



**CCREEE**

CARIBBEAN CENTRE FOR RENEWABLE  
ENERGY & ENERGY EFFICIENCY

# 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](https://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](mailto:ppf@ccreee.org).

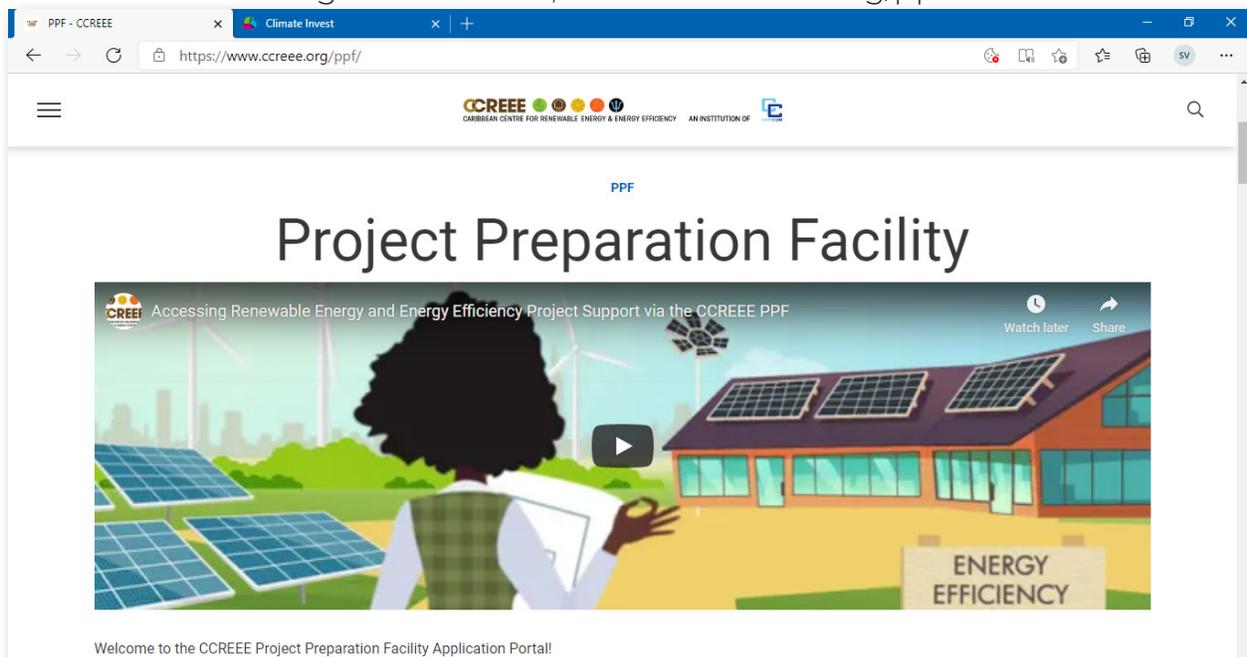
## 2.0 REGISTRATION

The registration process for the CCREEE PPF portal consists of four steps:

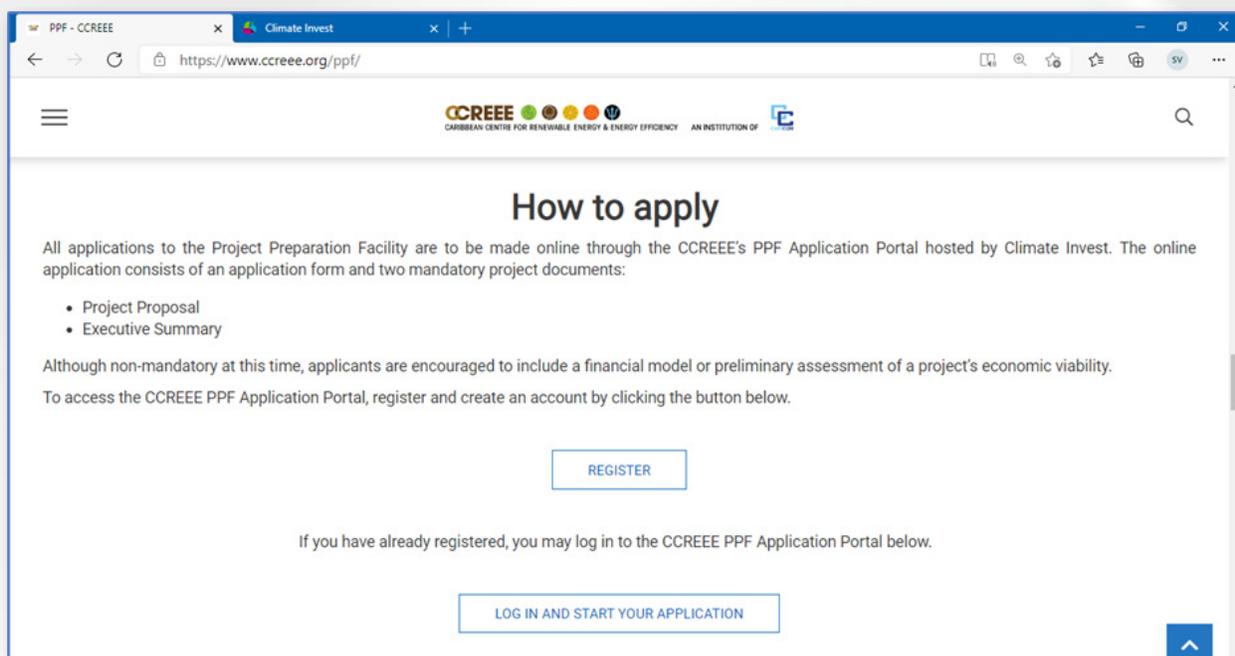
1. Completing and submitting the registration form
2. Email verification
3. Creating a CCREEE PPF Climate Invest account
4. Accessing the portal

