**Programme:** Energy Programme in Romania

**Focus area(s):**  Energy Efficiency – Energy Audit Call

Project name: ...

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

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

**Project Document**

*(template, v.1.2)*

General info:

* the text part of the Project Document must not be more than 1**0 pages**;
* 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:

* Uthe NeedU – what need/problem does your project address/solve?
* Uthe ResponseU – what actions/steps/initiatives do you plan to take to address/solve the need/problem? what products and/or services will you develop?
* UAchievements to DateU – what concrete steps have been initiated by your entity towards addressing/solving/investigating the need/problem?
* UFinancingU – describe how this project will be financed.

...

# Introduction

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

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

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## Current situation

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

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# Project

Section recommended length: max. **6 pages**

## Project objective (outcome) and description

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 Energy Efficiency for which this Project Application is submitted.

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## Project description

Describe the project activities and outputs. Mention which activities will be subcontracted and which will be done “in-house”. Describe which Energy Auditor is identified for which type of audit.

An outline of a possible future investment project on “Energy Efficiency and its potential for energy and cost efficiency” should be described

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

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

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

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## 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 main project/investment.

Describe the current level of CO2 emissions of the object(s) subject to energy efficiency measure(s);

Outline the planned annual energy consumption (MWh) reduction compared to current annual energy consumption (MWh) of the object(s) subject to energy efficiency measure(s) ‐ Min. requirement is 5% per measure;

Outline the planned annual energy cost reduction (Euro) compared to current annual energy costs (Euro) for the object(s) subject to energy efficiency measure(s) ‐ Min. requirement is 5% per measure.

...

## 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. Describe the ownership status of the object for the Energy Audit.

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## Incentive effect (releasing effect)

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# Conclusion

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

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# Annexes

List of annexes.

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