

Clean energy for
EU islands:
Guide for applicants
for technical support
First call– May 2021

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Publication date: 29/03/2021

Dissemination Level: Public

Published by

Clean Energy for EU Islands Secretariat

www.euislands.eu | info@euislands.eu

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1. The Clean energy for EU islands Secretariat

Context

The Clean energy for EU islands secretariat was set up in 2018 by the European Commission in cooperation with the European Parliament. Between 2018 and 2020, the Secretariat acted as a pilot project supporting the EU-wide community of islands in their efforts to transition to sustainable energy and reduce energy consumption.

The core of the initiative was the Clean Energy Transition Agenda (CETA), which is the recommended process for a solid and inclusive energy transition on the islands. By drafting a CETA, the island communities collectively define their own decarbonisation vision as well as elaborate a series of pathways to reach it.

Following the signature of the Memorandum of Split in 2020, the second phase of the Secretariat has been launched in the beginning of 2021 and will run for two years. The second phase will build on the results of the pilot years to create a pipeline of bankable clean energy projects on islands in the EU.

Objectives of Secretariat in Phase II

In Phase II, the objective of the Clean energy for EU islands Secretariat is threefold.

1. To empower island communities **to move from clean energy vision to clean energy action**.
2. To support a **bottom-up approach to decentralised energy transition** that relies on proven solutions through transition processes that happen collectively and locally.
3. To **match bottom-up initiatives with expert support that has a real impact** on projects that are happening on the ground.

The Secretariat implements solutions to support the energy transition of all islands in the EU:

- Through the Clean energy for EU islands pledge, islands can sign up for the initiative and show the rest of the EU Island community their ambitions.
- Workshops are organised as energy academies that engage island communities to act at the local level and take up an active role in energy transition projects on their island.
- Tailored technical assistance helps islands to tackle energy issues in a multidisciplinary way and supports them to coherently overcome technical, social, financial, juridical and policy barriers. Support is given to transition agendas, but also to action plans and individual projects.
- The Islands Marketplace facilitates financing to energy projects on islands by matching island communities with investors and technology providers.
- Stakeholders from different levels of governance are brought together in an Islands Think Tank to discuss legal and regulatory barriers for clean energy on islands. This leads to concrete solutions that overcome the existing barriers.
- The EU islands website disseminates the success stories and challenges of islands to the EU community and builds a European network of island stakeholders.
- The Clean energy for EU islands forum increases the visibility of the initiative and matches island needs with available solutions

2. Technical support

During its second phase the Clean energy for EU islands secretariat will provide technical support to a total of 40 projects through two calls:

THE FIRST CALL is launched **29 March 2021**.

the deadline for applications is **4 May 2021 at 23:59 (CET)** and

the successful projects will be announced during the Clean energy for EU islands forum (end of May).

THE SECOND CALL will be launched in **February 2022**.

The Secretariat's methodology: Explore, Shape, Act

Through its technical support, the Secretariat aims to offer solutions to all EU Islands. Depending on how advanced islands are in their progress towards clean energy, the support they receive is categorised in **Explore, Shape** or **Act**:

- **EXPLORE** Islands just starting their energy transition may apply for support in the Explore category. These islands are building a coalition of the willing, defining an island energy vision and exploring possible transition pathways for their islands.
- **SHAPE** Islands in a more advanced phase are shaping concrete action plans and individual projects. The technical support within 'shape' takes an investor's point of view and helps islands to outline a pipeline of clean energy projects. The ultimate aim is to develop an action plan that is ready for financing.
- **ACT** Islands that are ready to act will receive support to find financing for individual projects and conduct tenders for concrete projects. The Secretariat provides support throughout the development phases, including tendering and structuring financing packages.

What does the technical support consist of?

The menus below give an example of the support that islands can apply for depending on whether they are categorised in Explore, Shape or Act phases. For each phase, the offered support is further divided into subcategories such as vision, stakeholders, regulatory/legal, finance and technical. Islands can apply to several of the subcategories; the final support package will be agreed with Secretariat's experts and included in the Support Agreement.

The support will be limited to maximum 14 days of expert work.

