



EENergy

Reporting guidelines

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Author(s)		Organisation	
Susy Longoni, Gabriele Migliavacca		InnovhubSSI	
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Introduction

This guide provides instructions to the EENergy funded and regular beneficiaries. Regular beneficiaries refers to companies which submitted an eligible application to either call 1 or call 2 of EENergy, but were not selected for funding. For regular beneficiaries, only the sections up until and including “Action Plan Section – For Regular Beneficiaries” are relevant.

Funded beneficiaries refers to those that have signed an EENergy sub-grant agreement (under either call 1 or call 2). For these companies, this guide makes reference to reporting phase description presented in Annex B of the sub-grant agreement.

In particular, this guide is intended to provide information and assistance to:

- **Call 2 funded beneficiaries**
- **Call 1 funded beneficiaries** that are object of an extension procedure (and did not report any expenses for reimbursement in reporting window number 1 (January 2025) and number 2 (July 2025):

For the purpose of reporting **their expenditures and 5% energy consumption reduction information**, and provide information on energy consumption behaviours and investments in energy efficiency initiatives within their establishment.

- Call 1 and Call 2 regular beneficiaries:

For the purpose to provide information on energy consumption behaviours and investments in energy efficiency initiatives within their establishment.

Your responses will remain confidential and will be shared only with authorized parties within the EENergy project and the World Bank Group. Your data on general energy consumption patterns will be anonymized for research purposes to assess program outcomes and inform future investment decisions.

The survey will take approximately **10 to 15 minutes** to complete.

The reporting survey will be available **from January 5th 2026 until January 31st 2026** EOB.

It is possible to start the survey (from January 5th 2026) and return to it at any time as it is automatically saved. However, you must click “Next” at the bottom of each page to save your responses on that page. You can then click “Previous” to return to prior pages to view or edit your responses, if desired. Once you click “Submit” on the final page, your responses will be submitted, and no further edits will be possible.

Please note, that the survey platform can be unreliable and any entered information may still be lost if not submitted. Therefore, we strongly recommend to complete the report in one sitting and to have all required information ready for completing the report before you begin.

As a reminder **for financial beneficiaries**, EENergy activities may only be reported once the entire action plan has been completed and a 5% reduction has been achieved, i.e., all relevant action plan steps have been taken and all related expenditures have been made.

Let's start!

You have received an e-mail from EENergy HelpDesk with a CUSTOM LINK **and** a numeric ID code. Please provide the ID you received by email at beginning of the SurveyCTO questionnaire.

In the survey, you will find **three main modules**:

- 1) Reporting on business and energy performance and investments
- 2) Reporting of investments, including both:
 - a. Investments made as part of your EENergy project implementation (incurred costs and 5% saving) if not already claimed in January or July 2025
 - b. Investments made for energy efficiency funded by non-EENergy sources (including both public and private funds)
- 3) Your experience and background information.

Before you begin, please ensure you have the following documents ready: Your energy bills for October, November, and December 2025.

Additionally, to provide information on your establishment and energy performance, it would be helpful for you to have:

- Your annual financial statements (including costs, profits, and revenue),
- A record of your firm's energy efficiency investments,
- Invoices and payment transaction references for any expenses you wish to claim under the EENergy Programme
- Energy consumption data relating to the 5% energy reduction associated with your EENergy project
- Pictures of investment made (including audit or training).

Please note, this is the final opportunity to report your project implementation, if you do not report in this period, you will not be able to claim reimbursement for your costs and your contract will be terminated. **Only completed activities and their associated incurred costs are eligible for reimbursement.**

If you have already reported your project implementation in January or July 2025, you are unable to report and reimburse further costs at this stage

Reporting on business and energy performance

After confirming your company's legal name, you will reach the FIRST SECTION, including the following modules:

- Energy Module

Including upload of oct-nov-dec 2025 bills

- Business Performance Module

Includes automatically retrieved information from EENergy application

- Sustainability Module

Yes/no questions regarding suitability at your establishment

You will be asked to reply to a number of questions, for each module. While exact information is ideal, **you are allowed to provide best estimates.**

Investments Module

In this section, please report all new energy-related investments your establishment has completed since your last reporting via this platform in January 2025.

