



## SUSTAINABLE ENERGY PROJECT SUPPORT (SEPS) Regional call in Southern and South East Asia 2015

### SEPS Exchange Activity – Application Form

Supporting knowledge exchanges within a region is a feature of SEPS, with the goal of strengthening the capabilities of local organisations involved in the field of sustainable energy projects by supporting face-to-face exchanges. Consequently, exchange activities should be designed to match the specific needs or knowledge gaps of a number of organisations (or one organisation) with the expertise of other organisations or specialists in the given field. The exact structure, length and content of the exchange must be defined by the organisation that submits the application in close cooperation with the involved organisations/specialists.

The aim is for SEPS to provide the support to facilitate physical peer-to-peer exchanges between expert organisations, for example:

- mutual visits between staff/personnel of two or more organisations for knowledge sharing
- face to face consultation(s) undertaken by specialists in the field
- practical hands-on training
- intensive training workshops for staff/personnel of one or more organisations, adapted to their specific needs

Exchanges can address issues such as technical challenges, financial strategies, managerial capacities, methods of motivating the local population etc. These are just some examples of exchange types and topics, however SEPS support is not limited to these examples. Therefore, please propose exchanges that match your particular needs!

Please bear in mind that SEPS Exchange activities target the strengthening of organisations' capabilities. If investment in, and the installation of, technical devices is a central component of your idea, we would advise you to apply for SEPS support using the SEPS-Project Application form.

### Regional Focus: Southern Asia and South East Asia

The regional focus of this call is Southern and South East Asia. Only applications from the corresponding countries will be accepted. The countries of **Southern Asia** include, in accordance with the United Nations definition, Afghanistan, Bangladesh, India, Iran, Nepal, Pakistan and Sri Lanka. **South East Asia** comprises Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor-Leste and Vietnam.

### Technical Focus: Pico and Micro Hydro Power (P/MHP)

The technical focus of this call is on knowledge exchanges that foster the capacity-building of actors and organisations in the sustainable pico or micro hydro power sector. Please note: applications without a P/MHP context will not be taken into consideration.

Background on hydro power issues and project examples can be found under "[Micro Hydro Power](#)" in our Technology Radar and in our brochures "[Access to Electricity](#)" and "[Food Issues](#)". This call is linked to the activities of the "[Hydro Empowerment Network](#)", which is supported by the WISIONS initiative, but is open to both non-members and members of the network.

### Application Procedure

The peer-to-peer exchange proposal must demonstrate a sound and coherent approach that is in accordance with the specific needs and expertise of the organisations involved. Applicants are, therefore, required to submit the following:

- a **completed SEPS Exchange application form**
- an **exchange budget in Euros (EUR)**
- a **timeline and working plan**

**Please note: The following form is optimised for Adobe Acrobat Reader ([free download](#)). If you have problems completing it, please contact the WISIONS team ([info@visions.net](mailto:info@visions.net)).**



# SUSTAINABLE ENERGY PROJECT SUPPORT (SEPS)

Regional call in Southern and South East Asia 2015

## SEPS Exchange Activity – Application Form

### CONTACT DETAILS OF COORDINATING ORGANISATION (just one institution\*):

ORGANISATION*
CONTACT PERSON (FIRST NAME, LAST NAME)
ADDRESS
CITY
POSTCODE
COUNTRY
TELEPHONE
FAX
E-MAIL
HOME PAGE (IF APPLICABLE)