Explore

Explore support is customised for islands just starting their energy transition, building a coalition of the willing, defining an island energy vision and/or exploring possible transition pathways.

Islands applying for Explore support can choose one or several of the options below:

Vision

- Developing a Clean Energy Transition Agenda (CETA)
- Setting up an Action Plan
- Establishing the core Transition Team
- Developing and island vision and elaborating the transition pathways to reach it

Stakeholders

- Stakeholders mapping and engagement strategy
- Awareness raising
- Stakeholder training

Regulatory/ Legal

- Assessing the relevant legal and regulatory framework and the opportunities it provides and obstacles it poses for the implementation of the action plans
- Facilitating interaction with government entities on different levels to align the CETA with existing energy strategies

Finance

- Exploring funding options and business models for renewable energy projects.

Technical

- Mapping of potential renewable energy sources
- Analysis of energy system, including energy balance covering electricity, heating cooling, transport to the island and transport to and from the island, based on available data
- Setting up a technology inventory for the energy usage within existing buildings
- Setting up a technology inventory for the energy usage on a multiple building/ energy community level
- Developing a plan for sourcing consumption and CO₂ emission data at a local level
- **Other (to be defined in the application form)**

Shape

Shape support is defined for islands in a more advanced phase that are shaping concrete action plans and individual projects. The technical support takes an investor's point of view and helps islands to outline a pipeline of clean energy projects.

Islands applying for Shape support can choose one or several of the options below:

Vision

- Creating an enabling framework (regulatory, technical social) for implementation of a project.
- Developing a project pipeline with priority assigned to each project.
- Developing a specific project plan based on the CETA (or a previous strategic document).

Stakeholders

- Stakeholders mapping and engagement strategy.
- Awareness raising.
- Stakeholder training.

Regulatory/ Legal

- Determining possible ways to address or overcome legal barriers in the specific circumstances of an island, including environmental permitting and organisational structures.

Finance

- Assessing financial and performance risk of the project, including support on feed-in tariff structures, electricity pricing and return on investment to the community.
- Assisting in the preparations of the financial model including revenue, operating expenses, planned capital expenditures, taxes and any other costs or sources of revenue and financing.

Technical

- Site selection and preliminary estimation of the expected annual energy production of renewable energy infrastructure.
- Determining benefits from energy savings.
- Preparing a visual impact assessment.
- Assisting in design and energy yield assessment for planned renewables.
- **Other (to be defined in the application form)**

Act

Islands applying to Act technical assistance will receive support finding financing for individual projects and/or conducting tenders for concrete projects. The Secretariat provides support throughout the development phases, including tendering and structuring financing packages.

Islands applying for Act support can choose one or several of the options below:

- | | |
|----------------------|---|
| Vision | <ul style="list-style-type: none"> ▪ Refining a CETA, action plan or similar energy strategic/action plan |
| Stakeholders | <ul style="list-style-type: none"> ▪ Awareness raising ▪ Stakeholder training |
| Regulatory/
Legal | <ul style="list-style-type: none"> ▪ Determining possible ways to address or overcome legal barriers in the specific circumstances of an island, including environmental permitting and organisational structures. ▪ Facilitating interaction with government entities on different levels regarding specific project/regulatory issue. |
| Finance | <ul style="list-style-type: none"> ▪ Review of financial model and risk assessment. ▪ Structuring financing packages that lead to successful project implementation. ▪ Renewable energy project insurance. ▪ Matchmaking with leading investors. |
| Technical | <ul style="list-style-type: none"> ▪ Bankable energy yield assessment providing the estimation of the long-term annual wind potential for the selected turbine type based on measurement on site. ▪ Long-Term Yield Assessment providing the estimation of the long-term annual solar potential for the selected technology. ▪ Assisting in the tendering procedures, including Request for Interest for EPC (Engineering, Procurement and Construction), TSA (Turbine Supply Agreement) contracts. ▪ Preparing a visual impact assessment. ▪ Assisting in design and energy yield assessment for planned renewables. ▪ Grid integration study for renewable energy plants. ▪ Other (to be defined in the application form) |

3. Application process

The application process is divided into three phases: preparation, submission, and support package definition, as shown in Figure 1. This three-step procedure is designed to limit the work required by applicants when assembling the application while ensuring tailored support adapted to the islands' needs.

