

**Project Application Form of
the Open Tender “Use of Renewable Energy Resources for Reduction of
Green House Gas Emissions” for Projects Financed by the Climate
Change Financial Instrument**

Project title	
Project applicant	
Filled in by the responsible authority	
Project identification number:	
Date of project submission:	
Date of project approval:	

1– Basic Information about Project Applicant

1.1. Project Applicant

1.1.1.	Name of the project applicant	
1.1.2.	The form of the project applicant	<input type="checkbox"/> micro enterprise <input type="checkbox"/> small enterprise <input type="checkbox"/> medium-sized enterprise <input type="checkbox"/> large enterprise <input type="checkbox"/> city or county municipality <input type="checkbox"/> State or municipal institution
1.1.3.	VAT payer	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1.4.	Taxpayer's registration number	
1.1.5.	Legal address	<i>Street, house number</i>
		<i>City, region</i>
		<i>Post Code</i>

1.2. Responsible Person of the Project Applicant

1.2.1.	Given name, surname	
1.2.2.	Position held	
1.2.3.	Telephone	
1.2.4.	Fax	
1.2.5.	E-mail	

1.3. Contact Person of the Project Applicant

1.3.1.	Given name, surname	
1.3.2.	Position held	
1.3.3.	Telephone	
1.3.4.	Fax	
1.3.5.	E-mail	

2– Project Description

2.1. Project Objective

Define the project objective (up to 500 characters)

2.2. Project Summary

2.2.1. Project Summary in Latvian

Provide a brief description of the necessity of the project and the most important project activities and results (up to 1500 characters)

2.2.2. Project Summary in English

Provide a brief description of the objective, necessity of the project and the most important project activities and results in English (up to 1500 characters)

2.3. Substantiation for Necessity of the Project and Suitability of Project Activities

Specify the most significant problems, which will be solved by the project and substantiate the topicality for solving thereof. List the major activities of the project, describe the materials and technologies to be applied within the project, specifying their advantages and disadvantages and substantiating their suitability for achieving the project objectives (up to 6000 characters)

2.4. Procurement to be used for implementation of the project activities

Specify and describe procurements planned within the framework of the project and criteria to be applied therein (up to 2000 characters)

2.5. Include specification of major equipment

(boilers, turbines, generators, network water heaters, fuel handling devices, solar collectors, solar panels, wind generators, hydroturbines, heat pumps, auxiliary equipment for operation of the basic equipment)

No.	Equipment	Number	Total price VAT excluded, LVL	Major technical data
1.				
2.				
...				

2.11. Indices to be achieved within the project

No.	Index	Result	Unit
1.	CO ₂ emission reduction per year of the project		tCO ₂ /year
2.	Relation between CO ₂ emission reduction per year and capacity of the energy production source established within the project and using renewable energy resources		tCO ₂ /MW year
3.	Relation between CO ₂ emission reduction per year and co-financing of the financing instrument requested for the project		tCO ₂ /LVL year
4.	Number of operation hours of the technological equipment per year		h/year
5.	Planned thermal energy amount produced by the equipment (if applicable)		MWh/year
6.	Planned electricity amount generated by the equipment (if applicable)		MWh/year

2.12. Justification and calculation of the carbon dioxide reduction to be achieved within the framework of the project

Provide justification of the carbon dioxide emission reduction to be achieved within the framework of the project and demonstrate its calculation according to the method included in Annex No. 1 to the Regulation of the Cabinet of Ministers of, 2010 No. ... Regulations of the Open Tender "Use of Renewable Energy Resources for Reduction of Green House Gas Emissions" for Projects Financed by the Climate Change Financial Instrument (hereinafter – Regulation) (up to 4000 characters)

3 - Project Implementation

3.1. Project implementation and management capacity

Describe the project applicant's experience in the implementation of projects of similar scale and specification on technologies of renewable energy resources, as well as organisation and management of construction works. Specify the experience in implementation of measures for increasing the use of renewable energy resources and organisation of environmentally friendly construction, if applicable (up to 2000 characters)

3.2. Project Implementation Risks

Identify and describe the possible risks in project implementation (up to 1000 characters)

3.3. Measures for Reduction of Project Implementation Risks

Describe the preventive measures for reduction of project implementation risks (up to 1000 characters)

3.4. Planned Advance and Interim Payments within the Framework of the Project

3.4.1. Advance Payment

Does the project applicant want to receive advance payment within the framework of project?

