

## **PROSPECT Guidelines for applicants**

V1, March 2026



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# 1. About the PROSPECT Academy

## 1.1. Background and overall objective

Building on over 8 years of experience and having supported more than 400 Local and Regional Authorities (LRAs) in Europe and Beyond, PROSPECT is launching the third edition of its capacity building programme. The programme is hosted on the [PROSPECT Academy](#), which will act as a gateway to access online courses, learning materials, tools and peer-learning and mentoring activities on innovative financing schemes and enabling structures for energy and climate actions.

By **innovative financing schemes**, PROSPECT refers to non-traditional ways of raising funds and facilitating sustainable energy and climate investments by mixing different sources (own funds, public and private funds) or engaging different partners (e.g., citizens, private sector). These innovative financing schemes include:

- Energy Performance Contracting (working with ESCOs)
- Revolving funds and Intracting
- White certificates
- Blending with own funds
- Use of ELENA/PDA instruments
- Incentives to electric mobility
- Citizen financing (crowdfunding)
- Third-party financing
- Green Bonds

By **enabling structures**, PROSPECT refers to:

- One-Stop-Shops
- Energy agencies
- Energy communities

The PROSPECT Academy will include three levels of learning:

**Level 1 - The PROSPECT Community**

Level 1 is open to all and provides open access to a variety of learning tools and resources. Participants can explore introductory materials such as interactive videos, handbooks and a library of best practices (called the PROSPECT stories) on innovative financing schemes, enabling structures and sustainable energy investments. Participants will be able to learn at their own pace and test their knowledge thanks to interactive quizzes and self-assessment tools.

**Level 2 - The PROSPECT peer-learning programme**

Level 2 is the core of the PROSPECT capacity building programme, where peer learning becomes practical, hands-on and project driven. Following the online classes open to all, participants from eligible LRAs or their agencies can apply to join a peer-to-peer **learning group** with one dedicated mentor, focusing on one innovative financing scheme or enabler. In this deeper **learning programme**, mentees and their mentor work together both in online meetings and activities, and during a 1.5-day study visit to the mentor’s location.

**Level 3 - The PROSPECT advanced mentoring programme**

Participants wishing to go further can access individual mentoring sessions with experts to support the development and implementation of their projects.

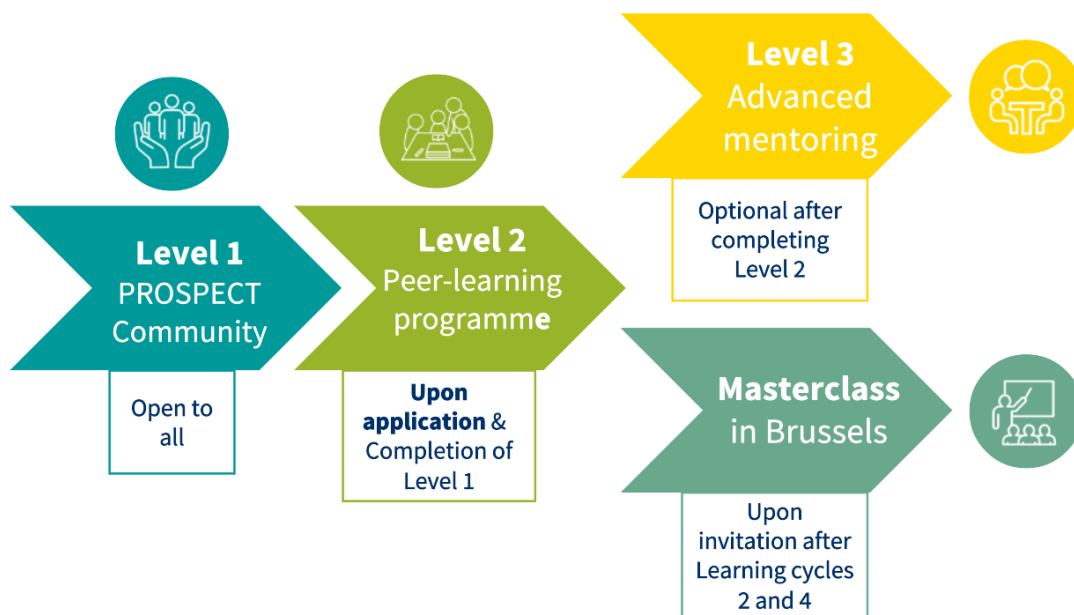


Figure 1: Learning journeys in the PROSPECT Academy

PROSPECT aims to engage a community of 500 practitioners, among which a total of 300 local and regional authorities will join the PROSPECT Peer-learning programme in one of its four learning cycles.

