Launch Webinar

7 April 2020, 11h00-12h30
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Duration</th>
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</table>
| 11:00 | **Introduction:** What is the EUCF?  
*Energy Cities* | 10 min       |
| 11:10 | **Guidance for applicants:** How to apply to the EUCF calls?  
*Adelphi, Enviros* | 20 min       |
| 11:30 | **The Investment Concept:** What is an Investment Concept and how to get there?  
*Adelphi* | 10 min       |
| 11:40 | **Support for cities:** Support available from the EUCF  
*Climate Alliance, FEDARENE* | 15 min       |
| 11:55 | **Your questions?** | 30 min       |
| 12:30 | **Closing**               |              |
Introduction:
What is the EUCF?

Energy Cities
EU Framework

2030 Energy and Climate goals

150 - 200 Billion Euros/year

Public Money will not be enough

Private sources

Source: Energy Cities
Barriers to financing sustainable energy projects

- Limited human resources and capacity
- Conservative approach to project finance
- Lack of experience with developing investment packages
- Reluctance to invest in project preparation
- Difficulty of matching elections and investment cycles
This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 864212 to support local investments in sustainable energy. Designed by cities for cities to support local investments in sustainable energy.
Aims and Objectives

- Provide technical, legal and financial expertise
- Deliver more than 200 investment concepts
- Build capacity of more than 400 municipal staff
- Facilitate access to private & EU finance and advisory services
- Reach out more than 10,000 cities encouraging replication
EUCF
Regional Calls for Applications

- Central and Eastern Europe
- Nordic countries & Western Europe
- Southern Europe
The 4 calls

No. of Investment Concepts financed per call in each region

<table>
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<tr>
<th>1st</th>
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<tbody>
<tr>
<td>North &amp; West (BE, DE, IE, FR, LU, NL, AT, FI, SE, DK, UK)</td>
</tr>
<tr>
<td>11</td>
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<td>23</td>
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<tr>
<td>Central East (BG, CZ, HR, EE, LV, LT, SI, SK, PL, RO, HU)</td>
</tr>
<tr>
<td>11</td>
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<td>25</td>
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<td>South (GR, IT, ES, MT, PT, CY)</td>
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<td>8</td>
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<td>18</td>
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Calls for applications

Call 1: 25 May 2020 – 2 October 2020

Call 2: Spring 2021

Call 3: Autumn 2021

Call 4: Spring 2022
Guidance for applicants: How to apply to the EUCF calls?

adelphi, Enviros
What is the overall application procedure?

1. **ELIGIBILITY CHECK**
   - YES/NO answers to 5 requirements
   - Simple automatic check
   - Not eligible

2. **FULL APPLICATION**
   - Application form and supporting documents
   - Assessment based on 5 evaluation criteria
   - Application rejected

3. **GRANT AGREEMENT**
   - Best scored applications

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What is the overall application procedure?
Who is eligible to receive EUCF support?

**EUCF Eligibility Check**

- Are you a municipality/local authority or grouping of municipalities/local authorities?
- Is your municipality/local authority or grouping located entirely in the EU-27 Member States and the UK?
- Does your municipality/local authority have a politically approved SEAP, SECAP or plan of similar ambition?
- Will you be able to provide a proof of political commitment to develop the investment concept by your mayor or other political representative?
- Do you commit to the EUCF monitoring period of two years?

**About the check**

- Simple, automatic and online eligibility check
- Eligible applicants must answer YES to all questions
- Non-eligible applicants are redirected to EUCF helpdesk

Do you commit to the EUCF monitoring period of two years?
What has to be submitted for the EUCF application?

**Full Application Form**
To be filled online by the applicant;
Three sections:
1) Identification of the applicant;
2) Development of the investment concept;
3) Implementation of the investment project.

**Supporting Documents**

A) Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SECAP) or plan of similar ambition;
B) Letter of support to the project by the mayor or other relevant political representative;
C) Self-declaration form by a representative of the municipality/local authority or its groupings.
Which information has to be provided in the application form?

