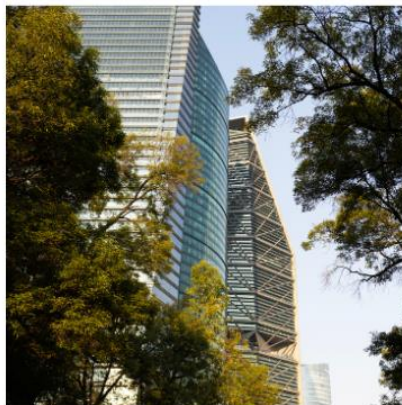
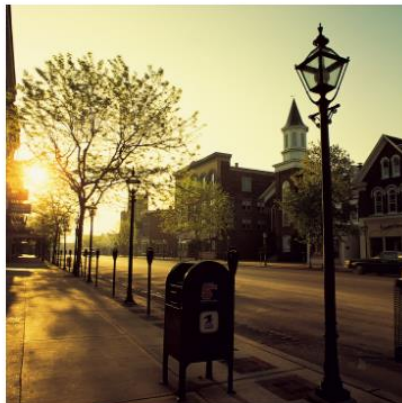
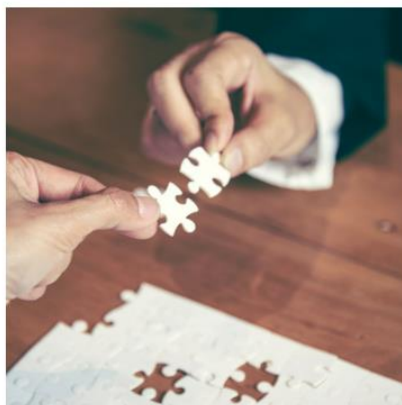
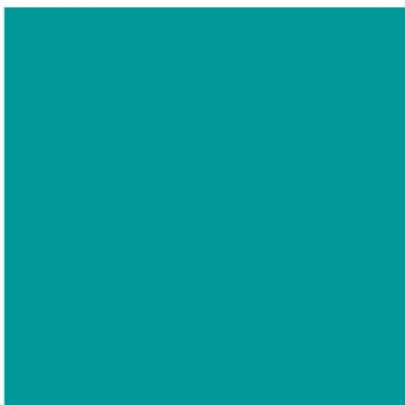




PROSPECT Guidelines for applicants

**V2, October
2026**



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1. About the PROSPECT Academy

1.1. Background and overall objective

Building on over 9 years of experience and having supported more than 400 Local and Regional Authorities (LRAs) in Europe and beyond, PROSPECT is implementing the third edition of its capacity-building programme. The programme is hosted on the [PROSPECT Academy](#), which acts 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 includes 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 in the PROSPECT Community, 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.