### 2.1 Submitting the Registration Form

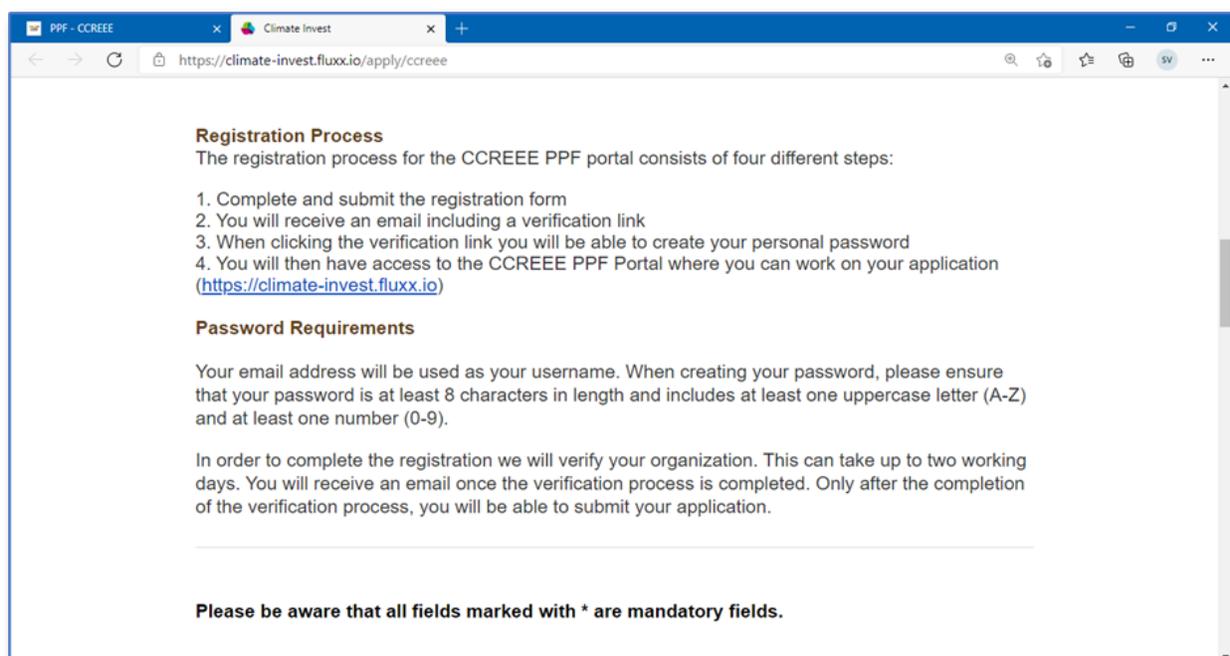
To access the registration form, visit [www.ccreee.org/ppf](https://www.ccreee.org/ppf).



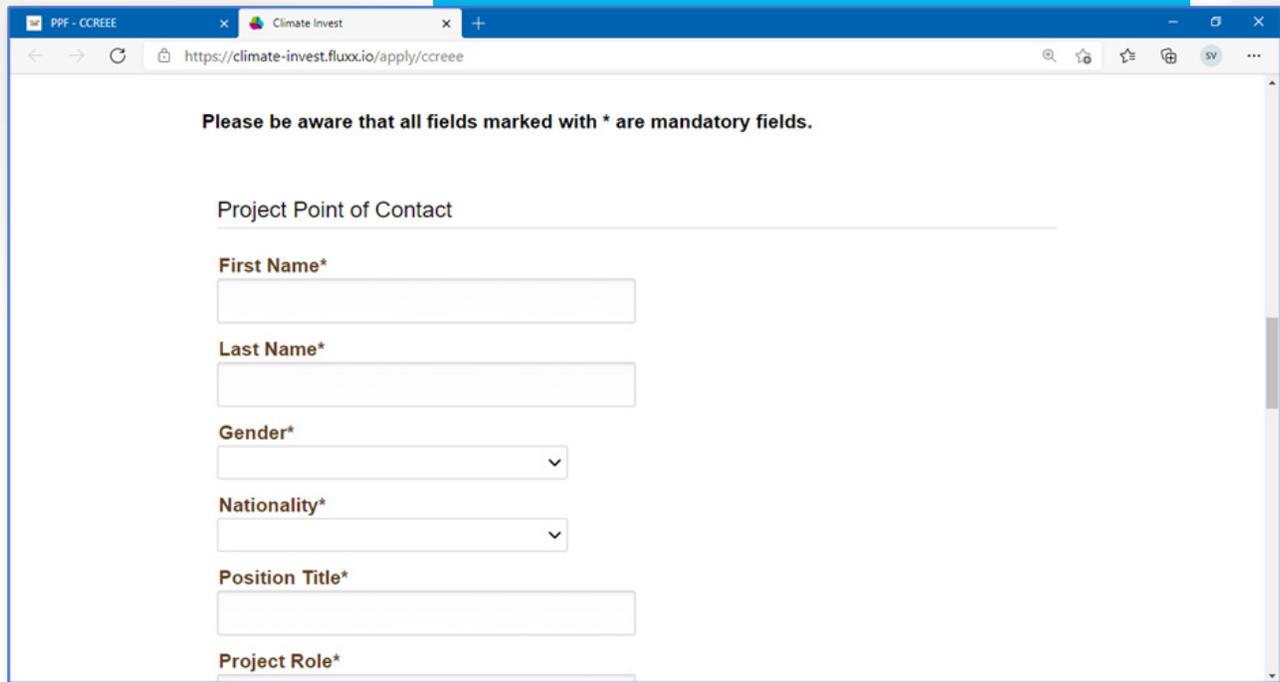
Navigate to the bottom of the page to section titled "How to apply" and click the "Register" button.



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



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.



