# **Call for Proposals**

# **EU4CAET Grant Facility – Financing Window**

# **Call No. 1**

# **Project Proposal Form**

**February 2026**

Contents

[SECTION 1 – Applicant Information 4](#_Toc220332973)

[1.1. Project Title 4](#_Toc220332974)

[1.2. Project Owner (Applicant) 4](#_Toc220332975)

[1.3. Contact Person 5](#_Toc220332976)

[1.4. Project Location 5](#_Toc220332977)

[1.5. Project Duration 5](#_Toc220332978)

[SECTION 2 – Project Identification 5](#_Toc220332979)

[SECTION 3 – Project Concept, Relevance and Expected Results 6](#_Toc220332980)

[SECTION 4 – Social Impact, Gender Inclusion and Community Involvement 10](#_Toc220332981)

[SECTION 5 – Implementation Concept 11](#_Toc220332982)

[5.1. Planned Key Activities 11](#_Toc220332983)

[5.2. Implementation Schedule 11](#_Toc220332984)

[5.3. Roles and Responsibilities 11](#_Toc220332985)

[5.4. Risk Assessment and Mitigation Measures 12](#_Toc220332986)

[SECTION 6 – Replication potential 12](#_Toc220332987)

[6.1. Transferability of the technical solution 12](#_Toc220332988)

[6.2. Documentation and learning value 12](#_Toc220332989)

[6.3. Potential for scaling or wider rollout 13](#_Toc220332990)

[SECTION 7 – Legal Ownership / Right of Use 13](#_Toc220332991)

[7.1. Ownership Status of the Building / Site for Project Implementation 13](#_Toc220332992)

[7.2. Documentation Attached 13](#_Toc220332993)

[SECTION 8 – Permits and approvals for PV, EV and Public lighting 14](#_Toc220332994)

[SECTION 9 – Technical Readiness 20](#_Toc220332995)

[SECTION 10 – Technical Parameters and Project Readiness Information 21](#_Toc220332996)

[10.1. Technical Parameters 21](#_Toc220332997)

[10.2. Project Readiness Information 28](#_Toc220332998)

[SECTION 11 – Review and acceptance of the draft contract 30](#_Toc220332999)

[SECTION 12 – Declaration by the Applicant 31](#_Toc220333000)

[12.1. Official Declaration 31](#_Toc220333001)

[12.2. Signature and Seal 31](#_Toc220333002)

[INDICATIVE LIST OF ANNEXES 32](#_Toc220333003)

# SECTION 1 – Applicant Information

|  |  |  |
| --- | --- | --- |
|  | **Information to be provided** | |
| **1.1. Project Title** | | |
| Project title |  | |
|  |  | |
| **1.2. Project Owner (Applicant)** | | |
| Legal entity name |  | |
| Legal status (tick one) | **Applicant type**  Municipality / City  Renewable Energy Community (REC)  **Legal status of REC**  REC legally established  REC in the process of establishment  **Partnership structure**  Partnership between municipality and public sector/companies  Partnership between municipality and citizens / NGO  Partnership between municipality and private sector/companies  Other partnership structure (please specify): | |
| In case of REC, please specify | Name of REC / partnership |  |
| REC / partnership members (list) |  |
| Authorized representative(s) of REC / partnership (name & position) |  |
|  | |
| Supporting documentation for REC / partnership (Annexes – tick if attached) | Registration document of the Renewable Energy Community  Cooperation Agreement  Memorandum of Understanding (MoU)  Municipal council decision confirming participation  Other legally valid document establishing the partnership (please specify): |
|  |  | |
| **Applicant Address & ID** | | |
| Street and number |  | |
| Municipality/City |  | |
| Postal code |  | |
| Registration number / ID |  | |
|  |  | |
| **1.3. Contact Person** | | |
| Name and surname |  | |
| Position / job title |  | |
| Email |  | |
| Phone |  | |
|  |  | |
| **1.4. Project Location** | | |
| Municipality / City |  | |
| Exact site / building (address or geolocation) |  | |
| Entity (tick one) | *FBiH*  *RS*  *Brčko distrikt BiH* | |
|  |  | |
| **1.5. Project Duration** | | |
| Planned start date | (dd/mm/yyyy) | |
| Planned end date | (dd/mm/yyyy) | |

# SECTION 2 – Project Identification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | **Information to be provided** |
| **Basic Project Information** | | | | |
| Technology type applied within the project | | Photovoltaics (PV) (only for REC)  Biomass heating (community led)  Heat pumps (community led)  Electric vehicle (EV) chargers (community led)  Public lighting (community led) | | |
| Installed capacity (kW or kWp, as applicable) | | | |  |
| Expected CO₂ reduction (tCO₂/year) | | | |  |
| Total estimated project cost in BAM  *Enter the total cost as defined in the Bill of Quantities and technical documentation.* | | | |  |
| Estimated Grant Amount in BAM  *What amount of grant financing is requested under this Call?*  *Grant amount must follow the eligible ranges and co-financing rules defined in the Call.* | | | |  |
| Amount of the applicant’s own co-financing in BAM | | | |  |
| Share of the applicant’s own co-financing (%) in relation to the total estimated project cost | | | |  |
| List the individual financial contributions of all project partners involved in the project  *If more than four partners are involved, please add additional rows as needed.* | Partner 1 name | | |  |
| Amount in BAM | | |  |
| Partner 2 name | | |  |
| Amount in BAM | | |  |
| Partner 3 name | | |  |
| Amount in BAM | | |  |
| Partner 4 name | | |  |
| Amount in BAM | | |  |
| Additional Contributions from third parties not formally participating as project partners  *Other non-donor contributions to the project, such as contributions from citizens, private sector entities, non-governmental organisations, community groups, or other levels of government that are not project partners.* | If none, please tick:  No additional contributions | | | |
| If there are Additional contributions, please provide the relevant information. | | Source / Institution |  |
| Amount in BAM |  |
| Source / Institution |  |
| Amount in BAM |  |
| Source / Institution |  |
| Amount in BAM |  |

