



HOW TO APPLY FOR THE PUBLIC SECTOR LOAN FACILITY (PSLF) GRANT

CHECKLIST

Submitting a project proposal for EU funding requires careful planning, accurate budgeting, strong partnerships and well-demonstrated needs to justify the project.

To help you submit a good proposal, we have prepared a set of recommendations for getting ready to apply for PLSF grant support, drafting the project proposal and submitting it in the system.

1 PREPARING TO APPLY FOR A PSLF GRANT

- Before starting your application, carefully read the [PSLF Regulation 2021/1229](#), the [multiannual work programme](#) and the [call document](#) to understand the objectives, scope and conditions of the call for proposals.
- Attend our [Info Days](#) which are regularly organised to explain the call requirements. You may also watch the [recordings](#) of the previously organised sessions.
- Check the call topic you are applying for. Call topic [JTM-2022-2025-PSLF-STANDALONE PROJECTS](#) targets individual projects that qualify for a loan from the European Investment Bank (EIB) (or one of its financial intermediaries) while the second call topic [JTM-2022-2025-PSLF-FRAMEWORK LOANS](#) targets a set of projects financed through framework loans. If you wish to apply for more than one topic, you must submit a separate proposal under each topic.
- Carefully read the call conditions set out in the call document to make certain that you meet the admissibility and eligibility requirements.
- Make sure your project benefits a territory covered by a territorial just transition plan and that it is consistent with the applicable plan. You can find the adopted plans on the [Just Transition Platform](#).
- If you represent a private entity entrusted with a public service mission, make sure that you can provide a document confirming your public mission (i.e. a regulation or other valid legal act or contract to carry out services of general interest).

- Check if there is enough budget available for your project in the [national envelope](#).
- Check the category of the region the project is located in within the meaning of Article 108(2) of the [Regulation 2021/1060](#), and the [Decision 2021/1130](#). This will determine the percentage of the grant as well the maximum possible financing by the EIB.
- Correctly calculate the budget of your project and verify that the project does not generate sufficient revenues to cover its investment costs by calculating its net present value. The maximum grant amount should be calculated as a percentage of the loan (15%, or 25% if the project is in a less developed region). The EIB loan covers usually up to 50% of the total project costs, but the EIB may increase the financing rate for projects located in transition or less developed regions. The total combined financing from the EIB loan and the PSLF grant can reach up to 90% for projects located in transition or less developed regions.
- Contact the EIB (or one of its financial intermediaries) to apply for a loan and get the EIB appraisal of your project started.
- Make sure that your project does not receive already support under other EU programmes. However, different parts of the project may receive EU funding from different funds. In case your project consists of identifiable separate sub-projects, these sub-projects can be supported by different EU programmes.
- The project must follow the “no double funding” rule set out in the [Financial Regulation](#), i.e. no costs for the same activity can be funded twice from the EU budget.
- If you need further assistance, you may request advisory support available for the preparation and development of project proposals from the [InvestEU Advisory Hub](#). The service is free of charge and is available on a first-come-first-served basis.
- Check that the duration of your project is between 24 and 60 months. Projects of longer duration may only be accepted in duly justified cases.
- Make sure you have the know-how, qualifications and resources to successfully implement the project.
- Build strong and coordinated partnerships for managing and implementing the project.
- Take into consideration the human resources and skills required for the implementation of the project.
- Carefully read the award criteria to identify any potential weaknesses in your proposal and address them before submission. Grant proposals are evaluated based on ‘Relevance and impact’ and ‘Quality’ criteria set out in section 9 of the call document.
- Consult the list of [projects funded previously on the CINEA website](#) to get insights into how the EU-funded projects are designed.
- If you have questions regarding the application, read the call [FAQ](#) available on the Funding and Tenders Portal or send your questions to the PSLF team at CINEA: CINEA-JTM-PSLF@ec.europa.eu.

