



EUROPEAN CITY FACILITY

Investment Concept Template



EUCF
European City Facility

**[Name of municipality/local authority
or its groupings]**

[Investment concept title]

Prepared: [Date prepared]

Quality assurance: [e.g. appraisal, peer review, etc.]



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A. Summary of the planned investment¹			
Total investment planned	EUR		
Funding sources	<i>Requested funding</i>	EUR/...%	
	<i>Own funding</i>	EUR/...%	
	<i>Other sources [please specify]</i>	EUR/...%	
Location of the planned investment			
Municipality/local authority (or its groupings) and other organisations involved	Please provide the name of the organisation(s) involved as well as the LAU and NUTS 3 code ² of the municipality/local authority or of each municipality/local authority in case of a grouping.		
Sector(s) targeted	Public Buildings <input type="checkbox"/>	Building integrated renewables <input type="checkbox"/>	
	Residential buildings <input type="checkbox"/>	District heating <input type="checkbox"/>	
	Smart grids <input type="checkbox"/>	Sustainable urban mobility <input type="checkbox"/>	
	Innovative energy infrastructure <input type="checkbox"/>	Others <input type="checkbox"/>	
	For others, please specify		
Overview and objectives of the planned investment	Please briefly describe the planned investment, indicating the main goals, the main measures planned and who should benefit from them and how. [max. one paragraph]		
Estimated costs and revenues	<i>Total operating cost (year)</i>	EUR	
	<i>Total revenues (year)</i>	EUR	
Economic viability	<i>Simple payback period</i>	<i>Net Present Value³</i>	<i>Internal rate of return</i>
Expected impacts	<i>Energy savings</i>		GWh/y
	<i>Renewable energy production</i>		GWh/y
	<i>Avoided CO₂ emissions</i>		tCO ₂ eq/y
	<i>Other impacts</i>		[unit]

¹ All values incl. VAT, if not reclaimable.

² Local administrative units (LAUs) are used to categorise the municipalities and communes of the European Union (local level). They are sub-divisions of the Nomenclature of Territorial Units for Statistics (NUTS) 3 regions (regional level). Eurostat publishes an [updated list of LAUs together with the corresponding NUTS](#) towards the end of each year.

³ Incl. Information on the discount rate used.



B. Contact	
Contact person	
Organisation	Legal entity in charge and its VAT number
Department	
Street, No.	
Postal Code, City	
Country	
Telephone	
E-Mail	
Consultancy Support	If applicable, please provide the contact details (name, company, e-mail) of the consultant that supported the development of the Investment Concept.



1. Detailed description of planned investment project		
1.1. Objectives of the investment project		
Please summarise the general and specific project objectives.		
1.2. General project background, context and rationale		
Please describe the general context and rationale of the planned investment project, referring to e.g.:		
<ul style="list-style-type: none"> - General framework conditions, incl. relevant (local, national, Eurostat etc.) statistics regarding the investment territory, population etc.; and a social perspective on the context of implementation of the project; - Relevant (enabling) policy framework, including political objectives and/or commitments (incl. SEAPs, SECAPs etc.); - Social context in which the investment project is going to be developed (e.g. neighbourhood with particular social connotations), if relevant; - Other relevant municipal infrastructure projects by the project promoter(s) that would be running in parallel to the planned investment project, if any. 		
Please attach any supporting documents, e.g. SEAP, SECAP etc., in the Annex.		
1.3. Description of the investment project		
Please describe the envisaged investment project, incl. the technical measures planned. ⁴		
In this context, please provide details of the underlying technical analysis (e.g. results from energy audits conducted for the project, assessment of suitable technology options etc.), and refer, for instance, to:		
<ul style="list-style-type: none"> - For public buildings: number of buildings, surface areas managed, current energy consumption, technology options proposed, etc. - For improved efficiency of energy distribution: foreseen energy efficiency improvement, ownership of installations, etc. - For renewable energy production: renewable energy source used, foreseen energy production, technology options proposed. 		
Please also describe the approach for aggregation/bundling of small-scale projects, if relevant.		
Please attach any supporting documents, e.g. (sample) energy audits, (summary) assessments of technology options, etc., in the Annex.		
1.4. Market analysis and barriers		
Please describe the:		
<ul style="list-style-type: none"> - Relevant market conditions and potential competitors; and - General barriers and obstacles identified for the project and ways how to bridge these gaps. 		
Please attach any supporting documents in the Annex.		
1.5. Summary of expected impacts		
Please fill the table below with the results expected from the implementation of the investment project.		
Please provide details of the calculation, including relevant assumptions, baselines, conversion factors, etc., in the Annex.		
<i>Energy savings</i>		GWh/y

⁴ Non-eligible technology measures under the EUCF are aligned with the [new European Investment Bank \(EIB\) energy lending policy](#), adopted on 14 November 2019. Thus, the EUCF has a clear position not to support investments in energy projects reliant on unabated fossil fuels.