# SECTION 3 – Project Concept, Relevance and Expected Results

*Use Sections 3 and 4 to provide narrative evidence for the scoring criteria (relevance, social impact, gender inclusion, community involvement, etc.). Avoid repeating check-box answers; focus on explanation, quantified effects, and concrete examples.*

*Applicants are requested to provide a concise but complete description of the proposed project. To ensure clarity and comparability, please structure your description following the guiding prompts below.*

**A) Background and problem statement**

Why is this project needed? What problem or challenge does it address?

*Please describe: the current situation and problem (technical, operational, energy-related), why existing systems or services are insufficient, etc.*

**Text (max 200 words):**

|  |
| --- |
|  |

**B) Project objective and community relevance**

Please describe the objective of the project and explain how it responds to local community needs or public policy objectives.

*In your response, please describe:*

* *why this project is relevant for the local community, not only for municipal operations,*
* *how the project relates to local strategies, policies, or development priorities (energy, climate, mobility, social inclusion, public services),*
* *whether the project represents a stand-alone technical investment or part of a broader community-oriented initiative.*

*(Example: improving access to affordable heating, safer streets through better lighting, accessible EV charging for residents, improved public services.)*

**Text (max 200 words):**

|  |
| --- |
|  |

**C) Key interventions and proposed solution**

What exactly will be implemented under this project?

*Example aspects to cover installation of PV/boiler/heat pump/chargers/LED lighting, system capacity, integration with existing infrastructure, safety measures, procurement steps, technical improvements.*

**Text (max 200 words):**

|  |
| --- |
|  |

**D) Expected Results (Project Outcomes)**

Please describe the expected results and tangible positive changes that will occur as a direct outcome of the project implementation.

*In your response, please describe:*

* *Operational and service-related results (e.g. improved heating or cooling performance, more reliable public lighting, improved mobility services, better comfort and usability of public facilities).*
* *Energy and environmental results (e.g. reduced energy consumption, increased share of renewable energy, CO₂ emission reductions, improved air quality).*
* *Financial or efficiency-related results (e.g. reduced operating or maintenance costs, more efficient use of municipal resources, savings that may enable reinvestment in public or social services).*

*Where possible, quantify results or clearly explain the expected scale of impact.*

**Text (max 200 words):**

|  |
| --- |
|  |

**E) Target groups and expected benefits**

Who are the main users and beneficiaries of the project, and what concrete benefits will the project deliver for the local community?

*Please describe who benefits from the project and how, building on the expected results outlined in the previous section. In your response, please address the following aspects:*

* *Beneficiaries and users*

*Identify who will use or benefit from the project (e.g. residents, pupils, households, drivers, vulnerable groups, users of public buildings or services).*

* *Indicate whether beneficiaries are direct or indirect, and provide an estimated number of beneficiaries, where possible (e.g. number of households served, users of public facilities, citizens using public lighting or EV chargers).*
* *Social benefits (e.g. improved comfort, safety, accessibility, inclusion, improved conditions for public service users or vulnerable groups).*
* *Environmental benefits (e.g. reduced emissions affecting local air quality, contribution to local climate goals, cleaner and more sustainable public services).*
* *Economic benefits (e.g. lower energy costs for public facilities, reduced public expenditure, indirect savings for households or service users).*
* *Evidence and durability of benefits Indicate whether the benefits are quantified or supported by the feasibility study, and whether they contribute to long-term improvements in quality of life or public services.*

**Text (max 400 words):**

|  |
| --- |
|  |

**F) Expected annual financial effects of the project**

Please describe the expected annual financial effects of the project resulting from the installation and operation of the proposed equipment.

*In your response, please provide the following information, as applicable to your technology:*

* *Expected annual financial savings (in BAM/year) (e.g. reduced energy costs, reduced fuel costs, reduced electricity purchases, reduced maintenance costs).*
* *Expected annual revenues (in BAM/year), if applicable  
  (e.g. revenues from EV charging, sale of electricity, service fees, user payments).*
* *If the project does not generate direct revenues or savings, please explain the financial effect in equivalent terms, such as:*

*– estimated annual energy delivered or consumed (kWh/year), and  
– reference energy price used (BAM/kWh) to indicate the economic value of the service provided.*

* *Key assumptions used (e.g. energy price, operating hours, utilization rate, demand assumptions, tariff applied).*

**Text (max 400 words):**

|  |
| --- |
|  |

**G) Coverage of consumption / Energy savings**

What share of annual energy consumption will be covered by the project or what share of energy will be saved due to the project (%)?

*Note: EV charging projects are exempt from completing Coverage of consumption / Energy savings.*

Please specify one of the following options (tick one):

Coverage of annual consumption (e.g., PV share of annual electricity demand)  
 Energy savings compared to baseline (e.g., % reduction of annual energy use)

Please provide: percentage (%), baseline definition and key assumptions (annual demand, load profile, operating hours).

**Text (max 200 words):**

|  |
| --- |
|  |

**H) Job creation (new jobs – permanent or temporary)**

How many jobs are expected to be generated as a result of the project? Please specify the type and number of jobs, indicate whether they are temporary or permanent, provide the estimated duration for temporary engagements, and state which entity will employ them (e.g. contractor, REC, maintenance or other project-related entity/activity).

