



CCREEE PROJECT PREPARATION FACILITY (PPF) APPLICATION PORTAL GUIDEBOOK

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1.0 ABOUT THE PLATFORM

The CCREEE Project Preparation Facility (PPF) receives project applications through an online portal accessed via the PPF webpage: **www.ccreee.org/ppf**. The online portal was developed in collaboration with our partners Climate Invest, therefore e-mail correspondence during registration and application processes will come from the PPF team via Climate Invest. All subsequent communication on applications' outcomes will come directly from the PPF team via **ppf@ccreee.org**.

2.0 REGISTRATION

The registration process for the CCREEE PPF portal consists of four

steps:

- 1. Completing and submitting the registration form
- 2. Email verification
- 3. Creating a CCREEE PPF Climate Invest account
- 4. Accessing the portal

2.1 Submitting the Registration Form

To access the registration form, visit www.ccreee.org/ppf.



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		How to a	apply							
All applications to the Project application consists of an appli	Preparation Facility are t cation form and two mand	to be made online through latory project documents:	the CCREEE's PP	F Application Port	al hosted b	oy Clim	ate In	vest. The	e online	e
 Project Proposal Executive Summary										
Although non-mandatory at this	time, applicants are enco	uraged to include a financial	I model or prelimina	ary assessment of	a project's e	econom	ic via	bility.		
To access the CCREEE PPF App	lication Portal, register an	d create an account by click	king the button belo	W.						
		REGISTE	R							
	If you have already re	gistered, you may log in to t	he CCREEE PPF Ap	plication Portal be	ow.					
		LOG IN AND START YOU	JR APPLICATION]						

You will then be redirected to the registration form at https://climate-invest.fluxx.io/apply/ccreee.

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Registration Process					
The registration process for the CCREEE PPF portal consists of four of	different steps:				
1. Complete and submit the registration form					
 You will receive an email including a verification link When clicking the verification link you will be able to create your period 	rsonal password				
4. You will then have access to the CCREEE PPF Portal where you ca	an work on your application				
(<u>https://climate-invest.fluxx.io</u>)					
Password Requirements					
Your email address will be used as your username. When creating you	ur password, please ensure				
that your password is at least 8 characters in length and includes at le and at least one number (0-9).	ast one uppercase letter (A-Z)				
In order to complete the registration we will verify your organization.	his can take up to two working				
days. You will receive an email once the verification process is comple of the verification process, you will be able to submit your application.	eted. Only after the completion				
Please be aware that all fields marked with * are mandatory fields	i				
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Carefully read through the instructions and note the fields which are mandatory. Please note that the email address entered will be used for all PPF related correspondence and should therefore be a direct email for your project's point of contact rather than a general email address for your organization. Once you have filled out all the necessary fields and agreed to the Privacy Statement, you can submit your registration form.

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Please be aware that all fields marked with * are mandatory fields.						Î
Project Point of Contact						
First Name*						
Last Name*						
Gender* ∽						
Nationality*						
Position Title*						
Project Role*						

2.2 Applicant Verification:

You will receive a verification email from Climate Invest which contains a link to set up an account password. Follow the instructions stipulated in the email as shown below.

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Please	e verify your account				
CI	Climate Invest <do-not-reply.grants01-eu-west-1@fluxx.io> Thu 03/12/2020 10:03 AM To: sapphirevital+2@outlook.com</do-not-reply.grants01-eu-west-1@fluxx.io>	5		\rightarrow	
	Dear Applicant,				
	Thank you for registering with Climate Invest, our project management website.				
	Once you created your password through clicking the link, please use your email address as username to log in to the Portal and start your project application.				
	Create your password: https://climate-invest.fluxx.io/verify/7cf14283fa830c1d0e1fe1c28a10aa42				
	Start your project application: https://climate-invest.fluxx.io				
	When creating your password, please ensure that your password is at least 8 characters long and includes at least one uppercase letter (A-Z) and at least one n	umbe	r (0-9)		
	While you complete your application, we will be processing your registration internally, which may take up to 2 days. You may submit your application at any time after the processing of your registration has been completed.	e inte	rnal		
	With kind regards,				
	The Climate Invest Team				
	Reply Forward				



2.3 Setting up an Account

Follow the link provided in the email and create a password that is at least 8 characters long and includes at least one uppercase letter (A-Z) and at least one number (0-9).



