

Section 1: Applicant identification	
Subsection	Additional guidance for applicants
<p>1.1 Name of your energy community</p> <p><i>What is the official name of your energy community?</i></p>	
<p>1.2 Name of legal representative</p> <p><i>Full name of the legal representative of the Energy Community as stated in his/her ID</i></p>	
<p>1.3 Main contact person</p> <p><i>Please provide the main contact person's details. This person can be the same or different from the legal representative.</i></p>	<p>Elements to provide:</p> <ul style="list-style-type: none"> ● full name (first name and last name(s)) of the contact person ● e-mail address of the contact person
<p>1.4 Country</p> <p><i>Country where your legal entity is established and operates</i></p>	
<p>1.5 City or Region</p> <p><i>City or region in which your community operates.</i></p>	
<p>1.6 Address</p> <p><i>Address of the legal seat of your community.</i></p>	
<p>1.7 Tax identification number</p>	<p>We request this information to avoid</p>

	<p>confusion between communities with the same or similar names.</p> <p>This number may be called something different depending on your country (e.g. VAT number). It is the number that is given to you upon establishing a legal entity, and which you use for invoicing and tax purposes.</p>
<p>Section 2: Overall description of the energy community operation To ensure an anonymous review of your application by the national experts, please refrain from using the name of your energy community in this section.</p>	
Subsection	Additional guidance for applicants
<p>2.1 Date of legal establishment</p> <p><i>What date was your community legally registered?</i></p>	<p>Day/Month/Year</p>
<p>2.2 Legal form</p> <p><i>What is the legal form of your energy community?</i></p>	<p>Drop of menu (only one option can be selected):</p> <ul style="list-style-type: none"> • Cooperative • Association • Limited company • Other (please specify) → here you will have free text to specify if you select 'other'

<p>2.3 Primary purpose of your energy community</p> <p><i>Please describe the primary purpose/reason of existence of your energy community</i></p>	<p>Guiding questions:</p> <ul style="list-style-type: none"> ● Is your primary purpose to generate environmental, social, economic benefits? Is it to generate financial profits for your shareholders? ● Who benefits from these activities (local community? large investors/companies?)
<p>2.4 Are you an emerging energy community?</p> <p><i>Is this your community's first energy-related project?</i></p> <p><i>Note: The ENERCOM Facility is committed to supporting emerging energy communities implementing their first project as well as new kinds of projects from more established energy</i></p>	

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<p><i>communities.</i></p>	
<p>2.5 Number of members</p> <p><i>How many members does your energy community currently have?</i></p>	<p>Please list the total across all types of members of your community: individuals, municipalities, associations, businesses</p>

<p>2.6 Types of members</p> <p><i>Please tell us who can become a member of your energy community.</i></p>	<p>Drop-down list:</p> <ul style="list-style-type: none"> ● Individuals/citizens ● Small- and medium-sized companies ● Large companies ● Not-for-profit organisations and associations ● Local authorities ● Regional authorities ● Energy agencies ● Energy companies
<p>2.7 Governance structure and decision making processes</p> <p><i>Please provide an overview of your energy community's governance structure and decision making processes. Your answer should:</i></p> <p><i>1) Describe the governing bodies, their roles, and responsibilities. If available, please attach a visual representation (e.g., an organizational chart) to illustrate this structure.</i></p> <p><i>2) Explain the membership rules, explaining the process for joining your energy community, and the criteria for joining each governing body.</i></p> <p><i>3) Describe how decisions are made within your energy community. Include details on strategic, operational, and administrative decisions— clarifying who takes them, and through which voting systems or consultation processes.</i></p>	<p>Energy communities are meant to follow principles of open participation and democratic governance. The objective of this question is to understand to what extent your community follows these principles.</p>