Yes

No

3.4.2. Interim Payment

Does the project applicant want to receive interim payment within the framework of project?

Yes

No

4 – Publicity

4. Types of Publicity Events

Mark the publicity events, which will be performed during the implementation of the project

Specialist responsible for publicity events is appointed

Information on planned and implemented publicity events, project implementation, use of financing and achieved improvement of the environment quality will be regularly and at least once a quarter placed on the beneficiary's Internet site

Organised seminars

Information plate

Other (specify)

5 – Project Financing Data

5.1. Project applicant's data on financial turnover

This shall not apply to town and region municipalities, state and municipal institutions

No.	Year	Net turnover, lats
1.	n-3	
2.	n-2	
3.	n-1	

n is the year when the project application was drafted

5.2. Project financing plan

Year	Total costs	Ineligible costs	Eligible costs	Financing of financial instrument		Co-financing of project applicant	
				4	5=4/3	6	7=6/3 (%)
	1=2+3	2	3=4+6				
2011							
2012							
Total							

5.3. Project costs schedule

See Annex No. 1 to the application form

5.4. Technical analysis

See Annex No. 2 to the application form

6 – Documents to be Submitted Additionally

No.	Title of the document	
1.	Attestation of the project applicant on provision of co-financing required for the project, specifying the credit institution, where a loan has been applied for. Until the date when the contract on granting the financing is signed the project applicant shall submit the resolution of the provider of financing or contract on granting co-financing (if applicable)	<input type="checkbox"/>
2.	information of the project applicant on provision of the co-financing required for the project, defining a natural or legal entity, from whom a loan has been applied for. When project co-financing is provided by a legal entity or a natural person, which is not a credit institution, the project applicant shall submit documents, which prove that the provider of co-financing possesses the amount of financial resources required for co-financing the project. Until the day of entering into the contract on granting of financing the project applicant shall submit to the	<input type="checkbox"/>

	responsible authority the decision of the provider of co-financing on granting of co-financing (if applicable)	
3.	a municipal institution – resolution of the municipality on provision of co-financing	
4.	a state institution – resolution of the relevant line ministry on provision of co-financing	
5.	an extract of the resolution of the project applicant on implementation of the project signed by the top managing institution of the enterprise, municipality, the line ministry of the relevant state institution, and where the total eligible costs of the project and amount of co-financing provided by the project applicant are stated;	<input type="checkbox"/>
6.	declaration on the compliance of the enterprise to the category of small (micro) or medium-sized enterprise, completed in compliance to regulatory enactments concerning the procedure of declaring enterprises compliant to small (micro) or medium-sized enterprises, (if applicable)	<input type="checkbox"/>
7.	the authorisation, regarding the right to sign of the authorised person of the project applicant, if applicable	<input type="checkbox"/>
8.	technical specifications required for performing the procurement procedure. If the technical project has not been developed and a separate procurement procedure is performed for it, the technical specifications required for the development of the technical project shall be submitted (if applicable)	<input type="checkbox"/>
9.	construction costs schedule (in compliance to the Regulation of the Cabinet of Ministers of December 19, 2006 No.1014 "Regulations on the Latvian Construction Standard LBN 501-06 "The procedure of determination of construction costs """) (if applicable)	<input type="checkbox"/>
10.	a copy of notification on the results of the procurement procedure, if the procurement has been performed until submission of the project application (if applicable)	<input type="checkbox"/>
11.	description of the technological equipment (free form) and the principal scheme	<input type="checkbox"/>
12.	A guarantee issued by a credit institution registered in the Republic of Latvia (shall be submitted by enterprises)	<input type="checkbox"/>

7 – Attestation

I, the undersigned,

the responsible official

(name of the project applicant)

of the project applicant

(given name, surname)

(*position*)

hereby attest that on the date of
submitting the project

(*dd.mm.yyyy.*)