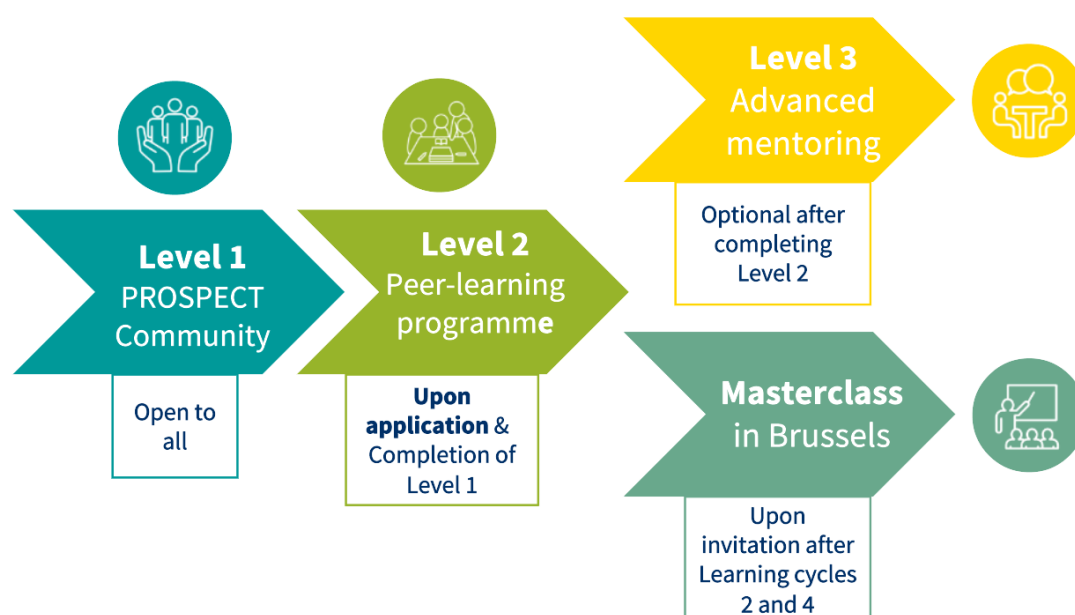


Figure 1: Learning journeys in the PROSPECT Academy

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). Before the Level 2 group activities start, participants will have to register to the [PROSPECT Academy](#) and complete the [Level 1 online course](#) (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 2026, in January and July 2027, and in February 2028. The respective calls for applications will open between 2 and 3 months before the start of each learning cycle.

Figure 2: General timeline of the PROSPECT Learning cycles

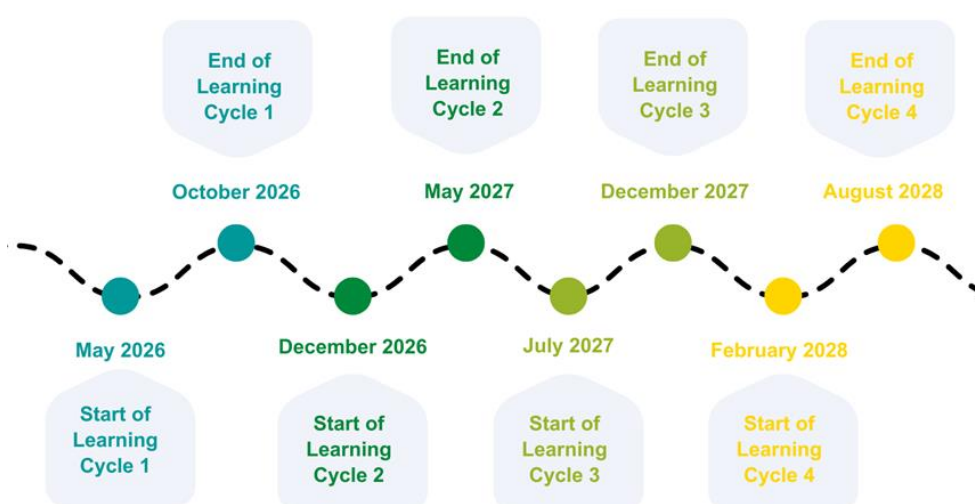




Figure 3: Steps of the PROSPECT peer learning programme

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 B2¹ command of English to be able to take part in the programme activities.
- **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,

¹ https://eeas.europa.eu/sites/default/files/9._languages_common_european_framework_of_reference_en.pdf

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.

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.

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 authorities² or their energy/climate agencies, in the eligible countries (EU27 + LIFE programme associated countries³).
- 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.

Participants in previous PROSPECT learning cycles are allowed to submit a new application for joining a new learning cycle. In this case, they should apply for a different Financing scheme or Enabler.

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).

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.

² Including any intermediary level of public authority, e.g. County Councils

³ Iceland, Moldova, Montenegro, North Macedonia, Ukraine

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) together with all proofs of payments within 2 weeks after the study 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 second PROSPECT call for applications will be open from 15 October to 27 November 2026.

The call documents, including the links to the online application form, will be published on [the PROSPECT Academy platform](#).

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

Peer-learning group activities will start in January 2027.

2.2. Application form

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 First choice and Second choice) 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

PROSPECT Academy - Application to the Peer-learning programme

Deadline for applications: Friday 27 November 2026 EOD

Please complete your application form in English.

We recommend that you read our "Guidelines for applicants" before submitting your application.

For more information on the PROSPECT Academy and Capacity-building Programme, please visit [our website](#).

For any question on your application, please contact [the PROSPECT team here](#).

