#### Annex 2 – Application form template

*For information only – application form has to be completed online on using the Scalable Cities Grant platform.*

| **Project Overview** |  |
| --- | --- |
| Project title  | max 500 characters |
| Project duration [in months] | Drop down list 6-7-8-9-10 |
| Country/countries of implementation  | List of countries (drop down list) |
| Size of the main city where the project will be implemented | Combo box* < 100.000 inhabitants
* between 100.000 - 300.000 inhabitants
* > 300.000 inhabitants
 |
| City | max 500 characters |
| **Project Partners** |  |
| Lead applicant: Name of lead applicant | max 500 characters |
| Lead applicant: Type of organisation [local authority or municipality, municipal agency, municipal company, non-profit/civil society organisation, private company, university] | Combo box  |
| Lead applicant: Letter of Political commitment | attachment |
| Project partners (not compulsory) | Button - Add lines for name of the partners |
| Name of applicant | max 500 characters |
| Type of organisation [local authority or municipality, municipal agency, municipal company, non-profit/civil society organisation, private company, university] | Combo box  |
| Link to existing SCC initiative [briefly explain which SSC project has inspired your project or how is your project connected to a SCC project] | max 1000 characters |
| Strand | window button (combo box) |
| Grant amount you are applying for (result of the total number of lump sums requested to implement the action, e.g. 450 \* 50 = **22.500 euros**) | Amount in Euros |
| Budget category | Automatically prefilled (small, medium, large) |
| Budget attachment | Attachment |
| Project abstract [describe in a paragraph the objective of your proposal, emphasising the context, the connection with an SCC project, the stakeholders involved and the expected results]  | max 1000 characters |
| Administrative data of the Lead applicant |
| Contact person  |  |
| Telephone  |  |
| Email  |  |
| Address |  |
| Website  |  |
| **Description of the project** |  |
| Justification [describe the context for requesting this grant, including the problems that will be addressed] | max 2000 characters  |
| Stakeholder engagement [describe the main stakeholders and your strategy to engage them] | max 1500 characters |
| **Deliverables outputs and impacts:**  |
| Action 1 [describe your work plan, including tasks, timeline, key milestones]  | max 1000 characters |
| Baseline [description of the situation at the start of the project]  | max 300 characters |
| Impact achieved [description of the situation at the end of the project]  | max 300 characters |
| Deliverables and outputs (per each action): max 1000 characters |
| Additional actions if needed (plus button) - maximum 20 actions |
| Upload button for SECAP or SEAP |  |
| Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SECAP) developed within the [Covenant of Mayors for Climate & Energy initiative](https://www.eumayors.eu/), formally approved by the local council (or equivalent decision-making body) and approved by or submitted for approval to Joint Research Centre of the European Commission | pdf max 50 mb or link |