This includes:

- investments financed by your own funds, the EENergy grant, OR any other funding (incl. from loans or grants)
- the **total amount of expenditures** for each of these actions

If you are among Call 1 beneficiaries, the system will automatically retrieve information you have already inserted in previous report/s. Please only list **additional new investments** made after the previous report/s.

Q. Which energy-related investment actions did your establishment implement?

You can select more than one option.

Hard Investments: e.g., investments into energy-efficiency related hard measures.

Energy audits and consultancy: e.g., investments into systematic assessment on how energy is used within a facility, building, or system to identify opportunities to improve energy efficiency, reduce energy waste, and lower costs.

General employee training on energy efficiency and awareness: e.g., general employee training/workshops/ campaigns/ awareness-raising on energy efficiency-related topics.

- 1) **Hard Investments:** e.g., investments into energy-efficiency related hard measures
- 2) **Energy audits and consultancy:** e.g., investments into systematic assessment on how energy is used within a facility, building, or system to identify opportunities to improve energy efficiency, reduce energy waste, and lower costs
- 3) **General employee training on energy efficiency and awareness:** e.g., general employee training/ workshops/ campaigns/ awareness-raising on energy efficiency-related topics
- 4) **None**

On the basis of the choice above you will be led to the following questions, asking to specify the hard investment/s undertaken.

Q. What type of hard investment did you implement?

1. Photovoltaic (PV) Systems, Wind turbines, other renewable energy production system
2. Energy Storage Solutions
3. LED and Efficient Lighting
4. Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR) including boilers (for both heating and production)
5. Replacement or Upgrading of Building Structure (e.g., Insulation, Doors, Windows)
6. Installing Control Systems, Smart Meters, and Sensors
7. Electric Vehicles (EVs) and EV charging stations
8. (Industrial/ Production) Machinery Replacement or Upgrade
9. Office Equipment Replacement or Upgrade
10. Other (Hard) Investment (not covered above)

Photovoltaic (PV) Systems, wind turbines, other renewable energy production systems: e.g., rooftop solar panels, solar farms, solar with battery storage

Energy Storage Solutions: e.g., lithium-ion batteries, thermal storage, hydrogen storage

LED and Efficient Lighting: e.g., LEDs, motion-sensor lighting, solar-powered LEDs
Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR) including boilers (for both heating and production): e.g., investments in physical systems or devices that directly perform heating, ventilation, cooling, or heat recovery functions, incl. efficient HVAC, heat pumps, heat exchangers, smart thermostats, energy-efficient boilers

(Passive) Replacement or Upgrading of Building Structure (e.g., Insulation, Doors, Windows): e.g., investments in passive building envelope improvements that reduce energy loss, enhance thermal performance, and increase the overall efficiency of a building, e.g., wall insulation, spray foam, efficient windows and doors

Installing Control Systems, Smart Meters, and Sensors: e.g., control systems refer to technologies and mechanisms that manage, monitor, and optimize the operation of energy-consuming equipment and processes, incl. smart meters, IoT sensors, occupancy sensors

Electric Vehicles (EVs) and EV charging stations: e.g., electric vans, hybrid vehicles

(Industrial/ Production) Machinery Replacement or Upgrade: e.g., investments focused on replacing industrial or production machinery with energy-efficient alternatives that directly impact manufacturing or production processes, such as replacing old production-line machinery, energy-efficient CNC machines, eco-friendly manufacturing equipment.

Office Equipment Replacement or Upgrade: e.g., investments aimed at upgrading office-related equipment to energy-saving models, specifically for administrative and workplace operations, such as energy-efficient printers, laptops (excluding lightening, which is covered above)

Q. How much did your establishment spend for *investment* in total?

Don't worry about commas and points. If total was €8,250.40, enter 8250.

