



SUSTAINABLE ENERGY PROJECT SUPPORT (SEPS) Regional call in LAC and S/SE Asia 2017 (I)

SEPS Project Proposals – Application Form

Sustainable Energy Project Support, SEPS, aims to support innovative energy projects that are environmentally, economically and socially sound. SEPS defines the term "project" in a broad sense. It does not focus solely on technical solutions, but also addresses a broad spectrum of ideas that may help to foster renewable energy or the efficient use of energy and, therefore, contribute to sustainable development.

Regional Focus: Latin America & the Caribbean and Southern Asia and South East Asia

The first SEPS call in 2017 focuses on the regions of Latin America and the Caribbean, as well as Southern and South East Asia. The countries considered for this call are those within the Caribbean, South and Central America, and Southern and South East Asia, according to the UN definition:

<http://unstats.un.org/unsd/methods/m49/m49regin.htm>

Thematic Focus

This SEPS call is looking for project concepts that demonstrate how to apply small-scale renewable energy technologies to meet energy-related needs and improve energy access for people in the focus regions.

This call is open to projects that demonstrate the application of sustainable energy technologies in different contexts. For example, projects might aim to meet energy needs for reliable electricity or heat supply, for food processing and conservation, or for water pumping and treatment.

WISIONS promotes four networks active in the field of renewable energy technologies: [RedBioLAC](#) and its Colombian subsidiary network [RedBioCOL](#), which both focus on the application of biodigesters for the treatment and management of organic waste as well as for the supply of sustainable energy in Latin America and the Caribbean. We also support the [Hydro Empowerment Network](#) (HPNET) in South and South East Asia, which aims to facilitate knowledge sharing between actors in the field of micro-hydro power, and [Wind Empowerment](#), a global network of people aiming to advance the development of small-scale wind turbines and accelerate their implementation.

Therefore, we would be particularly interested in projects that focus on biogas, pico or micro-hydro power and small wind technologies, but we are also receptive to projects that demonstrate the application of other renewable energy technologies or hybrid approaches. Projects can aim to provide solutions for small individual farmers, agro-businesses or small companies, or can address aggregated needs at communal or municipal level.

WISIONS is looking for projects that harness local human and natural resources in order to respond to local energy needs. We are particularly looking to identify projects that address problems/issues that are not yet mainstream and that offer innovative approaches/solutions and stimulate the productive use of sustainable energy. Additionally, we are looking for projects that can influence public opinion and regional decision makers in the field of renewable energy. With its limited grant funding, WISIONS cannot offer support for the straightforward replication of demonstrated concepts such as electrification projects or clean stove dissemination programmes – the unique character of the project concept is an important criterion for selection.

Background on sustainability aspects of renewable energy technologies can be found in our [Technology Radar](#). Examples of projects supported under the SEPS scheme can be found at <http://wisions.net/projects>.

Application Procedure

The projects must be **innovative** and demonstrate an **integrated and sound approach in their implementation**. Only projects that are ready to be implemented are eligible for SEPS support. Applicants are therefore required to submit the following:

- a **detailed budget plan in Euros (differentiating between cost categories, see section 3.3)**
- a preliminary **time schedule (in a table format that allows for time tracking)**
- a **calculation** demonstrating the potential avoidance of **fossil fuel use** and **CO₂ emissions** (if possible)
- a **technical image** of the technology to be implemented

Applicants may submit **detailed documentation** including a comprehensive description of the key aspects and arguments in favour of the project. The number of extra pages (including budget plan and time schedule) must not exceed 10.

In a three-stage validation procedure a maximum of 3-6 technical projects will be selected for support, based on internationally recognised [sustainability criteria](#). Partial funding of projects is possible.

The **selected lead coordinating partner organisation** will have to conclude a grant contract with the Wuppertal Institute and **must be authorised to issue invoices** for funds to be transferred.

Please note that SEPS financial support cannot be used for:

- product development
- product launches and product marketing
- research studies
- big dams
- clean stove projects

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).



