

This leaflet is designed to guide potential applicants through the Intelligent Energy Europe (IEE) Programme documentation.

As a newcomer to the Intelligent Energy Europe Programme where do I start to find information?

The Intelligent Energy website provides information on the IEE programme and projects funded to date. In the Publications and videos section you can find links to the Intelligent Energy News Review and IEE project brochures. Videos are also available showing examples of projects under implementation. In the “IEE in Action” section you can access a database where you can search for profiles of the 400 projects funded under the programme so far. You can also register for the Intelligent Energy News alert service on the “Subscribe to our news” link on the website homepage, from where you can also access the current Call documentation.

The IEE website can be found at:

http://ec.europa.eu/energy/intelligent/index_en.html

Once I've understood the requirements of the Intelligent Energy Programme, how do I apply?

All applications for funding must be made in response to a Call for Proposals issued by the Commission. The Calls are published in the Official Journal of the European Union and on the Commission's websites. It is essential to read the **Call for Proposals** which contains details such as:

- What general types of activity are funded and priorities for the specific Call
- Funding rates
- Eligibility criteria
- Selection and award (evaluation) criteria
- How you should submit your proposal
- The deadline for proposal receipt

The IEE Call for Proposals 2012, Call Identifier CIP-IEE-2012, is available from:

http://ec.europa.eu/energy/intelligent/getting-funds/call-for-proposals/how-to-apply/index_en.htm

Before deciding to respond to a Call for proposals, how do I decide whether my project fits into the Programme?

The **Annual Work Programme 2012** should be used by all potential applicants as a guide to the types of proposals the Commission is calling for. It explains in detail the areas of activity that the Commission is targeting in the Call for Proposals and the Calls for Tenders. It is essential that you decide whether your project fits in with the Commission's areas of interest. Proposals that are outside the scope of the Call will be judged to be ineligible.

The 2012 IEE Work Programme can be downloaded at:

http://ec.europa.eu/energy/intelligent/getting-funds/call-for-proposals/how-to-apply/index_en.htm

There is a pre-proposal check service operating until 30th March 2012. We suggest that you contact the EU Energy Focus team first for an initial review of the proposal idea as the EACI will only comment once on each proposal idea. The details of the pre-proposal check service can be found at

http://ec.europa.eu/energy/intelligent/files/call_for_proposals/doc/check_your-project-idea-with-the-eaci-final_en.pdf

I've now understood the areas covered by the Call and the type of actions that can be funded. I have concluded that my project is suitable for the Call, how do I apply for funding?

The **Guide for Proposers** contains the guidance notes on how to complete your application and submit your project proposal. The IEE Call 2012 only uses the online submission system “EPSS”. The Guide provides

instructions for completion of each part of the application form, including the budget section and annexes, as well as a checklist for eligibility criteria and information on how to submit online.

The Guide for Proposers can be downloaded at:

http://ec.europa.eu/energy/intelligent/getting-funds/call-for-proposals/how-to-apply/index_en.htm

I'm starting to put together my application, are there any other documents I should read?

The **Online submission tool – EPSS** itself gives access to the Application Forms. Through this system the coordinator can register a user ID and password to provide access to the proposal.

The **Electronic Proposal Submission Service (EPSS) Guide** provides instructions on how to get a user ID, password and log-in to the EPSS. The project coordinator will need to send on the EPSS passwords to project participants so that they can edit the part of the application forms that apply to them. Once you have prepared a draft proposal under the system you can amend participants and complete the application forms as and when you wish. The EPSS Guide provides information on the different sections of the forms to complete and how to submit your proposal

The EPSS User Guide can be downloaded, and the Online submission tool accessed, from http://ec.europa.eu/energy/intelligent/getting-funds/call-for-proposals/how-to-apply/index_en.htm

The application form includes references to the award (or evaluation) criteria that are relevant to each section of the proposal. These are specified in section 5 of the **Call for Proposals** document. It is vital that you take account of the award criteria as you put together your proposal in order to score as highly as possible in this competitive programme.

How do I find more information on negotiation and implementation of my project?

Following the **“Managing a Project”** tab on the IEE call for proposals page you will find webpages providing information on **Managing your Project, Negotiating your contract and Day to Day management**.

You will also find documents providing information on contractual and financial issues related to project implementation. However, please note that some documents are for projects currently under implementation and may be revised for the Call for which you are submitting a proposal.

It is essential to look at the **Financial Guidelines** when preparing your project costs. They can be accessed at http://ec.europa.eu/energy/intelligent/managing-projects/day-to-day-management/financial-guidance/index_en.htm

It is advisable to read the Grant Agreement before deciding to submit a proposal in order to understand the contractual requirements of the IEE Programme. The model **Grant Agreement** can be accessed at http://ec.europa.eu/energy/intelligent/managing-projects/negotiating-your-contract/index_en.htm

If you are unable to find the information you are looking for or have any questions please contact the **EU Energy Focus team** by telephone on **0161 874 3636** or by email at energie@enviros.com