



## **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 <u>www.c40cff.org/apply</u>
- 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.

DATE CITY/NAME





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.



An information packet on the CFF

Click here to apply

APPLY





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 <u>EU General Data Protection Regulation</u> (GDPR).

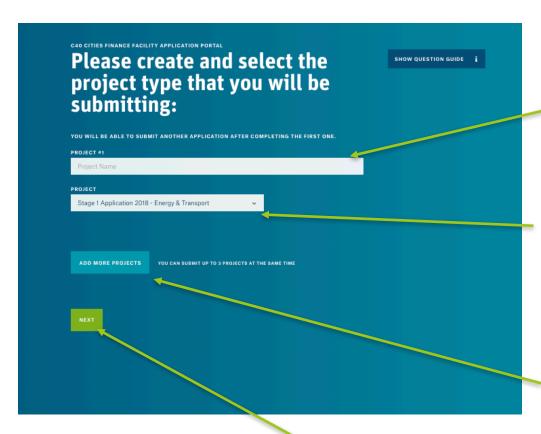
You must fulfill all the eligibility requirements above to receive support from the C40 Cities Finance Facility. If you do not, please see other ways you can receive support.

All 3 eligibility boxes must be ticked to proceed.

SUBMIT AN APPLICATIO

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





You can type your project name here

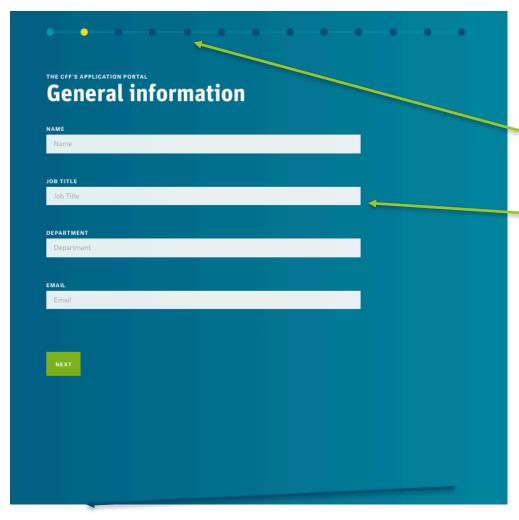
Choose the project, either:

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

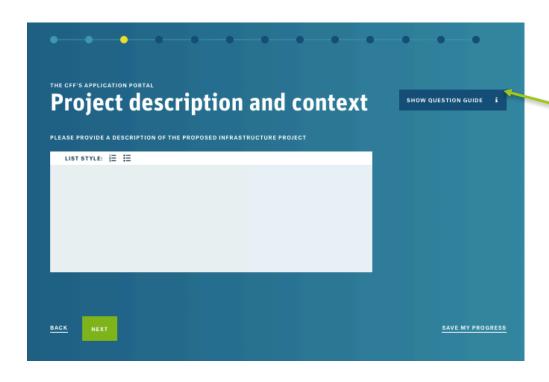




You can see your progress here

 Please insert your details, and email address.





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

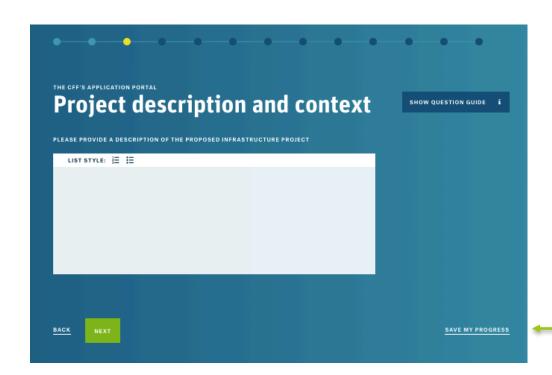




On any page, you can view more details here, to assist you in providing your responses.

You can type your responses to the questions here

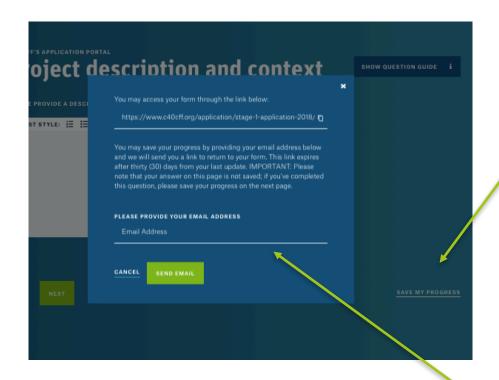




You can always save your progress, and come back to it at a later date by clicking here.

