



# D5.2 Set of Templates – Guidelines

Introductory Summary

**LIFE LOOP –Local Ownership of Power**

Updated Version: V2.1

## Project Information

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## Introductory Remarks – Set of Templates – Guides

The overall objective of WP5 is to simplify and enhance existing tools and develop new resources to make the development of community energy projects as easy and effective as possible for all stakeholders. In line with this objective, we have created a Set of Templates–Guidelines that *includes user-friendly guides, models, and templates.*

The Set of Templates is available **in four (4) languages** (English, Greek, Romanian, and Croatian).

The Set of Templates [can be found here.](#)

The 1<sup>st</sup> round of the Set of Templates–Guidelines consists of user-friendly guides, models, and templates for the following actions:

### Comprehensive List of Templates –Guides

No	Template – Guide	How to Use
1	<p><i>Analysis of Barriers and Opportunities</i></p> <p>–</p> <p><i>SWOT Analysis</i></p>	<p><i>Energy communities and municipalities can use this template to better understand the potential and barriers when planning to develop synergies and community energy projects. In this direction, it is of paramount importance to have a better idea of the strengths and weaknesses of your respective partner to foresee any issues that might arise during your collaboration, as well as the benefits of your partnership</i></p>
2	<p><i>Community Energy Roadmap</i></p>	<p><i>The roadmap is a collaborative and wide-participatory strategic plan that aims to contribute to the effort of local communities to create sustainable and successful Energy Communities which will constitute the leading tool for the democratic energy transition.</i></p> <p><i>The roadmap of each Energy Community should be tailored to the specific local needs and specificities of</i></p>

		<p><i>the relevant area, which focuses and guides the respective efforts and actions towards a shared vision.</i></p> <p><i>The objective of this guide is to offer a potential structure of strategic planning toward the democratic energy transition of your local community, which assists and promotes the participation of people of all genders on equal terms.</i></p>
3	<p><i>Articles of Incorporation–Statute</i></p>	<p><i>This template is intended to <b>provide guidance on drafting the stature of your energy community.</b></i></p> <p><i>It is imperative that you <b>tailor it</b> to align with the legal requirements and framework of your country.</i></p> <p><i>This template of Articles of Incorporation is only one of many possible variants for the design of the statute of an Energy Community. Energy communities can take <b>various legal forms.</b> In this case, we provide a template of the statutes for Energy Communities that opt for a <b>cooperative legal form.</b></i></p>
4	<p><i>Stakeholder Mapping</i></p>	<p><i>This guide aims to provide Energy Communities with <b>methods to identify</b> all the stakeholders, whether internal or external, who have the power to either influence the course of an Energy Community. The <b>target audience</b> of this guide is citizens and municipalities</i></p>

		<p><i>interested in establishing an Energy Community.</i></p> <p><i>Readers and users can <b>tailor</b> the following stakeholder mapping process to the specific needs and situation of their local community.</i></p>
5	<p><i>Stakeholder Engagement Plan</i></p>	<p><i>This guide aims to provide Energy Communities with <b>methods to engage</b> all the stakeholders whether internal or external, who have the power to either influence the course of an Energy Community or determine the success of the entire initiative or a project. Once identified and analyzed by your Energy Community, the stage of engaging with stakeholders follows. Readers and users should <b>tailor</b> the following stakeholder mapping process to the specific needs and situation of their local community.</i></p>
6	<p><i>Business Model Canvas for Collective Self-Consumption Scheme</i></p>	<p><i>This template assists in visualizing and drafting a business model that promotes shared energy consumption within an energy community. Specifically, it can be used as the starting point for the strategic planning of your community energy project based on a collective self-consumption scheme. <b>Users will be able to identify and start analyzing relevant key partners, key activities, necessary resources, cost structure, revenue</b></i></p>