<i>Renewable energy production</i>		GWh/y
<i>Avoided CO₂ emissions</i>		tCO ₂ eq/y
<i>Other (social, climate) impacts</i>	e.g. improved living/working conditions of citizens, reduced pollution, adaptation measures, etc.	
1.6. Replication and/or up-scaling potential		
<p>Please explain how the project can be replicated in other contexts and/or has the potential to be up-scaled (in the region), highlighting potential partners needed, and referring to:</p> <ul style="list-style-type: none"> - Internal replication/upscaling within current associated organisation; - Expansion, associating further organisations; and/or - Replication by others. 		
1.7. Summary of investment component(s)		
Please briefly summarise the investment component(s) in table A.		





Table A – [1.7] Summary of investment component(s)⁵

Investment sector(s): (please specify)								
# ⁶	Investment component ⁷	Description of investment component	Unit ⁸	Current energy consumption (GWh/year)	Energy savings (%)	Renewable energy production (GWh/year) ⁹	Payback time	Total investment costs (EUR)
1								
2								
3								
4								
5								
6								
...								
TOTAL								

⁵ All values incl. VAT, if not reclaimable.

⁶ The number of rows can be adjusted as required.

⁷ Specify the investment component, e.g. investment in renewable energy production, lamps, smart metering, different types of buildings etc. Use a separate row in the table for each investment component.

⁸ Specify the number of investments and an appropriate unit, e.g. x number of buildings, lamps, etc.

⁹ Only if applicable.



2. Promoter(s) and (local) stakeholders			
2.1. Overview of project promoter(s)			
<p>Please describe briefly:</p> <ul style="list-style-type: none"> - The project promoter(s) and their interest in the project, differentiating between <ul style="list-style-type: none"> • the organisation leading the investment project, and • further organisations associated to it. - Whether they have previous investment programme experience; - The level of commitment of promoter(s) to the planned investment project. <p>Please attach any supporting documents, e.g. letters of commitment/support from associated partners etc., in the Annex.</p>			
2.2. Ownership of assets and management structure			
<p>Please describe briefly:</p> <ul style="list-style-type: none"> - The ownership structure of project promoter(s) over the assets concerned; - The (legal) relations between the leading and associated organisations regarding the whole investment; - The organisational structure and decision-making processes for the implementation of the investment project, explaining how decisions are made and who makes them. 			
2.3. Risk profile for the entity(ies) that will be financially liable			
<p>Please provide any information that can help establishing your financial risk profile, e.g. financial appraisal, securities/guarantees, credit rating, if available.</p>			
2.4. (Local) stakeholder analysis			
<p>Please:</p> <ul style="list-style-type: none"> - describe further stakeholders (civil society, economic stakeholders, etc.) and their possible role for the success of the investment project; - highlight their needs and expectations from the proposed investment project; - indicate their current level of support; and - describe the future envisaged engagement strategy, using the following table. <p>Please attach any supporting documents, e.g. proof of support, etc., in the Annex.</p>			
Type of stakeholder	Current status of engagement	Future engagement activities	Instruments/channels for dissemination and interaction



3. Legal analysis

3.1. Legal feasibility of the planned investment

Please:

- Describe the (local, national and potentially international) legal requirements applicable to the planned investment, e.g. regulations concerning
 - o available investment types and framework conditions,
 - o the actual investment approach, or
 - o the structuring and timeline of the single investment steps (incl. public procurement or debt accounting rules) etc.
- Clarify possible legal/regulatory incentives and how they will be used to benefit the project; and
- Clarify possible legal/regulatory obstacles and how they will be tackled.

Please describe the preparatory assessments and studies carried out in the course of the investment concept development and attach any (summaries of the) performed analyses to the investment concept. Please also state if an Environmental Impact Assessment (EIA)¹⁰ is required; if yes and if already conducted, briefly highlight the outcomes.

4. Economic and financial analysis

4.1. Estimated costs and revenues

Please specify:

- The estimated costs per cost category, differentiating between CAPEX and OPEX (equipment and installation cost, staff costs, external subcontracting, maintenance costs, etc.);
- Cost savings and other revenues.