This guidance document mostly refers to the Level 2 – PROSPECT peer-learning programme.

## 1.2. Description of the PROSPECT Peer-learning programme

In order to participate in the PROSPECT Peer-learning programme (Level 2), participants need to fill out an application form (See Appendix A). Once selected, and before the Level 2 group activities start, participants will have to register to the [PROSPECT Academy](#) and complete Level 1 activities (access to video lessons, learning materials and self-assessment activities), as a starting point of their learning journey. Level 1 activities can be completed in a couple of hours and at the participant’s own pace.

PROSPECT will organise 4 learning cycles. In each learning cycle, PROSPECT aims to create at least 14 Peer-learning groups, each of them gathering from 5 to 7 participants, focusing with an expert mentor on one financing scheme or enabling structure.

PROSPECT will launch four calls for applications to engage public authorities in the Peer-learning programme of its four learning cycles, starting respectively in May and December 2026, July 2027 and February 2028. The respective calls for applications will open 2 months before the start of each learning cycle.

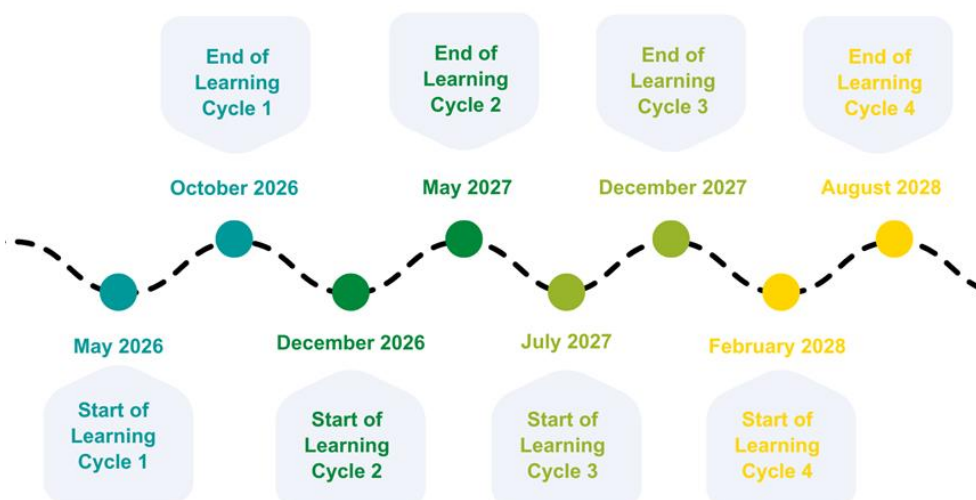


Figure 2: General timeline of the PROSPECT Learning cycles



Figure 3: Steps of the PROSPECT peer learning programme

The PROSPECT Peer-learning programme is designed to enable deeper learning, based on mentees' learning needs and practical project examples. Mentees will learn more about how the financing scheme or enabling structure was implemented by the mentor, including technical and governance aspects, and will get hands-on advice on how to move on with their own local projects. They will also have the possibility to access further educational resources, learning materials and tools.

After completing all steps of the Peer-learning programme (see figure 3), participants can request to benefit from Level 3 Advanced-mentoring (optional), which consists of bilateral online meetings with their mentors. In addition, two masterclasses (optional) will be organised in Brussels after the learning cycles 2 and 4, for mentees with the most advanced projects, who will be invited to attend.

### EU groups – Local groups

The PROSPECT Peer-learning groups can operate in two different contexts: at the EU level or the Local level.

- In EU- groups** (gathering up to 5 mentees from different European countries), the PROSPECT Peer-learning programme will be carried out in English. Participants must have a B2<sup>1</sup> command of English to be able to take part in the programme activities.