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SEPS Project Proposals – Application Form

Application Form

CONTACT DETAILS:

LEAD ORGANISATION*
CONTACT PERSON (FIRST NAME, LAST NAME)
ADDRESS
CITY & POSTCODE
COUNTRY
TELEPHONE
E-MAIL
HOMEPAGE (IF APPLICABLE)

*Project partners should be named in section 4.2

WORKING TITLE OF THE PROJECT

TITLE

PROJECT OBJECTIVES

Please outline the key objective(s) of the proposed project:

OBJECTIVES

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

1. PROJECT SUMMARY

Please give a short description of the proposed project:

LIMIT OF 2700 CHARACTERS

Aspects to consider: aim, location, purpose, technology and/or method, unique or innovative factors, key project activities, partners involved, anticipated outcomes.

2. CRITERIA

2.1 TECHNICAL VIABILITY:

The project must be technically feasible to implement. Please outline the technology applied, predicted final energy use (in terms of both application and volume) and the availability of the required energy resources (e.g. adequate water flows, seasonality, etc.). Please also describe the technological know-how within the project team (or that of experts involved as project partners) and the local expertise for ensuring that the appliances installed can be operated independently in the long term.

LIMIT OF 2000 CHARACTERS

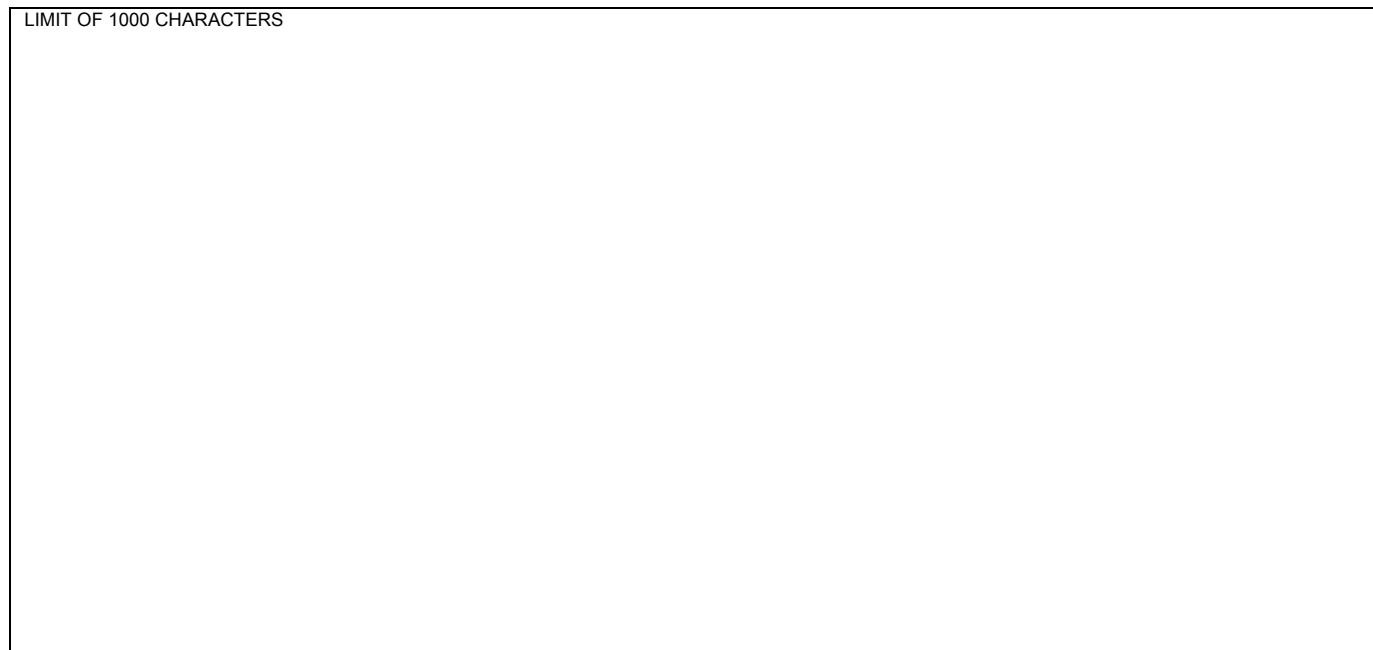
Aspects to consider (if applicable): technology used, local environmental conditions of project site (pre-feasibility study), practicability, structure of the project team, local experts/capacity and relevant technical expertise, maintenance, dependency on import of technical parts and duration of implementation (should be possible within 1 to 2 years). Concrete data on relevant technological and environmental parameters (e.g. water flow characteristics, head) can be determined in a feasibility study at the beginning of the project (if accepted for funding).