**Text (max 200 words):**

|  |
| --- |
|  |

**I) Reinvestment plan (use of savings/profits)**

If the project generates operational savings and/or revenues, what share (%) will be reinvested into local/community priorities and how will this be implemented?

Please provide: reinvestment share (%), specific reinvestment purposes (projects/areas), timeline and decision mechanism (who decides, how it is approved).

**Text (max 200 words):**

|  |
| --- |
|  |

# 

# SECTION 4 – Social Impact, Gender Inclusion and Community Involvement

**A) Social impact**

Please describe the social impact of the project on the local or target community.

*Please address:*

* *whether benefits reach local residents, users of public services, or vulnerable groups,*
* *how the project improves living conditions, affordability, safety, or access,*
* *whether operational savings or revenues (if any) are reinvested into social or community purposes,*
* *whether the project includes awareness-raising, educational, or outreach activities.*

**Text (max 400 words):**

|  |
| --- |
|  |

**B) Gender inclusion**

Please describe how gender equality and inclusion are considered in the project.

*Please explain:*

* *gender balance in the project team or governance structure,*
* *whether women are meaningfully involved in planning, decision-making, or implementation,*
* *whether the project includes gender-sensitive objectives or measures,*
* *how gender considerations are reflected in project documents or implementation.*

**Text (max 400 words):**

|  |
| --- |
|  |

**C) Community involvement**

Please describe how the local community and stakeholders have been / are / will be involved in the project.

*Please explain:*

* *whether and how community members’ or stakeholders’ involvement in:*
  + *project design,*
  + *decision-making,*
  + *implementation or operation,*
* *what types of engagement activities are included (meetings, consultations, workshops),*
* *whether community input influences project decisions, not only information sharing.*

**Text (max 400 words):**

|  |
| --- |
|  |

# SECTION 5 – Implementation Concept

# **5.1. Planned Key Activities**

Which main activities will be implemented?

*List the core steps that will be carried out during implementation. Please include only major activities, not technical details. Possible examples:*

* *Procurement and installation of equipment*
* *Construction/renovation works*
* *Grid connection, testing and commissioning*
* *Community engagement meetings*
* *Awareness and communication activities*
* *Training or capacity building (if applicable)*

**Text (bullet list or paragraphs - max 200 words):**

|  |
| --- |
|  |

# **5.2. Implementation Schedule**

What is the timeline for implementation?

*Provide an outline of the key phases and indicative timing. This does not need to be a Gantt chart.*

**Applicant fills in (If different phases apply to your technology, you may adjust the entries):**

|  |  |
| --- | --- |
| **Project Phase** | **Planned timeline** |
| Tender preparation |  |
| Procurement phase |  |
| Installation / works |  |
| System commissioning |  |
| Community/awareness activities (if applicable) |  |
| Final reporting |  |

# **5.3. Roles and Responsibilities**

Who is responsible for what during implementation?

*Briefly explain which actor (municipality, REC, partner, contractor) will carry out each major role. Suggested aspects to cover:*

* *Who manages the project?*
* *Who procures equipment/works?*
* *Who oversees implementation on-site?*
* *Who provides technical support?*
* *Who leads community engagement (if applicable)?*

**Text (max 200 words):**

|  |
| --- |
|  |

# **5.4. Risk Assessment and Mitigation Measures**

What risks may affect the project and how will they be managed?

*Identify key risks that could delay or hinder the project (technical, administrative, procurement-related, financial, community-related). Then provide proposed mitigation actions.* *Applicants are encouraged to focus on 3–5 realistic risks.*

**Applicant fills in:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Identified Risk** | **Likelihood (low/medium/high)** | **Impact (low/medium/high)** | **Mitigation Measure** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# SECTION 6 – Replication potential

# **6.1. Transferability of the technical solution**

To what extent can the technical solution be replicated in other locations or similar projects?

Please explain:

* *whether the project is site-specific or based on standardized/modular solutions,*
* *which elements could be reused (design principles, equipment, layouts, specifications),*
* *any local constraints that limit replication (grid capacity, space, building type),*
* *whether the feasibility study explains sizing, connection, and cost logic.*

**Text (max 200 words):**

|  |
| --- |
|  |

# **6.2. Documentation and learning value**

What documentation or knowledge does the project generate that could support replication elsewhere?

Please describe:

* *available documentation (technical designs, BoQ, installation steps, O&M plans),*
* *whether lessons learned are identified (permitting, procurement, operation),*
* *whether documentation could realistically be used by other municipalities or communities.*

**Text (max 200 words):**

|  |
| --- |
|  |

# **6.3. Potential for scaling or wider rollout**

How could this project be scaled up or replicated across other sites or municipalities?

Please explain:

* *whether the project could be expanded to additional buildings, sites, or regions,*
* *whether there is a clear pathway for replication (technical, financial, institutional), i.e. the applicants have concrete plans to invest in further replication or support replication by other stakeholders (e.g. through the development of blue prints, the conduction of exchange events, or any other measures to encourage replication).*
* *whether the project is intended as a pilot, reference model, or benchmark.*