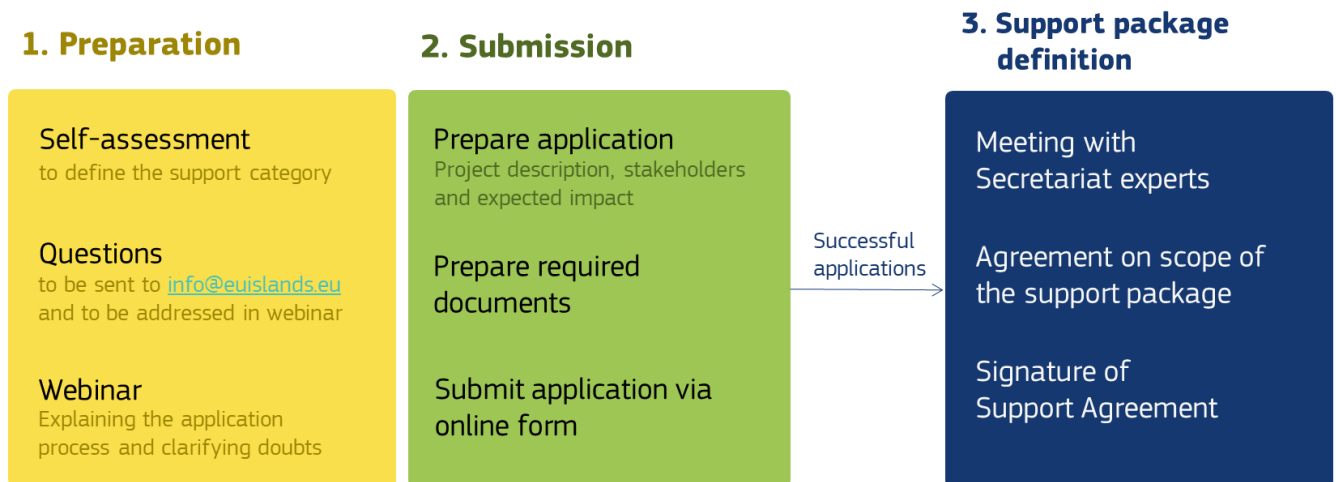


Figure 1 The application process is divided in three phases: preparation, submission, and support package definition

Preparation

Islands are first invited to use the self-assessment tool to determine the stage of the transition they are categorised in (Explore, Shape or Act). This self-assessment tool is available for download [on the Secretariat's website](#).¹ By answering questions regarding the island's vision, stakeholder engagement, project development, data collection, etc. the self-assessment tool guides the applicant to an appropriate support package. The results obtained with the self-assessment tool are only indicative though and do not bind the island to a particular type of technical support. The final support package will be tailored to the island's needs and agreed with the applicants during the last phase of the application.

A webinar will be organised on 20 April 2021 at 11 CET² to explain the application process in detail. Any questions concerning the self-assessment tool, the application form, or the application process sent to info@euislands.eu by 16 April will be addressed during the webinar. Applicants are also invited to pose questions live during the session.

Submission

Applications need to be submitted [online](#)³ by **4 of May 2021 at 23:59 (CET)**. The form includes four main parts:

¹ https://www.euislands.eu/sites/default/files/2021-03/Self-Assessment_Questionnaire.xlsx

² Check www.euislands.eu for final dates and registration link.

³ <https://agatasmok.typeform.com/to/I7RdLIJ7t>.

- I. **Island and organisations basic information:** basic questions on the island, the leading organisation applying for support and the partner organisations.
- II. **Technical assistance choice:** where applicants need to select between Support, Shape or Act and pick one or several options from the corresponding menus.
- III. **Project information** which includes seven questions about the project that require further elaboration to explain the project/required assistance with a certain level of detail (in max. 2500 characters).
- IV. **Required documents** to support the application that applicants must collect and prepare.

The entire form can be found in [Annex I](#). Application form questions of the present document, so that all the questions and fields to be completed can be consulted offline. We encourage applicants to prepare the answers in advance and paste them on the online form as a last step in the application.