		<p><i>streams, and other important parameters of their project.</i></p>
7	<p><i>Calculation Mechanism for Collective Self-Consumption Scheme</i></p>	<p><i>Following the above recording and pre-planning of the community project, based on the collective-self consumption scheme, the next step is the exact calculation of the capital that will be needed, the basic costs but also the benefit that will result.</i></p> <p><i>This template helps quantify the benefits of collective self-consumption, aiding in decision-making and demonstrating value to stakeholders.</i></p> <p><b>Instructions:</b> GREEN CELLS to be filled in by members / ORANGE CELLS to be filled in by coordinator / BLUE CELLS are the results</p>
8	<p><i>Business Model Canvas for PPA between Energy Communities and Municipalities</i></p>	<p><i>This template assists in visualizing and drafting a Power Purchase Agreement between your Energy Community and Municipalities.</i></p> <p><i>Specifically, it can be used as the starting point for the strategic planning of your community energy project.</i></p> <p><i>Users will be able to identify and start analyzing relevant key partners, key activities, necessary resources, cost structure, revenue streams, and other important parameters of their project.</i></p>
9		<p><i>Following the above recording and pre-planning of the community project, based on PPA model, the next step is calculating the exact energy</i></p>



	<p><i>Calculation Mechanism for PPA between Energy Communities and Municipalities</i></p>	<p><i>production, the capital needed from members and the respective ownership percentage, among other parameters of your project.</i></p> <p><b>Instructions:</b> GREEN CELLS to be filled in by users/ ORANGE CELLS to be filled in by coordinator / BLUE CELLS are the results.</p>
<p>10</p>	<p><i>Calculation Mechanism for Commercial PV Community Energy Projects</i></p>	<p><i>In line with the above, energy communities can develop commercial PV projects. By using this template, users will be able to estimate the annual profit, operational expenses, investment costs, and other important parameters necessary for designing and developing their community energy project.</i></p> <p><b>Instructions:</b> GREEN CELLS to be filled in by users/ ORANGE CELLS to be filled in by coordinator / BLUE CELLS are the results.</p>
<p>11</p>	<p><i>Business Model Canvas for Citizen-led Renovation Scheme</i></p>	<p><i>This template assists in visualizing and drafting a Citizen-led Renovation scheme developed by energy communities.</i></p> <p><i>Specifically, it can be used as the starting point for the strategic planning of your community energy project.</i></p> <p><b>Users will be able to identify and start analyzing relevant key partners, key activities, necessary resources, cost structure, revenue streams, and other important parameters of their project</b></p>

		<p><i>By using this template, Energy Communities and Municipalities will be able to start planning the community renovation project in order to reach their energy efficiency targets.</i></p>
12	<p><i>Business Model Canvas for Community Energy Demand–Response Scheme</i></p>	<p><i>This template assists in visualizing and drafting a Community Energy Demand–Response scheme developed by energy communities or municipalities.</i></p> <p><i>Specifically, it can be used as the starting point for the strategic planning of your community energy project.</i></p> <p><i>Users will be able to identify and start analyzing relevant key partners, key activities, necessary resources, cost structure, revenue streams, and other important parameters of their project</i></p> <p><i>By using this template, Energy Communities and Municipalities will be able to start planning the community energy demand–response project, aiming at reaching their energy efficiency targets by collectively saving energy.</i></p>
13	<p><i>Monitoring Report for Implementation</i></p>	<p><i>This template ensures continuous monitoring and reporting, enabling Energy Communities and Municipalities to stay informed and make necessary adjustments to keep their roadmaps and the <b>specific action plan on track.</b></i></p>
14	<p><i>Communication Plan</i></p>	<p><i>This template helps in planning and executing effective communication strategies, <b>ensuring clear and consistent messaging to all</b></i></p>



## Next Steps

As the need for templates and guidelines is growing through the project's implementation, we will continue to enrich the Set of Templates–Guidelines with more templates, especially focusing on the collaboration of municipalities with energy communities and citizen-led initiatives.

## Conclusions

The Set of Templates–Guidelines developed under WP5 serves as a critical resource for Energy Communities and Municipalities involved in community energy projects or planning to develop community energy projects. By providing clear, structured, and user-friendly templates, LIFE LOOP project aims to streamline the development process, enhance project outcomes, and promote sustainable community projects.

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