# ANNEX-1

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| --- |
| ..............................................................................................[[1]](#footnote-1) |

|  |
| --- |
| [[2]](#footnote-2) |

… / … / 20…

**Number :** … / ….

**Subject :** Efficiency Increasing Project (VAP) Application

**TO THE MINISTRY OF ENERGY AND NATURAL RESOURCES**

**(Energy Efficiency and Environment Department)**

 We kindly request you to evaluate our efficiency increasing project application within the framework of the provisions of the "Energy Efficiency Law" dated 18/4/2007 and numbered 5627 and the "Regulation on Increasing the Efficiency in the Use of Energy Resources and Energy" and the attached documents.

|  |
| --- |
| ON BEHALF OF THE INDUSTRIAL BUSINESS |
|  |
| SIGNATURE [[3]](#footnote-3)FULL NAMETITLESEAL [[4]](#footnote-4) |

**ANNEXES:**

1. Project Application File and Attachments (… Page)
2. Documents showing affiliation to the Chamber of Commerce and / or the Chamber of Industry
3. Notarized copy of TS EN ISO 50001 Energy Management System Standard document [[5]](#footnote-5)
4. Letter of Undertaking[[6]](#footnote-6)
5. Signature Circulars [[7]](#footnote-7)

**EFFICIENCY INCREASING PROJECT (VAP)**

**APPLICATION FILE**

...................................................[[8]](#footnote-8)

................... [[9]](#footnote-9)

|  |
| --- |
| **INDUSTRIAL BUSINESS INFORMATION** |
| NAME / TITLE | : |
| ADDRESS | : |
| PHONE NUMBER | : |
| FAX NO | : |
| WEB / ELECTRONIC MAIL | : |
| KEP ADDRESS | : |
| YEAR OF ENTERING INTO BUSINESS | : |
| SECTOR[[10]](#footnote-10) / NACE CODE [[11]](#footnote-11) | :  |
| ENERGY CONSUMPTION [[12]](#footnote-12) | : |
| **INDUSTRIAL BUSINESS EXECUTIVE INFORMATION** [[13]](#footnote-13) |
| FULL NAME | : |
| TITLE | : |
| PHONE NUMBER (WORK/CELL) | : |
| FAX NO | : |
| ELECTRONIC MAIL | : |
| **ENERGY EXECUTIVE INFORMATION** [[14]](#footnote-14) |
| FULL NAME | : |
| CERTIFICATE NO | : |
| PHONE NUMBER (WORK/CELL) | : |
| FAX NO | : |
| ELECTRONIC MAIL | : |
| **PROJECT EXECUTIVE STAFF INFORMATION** [[15]](#footnote-15) |
| FULL NAME | : |
| DUTY | : |
| PHONE NUMBER (WORK ext.) | : |
| PHONE NUMBER (CELL) | : |
| E- MAIL | : |
| **INFORMATION ABOUT THE EVD COMPANY PREPARING THE PROJECT** [[16]](#footnote-16) |
| FULL NAME | : |
| PROJECT MANAGER [[17]](#footnote-17) | : |
| PROJECT TEAM [[18]](#footnote-18) | : |

**OBJECTIVE, SCOPE AND AIM**

The aim, scope and objectives of the project will be explained briefly.

**INFORMATION ABOUT PREVIOUS PROJECT APPLICATIONS**

Applications made to the Ministry in order to benefit from the project support in previous years (issues such as project name, application date, whether the support can be benefited or not) will be notified.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECT NAME** | **APPLICATION DATE** | **IN THE EVALUATION PHASE** | **IN THE APPLICATION PHASE** | **APPLICATION COMPLETED** | **PAYMENT STATUS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**PROJECT COMPONENTS**

The "Project Components Summary Table" in Annex-2 will be arranged to show each component by selecting one of the equipment / system / cogeneration system / waste heat electricity generation system according to the scope of the project.

**MEASUREMENTS**

Within the scope of each component, the measurements made before the application, the measurement tools used, measurement methods and measurement results will be written.

In addition, for post-implementation on-site inspection and control studies, how to determine whether the targeted results have been achieved with the project, the necessary measurements, methods, necessary measuring instruments and analysis needs will be explained.