\*Other organisations participating in the exchange should be named in section 3

### WORKING TITLE OF THE EXCHANGE:

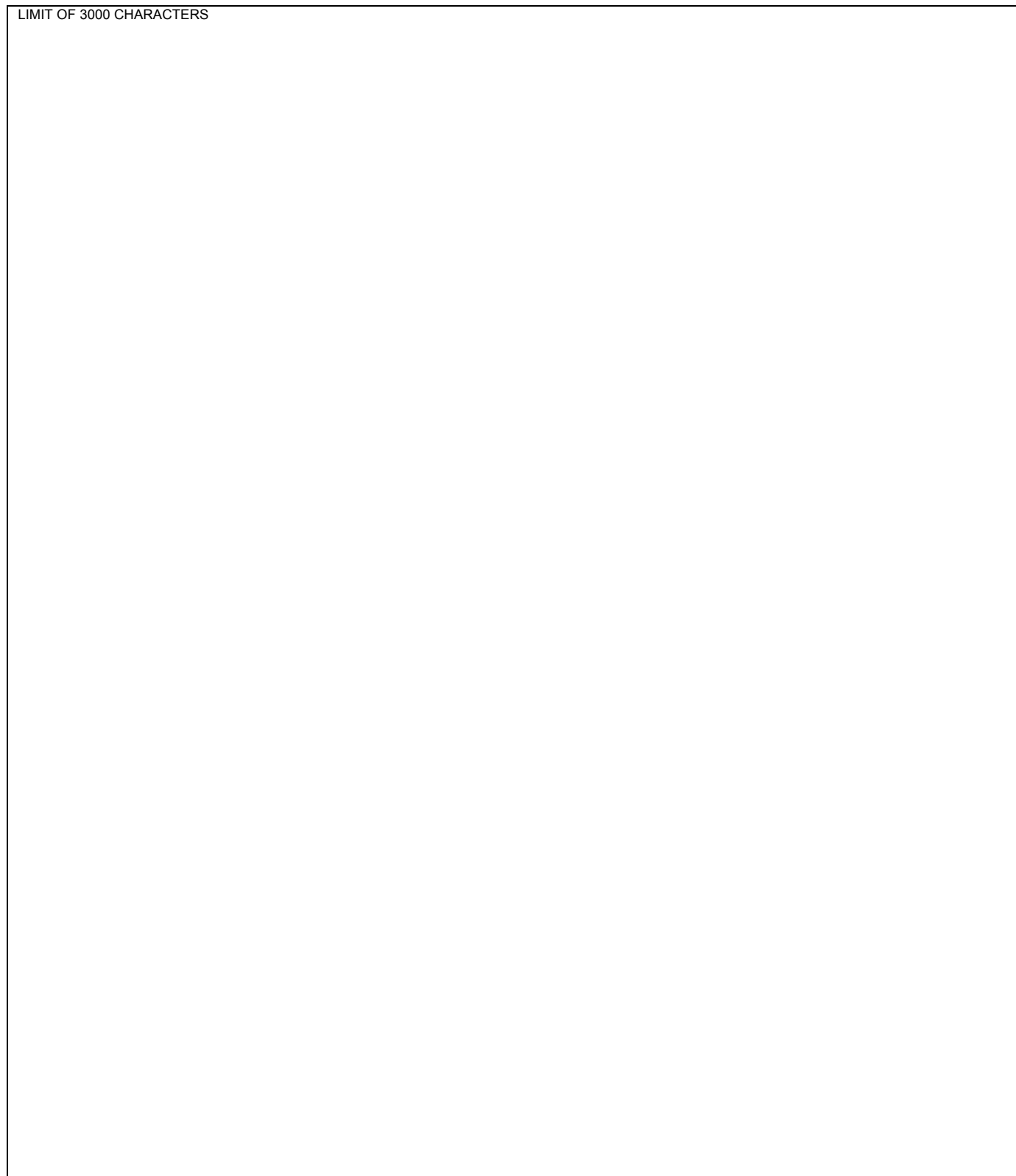
TITLE
-------

Please complete the following sections, bearing in mind the maximum number of words per section.

## 1. EXCHANGE OBJECTIVE AND CONCEPT

Please outline the objectives and give a short description of the proposed exchange:

LIMIT OF 3000 CHARACTERS



**Aspects to consider:** objectives, location(s), activities/steps, partners involved, overall duration.

## 2. NEEDS, OUTPUTS AND IMPACT, DISSEMINATION

Please outline the challenges that your organisation(s) face and give details about the specific needs the exchange should address. Also describe the anticipated impact of the exchange activities.

**2.1 NEEDS ADDRESSED:** Please describe which and whose needs will be addressed by the proposed exchange activities:

LIMIT OF 1000 CHARACTERS

Aspects to consider: organisations, target groups and individuals that will benefit from the activities. Types of needs to be addressed: e.g. knowledge transfer, technical gaps, contextual practices, sharing best practice, problem solving, awareness-raising etc.

**2.2 OUTPUTS AND IMPACT:** Please list and describe the concrete outputs the activities will generate. Also provide a brief explanation of the impacts those outputs are expected to have in the short or middle term.

LIMIT OF 1000 CHARACTERS

**2.3 DISSEMINATION:** Please outline if and how you plan to disseminate the outputs and lessons of the exchange in order to reach organisations/individuals beyond the participants of the exchange activity.

