FINANCING ECO-INDUSTRIAL PARKS

REPLICATING THE UNIDO EIP ACCESS TO FINANCE TOOL
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ABOUT THE ACCESS TO FINANCE TOOL

Tool Rationale

Access to finance is often a key challenge to implementing feasible initiatives in Eco-Industrial Parks (EIPs), whether at the level of park management entities or of tenant companies within the parks. Part of this challenge is the lack of information on what financing options are available in a way that can be easily accessed by private firms. To this end, the goal of the UNIDO EIP Access to Finance Tool is to guide park management entities and tenant companies to identify, review and access available financing options for feasible EIP initiatives for their industrial parks.

Tool Objectives

- Provide an overview of different types of financing mechanisms and their overall applicability to EIP initiatives
- Provide overall guidance on how to successfully access different types of financing options
- Facilitate exercises to identify available financing options nationally and internationally
- Direct park management and companies to relevant websites and contact details of identified financing options, in order to access detailed information and take next steps.

How to use the access to finance tool

STEPS IN THIS ACCESS-TO-FINANCE TOOL

Click here to access the South Africa tool as an example
HOW TO REPLICATE THE TOOL

The Access to Finance Tool is built on a carefully researched database of available funding options in specific country contexts. Once the data has been collected following an extensive mapping exercise, it is used to populate a database which exists in a standalone excel tool with a user-friendly interface. Replicating this tool requires a two-stage process.

1. **DATA COLLECTION**
   - What data is collected?
   - Tips to find data for your country
   - How should the data entries be organized

2. **DATABASE SETUP**
   - Instructions
   - Search Finance Options
   - Search Results
   - Guidance on Accessing Finance
   - Contact Financial Institutions Form

---

**TAB 1**

**TAB 2**

**TAB 3**

**TAB 4**

**TAB 5**

---

**Search Results**

**Guidance on Accessing Finance**

**Contact Financial Institutions Form**
This section lays out the methodological considerations that need to be taken into account by the researcher as part of their work replicating the Access-to-Finance tool, in particular the data that underpins the tool database.
The UNIDO EIP Access to Finance tool is intended to be an aid to decision-making when it comes to mobilising funding in support of an EIP initiative. It is therefore important that such decisions are based on the most complete and correct data possible.

Data integrity therefore refers to the accuracy, consistency and completeness of the data stored in the database. The following principles should thus be kept in mind:

- **Data Integrity begins during the data collecting phase;**
- **Data integrity rules specify that the database contains the highest quality data from the highest quality sources;**
- **Precise data means that it is clearly expressed, definite, accurate, correct and conforming to proper form.**
**WHAT DATA NEEDS TO BE COLLECTED?**

When gathering information, the data should be based on both an understanding of the (i) search criteria and (ii) search results (see below).

A data collection questionnaire is available in Annex 1 and unpacks the components of each data column. Below is an example for the search criteria options.

<table>
<thead>
<tr>
<th>Type of organization seeking funding</th>
<th>Financing Sector</th>
<th>Investment Instrument</th>
<th>Financing Institution type</th>
<th>Type of EIP initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>All (large companies, SMMEs and Park Management)</td>
<td>Private Sector</td>
<td>Loan</td>
<td>Banks</td>
<td>Climate change adaptation</td>
</tr>
<tr>
<td>Large companies</td>
<td>Government Sector</td>
<td>Grant</td>
<td>Private Equity</td>
<td>Property and utility maintenance</td>
</tr>
<tr>
<td>SMEs</td>
<td>National donor funding</td>
<td>Equity</td>
<td>Venture Capital</td>
<td>Occupational health, safety and hygiene</td>
</tr>
<tr>
<td>Park Management</td>
<td>International donor funding</td>
<td>Rebate</td>
<td>Development finance institutions</td>
<td>Community development</td>
</tr>
<tr>
<td>Other</td>
<td>Public, Private, Community</td>
<td>Debt/Guarantee</td>
<td>Sovereign Wealth Funds</td>
<td>Carbon capture and storage</td>
</tr>
<tr>
<td>Other (Foreign Governments, etc.)</td>
<td>Debt/Loan</td>
<td>Enterprise Development Program (Private Sector)</td>
<td>Energy efficiency (cogeneration, smart grid)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crowdfunding</td>
<td>Enterprise Development Program (Government Sector)</td>
<td>Environmental protection (pollution control, prevention and treatment)</td>
<td></td>
</tr>
<tr>
<td>Type of organization seeking funding</td>
<td>Financing Sector</td>
<td>Investment Instrument</td>
<td>Financing Institution type</td>
<td>Type of EIP initiative</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------------</td>
<td>-----------------------</td>
<td>---------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Impact Investment</td>
<td>Government Departments</td>
<td></td>
<td>Green buildings</td>
<td></td>
</tr>
<tr>
<td>Social and Economic Impact Bond</td>
<td>Other</td>
<td></td>
<td>Green products and materials</td>
<td></td>
</tr>
<tr>
<td>Various Instruments</td>
<td></td>
<td></td>
<td>Renewable energy (solar, wind, hydro etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sustainable land management, (sustainable agriculture, forestry)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transport (urban rail/metro, electric, hybrid, roads)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Waste management (recycling, waste management)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Water (water efficiency, wastewater treatment)</td>
<td></td>
</tr>
</tbody>
</table>
STAGE 2: CREATION OF TOOL INTERFACE AND DATABASE SETUP

