Project name: ...

Project Promoter name: ..., country: ...

Project Partner(s) name(s): ..., country: ...

**Project Document**

*(template, v.1.1)*

*This document should only be filled in by the Project Applicants who do not carry out economic activities and that do not fall under the provisions of the Commission Regulation 651/2016 on state aid. Those Applicants that carry out economic activities and fall under the provisions of the Commission Regulation 651/2016 on state aid will fill in the “Business Plan” template, for which a template is also available.*

General info:

* the text part of the Project Document must not be more than **20 pages**;
* the economic forecast and other financial information, feasibility study etc., shall be attached as annexes;
* make sure that you present in the Project Document the key factors that are critical to the success of every project: the people, the opportunity, the context, and the possibilities for both risk and reward;
* language style: use short, clear and to the point writing style.

**List of content**

# Executive summary

Section recommended length: max. **2 pages**

The summary should minimally include the following:

* the Need – what need/problem does your project address/solve?
* the Response – what actions/steps/initiatives do you plan to take to address/solve the need/problem? what products and/or services will you develop?
* Achievements to Date – what concrete steps have been initiated by your entity towards addressing/solving/investigating the need/problem?
* Financing – describe how this project will be financed; in addition, refer to how you will ensure the project sustainability after the project completion.

...

# Introduction

Section recommended length: max. **5 pages**

## Presentation of the Project Applicant, main and secondary activities

...

## Current situation

Description of the legal status of the Project Applicant, analysis of main challenges/needs, SWOT analysis.

...

## Project Applicant’s long-term strategy for development

What main challenges will the Applicant address in the next 10 years?

...

## Project Applicant’s short-term strategy for development

What are your targets for the next couple of years?

...

# Project

Section recommended length: max. **12 pages**

## Project objective (outcome)

Why is the project needed? What needs or problems are solved and for what target group(s)?

What does the project aim to achieve in the medium/long term?

Describe how the project will contribute to the objectives of the specific Call for Proposals on Renewable Energy for which this Project Application is submitted.

...

## Project description

Describe the project activities and outputs. Mention which activities will be subcontracted and which will be done “in-house”.

Describe the experience of the Project Applicant and of the team in implementing similar projects.

...

## Technical solution/Innovation aspects

Describe the technical solution and refer to the technical feasibility of project.

If applicable, describe the innovation aspects of the process/product/service/investment and, if applicable, refer to the Technology Readiness Level (TRL).

...

## Partners’ role, experience and share of project budget

Describe the profile and competence of the Project Partner(s). Describe the activities and role of the Project Partner(s) in the project, and also refer to their allocated budget.

Describe how will the bilateral relations benefit from the implementation of this project (increased cooperation, common goals, etc.).

...

## **Summary of the main findings of the cost-benefit-analysis (CBA) of the project, and of the project financial impact on** the Project Applicant

Summarize the main findings of the CBA, referring also to the Net Present Value (NPV) and to the Internal Rate of Return (IRR).

The excel file (cash-flow projection for the next 5 years-period with budget assumptions, a break-even calculation, etc.) shall be attached as an annex. Also, describe the estimated costs that will be necessary for the good operation and maintenance of the investment/equipment used for production of renewable energy.

Describe how the project benefits will outweigh its costs.

...

## The green element of the project - environmental benefits (internal and external)

Provide a summary of the expected environmental benefits as a result of carrying out the project/investment. As applicable, you should refer to the internal and external (relative to your organization) environmental benefits. Where possible, indicate in numbers/amounts the expected environmental benefits (e.g. x tonnes of CO2/year prevented from release in the atmosphere, y tonnes of paper waste recycled/year, z tonnes of fuel saved/year).

...

## Legal environment

Refer to the licenses, permits, special regulations (i.e. environmental) covering your specific type of activity, patents, IPR status (ownership/distribution between partners before and after the project implementation) etc. that are relevant for the project. Detail if any project specific approvals/permits are required and detail the expected timeline for obtaining them.

...

## Sustainability of the investment (i.e. the durability of the project after the implementation deadline)

*Refer to the project sustainability comprising a period of at least 5 years after the project completion. Considering the period after the project completion, what activities and budget will be needed so that the project reaches its long-term objective? What will be the source of financing needed to ensure the sustainability of the project after its completion?*

...

## Incentive effect (releasing effect)

...

# Conclusion

Section recommended length: max. **1 page**

...

# Annexes

List of annexes.

...