

CEF ENERGY 2016 calls for proposals: Application checklist

Preparing an application for a call for proposals can be a daunting task, so stay on top of the process by using this checklist.

By reminding you of some of the key points assessed during the evaluation process and the necessary elements for a complete proposal, the checklist aims to help you increase your chances of being granted CEF Energy funding.

This checklist is neither obligatory nor exhaustive: please carefully read the work programme, call text, application forms, Guide for Applicants and other documents relevant to the second 2016 CEF Energy call.

For questions about the CEF Energy 2016 calls for proposals, consult the FAQ page on the INEA website or contact us: INEA-CEF-energy-calls@ec.europa.eu

APPLICATION CONTENT

- Scope:** Does your proposal fit in the scope of the work programme and the call for proposals for which you are applying?

Check that your proposed activities indeed address the objectives and results expected from the call. Consult the call text and the work programme. Remember, your proposal will be evaluated against the criteria specified for the call only based on the information you provide in your application.

- Deadline:** Are you on track to submit your proposal by **Tuesday 8 November 2016 at 17:00 (Brussels time)**?

APPLICATION FORMS

PART A

Did you...?

- Encode application form part A directly in the TENtec eSubmission module
- Print out the application form part A
- Upload your statutes or relevant legal abstracts proving the capacity to undertake legal obligations – **ONLY** if you are an entity without legal personality (see application form part A2.1)
- Sign, stamp, scan and upload application form A2.2 into TENtec for each applicant
- Complete application form A2.3
 - All applicants, EXCEPT for EU Member States must upload into TENtec the scanned version of form A2.3 duly signed, stamped and dated by the relevant EU Member State Ministry. For multi-applicants proposals, A2.3 form should be filled up, signed, scanned and uploaded for each applicant even if there is more than one applicant from the same country)
- Complete form A2.4 for each affiliated entity - **ONLY** if you are designating affiliated entities for the implementation of your proposal
- Upload cost benefit analysis, cross border cost allocation decision and business plan – **ONLY** for works proposals and as required for specific infrastructure category

PART B

Did you...?

- Print out, complete, scan and upload application form part B in TENtec. Do not forget to fill in the tables in section 4 on multi-applicant proposals and designated affiliated entities, if applicable

- Print out, complete, scan and upload the Legal Identity Form (LEF), as well as upload any supporting documents as required in the LEF – **EXCEPT** if you are an EU Member State, region or province of the EU, or a third country
- Print out, complete, scan and upload Annex B-I – **EXCEPT** if you are an EU Member State, region or province of the EU, or a third country
- Print out, complete, scan and upload Annex B-II for each designated affiliated entity – **ONLY** if there are affiliated entities designated for the implementation of your proposal
- Print out, complete, scan and upload Annex B-III – **ONLY** if you are a public/private entity established in a third country
- Print out, complete, scan and upload Annex B-IV – **ONLY** if you are an applicant from a third country
- Upload in TENtec the appropriate documents (e.g. annual reports.) attesting your operational capacity - **ONLY** if you are a private undertaking or body established in a EU Member State which is not a certified TSO, a public or private undertaking or body established in a third country an international organisation or a joint undertaking which qualifies as a private undertaking or body (see Guide for Applicants)
- Complete the Financial Capacity Check form and upload it to TENtec, as well as upload balance sheet, income statement, cash flow statement for the last financial year or, for newly created entities, a letter of support together with the Financial Capacity Check form of the party providing support - **ONLY** if you are a private undertaking or body established in a EU Member State which is not a certified TSO, a public or private undertaking or body established in a third country, an international organisation, or a joint undertaking which qualifies as a private undertaking or body (see Guide for Applicants)
- Complete the steps above for each applicant, as applicable.

PART C

Did you...?

- Complete the section I on compliance with EU environmental policy - **ONLY** if your proposal contains works or studies with physical intervention(s).
 - Obtain the signature of competent authority regarding the EIA Directive, if applicable (see point 3.4 of the application form part C)
 - Obtain the signature of the competent authority responsible for water management, if applicable (see point 6 of the application form part C)
 - Obtain Annex C-I, duly completed, signed and stamped, by the competent authority responsible for monitoring NATURA 2000 sites, if applicable
 - Upload all the required supporting documents for this section (see Guide for Applicants)
- Complete section II on compliance with EU law on energy infrastructure
- Complete section III on compliance with EU law on state aids
- Complete section IV on compatibility with EU law on public procurement
- Complete section V on other sources of EU financing
- Print out, complete, scan and upload application form part C in TENtec

PART D

It is your responsibility as applicant to demonstrate how your proposal addresses the award criteria as indicated in the call text.