**Text (max 200 words):**

|  |
| --- |
|  |

# SECTION 7 – Legal Ownership / Right of Use

|  |  |  |
| --- | --- | --- |
|  | **Information to be provided** | |
| **7.1. Ownership Status of the Building / Site for Project Implementation** | | |
| Ownership status  Please indicate whether the applicant owns the building or site on which the eligible technology will be installed or implemented, or holds a formal and legally valid right of use for that location. | Applicant is the legal owner of the building/siteApplicant is not the legal owner but holds a valid right of useOther (please specify): | |
| **7.2. Documentation Attached** Applicants must submit legal proof of ownership or right of use—tick all attached documents | | |
| A) If the applicant is the owner (attach at least one)  All documents must be included in the Annex of the Project proposal. | Land registry extract (not older than 12 months from the date of publication of the Call) Other ownership document (please specify): | |
| B) If the applicant is **not** the owner (attach relevant documents)  All documents must be included in the Annex of the Project proposal. | Formal statement by the owner confirming applicant’s right of use together with a land registry extract of the owner (not older than 12 months from the date of publication of the Call)  Legally valid agreement with property owner  Lease or usage agreement  Memorandum of Understanding or Cooperation Agreement  Notarised declaration or statement of consent together with a land registry extract of the owner (not older than 12 months from the date of publication of the Call)  Municipal decision granting long-term usage rights  Other valid document confirming right of use (please specify): | |
| Duration of the Right of Use (if the applicant is not the owner of the building/site)  Must match or exceed expected operational lifetime of the investment | **Right of use valid until: \_\_\_/\_\_\_/\_\_\_\_\_\_**  Unlimited / permanent right of use | |
| Comments (optional): |  |

# SECTION 8 – Permits and approvals for PV, EV and Public lighting

*This section* ***applies only to PV, EV chargers and public lighting projects****. Biomass heating and heat pump projects should proceed to Section 9.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Tick all applicable permits. If a permit is not required, please tick the relevant “not required” option.* | **Information to be provided** | | |
| Urban / Spatial Planning Permits  *Status of urban / spatial planning permits required for the implementation of the proposed investment at the project site, in accordance with applicable legislation.* | Urban / Spatial planning permit is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Urban / Spatial planning permit is not available | | |
| Urban / Spatial planning permit is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Construction / Installation Permits  *Status of construction / installation permits required for the implementation of the proposed investment at the project site, in accordance with applicable legislation.* | Construction / Installation permit is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Construction / Installation permit is not available | | |
| Construction / Installation permit is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Energy Sector Permits  *Status of energy sector permits required for the implementation of the proposed investment at the project site, in accordance with applicable legislation.* | Energy permit / energy consent is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Energy permit / energy consent is not available | | |
| Energy permit / energy consent is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Grid connection consent is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Grid connection consent is not available | | |
| Grid connection consent is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Approval from utility operator is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Approval from utility operator is not available | | |
| Approval from utility operator is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Environmental or Special Approvals  *Status of environmental or special approvals required for the implementation of the proposed investment at the project site, in accordance with applicable legislation.* | Environmental permit / environmental screening is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Environmental permit / environmental screening is not available | | |
| Environmental permit / environmental screening is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Approval for installation on heritage-protected buildings or areas is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Approval for installation on heritage-protected buildings or areas is not available | | |
| Approval for installation on heritage-protected buildings or areas is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Consent from environmental, cultural, or protected-area authority is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Consent from environmental, cultural, or protected-area authority is not available | | |
| Consent from environmental, cultural, or protected-area authority is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| PV Installations – Required Permits and Approvals  *Status of required approvals for the implementation of the PV system(s) at the project site.* | Roof structural safety confirmation is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Roof structural safety confirmation is not available | | |
| Roof structural safety confirmation is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Fire safety compliance is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Fire safety compliance is not available | | |
| Fire safety compliance is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Electrical protection scheme is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Electrical protection scheme is not available | | |
| Electrical protection scheme is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Inverter and module certification are available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Inverter and module certification are not available | | |
| Inverter and module certification are not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Waste management plan is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Waste management plan is not available | | |
| Waste management plan is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| EV chargers – Required Permits and Approvals  *Status of required approvals for the implementation of the EV chargers at the project site.* | Approval for charging point installation is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Approval for charging point installation is not available | | |
| Approval for charging point installation is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Traffic / parking area consent is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Traffic / parking area consent is not available | | |
| Traffic / parking area consent is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Electrical infrastructure approval is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Electrical infrastructure approval is not available | | |
| Electrical infrastructure approval is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Public Lighting – Required Permits and Approvals  *Status of required approvals for the implementation of the Public Lighting at the project site.* | Street lighting design approval is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Street lighting design approval is not available | | |
| Street lighting design approval is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Safety certification for luminaires is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Safety certification for luminaires is not available | | |
| Safety certification for luminaires is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |
| Road authority approval is available | *Please specify the name, reference number, issuing authority, and date of issuance.* |  |
| Road authority approval is not available | | |
| Road authority approval is not required  *Please explain the reasons:* | | |
| Other (please specify): | | |

# SECTION 9 – Technical Readiness

*This section confirms that the project is technically mature and ready for implementation. Please complete all fields and attach the required documentation.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Information to be provided** | | |
|  | | | |
| Confirmation that the Main project design and technical documentation in line with this Call for proposals is completed | Yes – the full Main project design is completed | *Please specify the document title, reference number, issuing/preparing entity, and date of completion/approval.* |  |
| Partially – minor elements pending (explain below) | | |
| No – Main project design is not completed | | |
| If “Partially”, provide a brief explanation: | | |
| Confirmation that the Procurement Preparation phase is completed  *i.e. tender dossier including detailed Bill of Quantities, technical specifications, etc.* | Yes – procurement documents are prepared and completed | *Please specify the document title, reference number, issuing/preparing entity, and date of completion/approval.* |  |
| In progress – expected completion date: \_\_\_ / \_\_\_ / \_\_\_\_\_\_ | | |
| No – not prepared | | |
| If “In progress”, provide a brief explanation: | | |
| List of Technical Documents Submitted  *Please tick all documents included in Annexes* | Architectural design | *Please specify the document title, reference number, issuing/preparing entity, and date of completion/approval.* |  |
| Structural design |  |
| Electrical installation design |  |
| Mechanical installation design |  |
| Heating/cooling system design |  |
| Public lighting design |  |
| PV system design |  |
| EV charger layout and electrical safety documentation |  |
| Waste-management plan |  |
| Fire and explosion safety plan |  |
| Energy performance analysis / load calculation |  |
| Energy audit (DEA) |  |
| Other technical studies or analyses (specify): |  |
| Other technical studies or analyses (specify): |  |
| Other technical studies or analyses (specify): |  |