Q. Was this action recommended to you by your EEN advisor, or did you plan it yourself?

Q. Did you receive any of the following financial grants other than EENergy to help cover this investment?

Please select the funding sources used to cover this investment. You may select multiple options. Financial beneficiaries are requested to indicate only additional funds, other than EENergy funds.

For financial beneficiaries only:

Q. Did you take out any loans to help finance any of your EENergy investments?

Other general questions follow asking your opinion on EEN and Green Transition impact on SMEs.

Action Plan section – for regular beneficiaries

Survey CTO automatically retrieves the information indicated in your Action Plan.

Q. During the application, you wrote the following as your action plan (*information automatically retrieved*). How closely did your establishment follow the original plan?



Multiple choice: fully, partially, changed the plan, did not follow.

Please briefly describe.

Reporting Expenditures

As part of your contractual obligations, we kindly ask you to report the actions implemented under the EENergy program and demonstrate how far you were able to achieve the original goal of 5% reduction in energy consumption. Your responses are crucial for validating your grant claim and assessing the programs impact.

You are now proceeding with your EENergy report for reimbursement.

Reimbursement is only possible for external costs related to the implementation of your EENergy project, which have been incurred and paid as of the date of submitting the report. Have you achieved the minimum 5% energy reduction?

Yes = you will be asked to provide evidence of the reduction in the form of technical data and/or measurements

No = you will be asked to explain why the reduction has not been achieved and justify how it will be achieved in the near future – see section **DECLARATION OF HONOUR** – at the end of this document – for further information.

Both answers will lead you however to the “expenditures justification” section, here below.

How many invoices are you reporting / uploading? (MAX 10 INVOICES)

On the basis of the number you insert here, rows will appear in the following table. Fill in and upload all requested documents. Please provide the amount in YOUR CURRENCY. VAT is not a reimbursable cost, therefore provide cost without VAT. Please provide an overall description of each invoice in English language. Please add, for every row, PDF or JPG file of invoice and bank report. In case you have more than one expenditure in a single invoice please complete more than one row. And attach the same invoice twice. Please limit to a maximum of 10 the number of invoices.

Fill in the table spaces with the following information:

- Number of invoice: it is an alpha-numerical code appearing in the invoice
- Date of the invoice: indicate the date appearing in the invoice
- Provider name: please insert the name of the provider of the product or service
- Description of the acquired good or service and/or equipment as appearing in the invoice, in English language
- Amount in your currency: please insert the amount of the invoice in your currency, without VAT cost. It will be automatically converted in € using the converting rate of the date of payment of the invoice.
- Payment date: please insert the payment date as appearing on the bank transfer report.

- Bank report: as indicated in your sub-grant agreement, the only acceptable proof of payment is the bank report referring to the account you have indicated in the sub-grant agreement

Note that you can report and upload invoices for training and consultancy referring to energy saving, e.g. energy audit OR concerning to the use of a specific eligible hard investment, e.g. training on how to use new compressor.

The platform will now show you the total amount of all indicated expenditures.

Do you confirm that all the investments reported here have been carried out and have been implemented at your company, as a measure to improve energy efficiency?

You can choose the following options: YES, NO, PARTIALLY

In case you reply NO and PARTIALLY you will have to provide clarifications in the following section of by contacting the Help Desk.

Reporting 5% energy consumption reduction

As part of your contractual obligations, we kindly ask you to report the actions implemented under the EENergy programme and demonstrate how far you were able to achieve the original goal of 5% reduction in energy consumption.

Your responses are crucial for validating your grant claim and assessing the program's impact.

Please note that, in case of more investments, we will calculate the weighted average of % of energy consumption reduction, that must be above.

In this module, you will be asked to provide details on how you used the EENergy cash transfer you received, how you implemented your Action Plan, and how these efforts have influenced your energy consumption patterns.

Questions for all investments

In this section, we would like you to report on the investments implemented by your establishment to reduce your energy consumption of at least 5%.