This section contains instructions on how to set up and populate the database upon which the tool is built. It is organised by the different tabs of the tool.
**TAB 1: INSTRUCTIONS**

### 1.1. COMPONENTS

**How to insert the tool flow chart**

Illustration of the flow chart as it is displayed on the "Instructions" worksheet.

**Adding a shape**

Access shape options from the Insert button on the excel main menu ribbon.

1. Go to the Shapes and click the drop-down arrow, and select the Rounded Rectangle icon.
2. Draw a rounded rectangle in the cells on the worksheet.

**Formatting a shape**

To format the shape and add text, right-click and select edit text OR double-click the shape.

1. Now add relevant text to the button.
The buttons below the main boxes in the flow chart are created in the same way except that they have hyperlinks added.

Note: Before adding the hyperlinks, you must first add the text that you want to display in the box. To add the text, right click on the button and select “Edit text” option.

Adding a hyperlink
Once you have added the text, right click on the box to get the option to add hyperlink to the box. To Hyperlink a document, we suggest placing the document on one of the worksheets on the workbook. In general, the hyperlink can also work with website links.

Under the ‘Link to’ section, select ‘Place in this Document’.

Under the ‘Type the cell reference’ section, type in the destination cell address.

Under the ‘Or select a place in this document’ click to choose the particular sheet name. Click the OK button when done

Now, when you click on the rounded rectangle, it will go to the specified cell of a specified sheet.
There are 2 documents embedded onto the document, the feasibility and pre-feasibility study templates:

To insert files into the excel:
1. Click inside the cell into which you want to insert the word/excel file.
2. Click on the ‘Insert’ tab.
3. Click on the ‘Object’ under the ‘Text’ group.
4. Select ‘Create from File’.
5. Browse your file.
6. Select the ‘Display as icon’ check box if you want to insert an icon linking to the files.
7. Click on ‘OK’.

Adding feasibility assessment documents
To fit the document into a cell, right click on the document.

Select 'Format Object'.

Click on 'Properties'.

Select 'Move and size with cells'.

Click 'OK'.
## TAB 2-3: DATABASE SETUP

### 2.1 SEARCH CRITERIA OPTIONS

<table>
<thead>
<tr>
<th>Type of organization seeking funding</th>
<th>Financing Sector</th>
<th>Investment Instrument</th>
<th>Financing Institution type</th>
<th>Type of EIP initiative</th>
</tr>
</thead>
<tbody>
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<td>Banks</td>
<td>Climate change adaptation</td>
</tr>
<tr>
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<td>Grant</td>
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<td>Energy efficiency (cogeneration, smart grid)</td>
</tr>
<tr>
<td></td>
<td>CrowdFunding</td>
<td>Enterprise Development Program (Government Sector)</td>
<td></td>
<td>Environmental protection (pollution control, prevention and treatment)</td>
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<td>Government Departments</td>
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<td>Green buildings</td>
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<td></td>
<td></td>
<td></td>
<td>Waste management (recycling, waste management)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Water (water efficiency, wastewater treatment)</td>
</tr>
</tbody>
</table>
To build a database, add the following fields on a separate worksheet:

- Type of organization seeking funding
- Financial sector type
- Type of Investment Instrument
- Type of financing organization
- Type of EIP initiative search
- Name financing organization
- Fund name
- Specific focus of funding
- EIP initiatives result
- Finance threshold
- Eligibility criteria
- Weblink
- Contact details
- Investment opportunity information

On the database, the search criteria is hidden by default using the hide or display scroll bar. The scroll bar (circled in the illustration) can be toggled to either hide or display data as required. It expands and contracts the view when pressed.