1. **Identification of the applicant**
   - 1.1. Name of the municipality/local authority
   - 1.2. LAU and NUTS 3 code
   - 1.3. Population size
   - 1.4. Contact person
   - 1.5. Organisation
   - 1.6. Department
   - 1.7.-1.10. Contact/address details

2. **Development of the investment concept**
   - 2.1. Title of proposed investment concept
   - 2.2. Allocation of grant amount
   - 2.3. Activities funded by grant amount
   - 2.4. Governance for investment concept development
   - 2.5. Engagement of stakeholders

3. **Implementation of the investment project**
   - 3.1. Investment sector(s) targeted
   - 3.2. Intended measures
   - 3.3. Expected size of investment
   - 3.4. Expected impacts
   - 3.5. Potential for replication and/or up-scaling
Which activities are funded by the EUCF grant?

**Objective**
To support the activities required for the development of the investment concept

**Allocation of grant**
- In-house staff
- External experts/sub-contractors
- Others

**Activities funded by the grant**
- Feasibility studies
- Engineering analyses
- Legal analyses
- Social studies
- Market studies
- Financial analyses
- etc.
Who qualifies as part of a grouping?

Formal or informal groupings of municipalities/local authorities are eligible to apply through one lead applicant. The lead municipality or the grouping must have a sustainable energy action plan, with at least 2020 energy and climate targets.

✔ Relations among the involved municipalities and their respective responsibilities have to be described in the application form.

✔ Applications by groupings will be appreciated in the evaluation process.

✔ In case the application is successful, the grant amount of EUR 60 000 is awarded to the grouping as a whole.

✔ The lead applicant will sign the grant agreement and receive the grant amount.
How are applications evaluated?

Check of submitted documents

- Evaluator verifies if all three supporting documents have been appropriately submitted.
- In case of incomplete documents, the application cannot be further considered.

Evaluation of full applications

Based on **five evaluation criteria:**
- Investment size
- Energy savings
- Governance structure
- Stakeholder engagement
- Alignment with EUCF objectives

About the scoring

- For each criterion, a **score ranging from 0 to 5** is awarded by the evaluator.
- The quality threshold for each criterion is 3 out of 5 points.
- The median of the scores generates the final result.
- Each applicant receives a **feedback report**.
## What are the evaluation criteria?

<table>
<thead>
<tr>
<th>Evaluation criteria</th>
<th>Requirement</th>
<th>Weightages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1. Investment size</strong></td>
<td>Level of ambition in relation to the other submitted applications in the regional call and in relation to the local context. Appreciation of bundling/pooling of investments.</td>
<td>50%</td>
</tr>
<tr>
<td><strong>A2. Energy savings</strong></td>
<td>Level of ambition in relation to the other submitted applications in the regional call and in relation to the local context.</td>
<td>50%</td>
</tr>
<tr>
<td><strong>B1. Governance structure</strong></td>
<td>Appropriate and robust internal organisational structure and decision-making processes for the development of the investment concept.</td>
<td>20%</td>
</tr>
<tr>
<td><strong>B2. Stakeholder engagement</strong></td>
<td>Clear identification of important stakeholders and good understanding of their needs and expectations towards the planned investment project; Appropriate strategy to involve identified stakeholders in the investment concept development process.</td>
<td>40%</td>
</tr>
<tr>
<td><strong>B3. Alignment with the EUCF objectives</strong></td>
<td>Alignment of the proposal with the ultimate objective of the EUCF; Demonstration of potential to develop a sound investment concept, including (initial) estimations of additional impacts and consideration of the investment project’s potential for replication and/or up-scaling.</td>
<td>40%</td>
</tr>
</tbody>
</table>
**EUCF Journey**

1. **Pre-application Phase**
   - Municipalities and local authorities are informed about the EUCF through:
     - EUCF Website
     - EU Events
     - Webinars and Info sessions

2. **Application Phase**
   - 1. Eligibility check
   - 2. Full Application
   - Successful applications
   - Redirected for support from Central Helpdesk

3. **Grant Agreement Phase**
   - Preparation and Signature of the Grant Agreement
   - EUCF Beneficiary receives the first payment of the grant (70%)

4. **Investment Concept Development**
   - EUCF provides support to beneficiaries in developing their investment concepts:
     - Technical support
     - Capacity building
     - Standard tools and documents