# SECTION 10 – Technical Parameters and Project Readiness Information

*Provide values based on your feasibility study, main design, or other technical documentation.*

# **10.1. Technical Parameters**

**Important note: Applicants must answer only the set of questions corresponding to the specific technology for which they are applying. Responses for other technologies should be left blank.**

**- Photovoltaics (PV) -**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Information to be provided** |
| **KWp Installed (kW)** | | |  |
| **CO₂ Reduction (tCO₂/year)**  *The calculation of expected CO₂ emission reductions shall be carried out in accordance with the applicable entity-level regulations on energy performance of buildings in Bosnia and Herzegovina. For projects implemented on the territory of the Federation of Bosnia and Herzegovina, calculations shall be based on the Rulebook on Minimum Energy Performance of Buildings (Official Gazette of the Federation of BiH, No. 81/19).*  *For projects implemented on the territory of Republika Srpska, calculations shall be based on the Rulebook on Minimum Requirements for Energy Performance of Buildings of Republika Srpska (Official Gazette of RS, No. 30/2015 and 47/2022). For projects implemented in Brčko District of Bosnia and Herzegovina, applicants may apply either of the above-mentioned rulebooks, provided that the selected methodology is applied consistently throughout the calculation.* | | |  |
| **Cost Efficiency (BAM/kW)**  *Please indicate the total eligible investment cost (in BAM) divided by the installed capacity of the system (in kW), as defined in the technical design or feasibility study.* | | |  |
| **Equipment efficiency** | | | |
| **Panel Efficiency (in %)**  *What is the certified module efficiency (as per datasheet)?* | | |  |
| **Annual Degradation Rate (in %/year)**  *What is the guaranteed annual degradation rate of the PV modules?* | | |  |
| **Renewable energy community (REC)**  *Please answer each question by ticking* ***Yes*** *or* ***No****. In case of* ***Yes****, please provide the relevant supporting document(s) as annexes.* | | | |
| Has a formal statement of intent to establish or operate the REC additionally been adopted? | Yes  No | Supporting evidence (if Yes): | Signed statement of intent  Municipal decision  Other (please specify): |
| **Have initial community outreach or stakeholder consultations been conducted?** (e.g. meetings with citizens, expressions of interest) | Yes  No | Supporting evidence (if Yes): | Meeting minutes  Attendance list  Expressions of interest  Other (please specify): |
| **Has the formal establishment process of the REC been initiated?** (e.g. decision of founders or municipality) | Yes  No | Supporting evidence (if Yes): | Founders’ decision  Municipal council decision  Draft founding agreement  Other (please specify): |
| **Is legal preparation of the REC currently in progress?** (e.g. draft statute, defined legal form) | Yes  No | Supporting evidence (if Yes): | Draft statute  Draft founding documents  Legal form description  Other (please specify): |
| Is the REC legally established as a legal entity? | Yes  No | Supporting evidence (if Yes): | Official registration  Official extract  Other (please specify): |
| **Is the REC minimally operational (basic organisation in place)?** (e.g. internal meetings held, basic roles defined) | Yes  No | Supporting evidence (if Yes): | Meeting minutes  Organisational chart  Internal decision(s)  Other (please specify): |
| Does the REC have an adopted strategy or action plan? | Yes  No | Supporting evidence (if Yes): | REC strategy  Action plan  Decision adopting the document  Other (please specify): |
| **Is a governance and membership model clearly defined?** (evidence of transparent decision-making and benefit-sharing) | Yes  No | Supporting evidence (if Yes): | Statute  Membership rules  Governance procedures  Other (please specify): |
| **Does the REC demonstrate operational capacity and readiness for project implementation?** (e.g. internal rules, business or financial plan, assigned responsibilities) | Yes  No | Supporting evidence (if Yes): | Internal rules  Business/financial plan  Responsibility assignments  Other (please specify): |
| **Is the REC mature and fully functional?** (e.g. complete internal documentation, active members, project integrated into long-term vision) | Yes  No | Supporting evidence (if Yes): | Statute and bylaws  Strategy and business plan  Description of members and stakeholders  Proof of permits required by applicable law  Other (please specify): |

**- Biomass heating –**

|  |  |
| --- | --- |
|  | **Information to be provided** |
| **KW Installed (kW)** |  |
| **CO₂ Reduction (tCO₂/year)**  *The calculation of expected CO₂ emission reductions shall be carried out in accordance with the applicable entity-level regulations on energy performance of buildings in Bosnia and Herzegovina. For projects implemented on the territory of the Federation of Bosnia and Herzegovina, calculations shall be based on the Rulebook on Minimum Energy Performance of Buildings (Official Gazette of the Federation of BiH, No. 81/19).*  *For projects implemented on the territory of Republika Srpska, calculations shall be based on the Rulebook on Minimum Requirements for Energy Performance of Buildings of Republika Srpska (Official Gazette of RS, No. 30/2015 and 47/2022). For projects implemented in Brčko District of Bosnia and Herzegovina, applicants may apply either of the above-mentioned rulebooks, provided that the selected methodology is applied consistently throughout the calculation.* |  |
| **Cost Efficiency (BAM/kW)**  *Please indicate the total eligible investment cost (in BAM) divided by the installed capacity of the system (in kW), as defined in the technical design or feasibility study.* |  |
| **Boiler Efficiency (in %)**  *Boiler efficiency (%) refers to the thermal efficiency measured at nominal heat output (nominal load), expressed relative to the Lower Heating Value (LHV) of the fuel, and shall be evidenced through manufacturer datasheets and/or certified test reports in accordance with EN 303-5 or equivalent standards.* |  |

