	
<b>E-Mail</b>	
<b>Consultancy Support</b>	If applicable, please provide the contact details (name, company, e-mail) of the consultant that supported the development of the investment Concept.

<b>D. List of Annexes</b>	
<i>Please tick the corresponding boxes to indicate the documents provided as annexes of this summary.</i>	
<input type="checkbox"/>	<b>Final investment concept, including all Annexes</b>
<input type="checkbox"/>	<b>Letter of support to the investment project by the Mayor or other relevant political representative</b>
<input type="checkbox"/>	<b>Other document</b>
<input type="checkbox"/>	<b>Other document</b>



**EUROPEAN CITY FACILITY**  
**Letter of support to**  
**the investment project**



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[Location, date]

**Letter of support to the proposed investment project [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 the municipality/local authority or local public entity aggregating municipalities/local authorities<sup>1</sup>] would like to state our strong support and interest to the implementation of the investment project proposed in the investment concept [Title of the investment concept], developed within the scope of the European City Facility (EUCF).

Please briefly outline the objective(s) of the proposed investment project and why its implementation is relevant for the municipality/local authority, grouping or local public entity aggregating municipalities/local authorities e.g. how it would contribute to achieving its energy and climate targets.

Please briefly describe the next steps in the process to implement the planned investment project, including status of approvals and permissions.

On behalf of [Name of the municipality/local authority or local public entity aggregating municipalities/local authorities], I hereby declare our willingness to participate in the EUCF capacity building events (e.g. matchmaking events, peer-to-peer learning, Communities of Practice, etc.) for municipalities, local authorities, local public entities aggregating municipalities/local authorities, and confirm our support to the implementation of the investment project to which the aforementioned investment concept has been developed within the EUCF framework.

Yours sincerely,

-----  
*Signature and stamp*

[Name of political representative]

[Position]

[Department]

[Street, No.]

[Postal Code, City, Country]

<sup>1</sup>In case of a grouping, the lead beneficiary or the representative of the formal grouping has to complete this template.



# **EUROPEAN CITY FACILITY**

## **Investment concept**

### **non-development report**



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## Investment concept non-development report

The submission of the investment concept non-development report is required in case

- the EUCF beneficiary is not able to complete the investment concept in the (extended) time period;
- the EUCF beneficiary does not resubmit the investment concept with adjustments requested by the EUCF evaluation team; or
- the resubmitted investment concept is negatively validated.

The purpose of this report is to provide an overview of the challenges that occurred during the development of the investment concept and to reflect on the learnings from this process.

A. Non-completion of the investment concept
What are the <b>main reasons</b> not allowing you to complete the investment concept/make the adjustments requested by the EUCF evaluation team?
What were the <b>main challenges</b> (expected/unexpected) that came up during the development process of the investment concept?
Despite the challenges, what are your <b>key takeaways/learnings</b> from the development process of the investment concept?
Do you have any <b>suggestions to EUCF for improvement?</b>



## B. Use of EUCF support

For monitoring purpose only.

<b>Activities funded by the EUCF grant</b>	Despite the fact that you were not able to complete the investment concept, please briefly describe how the EUCF grant has contributed in filling the gap to develop the investment concept and state for which activities the grant has been used (e.g. engineering analysis, legal analysis, social study, market study, financial analysis, etc.),
<b>Allocation of EUCF grant</b>	Please indicate how the grant resources have been allocated for the development of the investment concept ( <i>note: more than one answer is possible</i> ).
	<p>In-house staff <input type="checkbox"/></p> <p>External experts/sub-contractors <input type="checkbox"/></p> <p>Others <input type="checkbox"/></p>
	For other allocation of the EUCF grant, please specify:  

## C. Contact

<b>Contact person</b>	
<b>Organisation (legal entity in charge)</b>	
<b>Department</b>	
<b>Street, No.</b>	
<b>Postal Code, City</b>	
<b>Country</b>	
<b>Telephone</b>	
<b>E-Mail</b>	
<b>Consultancy Support</b>	If applicable, please provide the contact details (name, company, e-mail) of the consultant that supported the development of the investment concept.



## Annex

If possible, please fill those figures and information in the table below that you were able to gather and derive during the development process of the investment concept within the EUCF framework. The information provided is for EUCF monitoring purposes only.

Summary of the planned investment <sup>19</sup>				
<b>Total investment planned</b>	Investment size		EUR	
<b>Funding sources</b>	<i>Requested funding</i>	%	EUR	
	<i>Own funding</i>	%	EUR	
	<i>Other sources [please specify]</i>	%	EUR	
	In case of other funding sources, please specify:			
<b>Location of the planned investment</b>				
<b>Sector(s) targeted</b>	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"/>
	For <b>other targeted sectors</b> , please specify:			
<b>Overview and objectives of the planned investment</b>	Please briefly describe the planned investment, indicating the main goals, the main measures planned and who should benefit from them and how. [max. one paragraph]			
<b>Estimated costs and revenues</b>	<i>Total operating cost (year)</i>		EUR	
	<i>Total revenues (year)</i>		EUR	
	<i>Simple payback period</i>		Years	

<sup>19</sup> All values incl. VAT, if not reclaimable.



<b>Economic viability</b>	<i>Net present value</i>		<i>EUR</i>
	<i>Discount rate</i>		<i>%</i>
	<i>Lifetime period</i>		<i>Years</i>
	<i>Internal rate of return</i>		<i>%</i>
<b>Expected impacts</b>	<i>Energy savings</i>		GWh/y
	<i>Renewable energy production</i>		GWh/y
	<i>Avoided CO<sub>2</sub> emissions</i>		tCO <sub>2</sub> eq/y
	<i>Other impacts</i>		