5. **Implementation of Investment Concept**
   - Validation of the Investment Concept
   - EUCF beneficiary receives the second payment of the grant (30%)
   - Monitoring reports on implementation of the investment concept
   - Capacity building events

**Timeframes**
- 2 months
- 2 months
- up to 12 months
- 24 months
Project journey from IT perspective

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 864212
Project journey from IT perspective
ELIGIBILITY CHECK FORM

Are you a representative of a city/municipality or grouping of cities/municipalities? (Yes/No)

Is your municipality/local authority or grouping located entirely in the EU-27 Member States and the UK? (Yes/No)

Does your city/municipality have a politically approved SEAP, SECAP or similar energy plan? (Yes/No)

Are you able to provide a proof of political commitment to develop the investment concept by your mayor or other relevant political representative? (Yes/No)

Do you commit to the EUCF monitoring period of two years? (Yes/No)

Evaluate
REGISTRATION FORM

Name of the Leading city/municipality or its groupings

Organization (legal entity)

Department

Street, No.

Postal Code, City

User details

Leader

Name

Email

Telephone

LAU code(s) of the city/municipality or of each city/municipality in case of a grouping

Leader

Country

City / Municipality

LAU Code

Submit
fmp.eucityfacility.eu

Facility Management Platform

Username
Password
Login
Forgot password
version: 1.05
**Full Application Form (part)**

### Development of the investment concept

**Allocation of grant amount**
- In-house staff
- External experts / sub-contractors
- Others (please specify below)

Please indicate how the grant resources will be allocated for the development of the investment concept.

### Activities funded by grant amount

Please indicate the component that is missing 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.).

### Governance for investment concept development

Please describe the internal organizational structure and decision-making processes (roles and responsibilities of the people involved) for the development of the investment concept, indicating also the potential involvement and value added of external experts and/or the EUCF team.

### Engagement of stakeholders and citizens

Please briefly highlight important stakeholders (e.g. civil society, economic actors) and their needs and expectations towards the investment project. Please explain how they are planned to be involved in the process of the investment concept development (e.g. envisaged measures of engagement, channels/instruments for communication and dissemination).

### Implementation of the investment project

**Investment sector(s) targeted**
- Public buildings
- Residential buildings
- Building integrated renewables
- District heating
- Smart grids
- Sustainable urban mobility
- Innovative energy infrastructure

**Intended measures**

Please state the intended technology measure(s) to be financed.
### Full Application Form (submission)

#### Expected size of investment

Please indicate the expected investment size (approximate amount): EUR

#### Expected impacts

Please indicate the expected energy savings generated by the project (approximate amount) and attach the corresponding calculation log.  

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.

#### Potential for replication and/or up-scaling

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.

#### Annexes

<table>
<thead>
<tr>
<th>Annexes</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEAP, SECAP or plan of similar ambition</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Letter of support to the project by the mayor or other relevant political representative</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Self-declaration form by a representative of city/municipality or its groupings</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Calculation log - Expected energy savings</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Calculation log/support documents - Expected size of investment</td>
<td>Mandatory</td>
</tr>
<tr>
<td>Calculation log - Expected CO2 emissions reduction</td>
<td>If available</td>
</tr>
<tr>
<td>Calculation log - Expected renewable energy production</td>
<td>If available</td>
</tr>
</tbody>
</table>
Project journey from IT perspective

- EUCF Promotion
- Pre-Application
- Application
- Grant Agreement
- IC Development
- IC Implementation

- User registration
- Submission
- EUCF Call open
- EUCF Call close

Helpdesk
Query Form

Ticket No.  
E-mail  Clementine.Pickard@eucityfacility.eu  
Query subject  Forgotten password  
Query  
I forgot my password, how can I reset it?

Country  Portugal  
Query domain  IT  

Type the text displayed above:

e21j98

Submit  Cancel
What is an Investment Concept and how to get there?

adelphi
The investment concept is a document which translates an investment project idea into financial language in order to mobilise financing for its realisation.

What is the purpose of an investment concept?

- To provide investors and financial institutions with the information necessary to assess an 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.
What is the structure of an investment concept?