LIMIT OF 1000 CHARACTERS

Aspects to consider: information materials, workshops or information events, media contacts and contacts with local or regional politicians/decision makers, webinars.

### 3. WORK PLAN AND FINANCIAL SUPPORT

#### 3.1 WORK PLAN

Please list and describe the individual activities that are planned. Include information on milestones, as well as on the roles and responsibilities of the organisations or/and individuals involved. Please submit a **detailed timeline** together with this application form in a separate document. Please present this information in the form of a table, which will allow for the progress of the planned activities over time to be easily tracked.

LIMIT OF 1000 CHARACTERS

### 3.2 FINANCIAL SUPPORT

Please provide the following key financial information.

Please submit a separate supporting **detailed budget plan (in Euros)** together with this application form.

TOTAL EXCHANGE BUDGET (in EUR):
BUDGET REQUESTED FROM WISIONS (in EUR):
POTENTIAL ADDITIONAL FUNDING (own resources, other funding organisations) (in EUR):

→ The SEPS-EXCHANGE grant fund is given in Euros. Therefore, we must ask for your budget calculations to be in Euros. Please take average currency fluctuations into consideration, as it is not possible to adjust the grants later.

### 4. PARTICIPATING ORGANISATION(S)

Please give details about the organisation(s) and/or the person(s) who will be the exchange partner(s). Space is provided in sections 4.1 – 4.4 to complete the required information for 4 organisations. If more than 4 organisations are participating, please use plain paper to provide the extra information required.

#### 4.1 CONTACT DETAILS OF EXCHANGE PARTNERS:

ORGANISATION 1	ORGANISATION 2
CONTACT PERSON	CONTACT PERSON
ADDRESS	ADDRESS
POSTCODE AND CITY	POSTCODE AND CITY
COUNTRY	COUNTRY
E-MAIL	E-MAIL
HOME PAGE	HOME PAGE

## 4.2 SHORT DESCRIPTION OF EXCHANGE PARTNER(S) AND PROJECT REFERENCES

Please provide a short description of the partner organisation(s), highlighting experience and professional competence:

<b>ORGANISATION 1</b> (LIMIT OF 800 CHARACTERS)	<b>ORGANISATION 2</b> (LIMIT OF 800 CHARACTERS)
---	---

## 4.3 CONTACT DETAILS OF ADDITIONAL EXCHANGE PARTNERS:

<b>ORGANISATION 3</b>	<b>ORGANISATION 4</b>
CONTACT PERSON	CONTACT PERSON
ADDRESS	ADDRESS
POSTCODE AND CITY	POSTCODE AND CITY
COUNTRY	COUNTRY
E-MAIL	E-MAIL
HOME PAGE	HOME PAGE

#### 4.4 SHORT DESCRIPTION OF ADDITIONAL EXCHANGE PARTNER(S) AND PROJECT REFERENCES

Please provide a short description of the additional partner organisation(s), highlighting experience and professional competence:

<b>ORGANISATION 3</b> (LIMIT OF 800 CHARACTERS)	<b>ORGANISATION 4</b> (LIMIT OF 800 CHARACTERS)
---	---

→ If more than 4 organisations are participating, please use plain paper to provide the extra information required.



## 5. DATA

### 5.1 DATA ACCEPTED AND DATA SECURITY

**Only documents in the following formats** will be accepted: printed paper documents, fax, electronic text documents and photos or drawings as supplementary material. CDs, video tapes and DVDs will not be accepted. Please do not submit any original documents. All documentation will be destroyed after the application process has been completed.

**WISIONS** cannot accept any liability or responsibility for any documents submitted, or for the loss of such documents. All data will be treated confidentially and will only be used for assessing the eligibility of your project for SEPS support.

### 5.2 AFFIRMATION

□ I \_\_\_\_\_ hereby state that the information provided is true and that false information can lead to expulsion from the application procedure. I agree that the information I send may be used for publication and/or further publication by **WISIONS**.

### 5.3 ADDRESS

To submit your application, please send this form, **together with your supporting detailed budget plan (in Euros)**, via e-mail to **info@visions.net**, or as a printed document to:

#### **WISIONS**

Wuppertal Institute for Climate, Environment and Energy  
Doeppersberg 19  
42103 Wuppertal  
Germany  
Fax: + 49 202 2492 – 198