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

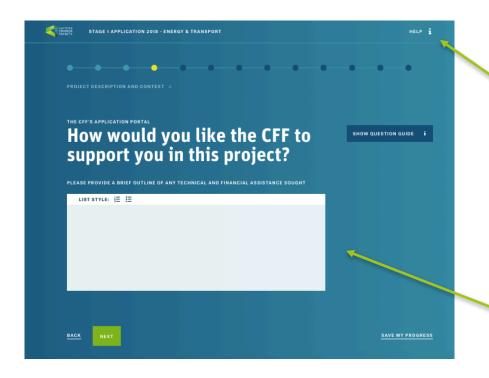




By clicking on the save icon, this screen will appear.

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

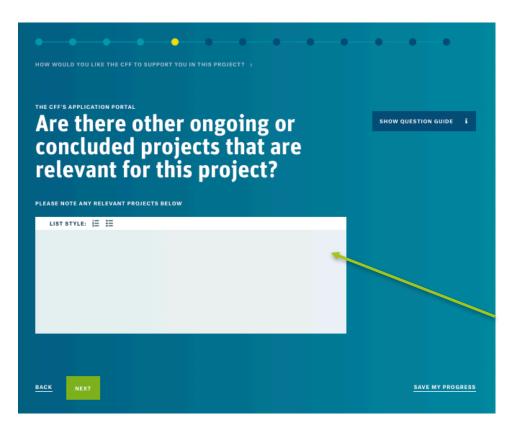




If you have any issues with the application form, please email <a href="mailto:contact@c40cff.org">contact@c40cff.org</a> or click here

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





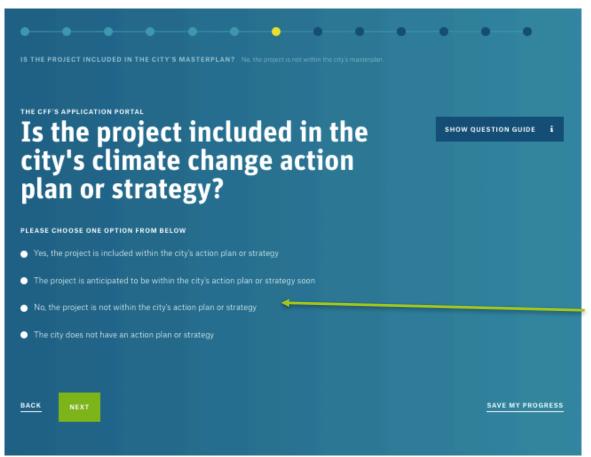
Please include as much detail as you can to help us understand the project better.





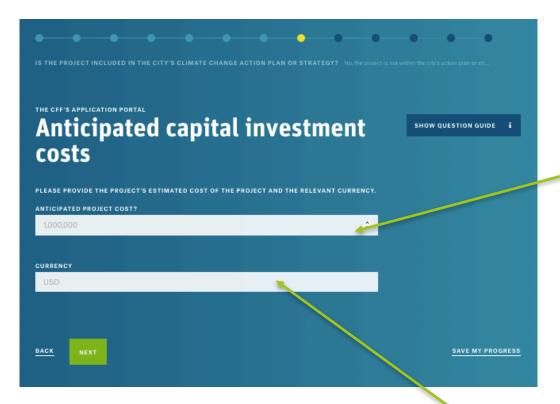
Please choose the option that is the best fit.





Please choose the option that is the best fit.





Please provide a best estimate of the capital investment cost.

Please include the currency in which the estimate is in

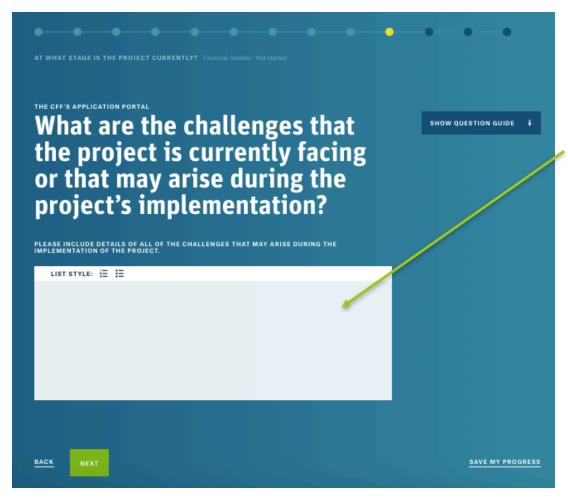




Please choose all of the options that apply to your project.

