



**C40 CITIES
FINANCE
FACILITY**



Application Portal Guide

A GUIDE TO ASSIST A CITY TO APPLY TO THE CFF
USING THE ONLINE APPLICATION PORTAL

Introduction

- This guide is designed to assist you in submitting one or more applications to the C40 Cities Finance Facility.
- You can find the application portal at www.c40cff.org/apply
- Before you can apply you must meet the eligibility criteria:
 - Be a representative of a city government or municipal agency
 - Be located in a country that is eligible for Official Development Assistance, as classified by the OECD DAC list (list available on the portal)
- You may submit as many energy/transportation or adaptation projects as you wish to the CFF.



C40 CITIES
FINANCE
FACILITY

Apply for Support

WELCOME TO THE APPLICATION PORTAL

Apply for support

The **C40 Cities Finance Facility (CFF)** facilitates access to finance for climate change mitigation and resilience projects in urban areas by providing technical assistance to develop cities' sustainability priorities into bankable investment proposals.

We are currently accepting applications for projects in the following sectors:

- **Adaptation**
- **Energy**
- **Transportation**

The current deadline for applications is **Friday, March 23rd, 2018**. If you are interested in applying to the C40 Cities Finance Facility, [please read this page carefully and check the eligibility requirements in the next window.](#)

The Stage 1 Application to the C40 Cities Finance Facility asks cities to:

- provide background information on the project.
- outline the project's level of preparation, including its technical readiness and cost.
- delineate challenges that the project may face, if any.

The CFF analyses all Stage 1 applications internally, drawing on C40 and GIZ experts and external consultants to assess the validity of the project and its compliance with the CFF's principles.

If the stage 1 application is successful, the CFF then invites the city to complete a **Stage 2 Application**, to complete the due diligence process and thus determine if the project is a viable candidate for CFF support.



Information pack on the CFF application process

SOURCE www.c40cff.org 897.39 KB

[READ THE PACK](#)

An information packet on the CFF

Click here to apply

[APPLY](#)



C40 CITIES
FINANCE
FACILITY

Apply for Support



Applicants are encouraged to review the CFF's website to understand our [principles](#) and our current [projects](#). We also encourage you to [contact](#) the CFF team before applying to ensure your project is eligible for support.

Before you complete the Stage 1 Application, please ensure you fulfill these eligibility requirements:

- ☐ I am a representative of the city government or of a municipal agency.
- ☐ My city is located in a country that is eligible for official development assistance according to the [OECD DAC list](#).
- ☐ I consent to temporarily storing all information on the website according to the [EU General Data Protection Regulation \(GDPR\)](#).

You must fulfill all the eligibility requirements above to receive support from the C40 Cities Finance Facility. If you do not, please see [other ways you can receive support](#).

SUBMIT AN APPLICATION

All 3 eligibility boxes must be ticked to proceed.

Once all 3 boxes are checked, you can proceed by clicking this button



C40 CITIES
FINANCE
FACILITY

Apply for Support

C40 CITIES FINANCE FACILITY APPLICATION PORTAL

Please create and select the project type that you will be submitting:

[SHOW QUESTION GUIDE](#)

YOU WILL BE ABLE TO SUBMIT ANOTHER APPLICATION AFTER COMPLETING THE FIRST ONE.

PROJECT #1

Project Name

PROJECT

Stage 1 Application 2018 - Energy & Transport

[ADD MORE PROJECTS](#) YOU CAN SUBMIT UP TO 3 PROJECTS AT THE SAME TIME

[NEXT](#)

You can type your project name here

Choose the project, either:

Energy and Transport
Or
Adaptation

You can add up 3 projects at a time, by clicking here

Once you have named your projects, you can continue



C40 CITIES
FINANCE
FACILITY

Apply for Support

THE CFF'S APPLICATION PORTAL

General information

NAME
Name

JOB TITLE
Job Title

DEPARTMENT
Department

EMAIL
Email

NEXT

A progress bar at the top of the form shows 10 steps, with the first step highlighted in yellow. A yellow arrow points from the text 'You can see your progress here' to the progress bar. Another yellow arrow points from the text 'Please insert your details, and email address.' to the 'JOB TITLE' field.

You can see your progress here

Please insert your details, and email address.



