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the European Union



Contracting authority: Central Project Management Agency,
Lithuania

EU4 Energy Transition: Covenant of Mayors in the Western Balkans and the Türkiye

**Small-scale project implementation in the fields of Energy¹,
Climate Protection and Transport for municipalities and
cities in Türkiye**

Grant application form

Reference: **2020/420-283-01**

Deadline for submission of applications: **1 November 2022**

¹ Energy efficiency and Renewable energy systems (RES)

NOTICE

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The call for proposals and the grant contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations.

Details concerning processing of your personal data by the Commission are available on the privacy statement at: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

In cases where you are processing personal data in the context of participation to a call for proposals (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above mentioned privacy statement to them.]

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PART A. CONCEPT NOTE

1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

- includes the table of the summary of the action (without any limitation of size)
- includes the description of the action (not exceeding 2 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

1.1. Summary of the action

Please complete the table below.

Title of the action:	
Location(s) of the action:	
Total duration of the action (months):	
Requested EU contribution (amount)	EUR
Requested EU contribution as a percentage of total eligible costs of the action (indicative) ²	%
Total indicative budget	EUR
Objectives of the action	<Overall objective (i.e. impacts)> <Specific objective(s) (i.e. outcome(s))>
Target group(s) ³	
Final beneficiaries ⁴	
Expected outputs	
Main activities	

1.2. Description of the action (max 2 pages)

Please provide all the following information:

² If applicable, insert an additional % of the total accepted costs.

³ 'Target groups' are the groups/entities who will directly benefit from the action at the action purpose level.

⁴ 'Final beneficiaries' are those who will benefit from the action in the long term at the level of the society or sector at large.

- i. Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)
- ii. Explain the objectives of the action given in the table in Section 1.1.
- iii. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- iv. Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.
- v. Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters
- vi. Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights⁵, gender equality⁶, democracy, good governance, , support to youth, children’s rights and indigenous peoples, environmental sustainability⁷ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).
- vii. Outline the broad timeframe of the action and describe any specific factor taken into account.

1.3. Relevance of the action (max 3 pages)

1.3.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

- i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals. Explain in detail how your proposal relates to the global objective of implementing energy transition and tackling climate change in Türkiye and especially in your municipality.
- ii. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
- iii. Describe and justify the level of energy efficiency indicators (CO2 reductions, energy savings (in MWh and/or percentage), greenhouse gas impacts, etc.) or other Climate Mitigation or/and Climate Adaptation outcomes that will be achieved as a result of the implementation of the planned activities.
- iv. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

1.3.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

Please provide **all** the following information:

- i. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
- ii. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
- iii. Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans. Explain in detail how your proposal relates to the strategic documents approved by your Municipality (i.e. SECAP, SEAP, SUMP, Local Spatial Plan, etc.) and/or have the complete backing of the Municipal decision makers.

⁵ Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en

⁶ See Guidance on Gender equality at https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en

⁷ See Guidelines for environmental integration at https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en

- iv. Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.
- v. Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.
- vi. Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others)

1.3.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

- i. Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
- ii. Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.
- iii. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
- iv. Explain any participatory process ensuring participation by the target groups and final beneficiaries.

1.3.4. Particular added-value elements

Indicate any specific added-value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice. Describe in detail whether the planned activity is innovative, how the activity will contribute to the reduction of GHG emissions more effectively than other similar activities, and how the society and the municipality will benefit more

PART B. FULL APPLICATION FORM⁸

1 GENERAL INFORMATION

Reference of the call for proposals	2020/420-283-01
Title of the call for proposals	Small-scale project implementation in the fields of Energy, Climate Protection and Transport for municipalities and cities in Türkiye
Name of the lead applicant	
Title of the action	
Location of the action	<specify country(ies), region(s) that will benefit from the action>
Duration of the action	

⁸ The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C).

2 THE ACTION⁹

2.1. Description of the action

2.1.1. Description (max 13 pages)

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s) and outputs).

- Briefly outline the relevance of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication)
- Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants.
- Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)¹⁰ and finally the outcome(s) to the expected impact¹¹, making explicit the main assumptions and risks along this chain of results. .
- Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant (and associates or contractors or recipients of financial support where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. List any publications proposed.
- Indicate the main studies conducted in view of defining the scope of the action.

2.1.2. Implementation approach (max 5 pages)

Describe in detail:

- the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
- where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions- highlighting and recommendations of any evaluations carried out);
- where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives, in particular by the European Union);
- the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- the role and participation in the action of the various actors and stakeholders (co-applicant(s), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
- the planned monitoring arrangements and subsequent follow up;
- the planned activities in order to ensure the visibility of the EU's financial contribution to the action and, if applicable, communication activities.

⁹ The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action.

¹⁰ The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s)

¹¹ The impact is the long-term expected effect of the action fulfilling the overall objective

2.1.3. Indicative action plan for implementing the action (max 4 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant or co-applicant(s), associates or contractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan should be sufficiently detailed to give an overview of the preparation and implementation of each activity.

The action plan will be drawn up using the following format:

Year 1													
	Half-year 1						Half-year 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1 (title)													co-applicant
Execution Activity 1 (title)													Lead applicant and /or co-applicant
Preparation Activity 2 (title)													co-applicant
Etc.													

2.1.4. Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

- Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
- Describe potential for action/s replication in your or other municipalities in the region.
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:
 - a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

- b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of the action.
 - c. Policy level sustainability: e.g., where applicable, structural impact (prepared new action plans, programs, improved legislation, consistency with existing frameworks, codes of conduct, or methods).
 - d. Environmental sustainability: e.g. whether the action will contribute to the future development of renewable energy sources and to actions aimed at increasing energy efficiency, etc.
- Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

2.1.5. Logical framework

Please fill in Annex C¹² to the guidelines for applicants.

¹² Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>.

2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding

Fill in Annex B to the guidelines for applicants to provide information on:

- the budget of the action (worksheet 1), for the total duration of the action
- justification of the budget (worksheet 2), for the total duration of the action, and
- amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.4 and 2.2.5).

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in EUR.

2.2. Lead applicant's experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

Name of the lead applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ¹³	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

¹³ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Name of the lead applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁴	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

2.3. Co-applicant(s)'s experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

- i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

Name of the co-applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁵	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

¹⁴ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

¹⁵ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

Name of the co-applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)¹⁶	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

¹⁶ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

3 THE LEAD APPLICANT¹⁷

Name of the organisation	
---------------------------------	--

3.1. Identity

The lead applicant's contact details for the purpose of this action	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration	
Website and e-mail address of the organisation	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	

The contracting authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.

¹⁷ Remember to submit filled in organisation data forms (Annex F) for the lead applicant and each co-applicant together with the full application form.

4 THE CO-APPLICANT(S)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
Name of the organisation	
The co-applicant's contact details for the purpose of this action	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration	
Website and e-mail address of the organisation	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
Legal status	
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organisation / network entity ¹⁸ <input type="checkbox"/> No, independent
History of cooperation with the lead applicant	

Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.

5 ASSOCIATES PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of Section 2.1.3 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate <number>
Full legal name	
Country of registration	
Legal status¹⁹	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicants	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

¹⁹ E.g. non-profit, governmental body or international organisation.