<p>2.8 Working structure - roles, responsibilities and previous experience</p> <p><i>Please provide a description of your energy community's working structure, clearly identifying the individuals currently involved in its day-to-day operations. For each person, please specify their role, responsibilities, and relevant previous experience.</i></p>	<p>The purpose of this section is to help us understand the prior experience of your organisation and your capacity to follow through with the creation of the business plan.</p>
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<p>Section 3: Description of the proposed project</p> <p>To ensure an anonymous review of your application by the national experts, please refrain from using the name of your energy community in this section.</p>	
<p>Subsection</p>	<p>Additional guidance for applicants</p>
<p>3.1 Project title (if applicable)</p> <p><i>If your energy community is proposing a specific project or initiative as part of this application, please provide a short and descriptive title.</i></p>	
<p>3.2 Local context</p> <p><i>Describe the local context in which your project will be implemented in as much detail as possible. Your answer must include:</i></p> <ul style="list-style-type: none"> ● <i>An overview of the local context in which your project will be implemented.</i> ● <i>The local challenges you aim to address.</i> 	<p>We are looking to understand the situation of your local community. What are the challenges you aim to address? Who is already involved (either directly in your community or actors that are currently not a member of your legal entity)? What has already happened in your area to try to address the challenge you want to solve (whether this was your community or another actor)? Who is opposing to your project, and why? What assets do you have on your side (within your legal entity or the</p>

	culture of your local area) to achieve your objective?
<p>3.3 Objectives and innovation factor of your project</p> <p><i>Describe your project in as much detail as possible. Your answer must include:</i></p> <ul style="list-style-type: none"> ● <i>Description of your project and how innovative or novel it is in the local context.</i> ● <i>The objectives of the project</i> 	<p>This question aims to provide us with an understanding of what your project will look like, what activities you plan to implement.</p> <p>Examples (non-exhaustive) of objectives: ● installing X kW of renewable energy (to be specified)</p> <ul style="list-style-type: none"> ● installing X charging stations ● acquiring X electric vehicles ● developing an application to achieve a specific outcome (e.g. carsharing application, energy saving application) ● renovating X dwellings
<p>3.4 Implementation approach</p> <p><i>Describe in as much detail as possible your approach to achieving your project objectives and how it will help address the specific local challenges/needs.</i></p>	

<p>3.5 Technology</p> <p><i>Which technology (or technologies) do you intend to use in your project?</i></p>	<p>Drop-down menu (possible to choose one or more):</p> <ul style="list-style-type: none"> ● Solar ● Wind ● Storage ● Hydropower ● Biogas ● Biomass ● Heat Pump ● Mobility ● Electric vehicles ● District heating ● Building renovation ● Energy efficiency ● Other - please specify which (text box)
<p>3.6 Expected size of investment.</p> <p><i>Please provide an estimated size of investment for your project. We understand this is a preliminary figure, so it does not need to be exact. However, it should reflect the estimation you have used to assess the viability and potential impact of your project.</i></p>	
<p>3.7 Use of grant resources</p> <p><i>Taking into account your working structure, describe how you plan to use the grant funds (€45 000). Outline the specific tasks to be carried out and indicate who will be responsible for each one. If you intend to hire external consultants to carry out any</i></p>	<p>We appreciate that you may not have clarity on all the elements at this point. We ask applicants to outline as much of the planning as is possible to you at this stage. For the elements on which you do not have</p>

<p><i>of these tasks, please specify which ones and provide relevant details.</i></p>	<p>full clarity yet, please try to describe how you plan to resolve them.</p>
<p>3.8 Funding sources</p> <p><i>Explain how you plan to finance your project once you have finalized your business plan development and enter the implementation phase, specifying the funding sources you intend to use.</i></p>	<p>We do not necessarily expect you to have full clarity on this aspect during the application phase. What we are looking for is to get an idea of how much scoping and investigation you have already conducted into possible funding sources, and how advanced you are in this process.</p>
<p>3.9 Expected energy savings, renewable energy production, and CO2 emissions reduction (time frame)</p> <p><i>Select which of the following impacts your project</i></p>	<p>Avoid double counting impacts in energy savings and renewable energy production.</p> <p>To give you an example: The share of renewable energy in the energy mix is not</p>