Please specify the scope/unit which is your reference to measure the impact of your investment:

Options: entire company, a department, production line, building, other

What periods are you taking into consideration for providing the 5% energy reduction?

You will be asked to choose a period before the investment, and a period after the investment, which are comparable. Please consider any relevant parameters such as:

- production output,
- staff presence,
- same number of working hours.

The periods might not have the same exact number of calendar/working days – as long as they are comparable.

Before EENergy Action Plan implementation – chose start date

Before EENergy Action Plan implementation – chose end date

After EENergy Action Plan implementation – chose start date

After EENergy Action Plan implementation – chose end date

Hard investments

Photovoltaic (PV) Systems

What is the percentage of energy consumption reduction you estimated?

Please enter an integer only, i.e., a number without decimals. If your value includes a comma (,) or a period (.), simply ignore the digits after it and write only the whole number before the comma or period. For example, 5 and 12 are valid answers, but 5.33 and 12.5 are not.

What is the percentage of energy consumption reduction you estimated? Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption **before** the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: I considered the entire company, as a scope. No PV panels were in place. To calculate my baseline energy consumption before the investment I considered a period including 300 working hours, in which my consumption was of 10.000 kWh. The majority of my company's consumption is linked to servers functioning 24h per day.

2. How did you calculate your baseline energy consumption **after** the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: I installed efficient photovoltaic panels with a capacity of 15kW (together with the latest generation inverter with the ability to work with an energy storage, not installed yet). I considered a period including 300 working hours, in which my consumption was of 12.000 kWh.

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: I considered the same number of working hours and two periods in which the consumption was very similar.

What is the nominal power of your PV generators?

Please report the power generated by the PV module (kWp) in standard conditions:

- 1000 W/m² radiation
- cell temperature 25°C

- solar position 1,5 AM

The nominal power should be indicated in the technical report of the product OR should be available in the design / installation documents

Before EENergy Action Plan Implementation

Please insert 0 if no panels were installed in place and in exploitation before the EENergy investment action)

After EENergy Action Plan Implementation

How much energy is produced in total by your PV panels in the periods of reference?

Before EENergy Action Plan Implementation

Please insert 0 if no panels were installed in place and in exploitation before the EENergy investment action

After EENergy Action Plan Implementation

What is the energy consumption for the specific scope/unit served by the PV panels?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What is the net energy consumption of the scope/unit?

Please subtract energy produced from total energy consumption to calculate net consumption.

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

Please note that the figures above should match the description you provided in questions above on calculation of baseline.

How many documents are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. Eg. Bills, Nominal consumption capacity before and after investment, External technical report.

Which type of document are you providing? (choose options)

Please provide description in English of the document you are uploading, in case it is not in English language.

Energy Storage Solutions

What is the percentage of energy consumption reduction you estimated?

In case of multiple investments, please acknowledge that we will calculate a weighted average. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.

What is the percentage of energy consumption reduction you estimated? Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption **before** the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: In the period of reference before the investment (two months in spring, billing period) we had in place PV Panels producing 5.000 kWh. Which is 25% of our total consumption, of 20.000 kWh. So, our net consumption was of 15.000 kWh.

2. How did you calculate your baseline energy consumption **after** the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: We added a storage device (battery) connected to the PV panels already in place. Now in the period of reference after the investment (autumn - two months - billing period) we have increased the capacity of energy exploitation up to 7.000 kWh. Our consumption were very similar, 21.000 kWh. Net consumption now is equal to 14.000 kWh

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: We considered similar periods for climate and daylight and similar company's overall consumption.

What is the type (technology) of the storage device installed?

Options: Battery, thermal storage, other.

What is the power capacity of the storage device?

Please insert the maximum amount of energy expressed in kWh that the device is able to store in the recharging phase. This value is usually indicated in the technical sheet

Before EENergy Action Plan Implementation

Please insert 0 if no energy storage were installed in place and in exploitation before the EENergy investment action

After EENergy Action Plan Implementation

What is the energy production connected to your storage device in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What is the energy consumption for the scope/unit connected to the storage device in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What is the net energy consumption of the scope/unit?

