**ELENA Pre-Application Form**

The EIB accepts proposals in English and French.

For the pre-application of funding under the ELENA Facility the following form[[1]](#footnote-1) must be used.

**Content of ELENA pre-application form:**

1. Applicant’s identification
2. Presentation of the Investment Programme
3. Description of the Project Development Services
4. Project Expected Results
* *Before submitting the pre-application, please read the* [*Frequently Asked Questions*](http://www.eib.org/attachments/documents/elena_faq_en.pdf)*.*
* *Note explanation boxes in each section are there for guidance only. The applicant should add further information if it is deemed relevant for the section.*
* *Similarly, the suggested lengths of section in number of pages are there for suggestion only and are not binding constraints.*
* *It is understood that all information is indicative at this stage. Please give the best estimates that are known at this stage and then you can discuss with the ELENA team*

|  |
| --- |
| 1. **Applicant’s identification**
 |
| * 1. **Organisation Name**
 | *[organization legal name incl. legal form SA, PLC, Ltd, etc. ]* |
| * 1. **Address & Country**
 | *[*organization’s official registered address, no branch addresses permitted*]* |
| * 1. **Main activities**
 | *[brief description of the main roles of the applicant, mission]* |
| * 1. **Legal Status**
 | Please select |
| * 1. **Nature**
 | Please select*If other:*Please select |
| * 1. **Listed company**
 | Please selectIf yes, percentage of publicly tradable shares: ……% |
| * 1. **NACE activity**
 | *[*Use *the* [*NACE Codes*](https://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN&IntPcKey=&StrLayoutCode=HIERARCHIC&IntCurrentPage=1) *nomenclature*one activity 1-letter code + one 2-digit sub-activity code*]*

|  |  |
| --- | --- |
| Activity code | Sub-activity code |
|  |  |

 |

|  |
| --- |
| 1. **Investment Programme (IP)**
 |
| * 1. **Location of the IP**
 |

|  |  |  |
| --- | --- | --- |
| Country level | [ ]  | *[specify country(ies)]* |
| Region level | [ ]  | *[specify region(s)]* |
| Municipal level | [ ]  | *[specify municipality(ies)]* |

 |
| * 1. **Sectors targeted**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Public Buildings | ☐ | Building integrated Renewables | ☐ |
| Residential buildings | ☐ | District heating | ☐ |
| Street lighting | ☐ | Urban mobility | ☐ |
| Traffic lighting | ☐ | Smart Grids | ☐ |
| Others | ☐ |  |  |
| For others please specify ……………………………………  |  |

 |
| * 1. **Brief Description of the IP**
 | *[Please briefly describe (0.5 pages) the investment program]**Include any details that are known on the implementation plan and expected timeframe.*  |
| * 1. **Expected investment components[[2]](#footnote-2)**
 |

|  |  |  |
| --- | --- | --- |
| **Sector** | **Potential Financing sources** | **Investment [m€]** |
| Public Buildings | Choose an item |  |
| Residential buildings | Choose an item |  |
| Street lighting | Choose an item |  |
| Traffic lighting | Choose an item |  |
| Renewables | Choose an item |  |
| District heating | Choose an item |  |
| Urban mobility | Choose an item |  |
| Smart Grids | Choose an item |  |
| **Total** |  |  |

 |
| 1. **Project Development Services (PDS)**
 |
| * 1. **Organizational setup**
 | *[Please briefly describe the organizational setup of the PDS team]* |
| * 1. **Justification**
 | *[Please briefly describe why the ELENA grant is needed]* |
| * 1. **Description of the PDS activities**
 | *[Please briefly describe (0.5 pages) the PDS required for this operation]**Include any details that are known on the main tasks that need to be carried out in order to implement the above described investment program* |
| * 1. **Estimated PDS costs**
 |

|  |  |
| --- | --- |
| **PDS Activity** | **Cost [k€]** |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| **Total** |  |

 |
| 1. **Project results**
 |
| * 1. **Leverage Factor**[[3]](#footnote-3)
 | [Overall investment / 0.9 x eligible PDS costs] |
| * 1. **Expected impacts, if can be estimated at this stage**
 |

|  |  |  |
| --- | --- | --- |
| **Impact** | **Result** | **Unit** |
| Energy savings |  | [GWh/y] |
| Renewable energy sources |  | [GWh/y] |
| Avoided CO2 emissions |  | [t CO2eq/y] |
| Simple pay-back time |  | [years] |
| Jobs created/maintained |  | FTE |

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1. As an indication, a 3-4 pages document shall be sufficient [↑](#footnote-ref-1)
2. Eligible costs are presented in point 1.6. of the [Frequently Asked Questions](http://www.eib.org/attachments/documents/elena_faq_en.pdf).

If more than one financing source is expected then add a line to the table. [↑](#footnote-ref-2)
3. Leverage factor at the pre-application stage should be, at least 25x. For mobility and residential sector projects, the leverage factor should be, at least, 15x. [↑](#footnote-ref-3)