**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*

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| --- | --- |
| 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 select  If 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 | |  |  | |

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| 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 | |

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)