PROSPECT Academy - Application to the Peer-learning programme

About your organisation

*** 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 (please specify)

*** 3. City**

*** 4. Country**

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

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

*** 6. Is your organisation part of any of the following networks or initiatives?**

- | | | |
|---|--|--|
| ☐ Covenant of Mayors for Climate & Energy Europe | ☐ Smart Cities Marketplace | ☐ Climate Alliance |
| ☐ EU Mission: Climate-Neutral and Smart Cities | ☐ CIVITAS | ☐ Energy Cities |
| ☐ Mayors Adapt | ☐ Living-in.EU | ☐ FEDARENE |
| ☐ Global Covenant of Mayors | ☐ URBAN2030 | ☐ ICLEI |
| ☐ Climate Alliance | ☐ The City Science initiative | ☐ None of the above |
| ☐ Green City Accord | ☐ Urban Innovative Actions | |
| ☐ Eurocities | ☐ URBACT networks | |

Other (please specify)

7. Please upload the letter of support signed by the mayor or deputy mayor or by your agency director

A template letter is available [here](https://www.h2020prospect.eu/contact-us). If you face any difficulties to get the letter signed before the application deadline, please contact us at <https://www.h2020prospect.eu/contact-us>

Choose File

Choose File

No file chosen

PROSPECT Academy - Application to the Peer-learning programme

About the applicant

The applicant must be the person who will take part in the PROSPECT Peer-learning activities, 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.

*** 8. Name**

First name

Last name

*** 9. Position (job title)**

10. Department

*** 11. Email**

Email address

*** 12. Phone number**Country code Phone number **Backup contact**

Please indicate another person in your organisation that we can contact if needed

*** 13. Name**First name Last name *** 14. Position (job title)****15. Department***** 16. Email**Email address *** 17. Phone number**Country code Phone number

18. Have you or someone else in your organisation already participated in PROSPECT (2017-2020), PROSPECT+ (2021-2024), or PROSPECT CUBE first learning cycle (May-November 2026)?

- ☐ No
- ☐ Yes, as a mentee
- ☐ Yes, as a mentor
- ☐ Yes, in the PROSPECT Community of Practice
- ☐ I don't know

*** 19. 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

PROSPECT Academy - Application to the Peer-learning programme

The topics you would like to deepen in the PROSPECT Peer-learning programme
Please tell us what are your 2 main topics of interest in the table below.
Choose one topic as first choice and another one as second choice.
The second choice topic is for the case where we couldn't match you in a group according to your first choice. In this case, the PROSPECT team will contact you to get your matching approval.

*** 20. Your topics of interest**

	First choice	Second choice
Energy Performance Contracting	☐	☐
Blending with own funds	☐	☐
ELENA/PDA	☐	☐
Incentives for e-mobility	☐	☐
Revolving funds	☐	☐
One-Stop-Shops	☐	☐
Energy agencies	☐	☐
Energy Communities	☐	☐

*** 21. Regarding your First choice topic, from 1 to 10, how would you assess your knowledge and experience in this topic?**

1. I have no knowledge on the topic	10. I have already a good knowledge and experience of the topic
☐	

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

1. I have no knowledge on the topic	10. I have already a good knowledge and experience of the topic
☐	

23. Do you have specific learning needs in relation to the choosen topics?

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

- ☐ Yes
☐ No

If yes, please tell us more about your project so we can match you in the most relevant Peer-learning group

25. Describe your project objectives and specific measures you want to implement

26. Describe the financing possibilites you have already envisaged for your project

27. Describe your main challenges regarding your project development or implementation

28. Do you have any comment about your application?

Appendix B: Letter of support

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 www.viamichelin.com 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

TOTAL COST

XXX EUR

**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

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]

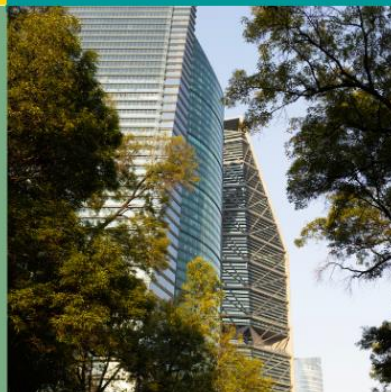
[Organisation]

[Signature]



LinkedIn: Capacity building for cities and regions | PROSPECT+

Website:



Co-funded by the European Union.