Support Agreement

Following the Evaluation Criteria outlined in [Section 5](#) Evaluation process, the 20 applications attaining the best score will be selected for technical support as part of the first call. An expert from the Secretariat will contact the leading organisation of the successful applications and organise a call to identify priorities and formulate the support package. Subsequently, the Secretariat will prepare a Support Agreement that the island needs to confirm and sign prior to commencement of the work.

Unsuccessful applications

The Secretariat will also contact the projects that are eventually not selected for feedback and constructive guidance. Unsuccessful applications will be encouraged to re-apply in the second call for technical assistance in February 2022.

4. Eligibility

This section focuses on the eligibility criteria, grouped into the following categories:

1. Location
2. Beneficiaries
3. Timely submission
4. Duration of the support
5. Non-cumulative award
6. Compliance with EU norms
7. Language
8. Absence of conflict of interest

4.1. Location

To be eligible for support, projects must be located:

- On an island belonging to one of the Member States of the European Union (EU), including their outermost regions but excluding overseas countries and territories which belong to a member state but do not form part of the EU territory.
- On an island with a maximum area of 30,000 km².

The criterion applies to the actual location where the project will be realised; this means that the applicant, i.e. the beneficiary of the support, may also be based elsewhere (on the mainland or on another island) but the assistance must be deployed on an island, which has to be clearly identified in the proposal.

Offshore facilities are eligible provided that their onshore connection is located on an eligible island.

Projects related to ferries are eligible provided that the boat operates among eligible islands or between an eligible island and the mainland.

There is no limit to the amount of applications per island that can apply for support. However, it is highlighted that each project can receive support only up to the defined limits (as outlined in Section 2). In parallel, each project will be evaluated independently; therefore, it is not advisable to apply with several small requests that are part of a bigger project.

4.2. Beneficiaries

An eligible application requires the support from at least two stakeholders from two different stakeholder groups. One of the stakeholders needs to be a public authority or a civil society organisation. All the public and community-led entities established in the Member States of the European Union, including their Outermost Regions, are eligible.

Stakeholders may be classified into four different groups, as indicated in the [Clean Energy Transition Agenda](#) template and the [Islands Transition Handbook](#):

- Civil society organisations
- Public sector
- Businesses
- Academia

The support is aimed at enabling island communities to realise a clean energy future, thus making island communities the ultimate recipient of the benefits. Direct recipients of the support will be focussed on public entities and community organisations, such as energy communities and cooperatives that cooperate with multiple island-based stakeholders. While private entities can also apply for support, applications need to demonstrate how the provided support will bring benefits to the entire island community, rather than only financial gains to the project promoter.

4.3. Timely submission

To be eligible for this technical support call, the complete application must be submitted via the online form by **Tuesday, 4 May 2021 at 23:59 (CET)**. A confirmation email will be sent to the leading organisation email introduced on the form once it has been received.

4.4. Duration of the support

The applicant must be collaborative to ensure that technical assistance on the proposed project can be provided within the timeline agreed in the Support Agreement and never later than February 2022.

4.5. Non-cumulative award

Projects already supported by the European Union are eligible for technical support but there can be no duplicate EU funding for the same task.

Applicants must clearly indicate in the application form any other funding or support received for the project.

4.6. Compliance with EU norms

In order to be eligible for Clean Energy for EU Island support, applicants are requested to attach a **declaration of honour assuring their incompliance with all EU Norms and Regulations**. This includes the absence of situations of exclusion as listed in Article 136(1) of the EU Financial Regulation.

A non-exhaustive list of situations of exclusion includes:

- Bankruptcy,
- Criminal offences,
- Subject to insolvency or winding up procedures,
- Breach of obligations relating to the payment of taxes or social security contributions,
- Violating intellectual property rights,
- Subject of a final judgement as guilty of fraud, corruption, etc.

A template for the declaration of honour can be found [here](#).

4.7. Language

English is the official language of the open calls. Submissions written in other EU languages will be evaluated after being translated to English. The Secretariat is not responsible for issues or misunderstandings arising from the quality of the translation.