Please note that the net energy consumption is the difference between total energy consumed and the energy produced.

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

Please note that the figures above should match the description you provided in questions above on calculation of baselines.

How many documents are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Bills, Nominal consumption capacity before and after investment, External technical report.

Which type of document(s) are you providing?

Possible options: Bills, Nominal consumption capacity before and after investment, External technical report. Please provide description in English of the document you are uploading, in case it is not in English language.

LED and Efficient Lighting

What is the percentage of energy consumption reduction you estimated?

In case of multiple investments, please acknowledge that we will calculate a weighted average. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.

Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: We produce plastics. Our old light system was based on halogen lamps. We considered a spring month, with about 10 hours of daily light. We calculated a daily consumption of 12 kWh (functioning for 2 hours per day) multiplied by 21 days: 250 kWh.

2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: Our new light system is LED lamps. We considered a fall month, with about 10 hours of daily light. We calculated a daily consumption of 1.2 kWh (functioning for 2 hours per day) multiplied by 21 days: 25 kWh.

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: We compared directly the nominal consumptions in similar usage conditions

How many light/bulbs do you use for lighting the selected scope/unit?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

This figure should be consistent with description above.

What is the average power of the light/bulbs?

Please consider the nominal power of the lamp indicated on label/product. This figure should be consistent with description above.

What is the working time (in number of hours) of the lighting system object of the intervention in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

This figure should be consistent with description above.

What is the overall energy consumption for lighting the selected scope/unit in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

These figures should demonstrate the saving you estimated above

How many documents are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Bills, Document with nominal consumption capacity before and after investment, Lamps labels, Invoices showing lamps consumption.

Which type of document(s) are you providing?

Choose options: Bills, Invoice showing the nominal power of old and new lamps, picture of lamps labels. Please provide description in English of the document you are uploading, in case it is not in English language.

Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR) including boilers (for both heating and production)

Has your establishment changed/invested in boiler since 2024?

Options: Yes, No

IF "NO" you go to questions referring to investments on Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR):

What is the percentage of energy consumption reduction you estimated?

In case of multiple investments, please acknowledge that we will calculate a weighted average. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.

Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: We are a company that changed the heating system from district heating to geothermal heating. We chose a winter month to calculate our baseline (before investment). We got our base-line from February bills 2024. We consumed 1000 kWh.

2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: We substituted the heating system from district heating with a geothermal heating. After the investment our scope (building) is heated with geothermal heating only. Therefore, our electricity consumption in February 2024 decreased to near zero - we are no longer connected to the district heating.

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: Reduction of consumption was near to 100%, in the comparable (winter months) periods of reference.

What type of conditioning system were/are you using in the periods of reference?

For example: heat-pumps, fans, coolers, etc

Before and after investment.

What was/is the Energy label of the appliance in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What was/is the operating time of the conditioning system in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

These figures should match what stated in the descriptions above

What is the energy consumption of the conditioning system in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

These figures should match what stated in the descriptions above

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Insert a number corresponding to the number of documents you intend to upload.

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Bills, Energy Certificate, Technical Sheet, Internal metering system report.

Which type of document(s) are you providing?

You can choose: Internal metering system report, bills, technical sheet of appliance, other. Please provide description in English of the document you are uploading, in case it is not in English language.

IF “YES” – you go to questions on BOILERS:

What periods are you taking into consideration for providing the 5% energy reduction?

It refers to the boiler. You will be asked to choose a period before the investment, and a period after the investment, which are comparable. Please consider any relevant parameters such as:

- production output,
- staff presence,
- same number of working hours.

The periods might not have the same exact number of calendar/working days – as long as they are comparable.

Before EENergy Action Plan implementation – chose start date

Before EENergy Action Plan implementation – chose end date

After EENergy Action Plan implementation – chose start date

After EENergy Action Plan implementation – chose end date

What is the nominal power of the boiler? (optional)

Please see the information on technical sheet or label

Which type of feed is used to power the boiler?