- **Please attach a technical image** or description of the technology to be implemented.
- Please note that WISIONS does not dispatch experts to provide on-site technical support.

2.2 MANAGEMENT MODEL

Please describe the applied management model, addressing aspects of how responsibilities (e.g. supply of inputs, ownership, O&M duties, payments etc.) will be distributed and regulated among the actors involved. Can the project build on existing local institutions or structures? Please consider that appropriate local expertise to maintain the appliances and provide sound operational management is crucial and may need to be developed.

LIMIT OF 1000 CHARACTERS

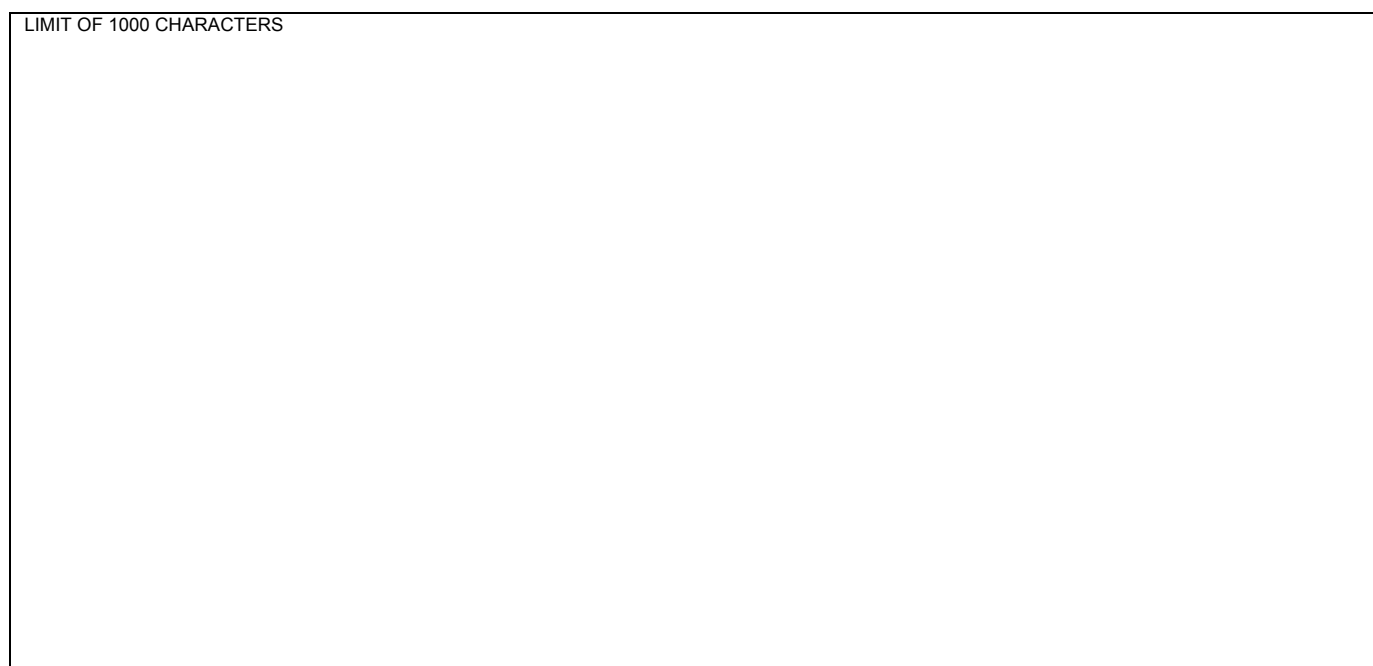


Aspects to consider: capacity-building for maintenance, retrofitting and management, securing the involvement of local stakeholders/authorities, regular visits by the implementing organisation beyond the project period.