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<p><i>will generate and provide a yearly estimation for each once the project is operational:</i></p> <ul style="list-style-type: none"> ● <i>Energy savings: (kWh/year)</i> ● <i>Renewable energy production: (kWh/year)</i> ● <i>CO₂ emission reduction: (tons/year)</i> <p><i>We understand this is a preliminary figure, so it does not need to be exact. However, it should reflect the estimation you have used to assess the viability and potential impact of your project.</i></p>	<p>part of the indicator on energy savings for your project. This means you cannot count the generation of renewable energy as a reduction of primary energy consumption.</p> <p>The double-counting of impacts for intended measures will be considered in the evaluation of criterion 3 – coherence and plausibility (see evaluation table in the next section for further information).</p>
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<p>3.10 Replication and/or up-scaling potential</p> <p><i>Does your project have the potential to be scaled up or replicated in other contexts or communities? If so, briefly describe how and under what conditions this could happen.</i></p>	<p>Example for clarification: The scaling-up potential can for instance refer to the impact your work might have on nearby communities, or the potential to replicate your approach in similar types of communities (irrespective of their geographic location).</p>
<p>3.11 Stakeholder engagement strategy</p> <p><i>Describe your strategy for engaging stakeholders. In your answer, you should be as specific as you can and must include:</i></p> <ul style="list-style-type: none"> ● <i>Identification of relevant stakeholders</i> ● <i>Their needs and expectations</i> ● <i>Your engagement approach</i> ● <i>Any stakeholder engagement activities already conducted.</i> <p><i>While a fully detailed plan is not required at this stage and will not be penalized, your response will help us understand the level of analysis and preparation you have carried out—and how this may affect the feasibility and success of your project's implementation.</i></p>	

<p>3.12 Implementation plan and timeline</p> <p><i>Provide an estimated timeline for the implementation of your project. This should reflect your initial expectations regarding the main phases and milestones, following the development of your business plan. We understand this is a preliminary timeline and that it may evolve depending on the outcomes of the business planning process. Our goal is to understand your current expectations regarding project delivery.</i></p>	
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Section 4: Expected impact on the local community	
Subsection	Additional guidance for applicants
<p>4.1 Re-investment strategy of economic benefits</p> <p><i>Does your energy community plan to reinvest the economic benefits generated by the project? If so, please describe your reinvestment strategy, including how these funds will be allocated to support the community, enhance project sustainability, or finance future initiatives.</i></p>	<p>We are aware that particularly new projects will need time for the initial investment to be recovered. The aim of this question is to understand how you plan to use any potential profits your project may generate in the future for the benefit of the wider community in your area. We appreciate that the strategy of some communities may be to simply reduce energy bills as much as possible rather than generate profits for future investments.</p>

<p>4.2 Inclusive practices</p> <p><i>Do you have or intend to promote inclusive practices within your Energy Community? If so, please describe them. These could include:</i></p> <ul style="list-style-type: none"> ● <i>Strategies to support and enhance the competitiveness of local SMEs</i> ● <i>Membership rules that encourage inclusive community participation</i> ● <i>Gender balance strategies</i> ● <i>Plans to alleviate or eliminate energy poverty among target groups</i> ● <i>Any other relevant inclusion strategies</i> 	
<p>Section 3: Description of the proposed project</p>	
<p>Subsection</p>	<p>Additional guidance for applicants</p>
<p>5.1 Proof of legal status</p> <p><i>Please upload an official document proving your legal establishment in your country of operation, such as a registration certificate, an extract from the national business registry, or equivalent proof.</i></p>	<p>The document can be submitted in your national language.</p>
<p>Signed letter of commitment to answer all the monitoring and impact questionnaires and complete the mandatory capacity-building programme.</p> <p><i>Please upload the letter of commitment, duly signed by the legal representative, confirming your participation and agreement to complete all</i></p>	

<i>monitoring and impact questionnaires, using the template provided on the platform.</i>	
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