Before EENergy Action Plan Implementation

Options: Gas, Fuel oil, LPG, Biomass, Fossil solid fuels, electricity

After EENergy Action Plan Implementation

Options: Gas, Fuel oil, LPG, Biomass, Fossil solid fuels, electricity

What is the nominal efficiency of the boiler?

Hint: This information is indicated on the label of the boiler. It is expressed in %.

What is the Energy label of the boiler?

Please see the information on technical sheet or label

Before EENergy Action Plan Implementation

Options: A+++, A++, A+, A, B, C, D, None

After EENergy Action Plan Implementation

Options: A+++, A++, A+, A, B, C, D, None

What is the consumption in the periods of reference?

Before EENergy Action Plan Implementation

Please provide the answer with the feed type provided above: e.g. gas, please specify unit of measure

After EENergy Action Plan Implementation

Please provide the answer with the feed type provided above: e.g. gas, please specify unit of measure

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.

Did you do any other investments in Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR)?

If **YES**, you are sent to questions on Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR) (see above)

Replacement or Upgrading of Building Structure (e.g., Insulation, Doors, Windows)

What is the percentage of energy consumption reduction you estimated?

In case of multiple investments, please acknowledge that we will calculate a weighted average. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.

Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: The scope of our investment is one specific building of 40 sq.m. In the period before the investment, they were of the type 'wood single glazed' windows. The approximate consumption (kWh/year) of this unit was 50.5 MWh/year. As per energy certificate.

2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: We replaced wood windows with 'PVC triple glazed' ones. The estimated approximate consumption (kWh/year) of the unit after the investment is 47 MWh/year. As per energy certificate

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: We replaced old 'wood single glazed' windows that have a U-Value of 4.8 W/m²K, with PVC 'Triple Glazed' ones with a U-Value of 2.1 W/m²K. Total area of the windows: 40 m². According to the energy certificate we are getting 7% energy savings, i.e. the estimated energy consumption is now 47MWh/y.

What investment did you make to upgrade your building?

You can choose one or more items between: Doors, Windows, Roof, Walls, Other

Please be consistent with what stated in the answers above

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.

Which type of document(s) are you providing?

Please upload a document showing the energetic performance of the building, expressed in kWh x m² in 1 year OR energetic performance coefficient. Alternatively, where possible, use the bills.

Which type of document(s) are you providing?

Please upload a document showing the energetic performance of the building, expressed in kWh x m² in 1 year OR energetic performance coefficient. Alternatively, where possible, use the bills.

Options: Bills, Building Efficiency Certificate, Technical Report

Please provide description in English of the document you are uploading, in case it is not in English language, and upload document.

Installing Control Systems, Smart Meters, and Sensors

A smart metering device is not a “per se” improvement bringing the company to reaching energy saving. It is employed to measure energy performance so to implement changes and therefore, as a consequence, save energy. In this section you will be asked to provide a context for the metering system application and demonstrate any consequent energy saving.

Please describe to what unit / scope / system you applied the smart metering system and what are the main energetic consumption features. Example: production line needing high temperature

What did you modify in the unit / scope / system to which the metering system is applied to reduce energy consumption?

What did you measure BEFORE and AFTER the modification? Periods must be comparable.

Example: Before we were turning this production line off every night. With the metering we acknowledged that the consumption is higher when the machine turns on, so we stopped turning it off every night and we saved energy.

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Insert a number corresponding to the number of documents you intend to upload.

Keep in mind that you should be able to upload the METERING SYSTEM REPORT able to provide a comparison between the energy consumption in the period before the modification you implemented after starting the use of the metering system, and after the modification/improvement.

Electric Vehicles (EVs) and EV charging stations

What is the percentage of energy consumption reduction you estimated?

In case of multiple investments, please acknowledge that we will calculate a weighted average. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.

Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: Before the implementation of EENergy AP our store used a diesel van for daily delivery, which consumed about 1.100 lt of diesel fuel in one month (21 working days). This consumption was estimated from the fuel receipts collected in March 2024 (1.760 € for an average price of 1.6 €/Lt).

