

ELENA Application Form

The EIB accepts proposals in English and French.

For the application of funding under the ELENA facility the following form¹ must be used.

Content of ELENA application form:

1. Applicant's identification
2. Applicant's situation
3. Presentation of the Investment Programme
4. Description of the Project Development Service
5. Overview table: Milestones presentation for measuring leverage factor
6. Estimated cost and finance
7. Declaration of the applicant

¹ As an indication chapters 3-5 could be presented in a sufficient way on around 10 pages

1. Applicant's identification					
Organisation Name					
Legal Status					
If not local/regional authority, please confirm and describe how you comply with the requirements of a public body ²					
For public bodies: please attach - a copy of the resolution, law, decree or decision establishing the entity in question; or failing that, - any other official document attesting to the establishment of the entity by the national authorities.					
Address of the applicant					
Street Name and Number					
Post Code		Cede x		Town/City	
Country					
Person in charge of the project					
Gender [Ms, Mr]		Title and Function			
Family Name					
First Name					
Telephone No				Fax No	
E-mail	-				

2. Applicant's situation
Description of applicant, type of local authority/public body <i>[Local or regional authority, municipality, groupings thereof, public body,...]</i>
Have you established a sustainable energy action plan or something likewise (e.g. climate action plan, energy plan....)?
Have you benefited from European Commission support under other EU programmes? <i>[If yes, which programme, amount, for which purpose?]</i>
Presentation of existing or planned structure/organisation for the implementation of the Investment Programme?

² Public body means a body created by a public authority or a legal entity governed by private law with a public service mission, financed for more than 50% by public sources, whose internal procedures and accounts are subject to control by a public authority and for whose liabilities a public authority will accept responsibility in the event that the Public Body ceases its activities

3. Presentation of Investment Programme
Location of the Investment Programme [country, region, province etc.]
Role of municipality(ies), public bodies in the Investment Programme
Local, regional and national targets relevant for the Investment Programme [energy efficiency, RES production and climate change]
Description of the planned Investment Programme <i>[Energy efficiency investments, investments in the production of renewable energy, freight and urban transport, a mix of the above,...]</i>
Description of the approach to implement the Investment Programme
Expected results in terms of increase in energy efficiency, decrease in energy consumption, renewable energy production and reduction of greenhouse gas emissions [estimation requested in absolute annual figures (e.g. MWh or t CO ₂ eq) before and after implementation of Investment Programme]
Expected other relevant results, if available [e.g. in terms of employment, capacity building etc.]
Description of previous preparatory assessments and studies carried out for the Investment Programme [if possible, please attach summaries of previous assessments/studies]
Expected overall investment cost, indicating the share of investment dedicated to energy efficiency and RES in buildings, urban transport, local infrastructure
Preliminary financing plan for the Investment Programme
Preliminary implementation timetable for the Investment Programme [start and end-date]
Information on subsidies or grants received or to be received for the planned Investment Programme [if applicable]

4. Description of the requested assistance from ELENA	
Project name:	
Have you already developed similar programmes or initiatives for Investment Programmes? Please present them.	
Please justify your request for assistance from ELENA	
Indicative work programme to develop the Investment Programme; a clear link needs to be drawn between the requested assistance and the Investment Programme; please present the main milestones for the Investment Programme and their relation with the requested assistance; indicate also the estimated total budget for the assistance including a detailed budget breakdown according to activities and phases. [for the detailed budget breakdown, please use proposed forms - 5. Overview table: Milestones presentation for measuring leverage factor; and 6. Estimated costs and funding of project development service.	
Indicative implementation timetable for the ELENA assistance [Start and end-date (maximum three years), expected signature of contract]	
Indicate the requested funding from ELENA facility and present the other funding sources [in Euro; maximum ELENA participation: 90%]	
Requested ELENA funding: Own funding: Other sources:	
Milestones for measuring expected Leverage Factor ³ [Please indicate clearly the milestones you have planned for measuring the leverage factor; please fill in also the following table "Milestones presentation for measuring leverage factor"]	
Applicants commitment to facilitate dissemination of experiences and results	
Are you planning or have you already requested financial support for the preparation phase of your Investment Programme from one of the following EU programmes?	
ERDF / Cohesion funds	Yes / No
JASPERS	Yes / No
JESSICA	Yes / No
IPA Instrument for Pre-Accession Assistance	Yes / No
PHARE facilities (Municipal Infrastructure and Municipal Finance Facility, Energy Efficiency Finance Facility)	Yes / No
Other EU financed programmes	Yes / No

³ Milestones for measuring the leverage factor : Please indicate the planned timing when the investment programme is sufficiently implemented or the works have been contracted to allow verification of the expected leverage between the ELENA support and actual investment. In case of non-respect of the minimum leverage factor (> 25) the EIB has the right to recover in part or fully the grants under the facility.

5. Overview table: Milestones presentation for measuring leverage factor

Reporting time (end of year)	Estimated budget Project Development Service			Milestones for Investment Programme implementation (indicate here the part of the total Investment Programme which is planned to be launched at the indicated reporting time)						Leverage factor according to phasing + milestones
	Staff costs [in EUR]	External experts / subcontracts [in EUR]	Sub-total [in EUR]	Short description of area, technologies concerned ⁴	Identification of investor ⁵	Estimated total costs [EUR]	Estimated annual final energy saved for EE projects ⁶ [in GWh]	Estimated annual final energy production by RES ⁶ [in GWh]	Estimated annual reduction of CO2 eq [in t]	
Year 1										
Year 2										
Year 3										
TOTAL ⁷										
Interim report (cumulated, at date chosen by applicant)										

⁴ Specifying which main area concerned (i.e. EE, RES, transport or urban infrastructure) and which technology(ies)/measure(s) implemented

⁵ Indicate the final investor, the one who will order the work to be carried out

⁶ Indicate the main type of energy saved or produced (thermal or electrical)

⁷ Total of estimated budget should be the same as in budget table or in Investment Programme presentation

6. Estimated costs and funding of project development service

Direct staff costs			
Categories of staff to work on the project (e.g. senior expert, expert, junior expert; project assistant etc.)	Monthly salary (EUR) (A)	Number of work months on project (B)	Direct Staff costs (EUR) (AxB)
1			0.00
2			0.00
3			0.00
4			0.00
5			0.00
6			0.00
Total direct staff costs	0		0.00

External experts / subcontracts		
Type of activities / support	Description of tasks to be carried out	Total [EUR]
		1
Subtotal external experts / subcontracts		1

ESTIMATED TOTAL ELIGIBLE COST	
Direct staff costs	0
External experts / subcontracts	1
TOTAL eligible costs [in EUR]	1

FUNDING			
Requested funding from ELENA facility [in EUR]; maximum 90%	in%	0.0%	
Own funding [in EUR]	in%	0.0%	
Other sources [EUR]	in%	0.0%	
TOTAL funding [in EUR]			0

Within the ELENA facility eligible costs are defined as follows:

- costs of external experts contracted by the EIB or the Beneficiary according to the national procurement rules
- additional staff hired by the Beneficiary (e.g. to set up project implementation units) to manage and provide Project Development Services. The cost of additional staff assigned to the action should comprise actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration.

No other costs are eligible.

Changes between cost categories:

The total budget initially accepted at the start of the project cannot be increased. Overspending must be taken over by the beneficiary. Changes within the two cost categories or in relation to the different subcontracting services are possible without any approval. Changes between these two categories need prior approval by the EIB and should be limited to a maximum of 10% of the total beneficiary's budget.

7. Declaration of the applicant

Dedicated word file to be used.