**Please be aware that all fields marked with \* are mandatory fields.**

Project Point of Contact

**First Name\***

**Last Name\***

**Gender\***

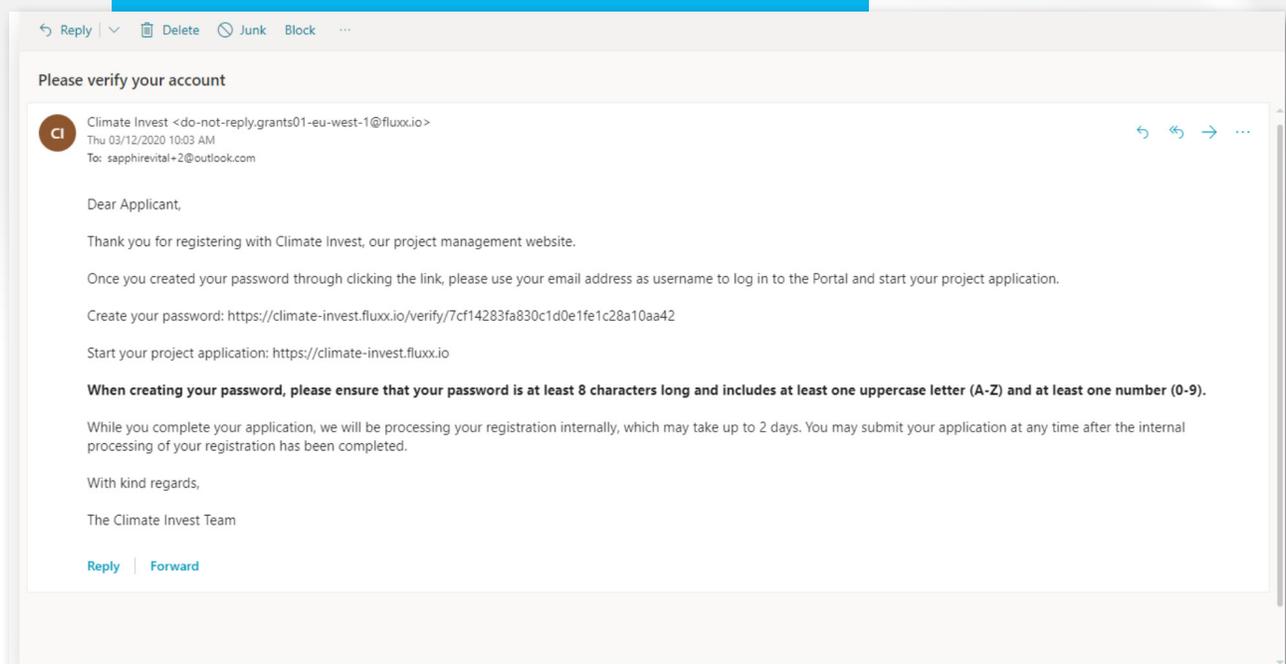
**Nationality\***

**Position Title\***

**Project Role\***

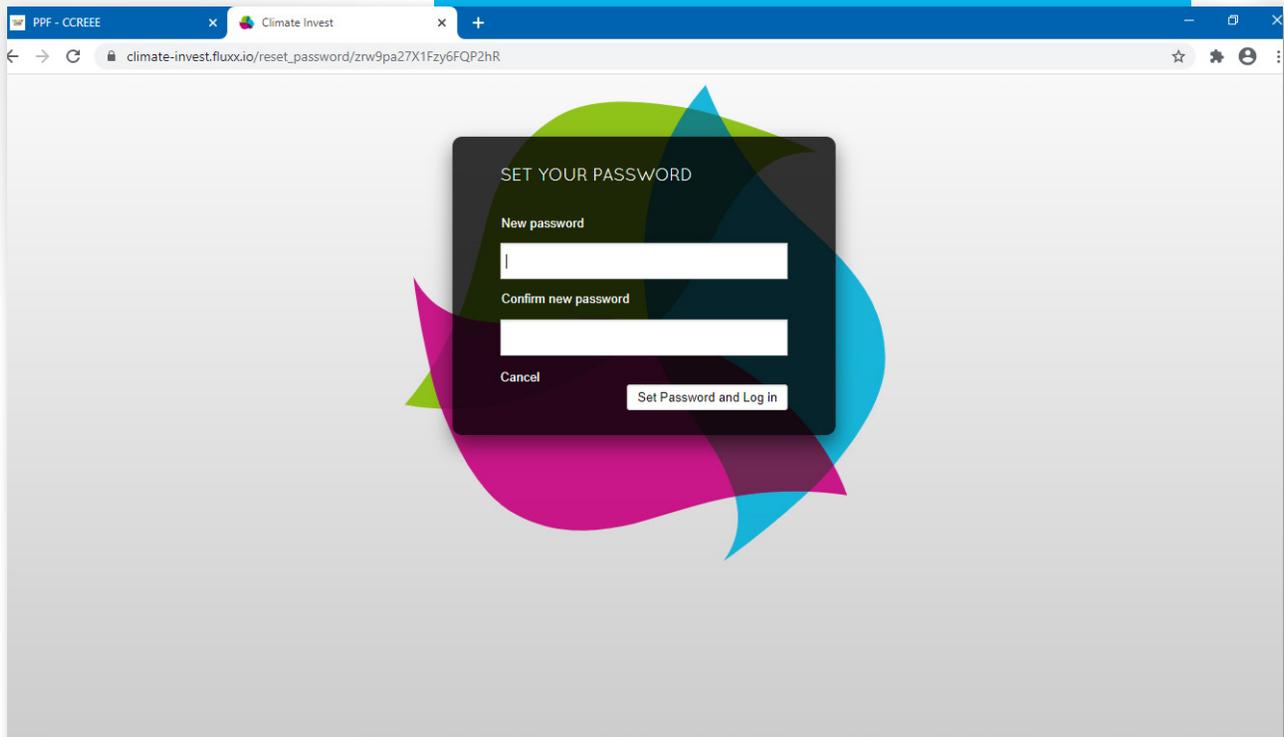
## 2.2 Applicant Verification:

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.