The evaluation of your proposal is based on the content you provide in the application form, so remember to be as clear as possible. Neither assumptions nor requests for additional information will be made.

And do not forget to:

- Include information about the PCI the proposed Action addresses and its state-of-play
- Include a comprehensive description of the objectives of the proposed Action and how they will be achieved
- Include a sound project management process and plan
- Make sure that a "common thread" runs through your proposal combining objectives, activities, resources and planning in a way that is coherent with achieving the stipulated deliverables

Maturity

This criterion relates to the state of preparation of the proposed Action and its activities as well as its readiness to start in the short-term. CEF Energy is interested in projects which are the next step in the development of the PCI concerned.

- Is your proposed Action ready to start in the short-term?
- Is this an appropriate next step in the development of the PCI?
- Has it received the necessary and legally obligatory approvals (e.g. building permits, public consultation)?
- Are procurement issues, if any, settled?
- Have you attached the latest PCI annual report sent to ACER for the annual reporting on the PCI required by Article 5(4)? Can you provide the relevant supporting documentation?

Cross-border dimension

This criterion refers to the extent of the cross-border impact of the action, taking into consideration the area, the number of Member States positively impacted by the action, (as seen in relation to the geographical location of the Action) and the level of cooperation between the involved countries.

- Have you clearly identified the number of Members states and/or third countries which are impacted by the proposed Action?
- If relevant, have you highlighted the number of countries and/or companies cooperating to carry out the proposed Action?
- Have you clearly explained how many Member States and/or companies are contributing financially to the proposed Action?

Positive externalities, impact on solidarity (ONLY for works proposals)

This criterion reflects the extent of the positive externalities provided by the PCI that go beyond the Member States involved in the Action. Positive externalities relate to macro-regional security of supply, solidarity between Member States or technological innovation.

- Have you clearly explained the scope of the expected positive externalities of the proposed Action (security of supply, solidarity or innovation), the need for them and a quantified estimation of the externalities?

Need to overcome financial obstacles

This criterion refers to financial obstacles that impede the timely completion of the action and to how public funding would help to overcome this situation.

- Have you clearly explained what the financial obstacles are and how the EU funding can help overcome them?
- For works only, have you explained the impact on the national tariffs if there were no grants obtained and describe the method used in calculating the tariffs in the Member States involved?
- For works only, have you presented the results of market test (if conducted) and business plan and explained the lack of commercial viability?

Soundness of the implementation plan

The criterion refers to the coherence between the proposed Action's objectives and planned resources/activities leading to the timely completion of the proposed Action, the appropriateness of the project management processes and risk control issues.

- Is it consistent (i.e. is there coherence between objectives, proposed activities, planned resources, and project management processes, from a technical and financial point of view)?
- Are the planning and the available resources appropriate to achieve the objectives?
- Is the work and time plan realistic and sound?
- Are there appropriate monitoring and control mechanisms foreseen during the implementation and after the completion of the Action?

Stimulating effect of the CEF financial assistance

This criterion refers to how CEF funding will ensure/accelerate the implementation of the proposed Action.

- Have you indicated how the EU funding could act as a catalyst for the implementation of the proposed Action (e.g.: leverage of public and/or private financing)?
- For works only, have you included financial indicators for the PCI and estimated revenues to be generated by the PCI?

Priority and urgency of the Action

This criterion refers to the priority of the proposed Action and to the importance to start it urgently, in relation with its impact on removing bottlenecks, ending energy isolation and contributing to the implementation of the internal energy market taking also into account that due consideration should be given to electricity projects.

- Have you provided evidence on how the proposed action will contribute to expected results of the call (i.e. removing bottlenecks, ending energy isolation, and implementation of the internal energy market)

SOME LAST ADVICE...

- Avoid jargon and do not take any background knowledge for granted
- Make sure that your proposal is precise, clearly responds to the questions asked, and demonstrates the added value of CEF Energy funding
- Do one last check to ensure that your proposal is clear and easy to follow and explain issues, including local context, that may be evident to you - remember that external evaluators can only assess your proposal on the basis of provided information and no assumptions will be made
- Arrange for your draft to be reviewed by experienced colleagues – use their advice to improve it before submission
- Keep the originals safe as they may be requested later in the evaluation process