2.4 Accessing the CCREEE PPF Portal

Once you submit your password, you will be automatically redirected to the CCREEE PPF Portal. You can now log in directly into the portal at any time through the CCREEE PPF web page *(www.ccreee,org/ppf)* by clicking the "Log In and Start Your Application" button.

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		How to apply							
All applications to the F application consists of a	Project Preparation Facility a n application form and two m	are to be made online through the CCREEE's PPF Application Portal hoste andatory project documents:	ed by	Clima	ate Ir	nvest.	The o	online	
 Project Proposal Executive Summar	y								
Although non-mandatory	at this time, applicants are e	ncouraged to include a financial model or preliminary assessment of a project	t's eco	onom	ic via	bility.			
To access the CCREEE P	PF Application Portal, registe	r and create an account by clicking the button below.							
		REGISTER							
	If you have alread	ly registered, you may log in to the CCREEE PPF Application Portal below.							
		LOG IN AND START YOUR APPLICATION						^	



You will be directed to *https://climate-invest.fluxx.io* to enter your account details. The email address used to register is your username. You may bookmark this webpage for ease of logging into the portal.

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← → C	https://climate-invest.fluxx.io/user_sessions/new				Q	*	£≞	¢	SV	
	Login Now: Username Password Sign in Reset or create password	Welc	ome!	Registration New Applications to PI New Applications to G Catalyst - please regist New Applications to C Facility - please regist If you are already registed using your login password, please use link. Requesting Help In case you are facing you have any question team. Please do not you are interested in.	FAN - please register ET.invest Finance ster here. CREEE Project Prep ter here. istered, please login credentials. If you for the 'Reset or create difficulties when logg ns, please contact ou forget to mention the	here.	on e left your vord' op if gram			

Although you will be able to access the application portal and fill out the online form, you will not be able to submit an application until your account has been verified internally. Internal verification will

take approximately 2 business days to complete. When your account has been verified you will receive an email indicating successful registration to the CCREEE PPF Portal.





3.0 APPLICATION PROCESS

The image below displays the welcome page of the CCREEE PPF Application portal accessed through *https://climate-invest.fluxx.io.*



Through the portal, applicants are required to:

1. Complete an online application.

- 2. Attach two project documents:
 - Project proposal (MS Word Format- Max 20 pages) (mandatory)
 - Executive Summary (MS Word Format) (mandatory)
 - Financial Model (optional) Organization Documents e.g. commercial register (optional)

You may start a new application at any time by clicking on the blue New Application" button at the bottom of the menu bar displayed on the left hand of the portal's opening page. The application portal contains four main sections:

- 1. Information
- 2. People
- 3. Organizations
- 4. Applications

3.1 Information

The 'Application Guideline' tab is housed in the Information section. It provides an overview of the application process and project eligibility inclusive of the country, organization, technology, and project type criteria (See Box 1). You may click one of the "Start New Application" buttons on this page to start a new application.

3.2 People

In this section entitled "My Profile" you will find an overview of the contact information for your project's point of contact as provided in the registration form submitted. You may add or edit your profile information by clicking on the "Edit" button on the top right-hand corner of the screen. Ensure to "Save and Close" any new information added to successfully update the profile.