**- Heat pumps -**

|  |  |
| --- | --- |
|  | **Information to be provided** |
| **KW Installed (kW)** |  |
| **CO₂ Reduction (tCO₂/year)**  *The calculation of expected CO₂ emission reductions shall be carried out in accordance with the applicable entity-level regulations on energy performance of buildings in Bosnia and Herzegovina. For projects implemented on the territory of the Federation of Bosnia and Herzegovina, calculations shall be based on the Rulebook on Minimum Energy Performance of Buildings (Official Gazette of the Federation of BiH, No. 81/19).*  *For projects implemented on the territory of Republika Srpska, calculations shall be based on the Rulebook on Minimum Requirements for Energy Performance of Buildings of Republika Srpska (Official Gazette of RS, No. 30/2015 and 47/2022). For projects implemented in Brčko District of Bosnia and Herzegovina, applicants may apply either of the above-mentioned rulebooks, provided that the selected methodology is applied consistently throughout the calculation.* |  |
| **Cost Efficiency (BAM/kW)**  *Please indicate the total eligible investment cost (in BAM) divided by the installed capacity of the system (in kW), as defined in the technical design or feasibility study.* |  |
| **Coefficient of Performance (COP)**  *Coefficient of Performance (COP) is declared according to EN 14511 at the relevant standard test condition:*  *- A7/W35 for air-to-water heat pumps,*  *- A7/A20 for air-to-air heat pumps,*  *- B0/W35 for ground source (brine-to-water) heat pumps,*  *- W10/W35 for water-to-water heat pumps.* |  |

**- Electric vehicle (EV) chargers -**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Information to be provided** |
| **KW Installed (kW)** | | |  |
| **CO₂ Reduction (tCO₂/year)**  *The calculation of expected CO₂ emission reductions shall be carried out in accordance with the applicable entity-level regulations on energy performance of buildings in Bosnia and Herzegovina. For projects implemented on the territory of the Federation of Bosnia and Herzegovina, calculations shall be based on the Rulebook on Minimum Energy Performance of Buildings (Official Gazette of the Federation of BiH, No. 81/19).*  *For projects implemented on the territory of Republika Srpska, calculations shall be based on the Rulebook on Minimum Requirements for Energy Performance of Buildings of Republika Srpska (Official Gazette of RS, No. 30/2015 and 47/2022). For projects implemented in Brčko District of Bosnia and Herzegovina, applicants may apply either of the above-mentioned rulebooks, provided that the selected methodology is applied consistently throughout the calculation.* | | |  |
| **Cost Efficiency (BAM/kW)**  *Please indicate the total eligible investment cost (in BAM) divided by the installed capacity of the system (in kW), as defined in the technical design or feasibility study.* | | |  |
| **Operational Quality and Interoperability** | | | |
| **Authentication methods** | | | |
| Please indicate which authentication method(s) are supported by the proposed EV charging solution (tick all that apply): | | | RFID card / tag  PIN code  Local user profile  App-based (mobile or web) access  Other (please specify): |
| **IP protection** | | | |
| Please indicate the IP protection class of the proposed equipment (tick all that apply): | | | IP54  IP55  IP56  IP60  IP64  IP65  IP66  IP67  IP68 |
| **Integrated protection functions**  *Only integrated (built-in) protection functions of the equipment shall be considered. External or upstream protections (e.g. protections installed in distribution boards) shall not be scored.* | | | |
| Please indicate which integrated (built-in) electrical protection functions are included in the proposed equipment/system.  *Tick all applicable options.* | | | PEN fault detection  Integrated RCD (Type A or Type B)  DC leakage current detection (6 mA)  Surge protection device (SPD)  Overcurrent / overvoltage protection  Ground fault detection  None  Other (please specify): |
| **Communication & interoperability**  *Please indicate the level of communication and interoperability supported by the proposed system.*  *Tick the applicable option(s) and provide supporting evidence.* | | | |
| Does the proposed solution include a remote backend or cloud-based communication system using proprietary communication? | Yes  No | If Yes, please confirm that at least one of the following is explicitly stated in the documentation: | Cloud platform  Remote backend  Remote monitoring system  Other (please specify): |
| Does the proposed solution support standardised and/or advanced communication protocols? | Yes  No | If Yes, please tick all supported protocols: | OCPP 1.6J  OCPP 2.0.1 |
| **Energy metering**  *Please indicate the level of energy metering provided by the proposed charging solution. Tick the applicable option(s).* | | | |
| Does the charging solution include integrated (built-in) energy metering that provides basic measurement of energy consumption per charging session (kWh) for informational or monitoring purposes? | Yes  No | If Yes, please confirm that at least one of the following applies: | Energy consumption per charging session (kWh) visible directly on the charger  Energy consumption per charging session (kWh) accessible via mobile app or proprietary backend |
| Does the charging solution include advanced integrated energy metering suitable for monitoring, reporting and cost allocation, with user- or session-level differentiation? | Yes  No | If **Yes**, please confirm that at least one of the following criteria is met: | MID-certified energy meter integrated in the charger  Internal energy metering with explicitly stated measurement accuracy and user-based allocation (user / RFID / profile) |