To add the scroll, highlight the data columns you need to expand and contract using the button.

Select "Group" from the "Outline" option.

Select "Group" from the popup menu.
3.3 ADDING DATA ENTRIES

Data entries are added to the database from the "Search Results Finance Options" tab. The tab contains the raw data in columns A-P.
To add data entries, navigate to the last row entry and enter a new row with the new information.

Once all the data entries have been captured, there is a need to ensure that the data is formatted as a table which will allow for data filters to be inserted.

To format the data as a table:

1. Click anywhere inside the raw data.
2. Select "Format as Table" from the "Home" option on the excel ribbon.
3.4 SETTING UP THE DATABASE MAPPING

The new data entries need to be added to a Mapping tab which is hidden by default. This needs to be created on a new worksheet in the Excel workbook.

There are two main fields in the mapping section.

For each new data entry into the database, the name of the financing organization and the list of associated EIP initiatives needs to be added to the mapping tab.

These two fields are located on columns C-D.

In the screenshot to the left, all the 4 EIP entries for Africa Enterprise Challenge Fund (AECF) are entered individually against the company’s name one after the other.

Once the data has been entered on Columns C-D of the mapping tab as per the above instructions, the pivot in columns H-I need to be refreshed to update the new information (see USER VIEW for the result).
**Refresh Pivot Table**

1. Navigate to the **Data** tab on the ribbon.
2. Click on **Refresh All**

The information from the pivot feeds the "EIP Initiatives Result (Second Selection)" slicer that is on the "Search Finance Solutions" tab.
The pivot table is based on the data entries in columns C-D of the mapping tab.

To insert the pivot table:
1. Click any cell within the data entries in columns C-D.
2. Navigate to the Insert tab in the ribbon.
3. Select the Pivot Table from the Tables options on the tab.
4. Leave the data range as pre-selected and choose where you would like to place the pivot table, either on a new worksheet or in an existing worksheet.
5. If you select existing worksheet, then you need to click on the location where you want it placed.
6. Clicking in Cell H2 in this case populates the location.
7. Click on OK and the pivot table frame and fields populate (see screenshot on next page).
Drag the "Name of the financing organization" and "EIP Initiatives Search" data fields into the rows area of the fields.

Result when data is formatted correctly with the pivot table.
TROUBLESHOOTING

If for some reason, the final data is not formatted side by side like in the table on the previous page:

1. Click any cell inside the pivot.
2. Navigate to the **Design** tab under **PivotTableStyles**.
3. Click on **Report Layout**.
4. Select **Show in a Tabular Form**.
To insert the slicer for the EIP Initiatives Search:

1. Click any cell in the pivot.
2. Select the Analyze option in the ribbon.
3. Click on Insert Slicer and the slicer option box will pop up.
4. Click on the “EIP Initiatives Search” option.
5. Click OK.

Once you click OK, the slicer will populate the information.

Cut and paste the slicer and place it alongside the other slicers in the Search Finance Options tab.
3.5 SETTING UP THE SEARCH CRITERIA (INSERTING REMAINING SLICERS)

The Search Criteria is done through selections on slicers based on the "Search Results Finance Options" tab (See USER VIEW).

The slicers are inserted from the "Search Results Finance Options" tab.

To insert the slicers:

1. Click anywhere inside the data table.
2. Click on "Insert Slicers" in the Design Table Tools.

A box with slicer options will pop up (see next page).
To the left, the box with slicer options. The options are based on the table headings.

This is the slicer selection for the Access-to-Finance database.

Click on the "OK" button and the slicers tables will populate.

