



When and how to  
apply?



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Deadline for submission of application



**1 November, 2022**  
**12:00 Eastern European Time**  
**Zone (UTC+3)**



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## Forms and documents to be submitted:

- Application form (Part A and Part B);
- Annex B Budget;
- Annex C Logical framework;
- Annex D Legal entity form;
- Annex E Financial Identification form;
- documents, listed in section 2.2.1 of the Guidelines for applicants

All forms and list of documents can be found on the link [\*\*SUBMIT APPLICATION\*\*](#)



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## How to apply:

- keep strictly to the format of the grant application form and fill in the paragraphs and pages in order;
- Application **must be in English**;
- Any error or major discrepancy related to the application instructions may lead to the rejection of the application;
- Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment;
- Hand-written application and application sent by post and e-mail will not be accepted. **Only** applications submitted **via electronic system** **“Submittable” will be accepted.**

# SUBMIT APPLICATION



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 Follow

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

Ends on November 1, 2022

We use Submittable to accept and review our submissions.

Create Your Account

Have An Account? Sign In



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# STEP 1: register to the electronic system “Submittable”

Sign Up

Sign In

## Welcome!

Create your free Submittable account to get started.

Email

Confirm email

Password

Confirm password

First name

Last name

Sign Up

By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).



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- Please indicate when registering the email of the person who will be responsible for the project, as all important messages will be sent to this email
- It is possible to share the application with the co-applicants so that they can complete their part



- Please find below more detailed instructions how to complete and submit the concept note online:
- The instructions of the submission can be found [HERE](#).
- For any other uncertainties, the information can be found [HERE](#).



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## STEP 2: Fill mandatory fields

Title of the action \*

Locations of the action \*

\*Specify country(ies), region(s), area(s) or town(s) that will benefit from the action

Name of the lead applicant \*

Nationality of the lead applicant \*

\*An organization's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organization established in a different country cannot be considered an eligible local organization. See the guidelines for the call





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## STEP 3:

- Download forms to be filled;
- Fill them in;
- Upload for submission.

Check the acceptable file type for upload!

### GRANT APPLICATION FORM

Please download the document for the link:

<https://www.cpva.it/data/public/uploads/2022/08/eu4energy-grant-application-form.docx>

Fill the required forms and upload below.

### GRANT APPLICATION FORM \*

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .doc

### Budget (Annex B)

Please download the document for the link:

[https://www.cpva.it/data/public/uploads/2022/08/annex-b\\_budget.xlsx](https://www.cpva.it/data/public/uploads/2022/08/annex-b_budget.xlsx)

Fill the required forms and upload below.

### Budget (Annex B) \*

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .xls



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# STEP 4: Upload supporting documents.

Other supporting documents indicated in Section 2.2.1 of the Guidelines for Applicants \*

Choose File

Select up to 50 files to attach. No files have been attached yet. You may add 50 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .txt, .gif, .jpg, .jpeg, .png

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant.
2. Letter of endorsement from the Mayor of the municipality stating that the measures envisaged for the implementation of the action are/will be included in the strategic documents of the municipality.
3. (1) Energy audit report **and (or)** (2) technical design **and (or)** (3) technical economic justification prepared by a technical expert. The technical economic justification shall indicate the current state of the facility, the measures to be implemented, the investment needs, the expected results and their impact on energy efficiency, GHG emissions, etc.
4. (1) Sustainable Energy Action Plan (SEAP) **and (or)** (2) Sustainable Energy and Climate Action Plan (SECAP) **and (or)** (3) Climate Action Plan (CAP) **and (or)** (4) Energy Efficiency Action Plan (EEAP) **and (or)** (5) Local Development Plan **and (or)** (6) Municipality Strategic Plan **and (or)** (7) Municipality Annual Activity Plan **and (or)** (8) Urban Mobility Plan **and (or)** (9) Urban Transformation Strategy Document **and (or)** (10) other document approved by the municipality, which foresees the implementation of the measures planned in the Action.
5. At least 3 commercial proposals from potential service providers/suppliers/work contractors justifying the costs indicated in the budget of the application (average costs should be indicated in the budget).
6. In addition, for the purpose of the evaluation of the financial capacity, a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed. A copy of the latest account is not required from the co-applicant(s) (if any).

Up to 50 files can be attached



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## STEP 5:

**Do not forget to click "Submit" button when the application will be ready for submission**

Save Draft

Submit