<sup>1</sup> [https://eeas.europa.eu/sites/default/files/9.\\_languages\\_common\\_european\\_framework\\_of\\_reference\\_en.pdf](https://eeas.europa.eu/sites/default/files/9._languages_common_european_framework_of_reference_en.pdf)

- **In Local- groups** (gathering up to 7 mentees from the same country), the PROSPECT Peer-learning programme will be carried out in the country's language. This possibility can be offered for the following countries/languages: Czech/Slovak, German, Spanish, French, Italian, Slovenian/Croatian. Information on open local groups in each Learning Cycle, and the dedicated application forms, will be published on the project website <https://www.h2020prospect.eu/apply-prospect-peer-learning-programme>.

Each group will focus on a financing scheme or enabling structure and work together both in online meetings and activities in a shared workspace, as well as in-person during a 1.5-day study visit to the mentor's location.

### What is expected from participants

When joining the PROSPECT Peer-learning programme, participants commit to undertake all online and in presence (study visit) activities, as well as the necessary preparation and follow-up work, according to the instructions given by their mentor.

Participants will dedicate approximately 4 to 5 working days throughout the whole learning cycle (including the travel time for the 1.5-day study visit hosted by the mentor). The duration of a learning cycle is flexible, ranging from 4 to 6 months, depending on the internal organisation in each group.

## 1.3. Participants and eligibility criteria

### Participants profiles

We seek participants from local or regional authorities (and/or their agencies) who are interested in learning from an experienced mentor on how to finance a sustainable energy and climate project using innovative financing schemes and/or enabling structures (as described in Sections 1.1 and 1.2).

Therefore, applicants should be directly involved in the financing or implementation of local/regional sustainable energy and climate projects within their organisation. To benefit fully from the mentoring programme, future participants are encouraged to join with a specific project in mind, for which they seek expertise and support from a mentor. These projects can be at the ideation, development or implementation stage and can be described through a series of questions in the application form.

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NB: The applicant designed in the application form must be the person who will take part in all activities of the Peer-learning programme, including the 1.5-day study visit hosted by the mentor. In case of any change after you submit your application, please inform us.

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Depending on the learning topic(s) chosen in the application form, and on the PROSPECT matching criteria (described in Section 2.3), selected applicants will be matched in a group with one of the PROSPECT mentors (discover our mentors here <https://www.h2020prospect.eu/meet-mentors>)

In addition to the selected applicant, other staff members or elected representatives from the same organisation may take part in online meetings and activities of the Peer-learning programme, including the study visit. However, PROSPECT will reimburse travel expenses for only one person per organisation in each learning group. The total number of participants from the same organisation allowed to take part in the group activities will be decided in agreement with the mentor.

### Eligibility criteria

PROSPECT will accept applications from:

- Staff or elected members of local or regional authorities<sup>2</sup> or their energy/climate agencies, in the eligible countries (EU27 + LIFE programme associated countries<sup>3</sup>).
- Staff or elected members of other local or regional organisations (e.g. development agencies, municipal companies, energy cooperatives) in the eligible countries.
- External consultants working for a local or regional public authority in the eligible countries with a written mandate from an elected official of that authority.

A maximum of two people from the same eligible organisation can apply to join different learning groups on different topics in the same learning cycle. In this case, each person must submit a separate application form.

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NB: All applicants to the Peer-learning programme and PROSPECT advanced mentoring are asked to provide a letter of support from the mayor/elected representative of the public authority they will represent, or from their director/legal representative in the case of agencies or municipal companies. A template letter is available for download in the application form (see also in Appendix B).

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<sup>2</sup> Including any intermediary level of public authority, e.g. County Councils

<sup>3</sup> Iceland, Moldova, Montenegro, North Macedonia, Ukraine

All other individuals or organisations can join the PROSPECT Community (Level 1) without any eligibility criteria by registering to the [PROSPECT Academy](#). This applies, for instance, to Research centres and universities, financial institutions or Civil society organisations, and to all LRAs out of the LIFE programme eligible countries.

## 1.4. Reimbursement of costs

Participation in the PROSPECT Peer-learning programme and all related activities is free of charge.