2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: After the EENergy investment we replaced it with an electric van, and we registered a power consumption equal to 630 kWh in November 2024 (21 working days).

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: We considered same length of periods in terms of days, and similar milage. Our old van consumed 11 lt per 100k and covered on average 100km per day. $11 \times 21 \text{ days} = 231 \text{ lt per month}$. 231 Lt per month correspond to $(231 \times 38.000) = 8.778.000 \text{ kJoul in one month}$. We convert 8.778.000 kJoul in 2.438 kWh, in one month. We compare this figure with the consumption of the new EV, equal to 630 kWh. Taking us to a saving of about 75%.

What is the power of the old and the new vehicle? As indicated in the vehicle construction sheet.

What is the average mileage of the vehicle in the periods of reference? Please be consistent with what stated above.

Please specify Euro Class of both vehicles

Please select the unit of measure (of fuel) you would like to use, to express consumption information. Choose among Liters, Kg or kWh

You can compare values in same unit of measure or convert to the same one (be consistent with descriptions above).

What is the old and new vehicle consumption in the periods of reference? Please provide the answer in the unit of measurement chosen above. Calculate conversion if needed. Be consistent with answers above.

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation – or also between the old and new vehicle.

Which type of document(s) are you providing?

Please upload a document showing the energetic performance of the vehicles. For example: Bills (recharge device report), Bills/ receipts for fuel purchase before and after, Technical sheet of vehicle.

(Industrial/ Production) Machinery Replacement or Upgrade

Did you have a training on Investment: (Industrial/ Production) Machinery Replacement or Upgrade?

What is the percentage of energy consumption reduction you estimated?

In case of multiple investments, please acknowledge that we will calculate a weighted average. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.

Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: The fabric printing machine we were using in the reference period before the implementation of the EENergy action plan worked at 300 m²/h of textile with a power of 12 kW (including drying), hence in a typical working day (8h production) it was able to print 2400 m² consuming 96 kWh.

2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: The new machine works at 450 m²/h, having a power of 15 kW (including drying): the new daily production is now 3600 m² of fabric with a consumption equal to 120 kWh.

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: The specific consumption varied from 40 Wh/m² to 33 Wh/m² with an energy saving equal to 17%.

Please select the unit of measure you would like to use, which define the production of your machine/device/equipment.

Options: Number of pieces, Tons, Liters, Meters squared, Linear meters, Number of working hours

Please be consistent with description you provided above

What is the production of the machinery/equipment in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What is the working time of the machinery/equipment in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What is the specific energy consumption of the machinery/equipment? Please divide total consumption by the production (e.g. kWh/tons, kWh/litres, kWh/hours...)

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. Eg. Technical sheet of the old machinery and Technical sheet of new machine.

Office Equipment Replacement or Upgrade

Did you have a training on Investment: Office Equipment Replacement or Upgrade?

What is the percentage of energy consumption reduction you estimated?

In case of multiple investments, please acknowledge that we will calculate a weighted average. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.

Please describe here the calculation you made to estimate the above %.

1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: The fabric printing machine we were using in the reference period before the implementation of the EENergy action plan worked at 300 m²/h of textile with a power of 12 kW (including drying), hence in a typical working day (8h production) it was able to print 2400 m² consuming 96 kWh.

2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: The new machine works at 450 m²/h, having a power of 15 kW (including drying): the new daily production is now 3600 m² of fabric with a consumption equal to 120 kWh.

3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

For example: The specific consumption varied from 40 Wh/m² to 33 Wh/m² with an energy saving equal to 17%.

Please select the unit of measure you would like to use, which define the production of your machine/device/equipment.

Options: Number of pieces, Tons, Liters, Meters squared, Linear meters, Number of working hours

Please be consistent with description you provided above

What is the production of the machinery/equipment in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What is the working time of the machinery/equipment in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

What is the specific energy consumption of the machinery/equipment? Please divide total consumption by the production (e.g. kWh/tons, kWh/litres, kWh/hours...)