- Explain the relevance of your project to the corresponding territorial just transition plan in terms of location, activities and objectives and development needs and how project contributes to achieving EU climate and energy targets, and objective of climate neutrality.
- Align the objectives of your project with the objectives and award criteria set out in the call for proposals.
- Explain how project addresses serious social, environmental and/or economic challenges and describe your project's long-term impact on society, environment and/or economy.
- Clearly explain the connection between the needs, the objectives, the activities and the expected outcomes of your project.
- If applicable, indicate if the results of the project can be applied in other countries and if the project has potential to develop mutual trust and cross-border cooperation.
- Describe the project's complementarities with other EU funded projects (including the Just Transition Fund and Just Transition Scheme under InvestEU) and illustrate the European dimension of the project activities.
- Outline how equal treatment and non-discrimination will be guaranteed throughout the project implementation. Remember to explain how you will ensure gender equality and accessibility for people with disabilities.
- Include indicators to support the fact that your project will achieve a measurable impact.
- Structure your proposal and outline the project methodology. Keep your proposal realistic, coherent, and straightforward.
- For standalone projects, describe the project's preparation stage in terms of permits, procurement, land availability, etc. (especially for infrastructure projects).
- Describe the budget planning over the project lifecycle distinguishing between own resources, loan and grant requested and other resources. If the project has sufficient revenues to cover the investment costs, no grant will be awarded.
- Provide clear information on the loan request, specifying the stage of your negotiations with the EIB (e.g. loan requested / early discussion started / pre-appraisal / appraisal / loan approved by the EIB Board / loan signed).
- Include a description of the project participants and their roles in implementing the project.
- Provide the organisational structure, a well-structured project management plan, a clear division of roles, the general profiles (qualifications and experiences) of the key staff, a clear description of the dissemination and communication strategies, and a comprehensive risk management plan with the likelihood level and mitigation measures clearly identified.
- Define a detailed list of your activities and the estimated budget in the proposal.

Structure the work plan in coherent work packages:

- For standalone projects, use a single work package with clearly defined tasks for the entire project.
- For framework loans, projects should normally have several work packages. The first work package should cover project management and other cross-cutting activities while further work packages should be used for the other project activities.
- For each work package, enter the objectives (expected outcomes), activities, participants involved in the implementation of the work package, milestones, and deliverables.

Remember that the project budget should match the workload in the different work packages.

Create a timeline for the entire project, indicating the timing for each work package, task, milestone, deliverable, etc.

For the simplified business plan and financial information file, indicate a reference period based on the project's economic life. Explain how the reference period was established and the assumptions used for the project operating costs and revenues over this period. The estimates for all stages of the project (investment and operating stage) should be based on real discount rates and constant prices.

Explain why the PSLF grant is necessary for the project to be implemented and describe the financial constraints facing the project.

If available, attach a decarbonisation plan (of the private entity with a public mission, city, region, etc.).

For private entities with a public mission, attach the activity reports of the last financial year.

Provide the list of the key projects you have implemented in the last 4 years, if any. This is to demonstrate your operational capacity to manage EU-funded projects in the sector of the project for which you wish to receive a PSLF grant.

3 SUBMITTING A PROPOSAL

Use the guidance and the templates available in the submission system on the [Funding and Tenders Portal](#) to make sure the proposal meets the admissibility requirements. Do not alter any template, otherwise the proposal will be declared inadmissible.

Make sure that the proposal is coherent and that different sections do not contradict each other.

Attach any official documents relating to permits, financial commitments, management decisions, etc.

- Respect the page limit. Part B (description of the action) should be uploaded as a PDF file of maximum 100 pages and the simplified business plan – as a PDF file of maximum 10 pages. Any additional pages will be dismissed.
- Make sure that the proposal is consistent with the project description in the loan application, in particular in terms of planned activities, budget, timing, etc.
- Submit your proposal as early as possible and at least 48 hours before the submission deadline to avoid technical setbacks. You can reopen and edit your draft proposal as often as you wish and submit it by any cut-off date until 11 September 2025.
- If you encounter any technical issues, read the portal [guidance](#) or contact the portal helpdesk: EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu.
- Once the proposal is submitted, you will receive a confirmation e-mail. If you have not received this e-mail, the application has not been submitted. Please try again or contact the portal helpdesk.