**ACCOUNTS**

Calculations made within the scope of each component will be written together with the calculation method, formula, data and calculation results, and reliable source will be shown for the calculation method, formula and data used.

In the calculation of the annual total energy saving amount and the payback period, if the annual total working hours of the equipment / system / cogeneration system / waste heat power generation system are more than the annual total working hours of the industrial enterprise, the annual total working hours of the industrial enterprise shall be taken as basis in calculations.

**APPLICATION PLAN**

The implementation plan of the project will be prepared and given in the following format, including all kinds of works and transactions to be done within the scope of the project. The implementation plan cannot cover more than 24 months after the project start date.

 **EXAMPLE**

|  |  |  |
| --- | --- | --- |
| Project Components / Works To Be done [[19]](#footnote-19) | Total Period (Month) | Months |
|  1 | 2  | 3  | 4  | 5  | 6  | 7  |  8 | 9  |  10 | 11  | 12  | .. | ..  | 22 | 23  | 24  |
|  1- Component 1 |    |  |  |  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |
|  1.1. ……… work  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  1.2. ………. work |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |
|  2- Component 2 |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  2.1. ……… work |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|  2.2. ……... work |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**OTHER ISSUES**

All pages of the application file will be numbered, and all pages will contain the stamp of the industrial enterprise and the signatures of the authorities. Within the scope of each component, there will be photos before the project implementation.

**ANNEXES:**

1. Proforma invoices for purchases and labor [[20]](#footnote-20)
2. Invoices that constitute the basis for the unit price calculation of energy [[21]](#footnote-21)
3. Notarized copy of the agreement made with the Company for the preparation of the project [[22]](#footnote-22)
4. Catalogs or brochures of purchases to be made
5. Current calibration documents of the measuring devices
6. P&I Diagram in cogeneration projects
1. The name of the industrial enterprise or legal person that owns the project is written. [↑](#footnote-ref-1)
2. The logo of the industrial enterprise or legal entity that owns the project is included. [↑](#footnote-ref-2)
3. It is signed by the manager who is authorized to represent the industrial enterprise. [↑](#footnote-ref-3)
4. The seal of the industrial enterprise is printed.. [↑](#footnote-ref-4)
5. If there is no document, a document issued by the institution or organization to which the application is made is presented, indicating that the application has been made to have the document. [↑](#footnote-ref-5)
6. The contract is prepared according to the format in ANNEX-6. [↑](#footnote-ref-6)
7. Signature circulars of the authorized signatory on behalf of the industrial enterprise are presented. [↑](#footnote-ref-7)
8. Project name is written. (Increasing Efficiency in Electric Motor Systems) [↑](#footnote-ref-8)
9. The month and year of the project application are written. (January 2020) [↑](#footnote-ref-9)
10. One of the sub-sectors specified in ANNEX-10 is written. [↑](#footnote-ref-10)
11. The 4 digit NACE code is written. [↑](#footnote-ref-11)
12. Average of energy consumption for the last three years before the application date is written in TEP. [↑](#footnote-ref-12)
13. Information about the owner, beneficial owner if any or the manager responsible for management on behalf of them is provided. [↑](#footnote-ref-13)
14. Information regarding the person with the certificate of energy manager who is assigned by the management to carry out the activities related to energy management in the industrial enterprise is given. [↑](#footnote-ref-14)
15. Information about the project manager will be given. This person is contacted for detailed information about the project. [↑](#footnote-ref-15)
16. Information about the EVD Company that prepared the project is given. [↑](#footnote-ref-16)
17. The name and surname of the person responsible for the project is written on behalf of the EVD Company. [↑](#footnote-ref-17)
18. Names of EVD Company personnel working in the preparation of the project are written. [↑](#footnote-ref-18)
19. Each component and its work and operations are specified separately. [↑](#footnote-ref-19)
20. Unit price and quantity are written in the invoices submitted for each component. [↑](#footnote-ref-20)
21. In the project preparation phase, invoices used in savings account are presented. [↑](#footnote-ref-21)
22. If the agreement is made for more than one project, the preparation cost of each project is specified separately in the agreement. [↑](#footnote-ref-22)