**- Public lighting –**

|  |  |  |
| --- | --- | --- |
|  | | **Information to be provided** |
| **KW Installed (kW)** | |  |
| **CO₂ Reduction (tCO₂/year)**  *The calculation of expected CO₂ emission reductions shall be carried out in accordance with the applicable entity-level regulations on energy performance of buildings in Bosnia and Herzegovina. For projects implemented on the territory of the Federation of Bosnia and Herzegovina, calculations shall be based on the Rulebook on Minimum Energy Performance of Buildings (Official Gazette of the Federation of BiH, No. 81/19).*  *For projects implemented on the territory of Republika Srpska, calculations shall be based on the Rulebook on Minimum Requirements for Energy Performance of Buildings of Republika Srpska (Official Gazette of RS, No. 30/2015 and 47/2022). For projects implemented in Brčko District of Bosnia and Herzegovina, applicants may apply either of the above-mentioned rulebooks, provided that the selected methodology is applied consistently throughout the calculation.* | |  |
| **Cost Efficiency (BAM/pcs)**  *Please indicate the total eligible investment cost (in BAM) divided by number of luminaires replaced (pcs), as defined in the technical design or feasibility study.* | |  |
| **System Efficiency** | | |
| **Luminaire efficacy (lm/W)**  *Luminaire efficacy refers exclusively to the efficacy of the complete luminaire (lm/W), including LED modules, optics and driver. Efficacy of LED chips alone shall not be considered.* | |  |
| **Lighting control and dimming functionality**  *Please indicate the lighting control system implemented in the proposed project (tick one option that best applies):* | **Astronomical ON/OFF control (no dimming)** *Automatic switching ON/OFF based on calculated sunrise and sunset times for the project location. No dimming functionality; power levels cannot be reduced beyond basic ON/OFF control.*  **Time-based control with predefined dimming and presence sensor** *Time-based control with fixed or scheduled dimming levels (minimum three levels, e.g. 100% → 70% → 50%), combined with presence sensor. Control logic is predefined and not dynamically adaptive to real-time conditions.*  **Sensor-based adaptive dimming or telemanagement system** *Advanced control with real-time adaptive dimming (presence, motion, or ambient light sensors) and/or central management system (CMS / telemanagement) enabling remote configuration, monitoring, diagnostics, and reporting at luminaire or group level.* | |

# **10.2. Project Readiness Information**

This section, **Community-LED** shall be completed by applicants proposing projects under any of the following eligible technologies:

* **Biomass heating systems**,
* **Heat pump systems**,
* **Electric vehicle (EV) charging infrastructure**,
* **Public lighting systems**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Community-LED**  *Please answer each question by ticking* ***Yes*** *or* ***No****. In case of* ***Yes****, please provide the relevant supporting document(s) as annexes.* | | | |
| Has the project progressed beyond a purely conceptual idea?  (i.e. more than a general idea without scope or location) | Yes  No | Supporting evidence (if Yes): | Preliminary concept  Internal notes  Initial scoping document  Other (please specify): |
| Have preliminary technical considerations been prepared?  (e.g. basic sizing, system concept, technology description) | Yes  No | Supporting evidence (if Yes): | Technical note  Concept sketch  Preliminary calculations  Other (please specify): |
| **Has a formal municipal decision or internal approval to implement the project been adopted?** | Yes  No | Supporting evidence (if Yes): | Municipal council decision  Internal approval  Official resolution  Other (please specify): |
| **Is technical preparation currently in progress?**  **(e.g. draft technical solution, feasibility study, identified permits)** | Yes  No | Supporting evidence (if Yes): | Draft technical design  Feasibility study or equivalent analysis  List/status of required permits  Other (please specify): |
| **Is the project technically ready for procurement and implementation?**  **(all required documentation completed and permits obtained or confirmed as not required)** | Yes  No | Supporting evidence (if Yes): | Final technical documentation  Permits/approvals  Confirmation of readiness for procurement  Other (please specify): |
| **Is the community explicitly identified as a beneficiary of the project?** | Yes  No | Supporting evidence (if Yes): | Project narrative  Benefit description  Other (please specify): |
| **Are specific target groups clearly defined?**  **(e.g. citizens, schools, vulnerable groups, public service users)** | Yes  No | Supporting evidence (if Yes): | Target group description  Needs assessment  Other (please specify): |
| **Have any community outreach or consultation activities been conducted?**  **(e.g. meetings, surveys, consultations)** | Yes  No | Supporting evidence (if Yes): | Meeting minutes  Survey results  Attendance lists  Other (please specify): |
| **Does the project demonstrate strong community integration beyond direct users?**  **(e.g. wider local benefits, communication plan, visibility measures)** | Yes  No | Supporting evidence (if Yes): | Communication plan  Outreach strategy  Visibility plan  Other (please specify): |
| **Is community engagement central to the project concept, with the municipality acting as a facilitator?** | Yes  No | Supporting evidence (if Yes): | Description of community-led process  Roles of municipality and community actors  High-quality project narrative demonstrating ownership  Other (please specify): |

# SECTION 11 – Review and acceptance of the draft contract

A **Draft Contract for recipients of grants under the EU4CAET Grant Facility** is provided as an annex to this Call. Applicants are required to review the draft contract carefully before submitting the project proposal.