- information included in the project application and annexes thereto is true and the requested financing of the financial instrument will be used in compliance with the description of project application;
- activities intended for the project are not and will not be co-financed within the frameworks of other financing programs and from other financial instruments, resources of the financial assistance of the European Union or foreign states;
- activities provided for in the project are not planned to be implemented in any of the areas not to be supported in compliance to Paragraph 3 of Article 1 of the Commission Regulation No.800/2008
- the project applicant has not been declared as insolvent by a court adjudication, including rehabilitation, legal protection measures, its commercial activity has been terminated or in accordance with information available in the Commercial Register it is in the process of liquidation;
- the project applicant is not an enterprise facing difficulties in compliance to the definition of the Commission Regulation (EC) No. [800/2008](#) of 6 August 2008, declaring certain categories of aid compatible with the common market in application of Articles 87 and 88 of the Treaty (General Block Exemption Regulation);
- the project applicant does not have tax or state social security mandatory payments debts;
- I hereby agree to the Ministry of Environment requesting a reference from the State Revenue Service, which certifies that the project applicant does not have tax debts;
- project applicant has not been found guilty by a court adjudication that has come into effect regarding violation of the regulatory enactments regulating the relevant sector or violation of environmental protection, competition or employment rights;
- for the interests of the project applicant a natural person has not committed a criminal offence, which has had an impact upon the financial interests of the Republic of Latvia or the European Union, and means of enforcement have been applied in relation to the project applicant in accordance with the Criminal Law;
- the project applicant has not come into the situation that from other State aid programmes a claim has been directed against it regarding the recovery of funds in compliance to a preceding decision of the European Commission or managing authorities of the State aid programmes, based

upon which the aid is declared illegal and not compatible with the common market;

- activities included in the project application are planned for implementation in buildings or on land, which is owned by the project applicant, under possession or use of the project applicant or for which the project applicant has concluded a long-term lease contract, may be eligible for receiving financing. Ownership rights, lease contract, the rights of possession or use shall be registered in the Land Book for a time period of at least five years following the project implementation;
- the project applicant has received all the permissions provided for in regulatory enactments regulating the area of environment protection and documents, or attests that they will be received until the date of concluding the project contract.

I hereby attest that in case of approval of the project:

- activities intended under the project will not be submitted for co-financing within the framework of other financing programmes from other financial instruments, resources of the financial assistance of the European Union or foreign states;
- eligible costs indicated in the project application will not have arisen before entering into the contract except for the cases defined in Paragraphs 23.1.1. and 23.1.2. of the Regulations;
- during implementation of the project publicity measures will be carried out in accordance with the requirements of the project contract and the Regulations;
- procurement procedures will be performed under the competition conditions without secret agreements, in compliance to the principles of sustainable planning and construction;
- eligible costs provided for in the project application will be performed and accounted for in the accounting of the beneficiary, will be identifiable, separated from other costs and verifiable, and they will be attested by the originals of the relevant corroborative documents;
- any increase in price which will occur during the project implementation will be financed from the resources of the project applicant;

I hereby attest that after the project implementation:

- if construction works or delivery of items intended for long-term use are financed within the framework of the project, the relevant sites of the project will be operated in compliance to the project objectives for at least five years after the project completion;
- the project applicant or his/ her authorised representative will submit the monitoring report of the project results every year until January 31 during the following five years.

I understand that it is possible that the project may not be approved for financing from the financial instrument if the project application, including this section, is not completely and qualitatively completed, as well as if the financing planned in regulatory enactments regarding implementation of the financial instrument has been utilised when the project is approved.

I understand that in case if false information is provided in the attestation, sanctions of administrative and financial nature may be initiated against the abovementioned project applicant.

I confirm that the copies appended to the project application comply with the originals of the documents at my disposal and the copies and electronic version of the project application comply with the original of the submitted project application.

If the project application is approved for receiving financing of the financial instrument, hereby it is guaranteed that the project applicant will provide the following co-financing: LVL _____, which is equal to, ____% of the eligible costs of the project.

Signature _____

Date _____

(*dd./mm./yyyy.*)

Note. Document positions "Data", "Signature" and "Seal" are left blank if electronic document is filled in according to the requirements set in the regulatory enactment for drawing up of electronic documents.