## 2.3 Setting up an Account

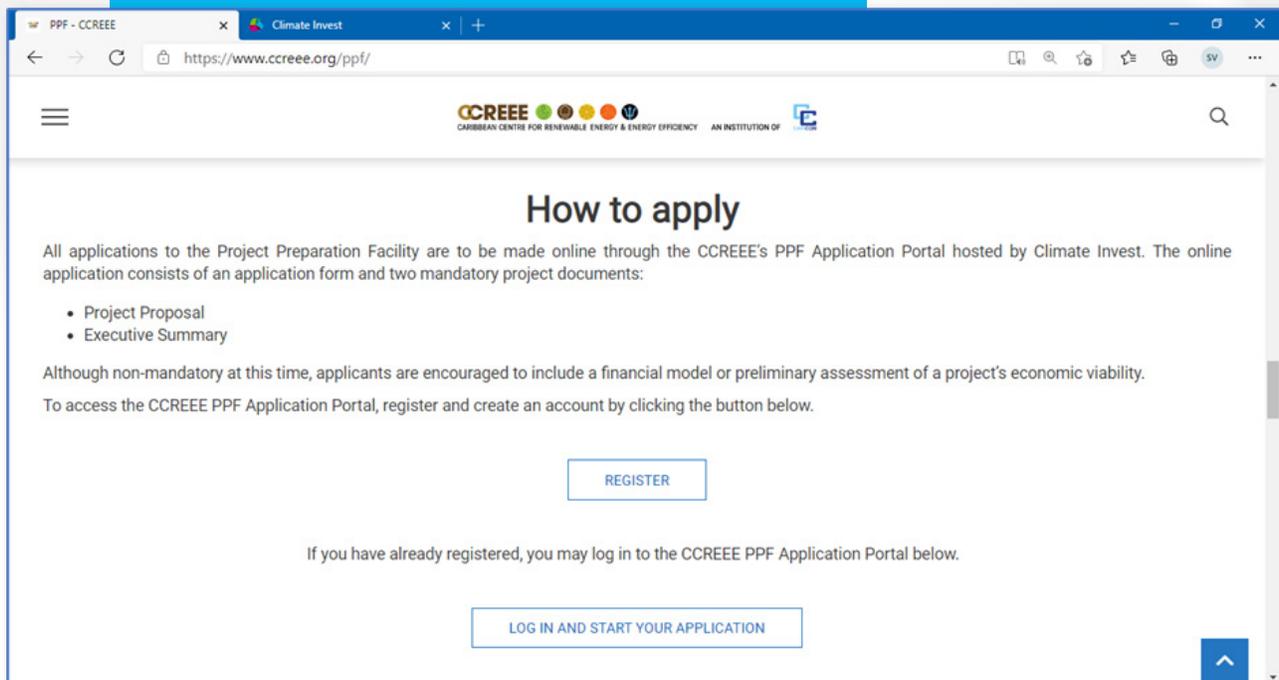
Follow the link provided in the email and create a password that is at least 8 characters long and includes at least one uppercase letter (A-Z) and at least one number (0-9).



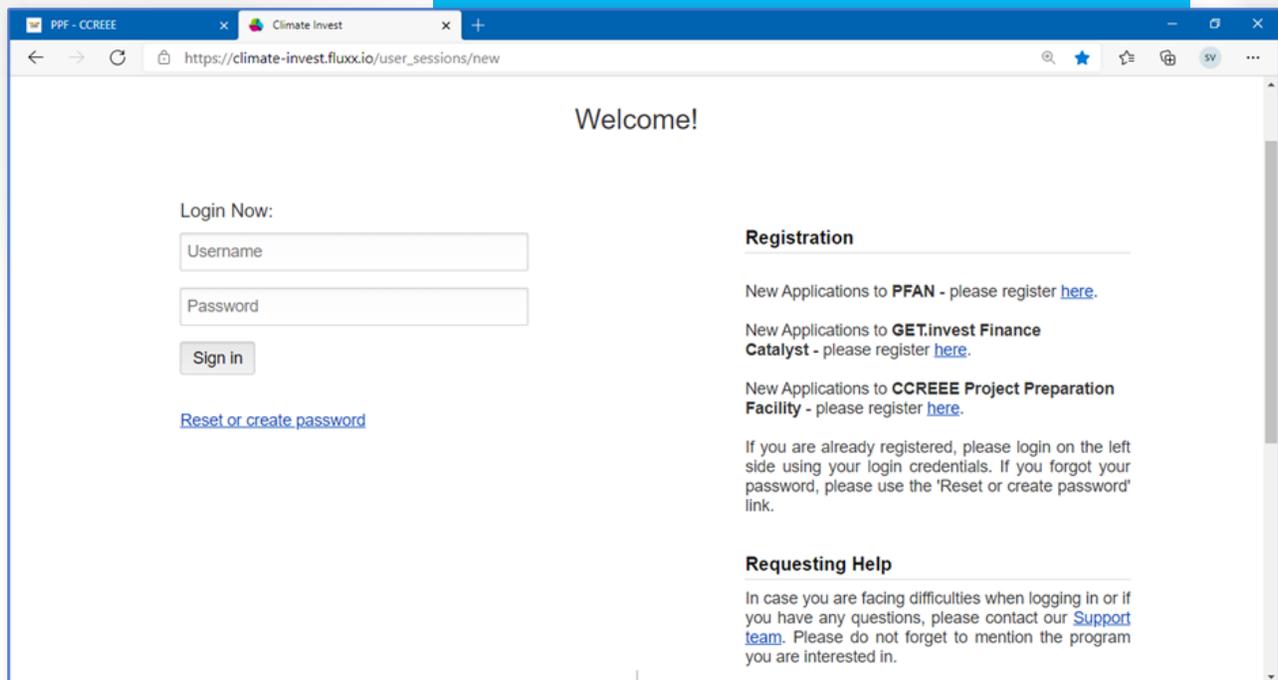
The screenshot shows a web browser window with two tabs: 'PPF - CCREEE' and 'Climate Invest'. The address bar displays the URL 'climate-invest.fluxx.io/reset\_password/zrw9pa27X1Fzy6FQP2hR'. The main content area features a dark-themed modal window titled 'SET YOUR PASSWORD'. This modal contains two input fields: 'New password' and 'Confirm new password'. Below these fields are two buttons: 'Cancel' and 'Set Password and Log in'. The background of the browser window is decorated with colorful, abstract shapes in shades of green, blue, and pink.