Travel and accommodation costs for participating in a study visit or a masterclass can be reimbursed by PROSPECT, within the maximum amounts indicated in table 1 below:

Table 1: Costs reimbursement

Maximum reimbursement amounts	
For a study visit in an EU group (when participants travel abroad to visit their mentor)	Up to 500 euros
For a study visit in a LOCAL group (when participants visit a mentor in their own country)	Up to 300 euros
Masterclass in Brussels	Up to 600 euros

Participants will have to complete a reimbursement form (see in Appendix C) and send it to the project coordinator (IEECP) together with all proofs of payments within 2 weeks after the visit or the masterclass. Ad-hoc instructions for reimbursement will be provided before the study visit in each learning groups.

## 2. How to apply?

### 2.1. Call timeline

**The first PROSPECT call for applications will be open from the 23rd of March to the 24<sup>th</sup> of April 2026.**

All information and call documents, including the links to the online application forms for joining the EU and Local groups, will be published on the project website dedicated page <https://www.h2020prospect.eu/apply-prospect-peer-learning-programme>.

Selected applicants will receive an email confirmation and the matching results in the first week of May 2026.

Peer-learning group activities will start at the end of May 2026.

### 2.2. Application form

Applications to the PROSPECT Peer-learning programme must be submitted on the EU Survey platform. This allows you to download a PDF version of the form and to save your application at every step and come back to it at a later stage if needed.

The application form includes 3 sections:

- One section to provide information on the organisation, including the signed letter of support
- One section to provide information about the applicant
- One section about the applicant's learning needs and projects - here, applicants can choose up to two financing schemes or enabling structures (named Preference 1 and Preference 2) and are asked to describe their local projects or project ideas for which they seek support from a mentor, as well as their specific learning needs. People can apply for only one financing scheme or enabling structure (preference 1), but if possible and relevant, applying also for a second option (preference 2) will increase the matching opportunities.

A copy of the application form is available in Appendix A.

## 2.3. Evaluation and matching criteria

### Evaluation criteria

Eligible applications (see eligibility criteria in Section 1.3) will be evaluated by the members of the PROSPECT project consortium, according to the following criteria:

- Overall quality of the application (i.e. answers provided are clear, complete, detailed, and consistent)
- Clearly identified and described learning needs
- If any, clearly identified and described project or project ideas in relation to the chosen financing schemes and enablers

### Matching criteria

Once all applications are evaluated, members of the PROSPECT project consortium will proceed with the matching of selected applicants with mentors, with the objective of creating the most effective peer-learning groups according to the following criteria:

- Interest from the mentee in financing schemes or enabling structures implemented by the mentor
- Shared learning needs among mentees in a group
- Replication potential (according to mentees' project description and mentor's experience)
- Type of organisation (Regional/local, Public Authority/Agency)
- Population size
- Geographical location
- Gender-balanced groups

### 3. Contact

For any questions on applications to the PROSPECT Peer-learning programme or on the PROSPECT Academy, please contact us via this online form <https://www.h2020prospect.eu/contact-us>

## Appendix A: Application form

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### PROSPECT LC1 Application form

Fields marked with \* are mandatory.



### **PROSPECT Academy - Application to the Peer-learning programme**

Deadline for applications Friday 24 April 2026 EOD

Please complete your application form in English.

We recommend that you read the "Guidelines for applicants" (PDF on the right sidebar) before submitting your application.

#### **About your organisation**

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**\* 1 Name of the organisation**

**\* 2 Type of organisation**

- Local public authority (city, municipality, district, metropolitan area)
- Regional public authority
- Local energy or climate agency
- Regional energy or climate agency
- Other

3 If "other", please specify:

**\* 4 Country**

*Only organisations from EU-27 and LIFE programme Associated Countries are eligible to the PROSPECT Peer-learning programme.*

- Austria    Finland    Latvia    Poland
- Belgium    France    Lithuania    Portugal
- Bulgaria    Germany    Luxembourg    Romania
- Croatia    Greece    Malta    Slovakia
- Cyprus    Hungary    Moldova    Slovenia
- Czechia    Iceland    Montenegro    Spain
- Denmark    Ireland    Netherlands    Sweden
- Estonia    Italy    North Macedonia    Ukraine