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	Search		Edit 🛱
INFORMATION	Jane Doe janedoe@gmail.com Sunshine Solar Inc. Work Phone:	Jane Doe	
Application Guidelines PEOPLE (1)		Contact Information	
My Profile (1)		First Name:	Jane
		Last Name:	Doe
ORGANIZATIONS (1) 🚽		Prefix:	
My Organization (1)		Job title:	Operations Direction
		Project Role:	Project Manager
APPLICATION DRAFTS -		Email:	janedoe@gmail.com
Application Drafts		Skype ID:	
APPLICATIONS (1) 🚽		Organisation:	Sunshine Solar Inc.
Sent back Applications Submitted Applications (1)			
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INFORMATION			Contact Informat	ion	
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PEOPLE (1)			First Name	Jane	
ORGANIZATIONS (1) My Organization (1)			Last Name	Doe	
APPLICATION DRAFTS			Suffix		
			Title	Operations Direction	
Sent back Applications Submitted Applications (1)			Project Role Email	Project Manager janedoe@gmail.com	
New Application			Skype ID		
🔆 FLUXX	•		vvork Phone	Cancel Sav	e and Continue Save and Close

3.3 Organizations

Similarly, you can find details entered in the registration form on your organization within the "My Organization" tab. Please note that information within this section will only be visible when your registration has been verified internally.

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	Search		Edit
	Sunshine Solar Inc. Old Street Roseau	Sunshine Solar Inc. Old Street Roseau	
Application Guidelines		Contact Information	
PEOPLE (1) 🛛 🚽		Acronym:	
My Profile (1)		Street Address:	Old Street
1		Addition Address Information:	
ORGANIZATIONS (1)		State Country:	Boseau
My Organization (1)		Postal Code:	100044
		Organization Phone:	
		Email Address:	
Application Drafts		Website:	
APPLICATIONS (1)		Primary Contact:	Jane Doe
Sent back Applications			
Submitted Applications (1)			
New Application			
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Information within this section can be edited by clicking on "Edit" on the top right-hand corner of the screen. Ensure to "Save and Close" any new information added to successfully update your organization's information.

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				ORGANIZATION*	Sunshine Solar Inc.	
				Contact Information	on	
				Acronym	SSI	
				Street Address	Old Street	
				Street Address 2		
				Country		
				State/Province	~	
				City	Roseau	
				Postal Code		
				Organization Phone (xxx) xxx-xxxx		
				Email	info@ssi.org	
				Website	sunshinesolardominica.com	
			_	Primary Contact	Jane Doe 🗸	
FLOXA	<u>~</u>	1 - 1 of 1	PF		Cancel	Save and Continue Save and Close

BOX 1- PROJECT ELIGIBILITY OVERVIEW

Country Criteria:

Sustainable energy projects must be situated in at least one of the CARICOM Member States to be eligible:

CARICOM MEMBER STATES				
Antigua and Barbuda	Dominica	Jamaica	Saint Vincent and the Grenadines	
Bahamas	Grenada	Monserrat	Suriname	
Barbados	Guyana	Saint Kitts and Nevis	Trinidad and Tobago	
Belize	Haiti	Saint Lucia		

Organization Criteria:

The following applicants are eligible to apply to PPF services:

- Private sector developers, project owners or integrators, NGOs, and single-purpose vehicles
- Private sector component of a public private partnership
- Mixed capital companies (public or private). Regardless of the ownership participation, companies within this type must operate under private sector or corporate code.

Technology Areas and Sectors:

Projects may utilize renewable energy and energy efficiency technologies, products, or services. Hybrid energy solutions or services using renewable energy must contain an adequate share of renewable energy generation capacity to be applicable for PPF support. The technology areas accepted include (but are not limited to):

POWER GENE	ERATION AND E	ENERGY SERVICE	SOLUTIONS			
Biomass	Energy Storage	Waste to Energy	Hydropower			
Geothermal	Biogas	Solar PV and Thermal	Distributed and Offgrid Generation			
Ocean Technologies Biofuel	Wind					
ENERGY EFFICIENCY						
Audits	Energy Management Programmes	Implementation of Energy Efficiency Solutions/Measures	Demand Side Reduction Programmesv			
NEXUS APPLICATIONS						
Water	Health	Food and Agriculture	eMobility			
Productive Use of clean Energy						

Types of Projects:

Greenfield, brownfield, and scale-up projects whether downstream based on existing technologies or upstream based on the introduction of innovation, are eligible to apply.