C40 CITIES
FINANCE
FACILITY

Apply for Support

THE CFF'S APPLICATION PORTAL

Project description and context

PLEASE PROVIDE A DESCRIPTION OF THE PROPOSED INFRASTRUCTURE PROJECT

LIST STYLE: ☒ ☐

[BACK](#) [NEXT](#) [SAVE MY PROGRESS](#)

[SHOW QUESTION GUIDE](#)

On any page, you can view more details here, to assist you in providing your responses.




C40 CITIES
FINANCE
FACILITY


Apply for Support

THE CFF'S APPLICATION PORTAL

Project description and context

PLEASE PROVIDE A DESCRIPTION OF THE PROPOSED INFRASTRUCTURE PROJECT

LIST STYLE: 

HIDE QUESTION GUIDE 

Please include information on the project's origin, development, and context. Sample questions to answer include: Why is the project important to the city? What is innovative about the project? What are its short- and long-term objectives?

[BACK](#) [NEXT](#) [SAVE MY PROGRESS](#)

On any page, you can view more details here, to assist you in providing your responses.

You can type your responses to the questions here



C40 CITIES
FINANCE
FACILITY

Apply for Support

THE CFF'S APPLICATION PORTAL

Project description and context

PLEASE PROVIDE A DESCRIPTION OF THE PROPOSED INFRASTRUCTURE PROJECT

LIST STYLE: ☐ ☒

BACK NEXT

SHOW QUESTION GUIDE ⓘ

SAVE MY PROGRESS

You can always save your progress, and come back to it at a later date by clicking here.

Please note that anything written on the current page will not be saved.



C40 CITIES
FINANCE
FACILITY

Apply for Support

The screenshot shows a web application interface. At the top, it says 'F'S APPLICATION PORTAL'. Below that, the main heading is 'Project description and context'. To the right of this heading is a button labeled 'SHOW QUESTION GUIDE'. A modal window is open in the center, titled 'You may access your form through the link below:'. It contains a text input field with the URL 'https://www.c40cff.org/application/stage-1-application-2018/'. Below this, it says 'You may save your progress by providing your email address below and we will send you a link to return to your form. This link expires after thirty (30) days from your last update. IMPORTANT: Please note that your answer on this page is not saved; if you've completed this question, please save your progress on the next page.' There is a section titled 'PLEASE PROVIDE YOUR EMAIL ADDRESS' with an 'Email Address' input field. At the bottom of the modal are two buttons: 'CANCEL' and 'SEND EMAIL'. In the background, there is a 'NEXT' button on the left and a 'SAVE MY PROGRESS' button on the right.

By clicking on the save icon, this screen will appear.

By providing your email address, you will receive an email with a link back to the page.



C40 CITIES
FINANCE
FACILITY

Apply for Support

STAGE 1 APPLICATION 2018 - ENERGY & TRANSPORT

HELP

PROJECT DESCRIPTION AND CONTEXT

THE CFF'S APPLICATION PORTAL

How would you like the CFF to support you in this project?

SHOW QUESTION GUIDE

PLEASE PROVIDE A BRIEF OUTLINE OF ANY TECHNICAL AND FINANCIAL ASSISTANCE SOUGHT

LIST STYLE:

BACK NEXT SAVE MY PROGRESS

If you have any issues with the application form, please email contact@c40cff.org or [click here](#)

Please include as much detail as you can to help us understand the project better.



C40 CITIES
FINANCE
FACILITY

Apply for Support

HOW WOULD YOU LIKE THE CFF TO SUPPORT YOU IN THIS PROJECT? >

THE CFF'S APPLICATION PORTAL

Are there other ongoing or concluded projects that are relevant for this project?

SHOW QUESTION GUIDE ⓘ

PLEASE NOTE ANY RELEVANT PROJECTS BELOW

LIST STYLE: [icon] [icon]

[Empty text area for project details]

BACK NEXT SAVE MY PROGRESS

A yellow arrow points from the text 'Please include as much detail as you can to help us understand the project better.' to the empty text area for project details.

Please include as much detail as you can to help us understand the project better.



C40 CITIES
FINANCE
FACILITY

Apply for Support

ARE THERE OTHER ONGOING OR CONCLUDED PROJECTS THAT ARE RELEVANT FOR THIS PROJECT? >

THE CFF'S APPLICATION PORTAL

Is the project included in the city's masterplan?