**\* 5 Number of inhabitants in your city/region or in the geographical area covered by your agency /organisation**

- < 50.000
- > 50.000 < 100.000
- > 100.000 < 500.000
- > 500.000

**6 Is your organisation/city/region part of any of the following networks or initiatives?**

- |   |   |
|---|---|
| <input type="checkbox"/> Covenant of Mayors for Climate & Energy Europe           | <input type="checkbox"/> The City Science Initiative    |
| <input type="checkbox"/> EU Mission: Climate-Neutral and Smart Cities             | <input type="checkbox"/> Urban Innovative Actions (UIA) |
| <input type="checkbox"/> Mayors adapt   | <input type="checkbox"/> URBACT networks                |
| <input type="checkbox"/> Global Covenant of Mayors                                | <input type="checkbox"/> Climate Alliance               |
| <input type="checkbox"/> Green City Accord  | <input type="checkbox"/> Eurocities                     |
| <input type="checkbox"/> Smart Cities Marketplace                                 | <input type="checkbox"/> Energy Cities                  |
| <input type="checkbox"/> CIVITAS  | <input type="checkbox"/> FEDARENE                       |
| <input type="checkbox"/> Living-in.EU Movement                                    | <input type="checkbox"/> Iclei                          |
| <input type="checkbox"/> URBAN2030 - Localising the Sustainable Development Goals | <input type="checkbox"/> Other                          |

7 If "other", please specify:

**8 Please upload the letter of support signed by the mayor or deputy mayor or by the agency director.**

A template letter is available in the right sidebar.

If you face any difficulties to get the letter signed before the application deadline, [please contact us](#).

## About the applicant

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The applicant must be the person who will take part in the PROSPECT Peer-learning programme, including a 1.5-day study visit to the mentor's location. In case of any change after the application is submitted, please inform us as soon as possible.

\*9 **[First name] [LAST NAME]**

\*10 **Position (job title)**

11 **Department**

\*12 **Email address**

\*13 **Phone number**

(International format including country code, e.g. for Belgium: +32 123 45 67 89)

### Backup contact

Please indicate another person in your organisation that we can contact about PROSPECT

\*14 **[First name] [LAST NAME]**

\*15 **Position (job title)**

16 **Department**

\*17 **Email address**

**\* 18 Phone number**

(International format including country code, e.g. for Belgium: +32 123 45 67 89)

**\* 19 Have you or someone else in your organisation already participated in PROSPECT (2017-2020) or PROSPECT+ (2021-2024)?**

- No
- Yes, as a mentee
- Yes, as a mentor
- Yes, in the community of practice
- I don't know

**\* 20 How did you hear about PROSPECT?**

- I participated in previous editions of PROSPECT
- On LinkedIn ([Follow the project page](#))
- I visited [the project website](#)
- In one of the PROSPECT partners' newsletter or website
- I was personally invited to apply by one of the project partners
- Attending an event
- By word of mouth, from a colleague or partner

## The topics you would like to deepen in the PROSPECT Peer-learning programme

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**21 Please choose in the list below a maximum of 2 financing schemes or enabling structures that you would like to focus on by joining a dedicated Peer-learning group in the PROSPECT Academy**

	<b>Preference 1 (mandatory)</b> Please tick only 1 box in this column.	<b>Preference 2 (optional)</b> Please tick only 1 box in this column.
Energy Performance Contracting	<input type="checkbox"/>	<input type="checkbox"/>
Blending with own funds	<input type="checkbox"/>	<input type="checkbox"/>
ELENA/PDA	<input type="checkbox"/>	<input type="checkbox"/>
Incentives for e-mobility	<input type="checkbox"/>	<input type="checkbox"/>
Revolving funds	<input type="checkbox"/>	<input type="checkbox"/>
One-Stop-Shops	<input type="checkbox"/>	<input type="checkbox"/>

Energy agencies	<input type="checkbox"/>	<input type="checkbox"/>
Energy Communities	<input type="checkbox"/>	<input type="checkbox"/>

22 **Regarding your Preference 1:** from 1 to 10, how would you assess your knowledge and experience in this topic?

23 **Regarding your Preference 2:** from 1 to 10, how would you assess your knowledge and experience in this topic?