See next page for how this looks.
Note: The “Type of EIP Initiatives Search” slicer does not pull up unique values due to the set up where the field lists all the EIP initiatives separated by a comma.

All the slicers now need to be added to the dedicated worksheet to insert all the filters for the search criteria which will keep the database neater.

1. Cut and paste the slicers to the dedicated worksheet (Search Results Finance Options tab for this tool)
2. To select and cut the slicers, press control on your keyboard and select the individual slicer tables.
3. Once all slicer tables are selected, right-click, cut and paste in the desired tab.
3.6 Setting up the buttons for search financing database

The 3 buttons on the tab are illustrated here.

To insert the buttons, use the Shapes option.

1. On the main menu ribbon, click on the Insert tab.
2. Go to Shapes and click the drop-down arrow.
3. Select the Rounded Rectangle icon.
This allows you to draw a rounded rectangle in the cells on the worksheet.

To format the shape and add text into the box, right-click on it OR double click on the shape and select Edit Text.

Enter relevant text into the button.

To turn the shapes into buttons, you need to add hyperlinks and the one displaying the search results is linked to a dynamic formula.

Once the text has been added, right click on the box to get the option to add hyperlink to the box. This will bring up a popup menu.

Under "Link to" column, select "Place in This Document".

Under the "Type the cell reference" section, type in the destination cell address.

Under the "Or select a place in this document" box, click to choose the particular sheet name.

Click OK.
To hyperlink an excel formula for the search results button:

1. The formula to calculate the number of search results:
   
   ```excel
   = SUBTOTAL(2,'Search Results Finance Options!'A:A)&" RESULTS"
   ```

2. Use this cell reference (= Mapping!A1) to hyperlink the result button (this is where the formula that calculates the hits is housed).

3. The results button needs to be copy-pasted into the Search Results Finance Options tab.
4.1 ADDING THE "GO TO INSTRUCTIONS" BUTTON

The button is added as per the previous instructions under Section 5.6: Setting up the buttons for search financing database.

The difference is that this button hyperlinks the Instructions page as highlighted.

4.2 DATA ENTRIES ON THE GUIDANCE TAB

Data is entered on the tab and merged for a neater appearance.

Various documents such as checklists and guidance notes were added to the database under the "Guidance A2F" tab.

- To insert the documents, they first need to be saved somewhere in the computer.
- Create a new worksheet to place the guidance information and notes.
4.3 SETTING UP THE DROP DOWNS FOR RESPONSES

**USER VIEW**

<table>
<thead>
<tr>
<th>Response</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select</td>
<td>This is a quantitative and qualitative assessment of a market to look into the size of the market both in volume and in potential.</td>
</tr>
<tr>
<td>Yes</td>
<td>Have you defined the target market?</td>
</tr>
<tr>
<td>No</td>
<td>Have you researched market demographics?</td>
</tr>
<tr>
<td>To be confirmed</td>
<td>Have you ascertained the industry characteristics?</td>
</tr>
<tr>
<td></td>
<td>Have you done a SWOT Analysis?</td>
</tr>
<tr>
<td></td>
<td>Have you collected the required data for product development?</td>
</tr>
</tbody>
</table>

Data validation is used for the responses in Column F with only pre-set options available for selection on the drop-down button.
The data validation is set up from the **Data Validation** option from the **Data** group on Ribbon.

Once you select **Data Validation**, a menu appears.

Go under **Settings**

Select **List** under **Allow**

Add the following drop-down options under **Source**: ‘Please select’, ‘Yes’, ‘No’, ‘To be confirmed’

You can drag the data validation across multiple cells by pulling the handle on the bottom right of the cell.

---

### Data Validation Settings

<table>
<thead>
<tr>
<th><strong>Allow</strong></th>
<th><strong>List</strong></th>
<th><strong>Data</strong></th>
<th><strong>Source</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Yes</strong></td>
<td><strong>No</strong></td>
<td><strong>To be confirmed</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Have you defined the target market?</strong></th>
<th><strong>Please select</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Have you researched market demographics?</strong></td>
<td><strong>Please select</strong></td>
</tr>
<tr>
<td><strong>Have you ascertained the industry characteristics?</strong></td>
<td><strong>Please select</strong></td>
</tr>
<tr>
<td><strong>Have you done a SWOT Analysis?</strong></td>
<td><strong>Please select</strong></td>
</tr>
<tr>
<td><strong>Have you collected the required data for product development?</strong></td>
<td><strong>Please select</strong></td>
</tr>
</tbody>
</table>
To insert the files into the excel cells:

1. Click inside the cell into which you want to insert the word/excel file.
2. Click on the "Insert" tab.
3. Click on "Object" under the Text group.
4. Select "Create from File".
5. Browse your file.
6. Select the "Display as icon" check box if you want to insert an icon linking to the files.
7. Click on "OK".