2.3 ECONOMIC SUSTAINABILITY

SEPS can help to (partially) fund the up-front and implementation costs of clean energy projects or incremental costs, but is unable to offer long-term support. Please describe your strategy for securing the operation of the supported technologies in the long term. Information on the current local economic situation, as well as the willingness of the local population to pay for energy services, may be of interest to demonstrate the economic feasibility of your project concept.

LIMIT OF 1000 CHARACTERS



Aspects to consider: income level of households, existing/expected economic activities, possible barriers to the project, long-term economic sustainability, funding and capacity-building for after project services.

Concrete data on relevant economic parameters (e.g. energy expenditure of households, current energy use) should be determined in a baseline study at the beginning of the project to measure the success of anticipated outcomes.

2.4 SOCIAL CONTEXT AND IMPACT

The implementation of an energy project can be a significant intervention in the social context. The social setting influences the adequate functioning of the technology and its management and both have an impact on social relationships and vice versa. Due to these interdependent relationships, the complexity of the technology and the applied management model must be appropriate for the local context.

Please give details about relevant aspects of the social context (e.g. the involvement of the local population, existing local organisational structures, cultural habits, the political environment, the role of the local authorities) and describe the possible challenges to be faced as well as the anticipated social impact of the project (e.g. poverty reduction, employment, gender issues).

LIMIT OF 2000 CHARACTERS

Aspects to consider: inclusion of local population/structures, poverty reduction, capacity-building, employment creation, co-operation with other stakeholders, health impacts.
Concrete data on relevant social parameters (e.g. literacy, health, employment) can be determined in a baseline study at the beginning of the project to measure direct outcomes and mid-term impacts.

2.5 ENVIRONMENTAL BENEFITS (local and global)

Local environmental conditions are of particular importance for the welfare of the population in the project area. Therefore, we take local and environmental benefits into account, together with any negative environmental side effects caused by the project. Please describe the local and global impacts of the project.

To calculate figures for the avoidance of fossil fuel use and CO₂ emissions, please apply the *Environmental Performance Calculation Procedure*. We consider that the CO₂ reduction potential is low in regions with no or low use of fossil fuels. In these cases, we will take into consideration the hypothetical CO₂ emissions that would be produced if fossil fuel appliances were to be used in place of the suggested technology for the project.

LIMIT OF 1000 CHARACTERS

Aspects to consider: reduction of primary fossil energy use, energy efficiency potential, use of resources, risks of negative ecological side effects, land consumption, water consumption and water pollution, interference with food supply, intervention in nature and landscape and health impacts. Concrete data on relevant environmental parameters (e.g. erosion, deforestation, water purity) can be determined in a baseline study at the beginning of the project.

→ Please calculate the potential avoidance of CO₂ emissions and fossil fuel use of the project and attach it to the application (see [emission performance calculation](#)).

2.6 INNOVATIVE ASPECTS OF THE PROJECT

The aim of WISIONS is to support the implementation and testing of innovative ideas that address energy needs in sustainable ways; WISIONS does not support the straightforward replication of projects already in mainstream use. As well as (or instead of) demonstrating technological innovation, projects may comprise other innovative features, related to organisational, financial, managerial or political aspects. Please describe the innovative aspects of your proposal.

LIMIT OF 1000 CHARACTERS

3. IMPLEMENTATION AND SUPPORT

3.1 IMPLEMENTATION STRATEGY

The proposed project must have a sound and comprehensive concept, be in an advanced phase of development and be ready for implementation.