Project costs schedule

Costs items	Title of the unit	Number of units	Unit costs, LVL (VAT excluded)	Total costs, LVL (VAT excluded)	Costs, LVL				
					eligible			ineligible	
					VAT excluded	VAT (filled in if it is not recoverable)	% of total eligible costs	VAT excluded	VAT
1	2	3	4	5	6	7	8	9	10
1. Costs of developing and approval of the project documentation									
1.1. Development of the construction project and construction costs schedule									
1.2. development of specification of technological equipment									
1.3. construction supervision									
1.4. author's supervision									
<i>Total</i>									
2. costs of purchase, construction, installation, adjustment of technological equipment intended for use of renewable energy resources, which are directly related to ensuring their operation (including costs of training of									

operational personnel of technological equipment), and connection of technological equipment to the electrical system, if the power transmission line, power installations, etc. remain under the ownership of the project applicant									
2.1.									
...									
<i>Total</i>									
3. costs of performance of construction works directly related to activities to be supported									
3.1.									
...									
<i>Total</i>									
4. costs of patent rights and licences for ensuring operation of technological equipment									
<i>Total</i>									
5. Unforeseen expenses (the total amount shall not exceed five per cent of the total eligible costs of the project)									
<i>Total</i>									
Total project costs									

If necessary, the project applicant may add costs items.

Calculation of eligible costs

Planned installed capacity of the technological equipment, kW*	Investments of renewable energy resources planned within the framework of the project, VAT excluded, Ls	Investments of renewable energy resources planned within the framework of the project, VAT excluded, Ls/kW_{th} or Ls/kW_{el}	Maximum permitted investment costs of technologies using renewable energy resources, Ls/kW_{th} or Ls/kW_{el}**	Investments of fossil energy resources, Ls/kW_{th} or Ls/kW_{el}***	Eligible costs, Ls****
1	2	3=2/1	4	5	6=3 or 4 - 5
1.					
2.					
...					

Note:

* - if it is planned to install several technologies within the project, the information shall be filled in for each of them;

** - data in compliance to Table 3 and 4 of these Regulations (Ls/kW_{th} or Ls/kW_{el});

*** - data in compliance to Table 1 and 2 of these Regulations (Ls/kW_{th} or Ls/kW_{el});

**** - Eligible costs shall be calculated in compliance to Paragraph 4 of Annex No. 2 of these Regulations (Ls). In the course of calculation of eligible costs the column “3” shall be used if the investments of renewable energy resources planned within the project (Ls/kW_{th} or Ls/kW_{el}) do not exceed the maximum permitted investment costs in compliance to the capacity range (indices of Tables 3 and 4 of these Regulations). The column “4” shall be used if the investments of renewable energy resources planned within the project (Ls/kW_{th} or Ls/kW_{el}) exceed the maximum permitted investment costs in compliance to the capacity range (indices of Tables 3 and 4 of these Regulations).

Annex No. 3 to the Application Form

Technical analysis

Technical characteristics of the energy source

1. For thermal energy production equipment

No.	Index	Unit	Planned amount	Existing amount*
1.	Installed thermal capacity	MW		
2.	Efficiency			
2.1.	Heating period	%		
2.2.	summer	%		
3.	The total amount of connected average thermal loads			
3.1.	Heating period	MW		
3.2.	summer	MW		
4.	Planned parameters of heat carriers			
4.1.	For steam			
4.1.1.	pressure	MPa		
4.1.2.	temperature	C		
4.2.	For network water			
4.2.1.	Supply temperature	C		
4.2.2.	Return temperature	C		
5.	Transformation rate for heat pumps	–		

6.	Type of fuel	–		
7.	Fuel consumption	t or m ³		

Note. * Average indices of last five years of the thermal energy production equipment to be replaced

2. For electricity generation equipment

No.	Index	Unit	Planned amount	Existing amount**
1.	Installed electrical capacity	MW		
2.	Efficiency	%		
3.	Voltage in the network to which it is planned to connect the energy source	kV		
4.	Generated electricity	MWh		

Note. ** Average indices of last five years of the electricity generation equipment to be replaced

Minister of the Environment

R.Vējonis

Submitted by: Minister of the Environment

R.Vējonis

Approved:

State Secretary

G.Puķītis

13.09.2010. 16:56

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R.Kašs

Ph. 67026538, fax: 67820442

VIDMNotp3_070910_RES2_en; Draft Regulation of the Cabinet of Ministers „Regulations of the Open Tender “Use of Renewable Energy Resources for Reduction of Green House Gas Emissions” for Projects Financed by the Climate Change Financial Instrument” Annex No. 3

e-mail: raimonds.kass@vidm.gov.lv