## 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](http://www.ccreee.org/ppf)) by clicking the “Log In and Start Your Application” button.

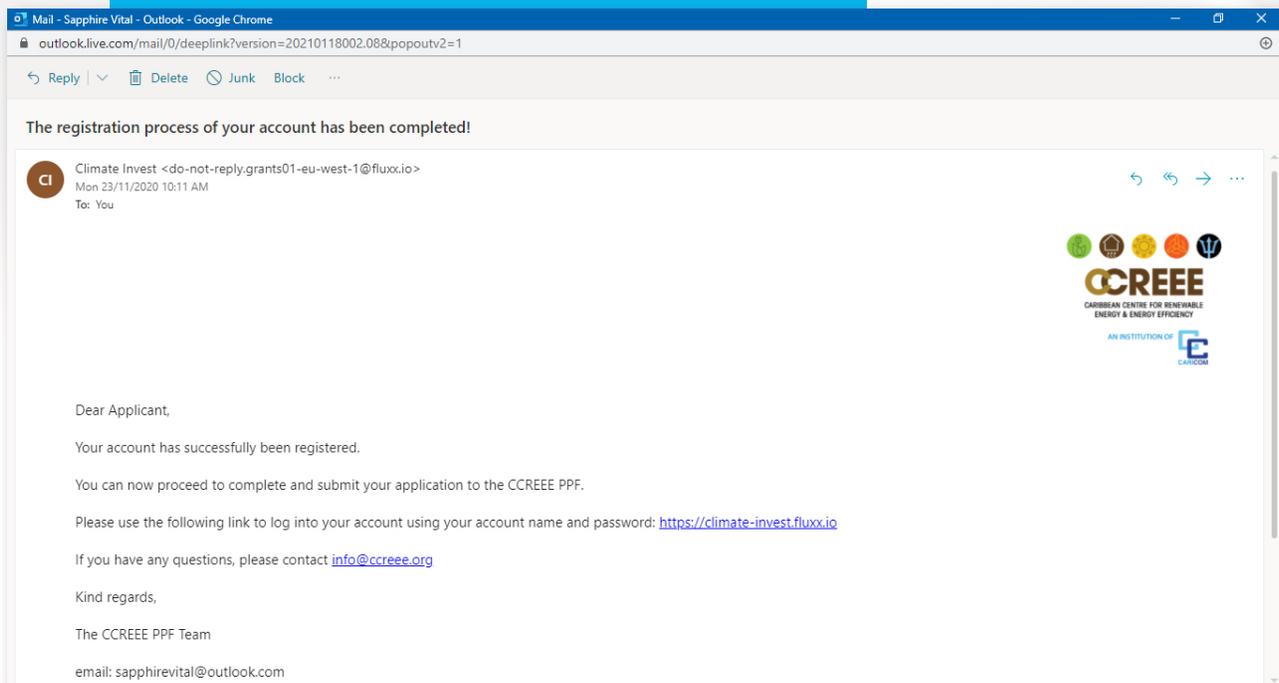


You will be directed to <https://climate-invest.fluxx.io> to enter your account details. The email address used to register is your username. You may bookmark this webpage for ease of logging into the portal.



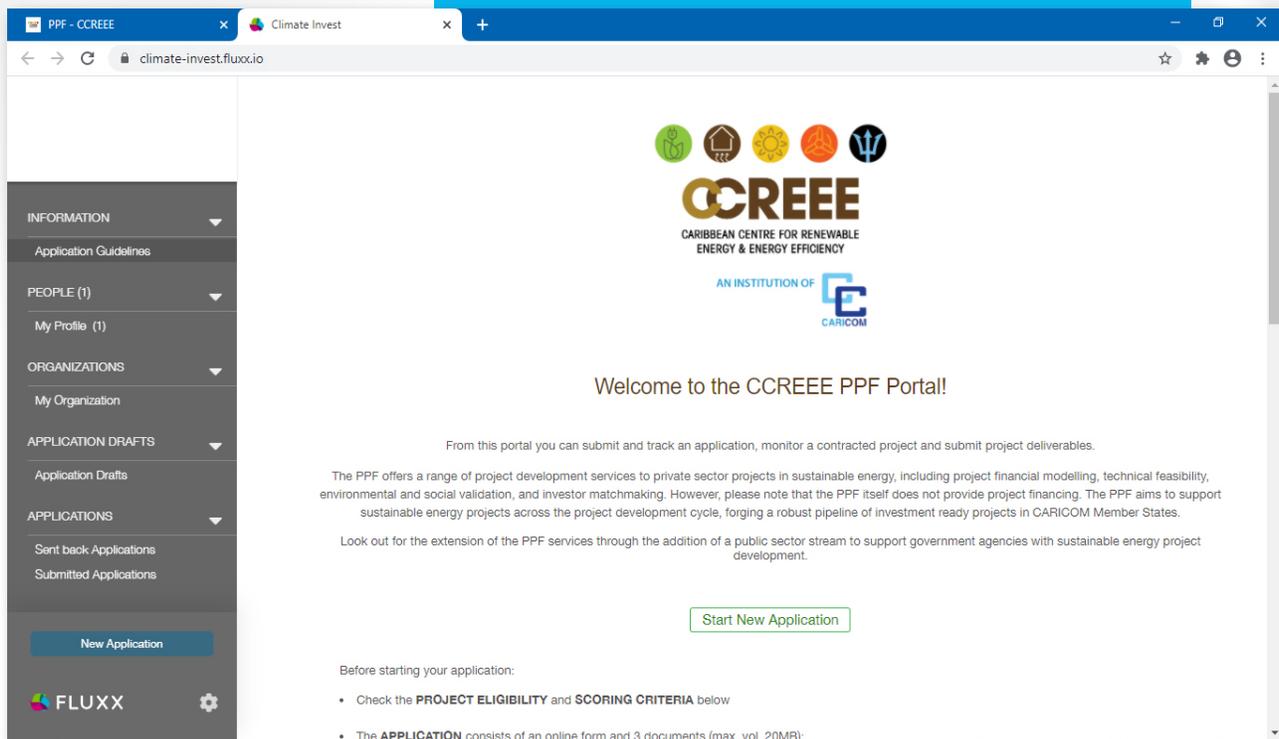
Although you will be able to access the application portal and fill out the online form, you will not be able to submit an application until your account has been verified internally. Internal verification will

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.