SHOW QUESTION GUIDE ⓘ

PLEASE CHOOSE ONE OPTION FROM BELOW.

- ☒ Yes, the project is included within the city's masterplan
- ☐ The project is anticipated to be within the city's masterplan soon
- ☐ No, the project is not within the city's masterplan
- ☐ The city does not have a masterplan

[BACK](#) [NEXT](#) [SAVE MY PROGRESS](#)

Please choose the option that is the best fit.



C40 CITIES
FINANCE
FACILITY

Apply for Support

IS THE PROJECT INCLUDED IN THE CITY'S MASTERPLAN? No, the project is not within the city's masterplan.

THE CFF'S APPLICATION PORTAL

Is the project included in the city's climate change action plan or strategy?

SHOW QUESTION GUIDE ⓘ

PLEASE CHOOSE ONE OPTION FROM BELOW

- ☐ Yes, the project is included within the city's action plan or strategy
- ☐ The project is anticipated to be within the city's action plan or strategy soon
- ☒ No, the project is not within the city's action plan or strategy
- ☐ The city does not have an action plan or strategy

[BACK](#) [NEXT](#) [SAVE MY PROGRESS](#)

Please choose the option that is the best fit.



C40 CITIES
FINANCE
FACILITY

Apply for Support

IS THE PROJECT INCLUDED IN THE CITY'S CLIMATE CHANGE ACTION PLAN OR STRATEGY? No, the project is not within the city's action plan or str...

THE CFF'S APPLICATION PORTAL

Anticipated capital investment costs

SHOW QUESTION GUIDE ⓘ

PLEASE PROVIDE THE PROJECT'S ESTIMATED COST OF THE PROJECT AND THE RELEVANT CURRENCY.

ANTICIPATED PROJECT COST?

1,000,000

CURRENCY

USD

[BACK](#) [NEXT](#) [SAVE MY PROGRESS](#)

Please provide a best estimate of the capital investment cost.

Please include the currency in which the estimate is in



C40 CITIES
FINANCE
FACILITY

Apply for Support

ANTICIPATED CAPITAL INVESTMENT COSTS 100

THE CFF'S APPLICATION PORTAL

At what stage is the project currently?

SHOW QUESTION GUIDE ⓘ

PLEASE CHOOSE THE RELEVANT OPTIONS FROM BELOW.

- ☐ Preliminary Consideration
- ☐ Pilot Stage
- ☐ Technical studies - Not started
- ☐ Technical studies - In progress
- ☐ Technical studies - Completed
- ☐ Financial Studies - Not started
- ☐ Financial Studies - In Progress
- ☐ Financial Studies - Completed

BACK NEXT SAVE MY PROGRESS

Please choose all of the options that apply to your project.

Please choose only one for 'technical studies' and 'financial studies'



C40 CITIES
FINANCE
FACILITY

Apply for Support

AT WHAT STAGE IS THE PROJECT CURRENTLY? Financial Studies - Not started

THE CFF'S APPLICATION PORTAL

What are the challenges that the project is currently facing or that may arise during the project's implementation?

SHOW QUESTION GUIDE ⓘ

PLEASE INCLUDE DETAILS OF ALL OF THE CHALLENGES THAT MAY ARISE DURING THE IMPLEMENTATION OF THE PROJECT.

LIST STYLE:

BACK NEXT SAVE MY PROGRESS

A yellow arrow points from the text 'Please provide as detailed answers as possible.' to the text input area of the question.

Please provide as detailed answers as possible.



C40 CITIES
FINANCE
FACILITY

Apply for Support

WHAT ARE THE CHALLENGES THAT THE PROJECT IS CURRENTLY FACING OR THAT MAY ARISE DURING THE PROJECT'S IMPLEMENTATI...

THE CFF'S APPLICATION PORTAL

Please upload any relevant documentation about the project.

PLEASE UPLOAD ANY RELEVANT DOCUMENTATION BELOW.

PLEASE UPLOAD ANY RELEVANT DOCUMENTATION ABOUT THE PROJECT.

CHOOSE FILE

TOTAL: 0.00 MB OF 100 MB

[BACK](#) [NEXT](#) [SAVE MY PROGRESS](#)

[SHOW QUESTION GUIDE](#)

Please provide any relevant documentation on the project by clicking on the button.



