

Clean energy for  
EU islands:  
Guide for applicants  
for technical support  
Second call– Feb 2022

**Guide for applicants for technical support  
Second call – February 2022**

Publication date: 23/02/2022

Dissemination Level: Public

**Published by**

Clean Energy for EU Islands Secretariat  
[www.euislands.eu](http://www.euislands.eu) | [info@euislands.eu](mailto:info@euislands.eu)

*The Clean Energy for EU Islands Secretariat is an initiative by the European Commission.  
This publication does not involve the European Commission in liability of any kind.*

# 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 to 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 was launched in 2021 and runs for two years. The second phase builds 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 Assistance

During the second phase of the Clean energy for EU islands secretariat, technical support is provided to a total of 40 projects through two calls:

**THE FIRST CALL** was launched in March 2021 and closed in May 2021. Thirty-five applications were received, and twenty island projects were selected for technical assistance.

**THE SECOND CALL** will be launched on **23 February 2022** and will be open until **23 March 2022**. Twenty island projects will be selected.

### The secretariat's methodology: Explore, Shape, Act

Through the Technical Assistance, the secretariat aims to offer solutions to all EU Islands. Depending on how advanced the island project is, the support the beneficiaries 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, understanding the current island dynamics, 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. Projects in the Shape category evolve from a project idea and mature thanks to feasibility studies to become bankable clean energy projects.
- **ACT** Islands that are ready to act receive support to find financing for individual projects and conduct tenders for concrete projects. The secretariat provides assistance throughout the development phases, including tendering and structuring financing packages.

### What does the Technical Assistance consist of?

The second call for Technical Assistance includes *support packages*, which provide a framework for islands to apply for a specific type of assistance. Support packages (described below) are based on the secretariat's experience and on the assistance provided to island projects during the implementation of the first call. These packages are suggested as inspiration, to give a better understanding of the support that the Islands secretariat can provide as part of its technical assistance. Island beneficiaries are welcome to choose a specific support package or to submit an open application for a project idea/proposal that fits their needs: no preference will be given in the evaluation process. Please note that even if choosing a specific support package, the project information needs to be thoroughly filled in as applications will be evaluated based on the criteria provided in Evaluation process

The final support package and details of the project will be agreed with the secretariat's experts once the project is selected (including specific tasks, required data, deadlines, etc.).

The support will be limited to a maximum 14 days of expert work. Successful island beneficiaries will additionally get a budget of up to €1 000 per project to attend and participate in the [Clean energy for EU islands forum](#) on 17-18 May 2022 in Rhodes (Greece).

## Suggested support packages

### 1. Roadmap on local stakeholder participation in renewable energy projects

Analysis of the regulatory framework to identify legal options for co-ownership or management of clean energy projects by local citizens, community, businesses and/or the municipality. The advantages and disadvantages of the solutions are defined, and relevant national/EU examples are provided.

Most relevant for Explore or Shape projects.

### 2. Business models for clean energy projects

Review of existing business models at national/EU level and/or identification of the optimal business model for the implementation of a clean energy project.

Relevant for Explore, Shape or Act projects. The more detailed the information and data provided, the more accurate and specific the business model definition can be.

### 3. Review of existing practises for simple/hybrid energy systems

Review of existing practises on other islands at national/EU level, in terms of incentives, authorisation and permitting procedures, financing, and technical solutions for sector coupling projects (water and energy, waste and energy, mobility and electricity generation, etc.).

Can be used for Explore, Shape or Act projects.

### 4. Road transport electrification

Analysis of possible solutions, review of existing practises, guidance on the strategy, business models and roll-out process for electrification of road transport, and on the implementation, management and use of charging infrastructure.

Can be used for:

- Explore - A proactive approach from the island is needed in the discussion of the existing state and possible solutions.
- Shape - For the charging infrastructure, a map of the electricity grid is ideally needed, with basic information and data on mobility needs (number of public vehicles, types and usage of vehicles, seasonality in mobility, existing situation).
- Act - Existing feasibility study or knowledge of the aspects needed for it.