24 **Do you have specific learning needs in relation to the chosen topics?**

\*25 **Will you join the PROSPECT Peer-learning programme with a concrete project or project idea in mind?**

- Yes
- No

**Please tell us more about your project so we can match you in the most relevant Peer-learning group**

26 Describe the project objectives and specific measures you want to implement

27 Describe the financing possibilities you have already envisaged for your project

28 Describe your main challenges regarding your project development or implementation

29 **Do you have any further comment about your application?**

*800 character(s) maximum*

## Appendix B: Letter of support

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### Letter of support

SUBJECT: Participation of representatives from [Name of Municipality/Organisation] in the European **PROSPECT** project 's capacity-building programme on innovative financing

To whom it may concern,

[Name of Municipality/Organisation] acknowledges the need to accelerate the implementation of its energy and climate plans and is aware of the scale of the challenge posed by the transformation we must undertake to reach our climate objectives. [Name of Municipality/Organisation] therefore welcomes with interest the opportunity to increase its expertise in identifying the most effective financing models for its energy and climate projects and to widen the scope of the financing instruments we use.

I therefore approve the participation of a member of my team, [Mr/Ms] [participant's first name and surname] from the [name of department/service], in PROSPECT as a mentee, in order to learn about successful examples of projects implemented in other cities or regions across Europe.

[Mr/Ms] [participant's first name and surname] is involved in the implementation of projects focused on [specify], in which [her/his] role is to [specify]. As part of [her/his] role in delivering [our city's/our municipality's] investments in climate and energy-related areas, [he/she] will contribute the lessons learnt from PROSPECT to our internal debate on the implementation of the climate and energy action plan of [Name of Municipality/Organisation].

I am aware that [Mr/Ms] [participant's first name and surname] will have to allocate approximately 3 or 4 working days to participate in the PROSPECT learning programme, including a 1.5-day study visit to the mentor's location, and that [her/his] travel costs will be reimbursed by PROSPECT within the conditions described in the PROSPECT Guidelines for applicants.

I confirm my interest in the feedback that [Mr/Ms] [participant's first and last name] will present to our team following [her/his] participation in the PROSPECT capacity-building programme.

Optional

I also express my interest in taking advantage of networking opportunities with other cities and with sector representatives within the project's *Community of Practice* (CoP). Furthermore, I am interested in contributing to discussions on cities' needs within the PROSPECT webinars on local strategic policies.

Optional

I would like to be informed directly of key events where my participation or that of my deputy could add value.

[Please add any specific points you would like to raise to highlight the context and needs of the city].

Yours faithfully,

[Date and signature by the Mayor or Deputy Mayor or Agency Director].

## Appendix C: Reimbursement form

Name:

PROSPECT CUBE group:

Location of the physical meeting:

Date of the physical meeting:

Date: DD/MM/YY

Contact email:

In accordance with the guidelines set by PROSPECT CUBE, I, [name], hereby send my costs incurred for my participation in the [study visit/peer mentoring/local mentoring] held in [location] last [date]. The following are the itemised costs that I incurred:

Item	Type of cost	Description	Amount
1	Travel	Explain in detail all modes of transportation used. In case of car travel, attach a screenshot of the return trip from <a href="http://www.viamichelin.com">www.viamichelin.com</a> using your car and gas prices + car plate.	xx local currency* xx EUR
2	Accommodation	Please provide the number of nights approved by the facilitator (up to three max)	xx local currency* xx EUR
3	Other costs	Explain other costs you have incurred (e.g. meals)	xx local currency* xx EUR
<b>TOTAL COST</b>			<b>XXX EUR</b>

\*Please use this EU official currency converter using the month in which the cost occurred:  
[https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro\\_en](https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en)

Attached to this cost reimbursement form are the scanned receipts and tickets/boarding passes that support the itemized costs for my cost reimbursement form.

I kindly request you to reimburse the cost through the IBAN account \_\_\_\_\_ in the name of \_\_\_\_\_ (account must be in the same name as the participant or the name of the organisation in case the cost was covered by the participants organisation) and SWIFT code \_\_\_\_\_.

[Name]

[Organisation]

[Signature]



# PROSPECT



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