3.4 Applications

To start a new application, click the blue "New Application" button on the bottom left-hand side of the screen. The online application form will open. Carefully read the instructions and fill out the fields in the sections: Organization Information, Point of Contact, and Project Information. Attach your Project Proposal and Executive Summary (Financial Model non-mandatory) in the Documents section.

On the bottom right hand of the editable application screen, click "Cancel" to exit an application without saving changes. Click "Save and Close" to save changes made and exit the application. Click "Save and Continue" to save the changes input and continue working on the application.



Through the "Applications" tabs you can access an overview of:

- Application Drafts
- Sent Back Applications
- Submitted Applications

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Application Guidelines				
PEOPLE (1) 🚽				
My Profile (1)		Status	New	
ORGANIZATIONS (1) 🛛 🚽				
My Organization (1)		► Table Of Contents		
APPLICATION DRAFTS (1) 🚽				
Application Drafts (1)		1. Organization Inform	ation	
APPLICATIONS (1)		Name or Trade Name:	Sunshine Solar Inc.	
Sent back Applications (1)		Acronym: Name of Legal		
Submitted Applications		Representative:	Old Street	
		District:	on once	
New Application		Country:		
		Email:	info@ssi.org	
📥 FLUXX 🌼 🔫	1 - 1 of 1 🕨			Dismiss Submit

3.4.1 Application Drafts

You may save your application and return to complete it at a later date. Saved applications can be found in this section of the portal. To open a saved application, click on "Application Drafts" in the main menu to the left of the screen and click on your application. To edit the application, click the "Edit" button at the top right-hand corner of the screen.

To submit an application, click the "Save and Close" to exit the editable application form. Carefully review your application and click the "Submit" button on the bottom right-hand corner of the screen.

If you would like to delete a draft, click the "Delete" button on the bottom lefthand corner of the application form.

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				Table Of Content	ts
				You have been linked t	to your organization. Please re-save the application to link the organization to
				une approation (1010	
				1. Organizatio	on Information
				Organization	Sunshine Solar Inc. Add New
				Location	
				Looditon	Sunsnine Solar Inc neadquarters V
				Point of Contact	Add New
				Legal Representative	V Add New
				Delete	Cancel Save and Continue Save and Close

Please note that if there are any required fields which you have left empty, the system will flag those areas and will not allow you to submit your application. Once rectified, your application can be successfully submitted. Upon successful submission, you will receive a confirmation email. The CCREEE PPF team will assess your application and inform you of an outcome within 1 month of the submission date. Your application may be accepted, rejected, or sent back with suggested changes from the CCREEE PPF assessment team.

3.4.2 Sent Back Applications

If your application is sent back to you, you will receive an email outlining the next steps. Such applicants are encouraged to address the highlighted areas, make the required changes, and resubmit their applications. Sent back applications will appear in this section of the portal and are to be edited using the same method outlined in the section above. Re-submitted applications will be assessed and reverted within 1 month.

3.4.3 Submitted Applications

Submitted applications will be listed in this section and you can track the status of your application.

Additionally, to log out of the portal or change your password click the gear shaped button at the bottom of the menu bar as shown in the image below.

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	Search		Edit 🖨
INFORMATION	Sunshine Solar Inc. CCREEE Open Call Status: New Submitted:		
Application Guidelines			
PEOPLE (1)	•		CARICOM
My Profile (1)		Status	New
ORGANIZATIONS (1)	•		
My Organization (1)		► Table Of Contents	
APPLICATION DRAFTS (1)	•		
Application Drafts (1)		1. Organization Informati	on
APPLICATIONS (1)	_	Name or Trade Name:	Sunshine Solar Inc.
Sent back Applications (1)		Acronym: Name of Legal	
Submitted Applications		Representative: Address	Old Street
New Application		Country: Telephone:	
📥 ELLIXX	A	Email:	info@ssi.org
	◀◀ 1-1 of 1 ▶▶		Dismiss Submit

4.0 PROJECT ACCEPTANCE

If your project is accepted for support by the PPF, the CCREEE Team will contact you via your application email address with details on establishing the partnership.

For any additional information on the CCREEE PPF please contact ppf@ccreee.org.