PPF - CCREEE Climate Invest climate-invest.fluxx.io/dashboard/index

Search... Edit

Jane Doe  
janedoe@gmail.com  
Sunshine Solar Inc.  
Work Phone:

**Jane Doe**  
janedoe@gmail.com - Sunshine Solar Inc.

**Contact Information**

First Name:	Jane
Last Name:	Doe
Prefix:	
Job title:	Operations Direction
Project Role:	Project Manager
Email:	janedoe@gmail.com
Skype ID:	

Organisation: Sunshine Solar Inc.

Documents

FLUXX 1 - 1 of 1

PPF - CCREEE Climate Invest climate-invest.fluxx.io/dashboard/index

Search... 1 Update Available

Jane Doe  
Sunshine Solar Inc.  
Work Phone:

**Contact Information**

Prefix

First Name

Middle Initial

Last Name

Suffix

Title

Project Role

Email

Skype ID

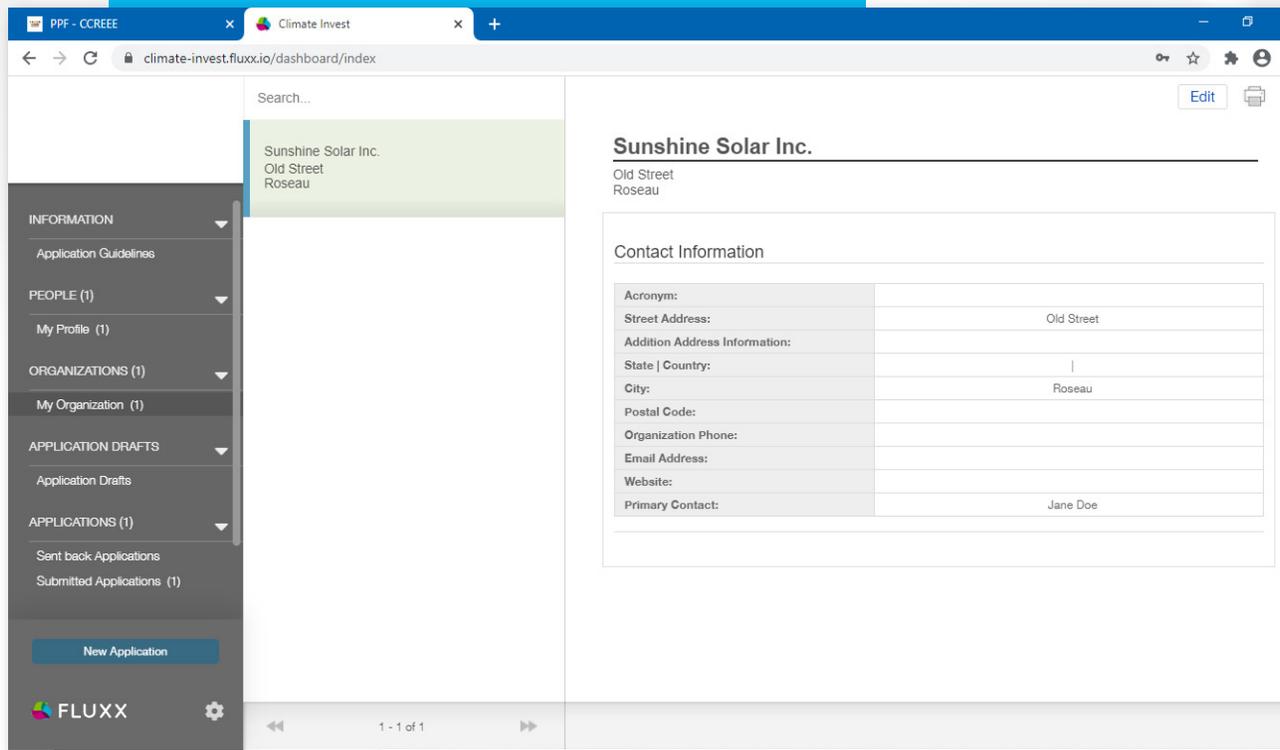
Work Phone

Cancel Save and Continue Save and Close

FLUXX 1 - 1 of 1

### 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.



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.

The screenshot shows a web browser window with two tabs: "PPF - CCREEE" and "Climate Invest". The address bar displays "climate-invest.fluxx.io/dashboard/index". The page content is divided into a sidebar and a main content area.

**Sidebar:**

- Search: Sunshine Solar Inc., Old Street, Roseau.
- INFORMATION
  - Application Guidelines
- PEOPLE (1)
  - My Profile (1)
- ORGANIZATIONS (1)
  - My Organization (1)
- APPLICATION DRAFTS
  - Application Drafts
- APPLICATIONS (1)
  - Sent back Applications
  - Submitted Applications (1)
- New Application

**Main Content Area:**

**ORGANIZATION\*** Sunshine Solar Inc.

**Contact Information**

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

Buttons: 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	Montserrat	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 GENERATION AND 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 Programmes
NEXUS APPLICATIONS			
Water	Health	Food and Agriculture	eMobility
Productive Use of clean Energy			