The board evaluating the applications for support will be composed of evaluators from different EU countries, therefore the proposal needs to be understandable by all of them. During the support phase, there will be representation from different language backgrounds that may provide direct assistance in a language other than English, but all official documents are to be drafted in the English.

4.8. Absence of conflict of interest

Applicants shall not have any actual or/and potential conflict of interest with the selection process or be associated with any of the selection members.

Any conflict of interest needs to be declared together with the application.

5. Evaluation process

Procedure

Each application is evaluated by at least two experts from the EU Islands Secretariat team. The evaluators will first verify whether the application complies with the eligibility criteria and whether all the required documents have been submitted. Failure to comply with the requirements will lead to the rejection of the application. In a second step, applications will be assessed based on the five evaluation criteria outlined below. The 20 best scored applications of the first call will be selected and contacted by the Secretariat to agree on the Support Package.

In addition to the qualitative assessment of the projects, both the geographical distribution and stage of development of the projects (Explore, Shape and Act) will be taken into account to assure a variety of accepted projects.

Evaluation criteria

Criterion	Requirement	Weighting		
		Explore	Shape	Act
Project description	The project description clearly identifies the technology, location, summary of type of assistance needed, and other additional relevant information.	10%	15%	20%
Impact and replicability	Clear identification of the expected impacts of the project. For projects in the shape phase, e.g.: energy savings, CO ₂ emissions avoided, renewable energy production, temporary or permanent jobs created, etc. Applicants must prove the replicability of the project, i.e., act as examples for other islands.	10%	20%	30%
Organisational structure	The project incorporates an appropriate and robust internal organisational structure, including: <ul style="list-style-type: none"> – Clearly defined roles and responsibilities of all actors involved; appointment of person(s) in charge for the concept development. – Good understanding whether internal capacities are enough for the successful development of a concept or how external experts can be involved in the process to provide added value /build capacity. – Overall coherence and plausibility of the project's elements 	25%	25%	20%
Stakeholders' engagement	The following aspects are considered: <ul style="list-style-type: none"> – Clear identification of important stakeholders and good understanding of their requirements and expectations towards the island's energy transition. – Appropriate strategy to involve identified stakeholders in the concept development process, including: <ul style="list-style-type: none"> ○ Suitable activities of engagement. ○ Adequate communication instruments to reach the different stakeholders 	35%	25%	15%
Secretariat objectives	Alignment of the proposal with the objectives of the EU Islands Secretariat as outlined in Sections 1 and 2.	20%	15%	15%

Annex I. Application form questions

The application form is [available online](#)⁴. To help applicants prepare, all the questions that appear on the online form are outlined below. It is advised for applicants to prepare the long-text questions in advance and paste them online as a last step.

1. Island and organisations general information

Island basic information

Project name	
Country	
Island	
Area of the island (km ²)	

Leading organisation

Organisation name	
Type of entity (public, private, NGO)	
Organisation address	
Organisation contact person name	
Organisation contact email	
Organisation contact phone	
Organisation website	
Number of partner organisations	

Partner organisation

For every partner organisation, the table below needs to be filled in

Organisation name	
Type of entity (public, private, NGO)	
Organisation address	
Organisation contact person name	
Organisation contact email	
Organisation contact phone	
Organisation website	
Projects in which the organisation is currently participating (EU or national):	

⁴ <https://agatasmok.typeform.com/to/I7RdLIJ7>

2. Technical assistance information

Based on the [self-assessment](#), which category of technical assistance is needed? (choose only one option)

- EXPLORE — If ticked, please further choose options from Table 1
- SHAPE — If ticked, please further choose options from Table 2
- ACT — If ticked, please further choose options from Table 3

Table 1_EXPLORE technical assistance options

(choose at least one)

Vision

- Developing a Clean Energy Transition Agenda (CETA)
- Setting up an action plan
- Establishing the core Transition Team
- Developing an island vision and elaborating the pathways to reach it

Stakeholders

- Stakeholders mapping and engagement strategy
- Awareness raising
- Stakeholder training

Regulatory/Legal

- Assessing the relevant legal and regulatory framework and the opportunities it provides and obstacles it poses for the implementation of the action plans
- Facilitating interaction with government entities on different levels to align the CETA with existing energy strategies