Please summarise these costs and revenues¹¹ in the table below. Please provide a more detailed forecast (depicting the costs per investment component) on the cash flow development over the lifetime of the investment project in the Annex.

CAPEX

<i>Estimated cost of planning processes</i>	EUR
<i>Estimated cost of installation</i>	EUR
<i>Estimated equipment cost</i>	EUR
<i>Other(s) [please specify]</i>	EUR
Total investment cost	EUR

OPEX

<i>Estimated maintenance cost (year)</i>	EUR
<i>Estimated staff cost (year)</i>	EUR
<i>Estimated external sub-contracting (year)</i>	EUR

¹⁰ The [EIA Directive \(85/337/EEC\)](#) applies to a wide range of public and private projects in Europe, which are defined in Annexes I and II of the document.

¹¹ All values incl. VAT, if not reclaimable.



<i>Other(s) [please specify]</i>	EUR		
Total operating cost (year)	EUR		
Revenues			
<i>Energy savings (year)</i>	EUR		
<i>Operation and Maintenance (O&M) fee (year)</i>	EUR		
<i>Energy supply (year)</i>	EUR		
<i>Other revenues (year) [please specify]</i>	EUR		
Total revenues (year)	EUR		
4.2. Economic viability			
Please complete the table below with the indicators for the investment.			
Simple payback period	Net Present Value¹²	Internal Rate of Return	
Please attach related calculations in the Annex, justifying the discount rate applied and explaining the project/technology specifics (e.g. lifetime, maintenance, etc.).			
4.3. Risk and mitigation measures			
Please outline the critical risks that can affect the project implementation, their likelihood to occur and potential impact on the project as well as corresponding mitigation measures planned to meet the investment objectives, e.g. by using the table below. Examples of risks include legislative changes, regulatory issues, upcoming elections, financing risks, demand risks, approval risks, unavailability of necessary expertise etc.			
Risk	Likelihood	Impact	Mitigation measures
4.4. Financing approach and funding sources			
Please describe in detail the envisaged financing approach, including the different funding sources (e.g. own funds, grants, soft loans, (bank) loans, guarantees, external investments, etc.) and the stage of commitment (i.e. consulted, ongoing, negotiations, contracted).			
Please indicate the planned funding sources for the investment in the table below ¹³ , including requested funding.			

¹² Incl. Information on the discount rate used.

¹³ All values incl. VAT, if not reclaimable.



<i>Total investment cost</i>	EUR/100%
<i>Requested funding</i>	EUR/...%
<i>Own funding</i>	EUR/...%
<i>Other sources [please specify]</i>	EUR/...%

5. Investment roadmap

5.1. Technical assistance activities

Please describe if any additional type(s) of support are required in the preparation or will be needed during the implementation of the investment project (e.g. technical expertise, legal advice, procurement preparation, financial structuring, energy audits, business plans, etc.).

5.2. Work plan

Please clearly state the project/investment status to date (e.g. status of approvals and permissions, any missing activities to be able to start the project).

Use the table below to present the next steps in the process to launch the planned investments, including work planning and resource allocation.

Please attach a Gantt Chart to the investment concept.



Table B - /5.1/Work plan

# ¹⁴	Investment step	Description of investment step	Expected start date	Expected end date	Main outcome	Responsible actor (incl. level of commitment)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
...						

¹⁴ The number of rows can be adjusted as required.



Annexes	
1.2.	General project background, context and rationale Supporting documents, e.g. SEAP/SECAP.
1.3.	Description of the investment project Supporting documents, e.g. (sample) energy audits; assessment of suitable technology options, etc.
1.4.	Market analysis and barriers Supporting documents for the market analysis conducted for the project.
1.5.	Summary of the expected impacts Details of the calculation, including relevant assumptions, baselines, conversion factors, etc.
2.1.	Ownership of assets and management structure Supporting documents, e.g. letters of commitment/support, etc.
2.4.	(Local) stakeholder analysis Supporting documents, e.g. proof of support, etc.
3.1.	Legal feasibility Summaries of the performed analyses on the legal feasibility and supporting documents, if applicable.
4.1.	Estimated costs and revenues Cash flow plan.
4.2.	Economic viability Calculations, clarifying/justifying the discount rate applied and explaining the project/technology specifics (e.g. lifetime, maintenance etc.).
5.2.	Work plan Gantt Chart on the work plan.