### 5. Clean Energy Transition Agenda

Support in the development of the island's clean energy transition agenda (the strategic roadmap for the island's clean energy transition). Assistance may be provided as:

- Methodological support: steps that need to be taken, guidance on the workshops to be organised, stakeholders to be involved, etc.
- Technical support to develop the islands energy and CO<sub>2</sub> emissions baseline.
- Analysis and feedback of the chosen island's energy transition pathways.

The island's CETA is meaningful if it is developed by the island stakeholders for the island stakeholders. While the secretariat is eager to help in the development of the CETA, the local transition team still needs to be in charge of carrying out work such as actively involving the stakeholders, organising the local workshops with the relevant actors, determining the island vision and pathways that best fit the local island context, writing the CETA document, etc.

CETA development is inherent to the Explore category.

## 6. Solar Carport project (Long Term Yield Assessment of renewable energy projects)

A solar carport is a canopy placed over an outdoor parking area with solar PV panels installed on top to capture solar energy. Solar carports allow making efficient use of existing parking space and are especially interesting for islands with spatial constraints to place solar PV systems. Depending on the available data and on how developed the project idea is, calculations for either a pre-feasibility (high-level analysis of the expected outcome) or a feasibility study (more detailed, with lower uncertainty) can be carried out.

Long Term Yield Assessment, pre-feasibility and feasibility analyses belong to Shape category.

## 7. Dynamic maps for visualising live electricity production

This innovative tool allows visualising live electricity production from renewables on different areas of the island, based on [advanced weather data](#). Past and forecasted renewable electricity production can also be implemented and visualised. In addition, this production data can be compared to the island's electricity consumption, hence illustrating how production and demand are matched.

Relevant for Explore, Shape and Act categories.

For the successful implementation of this package, it is necessary to have accessible data from the DSO in terms of electricity consumed on the island by hour, electricity production on the island, etc.

[Example of the dynamic map of the Wallonia region \(Belgium\) available here](#)

## 8. Modelling of the island's energy system

By modelling the island's energy system using a software like HOMER Pro, the feasibility of new forms of generation (solar PV, wind, etc.) and storage (e.g. batteries) can be assessed. The island's electricity demand and production are estimated, and the solutions that best fit the island's situation are suggested based on variables such as price scenarios, the island's renewable self-consumption, total installed capacity, capital costs, etc.

Relevant mostly for Shape projects.

## 9. Funding and financial support

Training session on financial topics tailored for the island needs – funding programmes, business models, financial model, risk assessment, or another topic relevant to the island.

Overview of the different funding mechanisms and schemes currently available in the EU and in the project's country, as well as guidelines and an action plan that will support the local partners to successfully submit the project to European funding programmes.

Preparation of a tailored financial tool that allows for the presentation of the project's financial data/results in a way that investors are used to see. Also, a risk assessment tool that enables the island to estimate, in a quantitative and qualitative manner, the risks associated to the project.

Suitable for projects in Shape and Act categories.

## 10. Open application

Island beneficiaries with projects, needs or ideas that are not contemplated in the options above are very welcome to apply with an open application, specifying in the Project information part of the application the details of the project.

### 3. Application process

The application process is divided into three phases: preparation, submission, and support 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](#).<sup>1</sup> 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 3 March 2022 at 11 CET](#)<sup>2</sup> 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](mailto:info@euislands.eu) by 1 March 2022 will be addressed during the webinar. Applicants are also invited to pose questions live during the session. The webinar explaining the first call for Technical Assistance (March 2021) is available [here](#).