Finance

- Exploring funding options and business models for renewable energy projects

Technical

- Mapping of potential renewable energy sources
- Analysis of energy system, including energy balance covering electricity, heating cooling, transport to the island and transport to and from the island, based on available data
- Setting up a technology inventory for the energy usage within existing buildings
- Setting up a technology inventory for the energy usage on a multiple building/ energy community level
- Developing a plan for sourcing consumption and CO2 emission data at a local level

Other*

- Specify:

*Other assistance options should be discussed before submission with the EU Islands Secretariat at info@euislands.eu

Table 2_SHAPE technical assistance options

(choose at least one)

Vision

- Creating an enabling framework (regulatory, technical, social) for implementation of a project
- Developing a project pipeline with priority assigned to each project
- Developing a specific project plan based on the CETA (or a previous strategic document)

Stakeholders

- Stakeholders mapping and engagement strategy
- Awareness raising
- Stakeholder training

Regulatory/Legal

- Determining possible ways to address or overcome legal barriers in the specific circumstances of an island, including environmental permitting and organisational structures

Finance

- Assessing the financial and performance risk of the project, including support on feed-in tariff structures, electricity pricing and return on investment to the community
- Assisting in the preparation of the financial model including revenue, operating expenses, planned capital expenditures, taxes and any other costs or sources of revenue and financing

Technical

- Site selection and preliminary estimation of the expected annual energy production of renewable energy infrastructure
- Determining benefits from energy savings
- Preparing a visual impact assessment
- Assisting in design and energy yield assessment for planned renewables

Other*

- Specify:

*Other assistance options should be discussed before submission with the EU Islands Secretariat at info@euislands.eu

Table 3_ACT technical assistance options

(choose at least one)

Vision

- Refining a CETA, action plan or similar energy strategic/action plan

Stakeholders

- Awareness raising
- Stakeholder training

Regulatory/Legal

- Determining possible ways to address or overcome legal barriers in the specific circumstances of an island, including environmental permitting and organisational structures
- Facilitating interaction with government entities on different levels regarding a specific project/regulatory issue

Finance

- Review of financial model and risk assessment
- Structuring financing packages that lead to successful project implementation
- Renewable energy project insurances
- Matchmaking with leading investors

Technical

- Bankable energy yield assessment providing the estimation of the long-term annual wind potential for the selected turbine type based on measurement on site
- Long-Term Yield Assessment providing the estimation of the long-term annual solar potential for the selected technology
- Assisting in the tendering procedures, including Request for Interest for EPC (Engineering, Procurement and Construction); TSA (Turbine Supply Agreement) contracts
- Preparing a visual impact assessment
- Assisting in design and energy yield assessment for planned renewables
- Grid integration study for renewable energy plant

Other*

- Specify:

*Other assistance options should be discussed before submission with the EU Islands Secretariat at info@euislands.eu

3. Project information

- a. Provide a short description of your proposed project. Include the type of technology and location (max 2500 characters)
- b. Explain the impact and replicability of your project (max 2500 characters)
- c. Identify and explain the roles and capacity of the involved project partners (max 2500 characters)
- d. Provide the list of stakeholders relevant for the proposed project and how the different partners will engage these stakeholders (for communication and dissemination, if relevant) (max 2500 characters)
- e. Provide the expected timing of the proposed project (if relevant) (max 2500 characters)
- f. Explain how this project is in line with the Island's Clean Energy Transition Agenda or similar strategic energy document (provide the name of the Strategic document) (max 2500 characters)
- g. Has this project applied for other funding mechanisms (for example NESOI Islands Facility) or received national/regional/local support? List the sources and years of support (max 2500 characters)

4. Conflict of interest

- By ticking this box I declare that there is no conflict of interest related to the present application

5. Required documents

Please make sure that the following documents are ready to be uploaded to the application form:

- Filled out [self-assessment document](#) with results (optional)
- Declaration of honour (find a template [here](#))
- Letters of support of relevant stakeholders (optional)
- Energy Transition Agenda and/or other relevant strategic documents (optional)
- Already existing studies/project documents/relevant licences (if applicable)
- Map of the island with indicated project location (if applicable)