Summary of the planned investment

“Teaser” with key information on the investment project:

- Total investment planned
- Funding sources
- Location of the planned investment
- Municipality/local authority or grouping
- Sector(s) targeted
- Overview and objectives of investment
- Estimated costs and revenues
- Economic viability
- Expected impacts

Annexes

Set of supporting documents to complement the main part of the investment concept

Structure of the template

1. Description of planned investment project
2. Promoter(s) and (local) stakeholders
3. Legal analysis
4. Economic and financial analysis
5. Investment Roadmap
Which information has to be provided in an investment concept?

<table>
<thead>
<tr>
<th>Description of planned investment project</th>
<th>Promoter(s) and (local) stakeholders</th>
<th>Legal analysis</th>
<th>Economic and financial analysis</th>
<th>Investment Roadmap</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Objectives;</td>
<td>• Overview of project promoter(s);</td>
<td>• Legal</td>
<td>• Estimated costs and revenues for the investment project;</td>
<td>• Technical assistance activities;</td>
</tr>
<tr>
<td>• Project background, context and rationale;</td>
<td>• Ownership of assets and management structure;</td>
<td>requirements applicable to the planned investment;</td>
<td>• Economic viability;</td>
<td>• Work plan.</td>
</tr>
<tr>
<td>• Description of the project;</td>
<td>• Risk profile of project promoter(s);</td>
<td>• Possible legal/ regulatory incentives;</td>
<td>• Risk and mitigation measures;</td>
<td></td>
</tr>
<tr>
<td>• Market analysis and barriers;</td>
<td>• (Local) stakeholder analysis.</td>
<td>• Possible legal/ regulatory obstacles;</td>
<td>• Envisaged financing approach and funding sources.</td>
<td></td>
</tr>
<tr>
<td>• Summary of expected impacts;</td>
<td></td>
<td>• Preparatory studies and assessments conducted for the investment project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Replication and/or upscaling potential;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Summary of investment component(s).</td>
<td></td>
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</table>
EUCF provides **support to beneficiaries** in developing their investment concepts:

- **Financial support** in the form of a EUR 60 000 grant for activities required for the development of the investment concept.

- **Technical support** from the respective Country Expert and from the EUCF team, through the EUCF Helpdesk.

- **Capacity building** opportunities through regional events for municipalities and local authorities.

- **Standard tools and documents**, such as templates, to facilitate the development of the investment concept.

EUCF beneficiaries shall develop the investment concept within **12 months** from grant agreement signature.
How is the investment concept validated?

**English Summary of the investment concept**

- The final investment concept is developed by the EUCF beneficiary in **national language**
- **English summary**: key information to obtain an **overview and good understanding of the investment concept**

**Validation**

- Quality criteria have to be met for the beneficiary to receive the **second payment of the EUCF grant (30%)**
- Chance to **improve and re-submit** the document in case of missing data, inconsistent information or calculation mistakes
- Beneficiary submits a **report in case of not completing the investment concept** within the foreseen period
Support available from the EUCF

FEDARENE, Climate Alliance
Support available for cities

- Support to apply to the EUCF
- Support in designing the investment concept
- Support in leveraging the investment concept
The helpdesk

Helpdesk team:
- EUCF team
- Country Experts

EUCF Applicants
EUCF Beneficiaries
Country Experts
Public
The helpdesk

EUCF website
Dedicated area

Applicants

Beneficiaries

Country Experts
How to contact the helpdesk

if you have already registered to the EUCF Platform and log-in

if you have not registered to the EUCF Platform for general queries
Other helpdesk supporting tools

- Frequently Asked Questions (FAQs)
- Guidelines for CEs
- Guidelines for Applicants
- Knowledge hub
- Investment Concept Template
- Glossary
Country experts and national networks

Country experts

- National helpdesk for applicants
- Capacity building
- Guidance for the development of the investment concept

National networks

- Webinars / infosessions
- Promotion
National Support for North – West Europe Countries

(AT, BE, DE, DK, FI, FR, IE, LU, NE, SE, UK)

Country Experts

National Networks

KML file

Map showing national networks and experts in North-West Europe countries.
EU added value activities

- Maximize impact and financial leverage of individual projects
- Aggregate opportunities by region and technology
- Create links between cities and investor community
- Facilitate EU-wide activities with cities & energy agency networks
The website

www.eucityfacility.eu