<sup>1</sup> <https://clean-energy-islands.ec.europa.eu/node/327>

<sup>2</sup> Registration here:

[https://ec.europa.eu/eusurvey/runner/CE4EUislands\\_webinar\\_Islands\\_secretariat\\_Technical\\_Assistance](https://ec.europa.eu/eusurvey/runner/CE4EUislands_webinar_Islands_secretariat_Technical_Assistance)

## Submission

Applications need to be submitted [online](#)<sup>3</sup> by **23 March 2022 at 23:59 (CET)**. The form includes four main parts:

- 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 Explore, Shape or Act and pick a support package or an open application.
- 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, 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 Evaluation process, the 20 applications attaining the best score will be selected to receive Technical Assistance as part of the second 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 Agreement. 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.

---

<sup>3</sup> <https://ec.europa.eu/eusurvey/runner/technical-assistance>



## 4. Eligibility

The eligibility criteria for the Island's secretariat Technical Assistance covers 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).
- On an island with a maximum area of 30 000 km<sup>2</sup>.

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 number 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 Technical Assistance. 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 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 **Monday, 23 March 2022 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 in any case not later than December 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 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 member of the evaluation team.

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 this second call will be selected and contacted by the secretariat to agree on the scope of the technical assistance.

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. The Islands secretariat reserves the right to change the category of a proposal (Explore, Shape, Act) if we believe that the project is better suited to a category different to the one that the island beneficiaries marked in the application.

### Evaluation criteria

Criterion	Requirement	Weighting		
		Explore	Shape	Act
<b>Project description</b>	<b>Clear and thorough description of the project</b> highlighting the <u>objectives</u> and including context, expected outcome, location, type of assistance needed, technology (if applicable) and other additional relevant information.	25%	30%	35%
<b>Impact and replicability</b>	Identification of the expected impacts of the project., e.g. (if applicable): energy savings, avoided CO <sub>2</sub> emissions, renewable energy production, temporary or permanent jobs created, etc.  The replicability of the project should also be explained, i.e., how the outcome can serve as inspiration or be an example for other islands.	10%	15%	20%
<b>Organisational structure</b>	Definition of the roles and responsibilities of all actors involved: who will be the main point of contact for the project? Who will collaborate with the secretariat and will take responsibility for collecting the data? How will the different beneficiaries be organised?  Good understanding of whether internal capacities are enough for the successful development of the project's concept or how external experts can be involved in the process to provide added value /build capacity.	25%	25%	20%
<b>Stakeholders' engagement</b>	Clear identification of relevant island stakeholders and good understanding of their requirements and expectations for the project.  Explanation of how the stakeholders are already involved in the project or otherwise the strategy that will be followed to involve them through engagement activities and available communication instruments.	30%	20%	10%
<b>Secretariat objectives</b>	Alignment of the proposal with the objectives of the EU Islands secretariat as outlined in Sections 1 and 2.	10%	10%	10%

## Annex I. Application form questions

The application form is [available online](#)<sup>4</sup>. 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 <sup>2</sup> )	

#### 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):	

<sup>4</sup> <https://ec.europa.eu/eusurvey/runner/technical-assistance>

## 2. Technical assistance information

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

- EXPLORE
- SHAPE
- ACT

Select the support packages that apply to your project (select 10 – Open application if you do not want to choose any of the pre-defined packages)

1. Roadmap on local stakeholder participation
2. Business models for clean energy projects
3. Review of existing practises for simple/hybrid energy systems
4. Road transport electrification
5. Clean Energy Transition Agenda
6. Solar carport project (Long Term Yield Assessment of renewable energy projects)
7. Dynamic maps for visualising live electricity production
8. Modelling of the island's energy system
9. Funding and financial support
10. Open application

## 3. Project information

- a. Provide a description of the proposed project.  
(max 2 500 characters)
- b. Explain the impact and replicability of your project  
(max 2 500 characters)
- c. Identify and explain the roles and capacity of the involved project partners  
(max 2 500 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 2 500 characters)
- e. Provide the expected timing of the proposed project (if relevant)  
(max 2 500 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 2 500 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 2 500 characters)

## 11. Conflict of interest

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

## 12. 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)