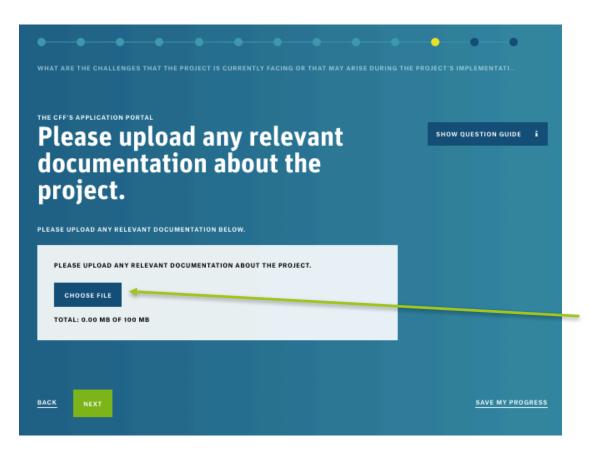
Please choose only one for 'technical studies' and 'financial studies'





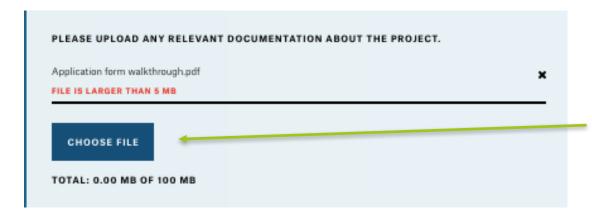
Please provide as detailed answers as possible.

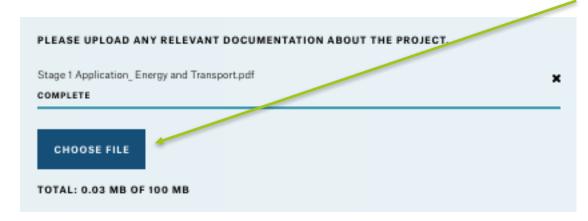




Please provide any relevant documentation on the project by clicking on the button.



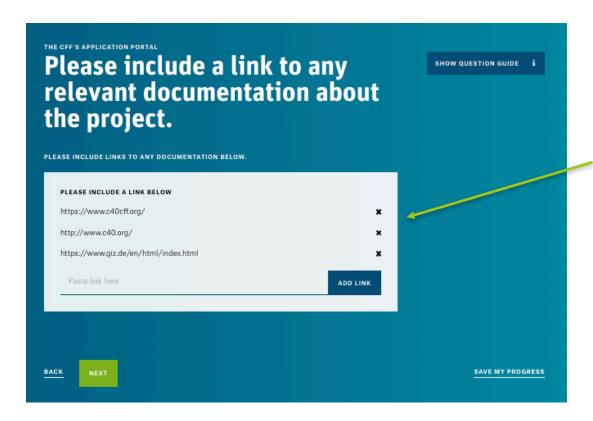




You can upload up to 20 documents which can each be up to 5MB in size.

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





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



#### **Application Summary**

PROJECT NAME

Project A

TYPE

Stage 1 Application 2018 - Energy & Transport

NAME

Person

JOB TITLE

Job title

DEPARTMENT

City Department

EMAI

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

EDIT

SAVE MY PROGRESS

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

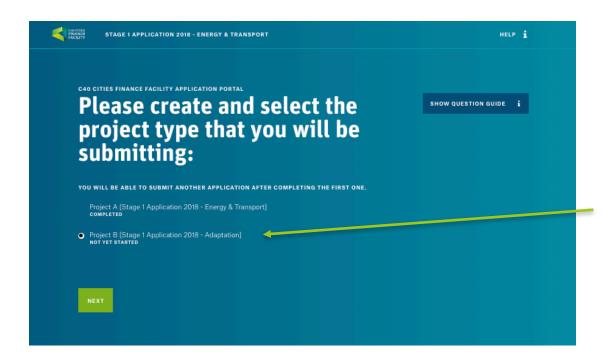




Once you are happy with your responses you can click submit.

You will also receive a confirmation email.





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.





Thank you for submitting an application to the C40 Cities Finance Facility. We are delighted that you have desided 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 <a href="mailto:contact@c40cff.org">contact@c40cff.org</a>

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



## C40 CITIES FINANCE FACILITY

Funding partners:







Implementing agencies:



