

OFFICIAL AND PRACTICAL DEFINITIONS FOR THE FINANCIAL AND ECONOMIC DATA GATHERING

COSTS

1. Investment costs:

1.1.Official definition:

1.1.1. Initial investment: it includes the capital costs of all the fixed assets (e.g. land, constructions buildings, plant and machinery, equipment, etc.) and non-fixed assets (e.g. start up and technical costs such as design/planning, project management and technical assistance, construction supervision, publicity, etc.). Where appropriate, changes in net working capital should also be included. Information must be taken from the technical feasibility study/ies. Cost breakdown over the years should be consistent with the physical realizations envisaged and the time-plan for implementation. Where relevant, the initial investment shall also include environmental and/or climate change mitigating costs during the construction.

1.1.2. Replacement costs: includes costs occurring during the reference period to replace short-life machinery and/or equipment, e.g. engineering plants, filters and instruments, vehicles, furniture, office and IT equipment, etc.

1.2.Practical definition:

1.2.1. If you have invested in physical infrastructure, put the amount in this cell

1.2.2. If you have bought machinery, equipment, etc. put the amount in this cell

1.2.3. If you have hired a designer/planner/expert on something you need to put the measure in place, report it in this cell

2. Personnel costs:

2.1.Official definition:

2.1.1. Personnel costs: labor costs for the employer; includes wages and salaries, tax-rolls, social benefits, insurance and other expenses in kind.

2.2. Practical definition:

2.2.1. Include the sum of all the salaries (including taxes and social benefits) that you have paid to workers directly related to the implementation and operation of the measure.

3. Energy costs:

3.1. Official definition:

3.1.1. Energy costs: fuel, energy, and other energy process consumables (taxes included). If possible, separated by type of energy (electricity, fuel, gas...). Please, separate cost & taxes related to energy costs (adding a new row if it applies).

3.2. Practical definition:

3.2.1. If the implementation or operation of the measure relies on external sources of energy (for example, fuel to feed vehicles or electricity to run heat pumps) report your cost in this cell. If your measure relies on more than one source of energy, report their costs separately. You should include all taxes (if possible, separated from cost).

4. Maintenance costs:

4.1. Official definition:

4.1.1. Maintenance costs: materials needed for maintenance and repair of assets different of initial investment and replacement costs.

4.2. Practical definition:

4.2.1. In case you have encountered a problem that needed to be solved by substituting something, report it here. If the cost was already foreseen (for example, filters or instruments) don't report it here, report it in "Replacement costs". For example, if a filter has a useful life of 1 year and you have to change it, you should report it in "replacement costs"; on the contrary, if you have a broken pipe (due to other issues not related with its useful life), report it here.

5. Other expenses:

5.1.Official definition:

5.1.1. Other expenses: services purchased from third parties, rent of buildings or sheds, rental of machinery; general management and administration; insurance cost; quality control; waste disposal costs.

5.2.Practical definition:

5.2.1. If you have to pay an insurance for dealing with your operations or you have waste disposal costs (for example, for removing waste produced by your operations), report it here.

6. Taxes:

6.1.Official definition:

6.1.1. Taxes: emission charges (including environmental taxes, if applicable), local taxes (building...), non-refundable taxes...

6.2.Practical definition:

6.2.1. If you have to pay local, regional or national taxes related to your activity, report it here. For example, some local authorities have issued legislation that forces to pay taxes to specific pollutants. If you have to pay this kind of taxes, report them here.

REVENUES

1. Payments by users:

1.1. Official definition:

1.1.1. Payments by users: cash in-flows directly paid by users for the goods or services provided by the operation, such as charges borne directly by users for the use of infrastructure, sale or rent of land or buildings, or payments for services. Excluding VAT or other refundable taxes.

1.2. Practical definition:

1.2.1. If the users of your measure have to DIRECTLY pay for the usage of the solution, report it here. For example, if users have to pay a fee for the usage of infrastructure (like parking lots) you should report how much have they paid during the evaluation period here.