Please outline your implementation strategy and detail your planned project phases. Please be aware that WISIONS requires a short feasibility study to be carried out at the beginning of the project to ensure the feasibility of the applied technology and implementation approach for the needs of the targeted beneficiaries, as well as to evaluate the economic viability of the management model. In the first phase, the collection of baseline data is also required to measure the success of the anticipated outcomes. The final phase of the project should include sufficient time for monitoring the implemented technology and management model.

LIMIT OF 2000 CHARACTERS

- Please include a **detailed time schedule** for the duration of the individual activities and working steps as part of the detailed documentation. Please present this in table format, allowing for the progress of the planned activities to be easily tracked.
- Please include details about the **feasibility study** and the **collection of baseline data** you plan to carry out at the beginning of the project.
- Please include sufficient time for **monitoring** the implemented activities at the end of the project.
- It should be possible to implement the project within one to two years.

3.2 REPLICABILITY AND DISSEMINATION CONCEPT

The project should be replicable or have clear potential benefits for projects in other areas. Existing production or supply structures, a high level of interest among the local population and the general public, and well-established links to potential users of the technology and to local and national politicians are advantageous.

Please outline how you plan to disseminate the outputs and lessons gained through the project implementation to reach organisations/individuals beyond those involved in the project. Fostering knowledge transfer among practitioners, decision makers and civil society in general is one of the central aims of WISIONS.

LIMIT OF 1000 CHARACTERS

Aspects to consider: replication potential (both locally and in other regions), target group for dissemination activities, anticipated multiplier, interest from the general public and local users, existing production structure or supply structure, written project information, workshops or information events, media contacts and site visits with local or regional politicians.

3.3 FINANCIAL SUPPORT

Please provide the following key financial information. Additionally, please submit a separate detailed budget plan, differentiating cost categories in a meaningful way (e.g. distinguish between costs for staff, materials, activities and travel using appropriate subcategories) (see section 5.1).

We welcome your own financial contributions and additional funding sources for the project implementation.

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

→ *The SEPS grant fund is given in Euros and the budget calculations need to be in Euros. Please take average currency fluctuations into consideration as it is not possible to adjust the grant after funding levels have been agreed.*

→ *The selected lead coordinating partner organisation will have to **conclude a grant contract** with the Wuppertal Institute and must be **authorised to issue invoices** in order for funds to be transferred.*

3.4 FINANCIAL STRUCTURE

Please outline the financial structure of the proposed project:

LIMIT OF 800 CHARACTERS

Aspects to consider: financial requirements, anticipated funding sources with shares, your own and in-kind contributions, anticipated operating costs, anticipated revenues/revolving fund etc., ownership during implementation and after project completion.

4. ORGANISATIONAL ISSUES

4.1 DESCRIPTION OF APPLICANT/ORGANISATION & PROJECT REFERENCES

Please give a short description of your organisation and the project team involved. Please also provide information about relevant experience acquired by your organisation in the region and selected projects already implemented:

LIMIT OF 800 CHARACTERS

4.2 PROJECT PARTNERS (if applicable)

If you are planning to co-operate with other organisations or experts, please list them here and briefly describe their role in the project. Additional data about your partners and their role can be given in the detailed supporting documentation (see 5.1):

LIMIT OF 300 CHARACTERS

5. DOCUMENTATION

5.1. DETAILED SUPPORTING DOCUMENTATION

Applicants can submit **detailed supporting documentation** including a comprehensive description of the key aspects and arguments in favour of the project. Information about the project team and project partners can also be included.

The length **must not exceed 10 pages, including:**

- a **detailed budget plan in Euros (differentiating between cost categories, see section 3.3)**
- a preliminary **time schedule (in a table format that allows for time tracking)**
- a **calculation** demonstrating the potential avoidance of **fossil fuel use** and **CO₂ emissions** (if possible)
- a **technical image** of the technology to be implemented

5.2 DATA ACCEPTED AND DATA SECURITY

Only documents in the following formats will be accepted: printed paper documents, 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.

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.

5.3 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**.

5.4 ADDRESS

To submit your application, please send this form 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