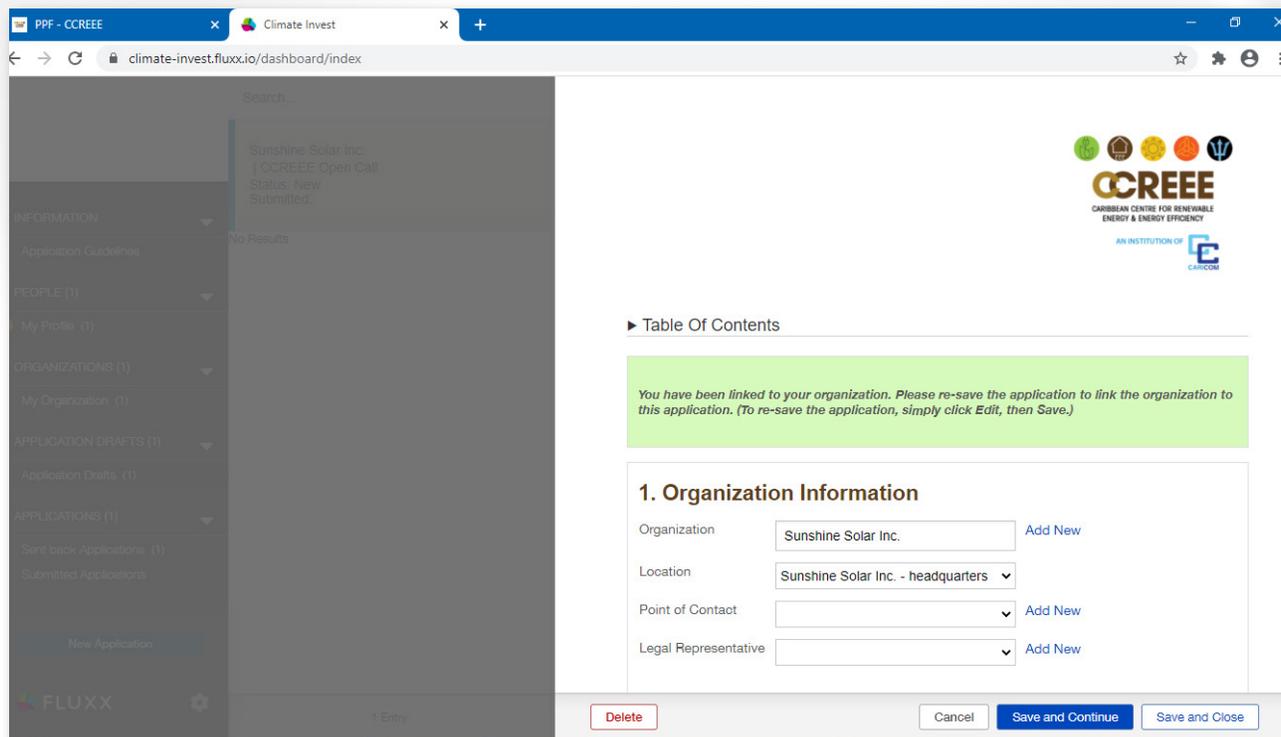
### Types of Projects:

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

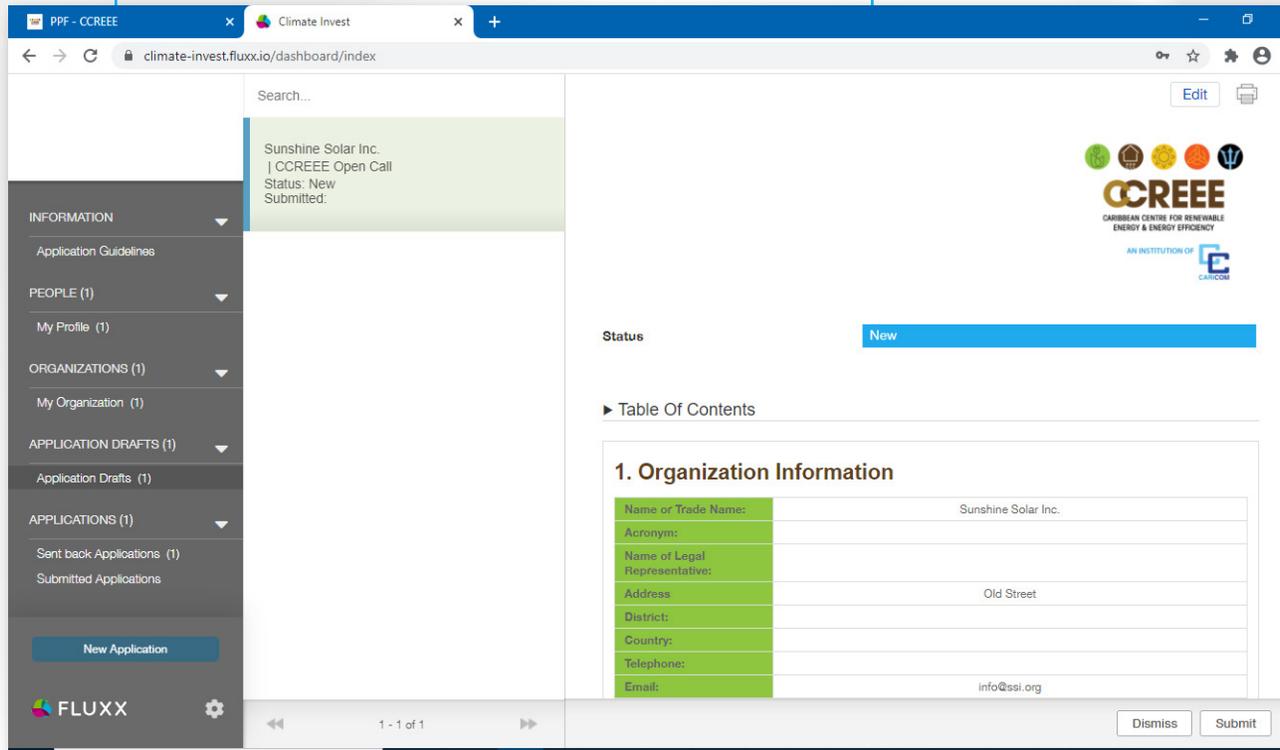
To start a new application, click the blue “New Application” button on the bottom left-hand side of the screen. The online application form will open. Carefully read the instructions and fill out the fields in the sections: Organization Information, Point of Contact, and Project Information. Attach your 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