Please indicate your position below.

|  |  |
| --- | --- |
| **Have you reviewed the draft contract and do you confirm your acceptance of its terms and conditions?** | |
| **Yes** – We have reviewed the draft contract and confirm our acceptance of its terms and conditions. | **No** – We have reviewed the draft contract; however, we have questions, comments, or concerns that require clarification.  If you selected **“No”**, please clearly list:   * *the specific article(s) or section(s) of the draft contract concerned,* * *the nature of your question or concern, and* * *whether clarification, interpretation, or potential adjustment is requested.*   Please note:   * This section is intended for clarification only and does not constitute a negotiation of contract terms. * The Grant Facility reserves the right to accept, reject, or clarify comments without amending the draft contract. * Failure to raise concerns at this stage may result in acceptance of the contract as drafted. |
| **Text (max. 500 words):** |
|  |

*\* Selection decisions will not be based on contract comments; comments are collected for clarification purposes only.*

# SECTION 12 – Declaration by the Applicant

# **12.1. Official Declaration**

**I, the undersigned, hereby declare that:**

1. **All information provided in this Project Proposal Form and its annexes is true, complete, and accurate** to the best of my knowledge.
2. A**ll required documentation** has been submitted or will be submitted upon request, including technical, financial, legal, and ownership documents.
3. It is understood that failure to provide accurate information or required documentation may result in **rejection of the project proposal** or termination of grant support.
4. It is understood that the Grant Facility may **verify the information** provided in this project proposal, including site visits, document verification, financial capacity checks, and permit validation.
5. The applicant confirms that it has the necessary institutional, administrative, and technical capacity to independently conduct public procurement procedures related to the proposed project, in line with applicable national legislation and EU4CAET grant requirements.
6. It is understood that **grant disbursement is milestone-based** and will be paid directly to selected suppliers/contractors upon successful verification by the Grant Facility.
7. It is understood that submission of this form **does not guarantee approval** of the grant.

**By signing this declaration, the applicant confirms acceptance of all terms outlined in the Call for Proposals and certifies the authenticity and accuracy of the submitted project proposal.**

# **12.2. Signature and Seal**

|  |  |
| --- | --- |
| **Name and surname of authorized representative:** |  |
| **Position / title:** |  |
| **Signature:** |  |
| **Official stamp / seal:** | (Place stamp here) |

**Place:**

**Date (dd/mm/yyyy):**

# **INDICATIVE LIST OF ANNEXES**

Applicants may add any other relevant annexes not covered in this indicative list; the list below is provided to help structure all submitted documentation.

Applicants should tick all documents they are submitting. Only documents relevant to the proposed technology must be attached.

**ANNEX A – Partnership & Institutional Documentation**

Registration document of the Renewable Energy Community (if applicable)  
 Cooperation Agreement  
 Memorandum of Understanding (MoU)  
 Municipal council decision confirming participation in the project  
 Other legally valid document establishing the partnership (specify):

|  |
| --- |
|  |

**ANNEX B – Legal Ownership / Right of Use**

*If the applicant is the owner (attach at least one):*

Land registry extract  
 Other ownership document (specify):

|  |
| --- |
|  |

*If the applicant is NOT the owner (attach relevant documents):*

Formal statement confirming right of use  
 Legally valid agreement with property owner  
 Lease or usage agreement  
 MoU / Cooperation Agreement  
 Notarised declaration / statement of consent  
 Municipal decision granting long-term usage rights  
 Other valid right-of-use document (specify):

|  |
| --- |
|  |

*Duration of Right of Use*

☐ Right of use validity document included

**ANNEX C – Permits and Approvals**

(Tick only those required for your technology and location)

*Urban / Spatial Planning*

Urban permit / location information  
 Spatial planning compliance confirmation  
 Other (specify):

*Construction / Installation*

Construction permit  
 Installation permit / approval for electrical works

Other (specify):

*Energy Sector*

Energy permit   
 Grid connection consent  
 Utility operator approval

Other (specify):

*Environmental / Special Approvals*

Environmental permit / environmental screening  
 Approval for works on heritage-protected buildings or areas  
 Consent from environmental/cultural/protected-area authority

Other (specify):

**ANNEX D – Technology-Specific Documentation**

(Submitted only for the relevant technology)

*Photovoltaics (PV)*

Roof structural safety confirmation  
 Fire safety compliance  
 Electrical protection scheme  
 Inverter and module   
 Waste management plan

Other (specify):

*EV Chargers*

Approval for charging point installation  
 Traffic / parking area consent  
 Electrical infrastructure approval  
 Other (specify):

*Public Lighting*

Street lighting design approval  
 Safety certification for luminaires  
 Road authority approval (if applicable)  
 Other (specify):

**ANNEX E – Technical Readiness Documentation**

*Main Technical Documentation*

Main project design

Architectural design  
 Structural design  
 Electrical installation design  
 Mechanical installation design  
 Heating/cooling system design  
 Public lighting design  
 PV system design  
 EV charger layout & electrical safety documentation  
 Waste-management plan  
 Fire and explosion safety plan  
 Energy performance analysis / load calculation

Energy audit (DEA)  
 Other technical studies/analyses (specify):

*Procurement Documentation*

Detailed Bill of Quantities (BoQ)  
 Technical specifications  
 Draft tender dossier

*Any other technical documentation*

Other technical studies/analyses (specify):

Other technical studies/analyses (specify):

Other technical studies/analyses (specify):

Other technical studies/analyses (specify):

**ANNEX F – Financial Documentation**

Confirmation of budget allocation within the municipal budget or financial plan

Decision or resolution of the municipal council approving the allocation of funds

Evidence of available funds (e.g. bank statement)

Confirmation of secured co-financing from partners (if applicable)

Other financial document demonstrating financial capacity (please specify):

**ANNEX G – Additional Supporting Documents**

Stakeholder engagement documentation  
 Community consultations (if applicable)  
 Gender inclusion evidence (if applicable)  
 Risk assessment or mitigation plans  
 Other relevant annex (specify):

Other relevant annex (specify):

Other relevant annex (specify):

Other relevant annex (specify):

Other relevant annex (specify):