C40 CITIES
FINANCE
FACILITY

Apply for Support

PLEASE UPLOAD ANY RELEVANT DOCUMENTATION ABOUT THE PROJECT.

Application form walkthrough.pdf ✕

FILE IS LARGER THAN 5 MB

CHOOSE FILE

TOTAL: 0.00 MB OF 100 MB

You can upload up to 20 documents which can each be up to 5MB in size.

PLEASE UPLOAD ANY RELEVANT DOCUMENTATION ABOUT THE PROJECT.

Stage 1 Application_Energy and Transport.pdf ✕

COMPLETE

CHOOSE FILE

TOTAL: 0.03 MB OF 100 MB

Anything larger than 5MB can be linked on the following page.



C40 CITIES
FINANCE
FACILITY

Apply for Support

THE CFF'S APPLICATION PORTAL

Please include a link to any relevant documentation about the project.

SHOW QUESTION GUIDE ⓘ

PLEASE INCLUDE LINKS TO ANY DOCUMENTATION BELOW.

PLEASE INCLUDE A LINK BELOW

https://www.c40cff.org/ x

http://www.c40.org/ x

https://www.giz.de/en/html/index.html x

Paste link here **ADD LINK**

[BACK](#) **NEXT** [SAVE MY PROGRESS](#)

You can add links to any relevant documentation by clicking the 'add link' button.



C40 CITIES
FINANCE
FACILITY

Apply for Support



Application Summary

PROJECT NAME

Project A

TYPE

Stage 1 Application 2018 - Energy & Transport

NAME

Person

[EDIT](#)

JOB TITLE

Job title

DEPARTMENT

City Department

EMAIL

person@c40.org

Please review your application before submitting. You may update your answers by going back to the form using the progress tracker or clicking the edit link for the answer you wish to edit.

You may also download and print the form, and follow our manual submission process.

[DOWNLOAD MY FORM](#)

[SAVE MY PROGRESS](#)

You can view the details of your project here, as well as download your answers for your records.



C40 CITIES
FINANCE
FACILITY

Apply for Support

10. PLEASE INCLUDE A LINK TO ANY RELEVANT DOCUMENTATION ABOUT THE PROJECT.

EDIT

- <https://www.c40cff.org/>
- <http://www.c40.org/>
- <https://www.giz.de/en/html/index.html>

BACK

SUBMIT & GO TO NEXT PROJECT

Once you are happy with your responses you can click submit.

You will also receive a confirmation email.



C40 CITIES
FINANCE
FACILITY

Apply for Support

C40 CITIES FINANCE FACILITY APPLICATION PORTAL

Please create and select the project type that you will be submitting:

YOU WILL BE ABLE TO SUBMIT ANOTHER APPLICATION AFTER COMPLETING THE FIRST ONE.

Project A [Stage 1 Application 2018 - Energy & Transport]
COMPLETED

☐ Project B [Stage 1 Application 2018 - Adaptation]
NOT YET STARTED

SHOW QUESTION GUIDE

NEXT

If you have entered more than one project title you can then choose to enter the details on any subsequent projects.

The steps will be the same as for the first project.



C40 CITIES
FINANCE
FACILITY

Apply for Support



Thank you for submitting an application to the C40 Cities Finance Facility. We are delighted that you have decided to apply for our support, and we look forward to working with you. A member of our team will be in touch shortly to outline the next steps. If you have any pressing questions, please email contact@c40cff.org.

If you wish to submit any further projects to receive support you can click [here](#).

If you have no further projects to submit, you can find a video below outlining the CFF's objectives, and how we are currently supporting our partners.

Once all projects you will be sent to the thank you page.

We thank you for taking the time to submit a project application, and if you have any further questions feel free to reach out.

If you wish to submit any further projects (we encourage you to submit as many as possible), you can click on the link.



Contact us:

For more information contact your C40 Regional Director or email us at **contact@c40cff.org**

**We thank you for taking the time to
submit an application, and we wish you
luck!**



C40 CITIES FINANCE FACILITY

Funding partners:



Federal Ministry
for Economic Cooperation
and Development



Funded by
UK Government



USAID
FROM THE AMERICAN PEOPLE

Implementing agencies:

giz

Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

**C40
CITIES**