If the user is the public administration and they are paying you for the services you are offering or for the improvements you are doing into a building (such as refurbishments), then the amount paid by the public authority is the data you have to report.

If the amount paid by the public administration is related to a contract with more activities or investment than those included in the measure, include only the public payment related to the measure if you have the disaggregated payments. If not, please contact us and together we will decide the percentage of the payment that will be taking into account for the measure.

If it's a deferred payment (even if it's a public, private or particular payer), please include all the present and future payments (if some payments overcome the period of time of the time table, include them in the last column, the one named "6 to n").

2. Savings:

2.1. Official definition:

2.1.1. Energy or other savings: in economic terms, how much has the solution saved.

2.2. Practical definition:

2.2.1. If your revenues model relies on capturing a specific percentage of the savings during a period of time, report it here. For example, some measures aim to reduce the energy consumption of users. One way to finance it is to capture a percentage of this savings during a specific period of time to pay for the investments and get some profit.

3. EU grant:

3.1. Official definition:

3.1.1. EU grant includes the amount of EU contribution used for the deployment and operation of the project during the project.

3.2. Practical definition:

3.2.1. Include the amount of money received from the EU during the GrowSmarter project. You should exclude the amount of money dedicated to travelling, meetings and other administrative issues. Just report the specific amount of money dedicated to the implementation and operation of your measure.

If you can disaggregate the grant between grant amount for investment and grant amount for operation activities, please do it adding a new row. If is just for one specific item, indicate it in the comments column. If it is not disaggregated but the grant includes either concepts or others, please contact us and together we will decide the percentage of the payment that will be taking into account for the measure.

4. Public financing by municipality:

4.1.Official definition:

4.1.1. Public financing by municipality: transfers or subsidies from local public budgets.

4.2.Practical definition:

4.2.1. If your measure has some kind of transfer or subsidies from the local government, report it here. Take into account that this is different from the EU grant and applicable just in those cases that have an extra help from the local government.

Same comments as in European Grants: if possible, separate grant amount for investment and grant amount for operation activities adding a new row.

5. Other public contribution:

5.1.Official definition:

5.1.1. Other public contribution: transfers or subsidies from other public budgets, for example, regional or state governments.

5.2.Practical definition:

5.2.1. As in the case of public financing by the municipality, this information applies if you are getting financial help from regional or national governments.

Same comments as in European Grants: if possible, separate grant amount for investment and grant amount for operation activities adding a new row.

6. Private financing:

6.1.Official definition:

6.1.1. Private financing: it includes project promoter's contribution (loans or equity), if any; and or private contribution under a Public-Private Partnership, (equity and loans) if any.

6.2.Practical definition:

6.2.1. If your measure is being financially supported by a private institution, report it here. An example could be that in order to reach a specific quantity of users, a company could be subsidizing part of the costs or final price that final users will be paying.

Same comments as in European Grants (adapted to loans): if possible, separate the amount for investment and the amount for operation activities adding a new row.

7. Jobs involved FTE:

7.1.Official definition:

7.1.1. The total number of jobs created in Full Time Equivalent periods.

7.2.Practical definition:

7.2.1. For example, if you deployed your infrastructure using one person working full time and another person working half-time, report 1'5 in the corresponding space. You should report not only direct jobs but also subcontracted or indirect costs. For example, if you have subcontracted a company to take care of the maintenance or the deployment of your measure, report their jobs involved. In the comments column, please specify how many of the reported jobs are direct, indirect or subcontracted.

About GrowSmarter

GrowSmarter (www.grow-smarter.eu) brings together cities and industry to integrate, demonstrate and stimulate the uptake of '12 smart city solutions' in energy, infrastructure and transport, to provide other European cities with insights and create a ready market to support the transition to a smart, sustainable Europe.

GrowSmarter project partners



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 646456. The sole responsibility for the content of this document lies with the author and in no way reflects the views of the European Union.