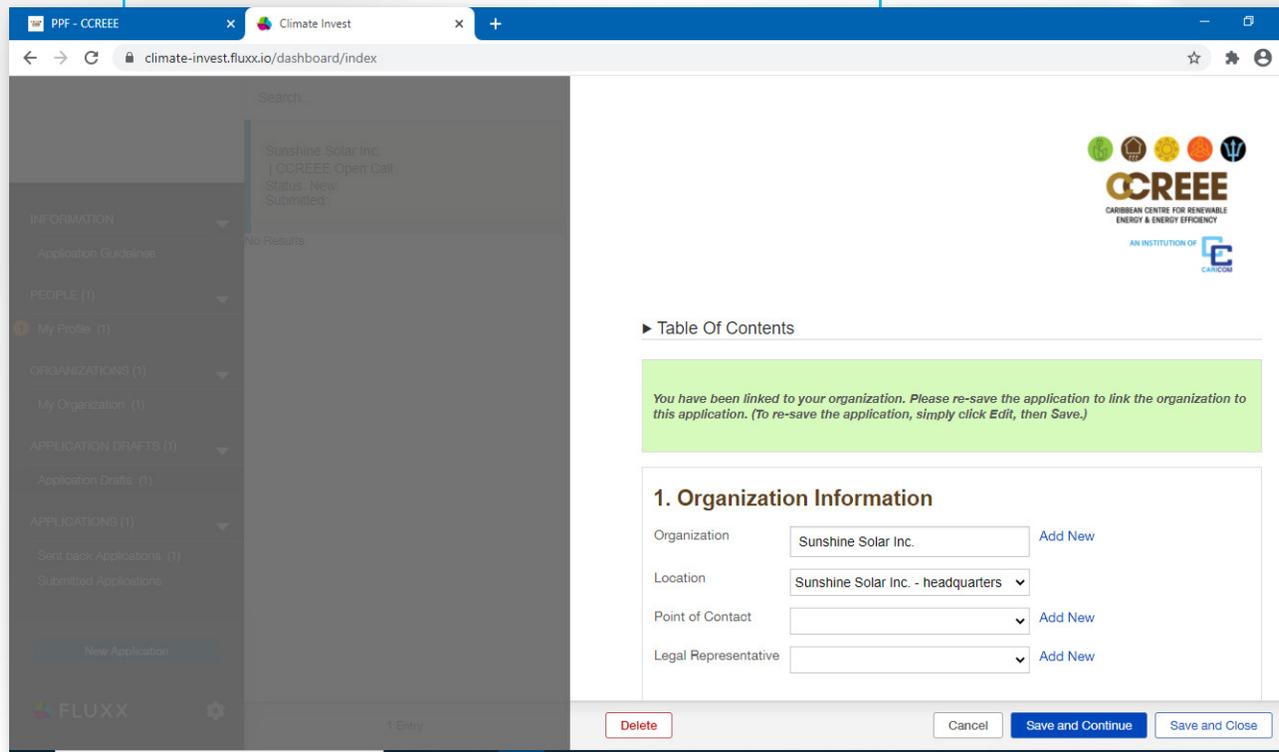


### 3.4.1 Application Drafts

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 left-hand corner of the application form.



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.

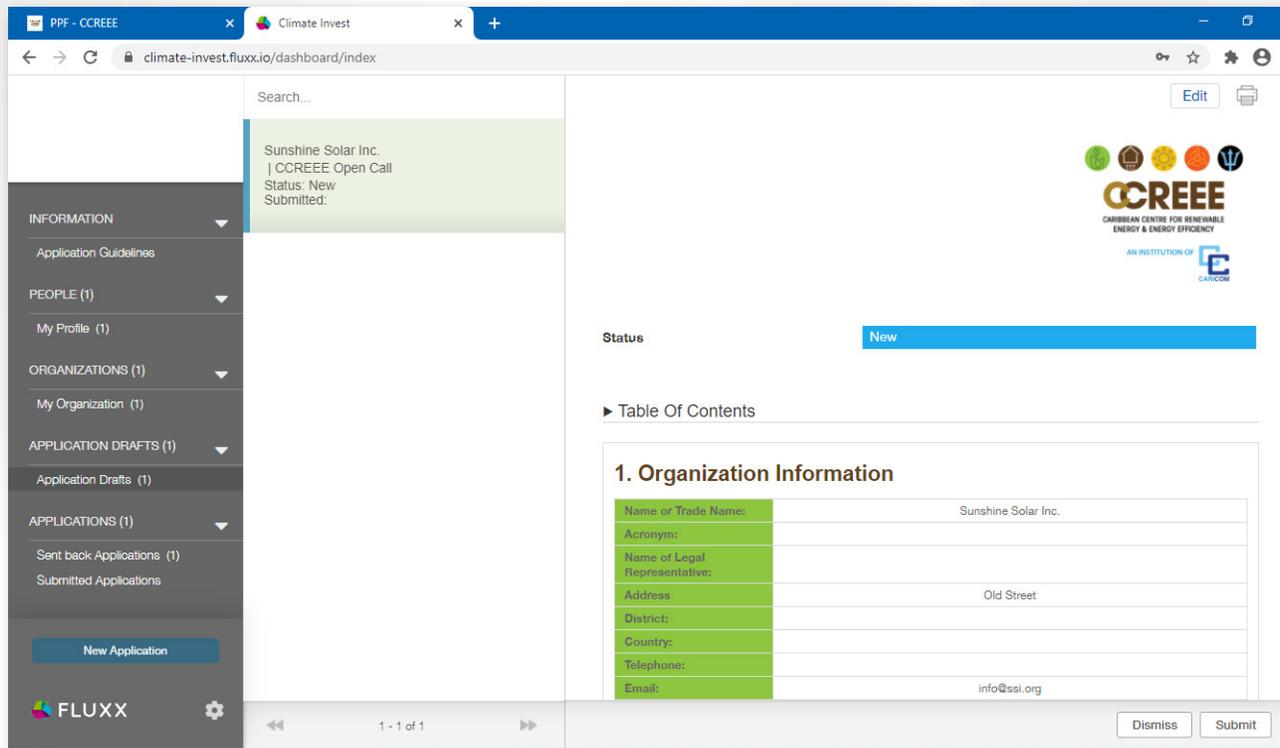
### 3.4.2 Sent Back Applications

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.



## 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](mailto:ppf@ccreee.org).