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. Eg. Technical sheet of the old machinery and Technical sheet of new machine.

Other (Hard) Investment (not covered above)

After selecting the two periods of comparison, **please provide a short description of the implemented actions.**

What is the % of energy saving achieved?

Please describe here the calculation you made to estimate the above percentage.

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your company/unit in the period of reference. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

For example: My company is an hotel. I considered the number of clients and climate conditions. / I am a small shoes producer. My scope is the whole company, therefore I considered climate conditions. / I am a small shoes producer. My scope is the production line, therefore I considered the production only.

Please provide a short description on how the implemented actions have reduced your energy consumption.

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.

Energy Audit and Consultancy

In this section, we would like you to report the action and the 5% energy consumption reduction linked to consulting services your establishment has engaged to help reduce energy consumption.

How many technical consultation sessions lasting at least one hour have been conducted for your establishment since June 2024?

Has your establishment obtained an energy performance certificate since June 2024?

Please upload it among the pictures of the investment asked in the next questions

Did your consultant evaluate your establishments' energy consumption and future investment needs since June 2024?

Please upload the report/certificate provided by the consultant. Please use only latin letters or numbers in the name of the file. Do not use special characters (e.g., %, ü, á etc.) when naming your files.

How did you calculate the 5% reduction? Please indicate the percentage of energy consumption reduction obtained and demonstrable, and on which basis you are stating it.

How many document(s) are you providing in order to prove 5% energy consumption reduction?

Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.

Which type of document(s) are you providing? You can provide bills, audit reports, energy efficiency reports, certificates.

Please provide a photo of the investment made.

You can upload a picture of your company and picture of energy certificate, audit certificate, pictures from the consultancy sessions.

(1 minimum, 5 maximum) - if you have already uploaded all the pictures you wish to upload you can simply click "Next" to skip the remaining pictures

Declaration of Honor

Since you have not yet achieved the 5% energy reduction target, you will be required to sign a declaration of honour explaining why this has not been achieved and committing to achieving the reduction target in the near future.

Please complete this section providing the required justifications and expectations of the energy reduction to be achieved. **This information will be reviewed by the EENergy reporting team and, upon approval, you will receive the Declaration of Honour document, prepopulated with this information, by email.**

You will be required to sign and return this document in order to proceed with the reimbursement of your costs. Please refer to this document for example of how to suitably answer these questions: https://eu-norddanmark.dk/wp-content/uploads/2025/08/DoH_Examples.pdf

Please explain why you are not yet able to demonstrate a 5% energy reduction.

Please clearly specify which technical challenges / hurdles have been encountered which have prevented the achievement of the 5% reduction.

What energy consumption % reduction did you achieve at this point?

Your answer can be from 0 to 4.9

Please explain how this reduction has been measured

Referring to the figure expressed in the above question, specify the following: the scope of your investment, indicate a period before and a period after the investment, that are comparable. Please consider any relevant parameters such as:

- production output,
- staff presence,
- same number of working hours.

The periods might not have the same exact number of calendar/working days – as long as they are comparable.

Explain how you measured the % of consumption reduction, making reference to the comparison periods you indicated.

How does this differ from the original logic/estimates made in your action plan?

Please make reference to your original action plan and make a comparison with the originally presented rationale for achieving the 5% reduction

What energy consumption % reduction do you expect to achieve?

Include the % already achieved at this point.

When do you expect to achieve this reduction?

Please indicate the date by which you expect to achieve the stated % objectives. Must be before July 31st 2026

Please explain the rationale for expecting this reduction

Please clearly specify what additional steps you will take / what new data will be available in order to be able to demonstrate the anticipated reduction stated above..

Please provide a photo of the investment made.

If you invested in audit and / or training you can upload a picture of your company and/or picture of energy certificate, audit certificate pictures from training sessions.

(1 minimum, 5 maximum) - if you have already uploaded all the pictures you wish to upload you can simply click "Next" to skip the remaining pictures