4.4 ADDING THE DOCUMENTS
To fit a document into a cell, right click on the document and select "Format Object" option.

1. Click on Properties
2. Select the option "Move and size with cells"
3. Select OK
The button is added as per the previous instructions under Section 5.6: Setting up the buttons for search financing database.

The difference is that this button hyperlinks the Instructions page as highlighted.
5.2 DATA ENTRIES ON THE CONTACT FINANCIAL INSTITUTIONS FORM

UNIDO EIF Ref Tool for South Africa (Version 1)

FORM TO ESTABLISH CONTACT WITH FINANCIAL INSTITUTIONS

Purpose of the form is to assist industrial policy companies to establish initial contact with financial institutions to check if identified financing option is available and confirm detailed procedure to access financing option.

IMPORTANT NOTE: The general form is to be understood as some financial institutions have specific procedures to make financing more and establish contact. These procedures should be followed, but where applicable.

TARGETED FINANCIAL INSTITUTION AND FUNDING OPTION

<table>
<thead>
<tr>
<th>Name of financial institution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targeted financing option:</td>
</tr>
<tr>
<td>Contact person:</td>
</tr>
<tr>
<td>Contact details:</td>
</tr>
</tbody>
</table>

ORGANISATION SEEKING TO APPLY FOR FUNDING

<table>
<thead>
<tr>
<th>Name of organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of organization:</td>
</tr>
<tr>
<td>Address of organization:</td>
</tr>
<tr>
<td>Contact person:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

REASON FOR ESTABLISHING CONTACT

- Please tick
- Check that identified financing option is still available
- Confirm detailed procedure to access financing option
- Check if project is within scope of financing option
To merge the data, select the cells you want to contain the data and choose the "Merge & Center" option from the Alignment Options on the Home tab on the Ribbon.

UNIDO EIF A2F Tool for South Africa (Version 1)

FORM TO ESTABLISH CONTACT WITH FINANCIAL INSTITUTIONS

Please provide your input into yellow cells.

Please provide your input into yellow cells.

TARGETED FINANCIAL INSTITUTION AND FUNDING OPTION

Name/financial institution:

Targeted financing option:

Contact person:

Contact details:
ANNEX 1: DATA COLLECTION QUESTIONNAIRE

This questionnaire can be used as an aid by the researcher to collect data on various funding sources and options.

**ADMINISTRATIVE DATA**

<table>
<thead>
<tr>
<th>Name of interviewer/fieldworker</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of interview</td>
<td></td>
</tr>
</tbody>
</table>

1. Name of company
2. Name of respondent
3. Contact details of respondent
   - Email:
   - Website:
   - Office/cell phone:

4. Type of organizations you fund
   - 1. Park Management
   - 2. Large companies
   - 3. SMEs
   - 4. Various
   - 5. Other, specify

5. Define which financing sector you belong to
   - 1. Private sector
   - 2. Government sector
   - 3. National donor funding
   - 4. International donor
   - 5. Public/private, community
   - 6. Other, specify

6. Type of Investment Instrument
   - 1. Loan
   - 2. Grant
   - 3. Equity
   - 4. Rebate
   - 5. Debt Guarantee
   - 6. Debt
   - 7. Subsidy
   - 8. Green bond
   - 9. Impact investment
   - 10. Social and dev. impact bond
   - 11. Lottery funds
   - 12. Crowdfunding
   - 13. Various
   - 14. Other, specify

7. What type of financing organization are you?
   - 1. Banks
   - 2. Private equity
   - 3. Venture capital
   - 4. Development Finance
   - 5. Sovereign wealth fund
   - 6. Enterprise dev: programme–Private Sector
   - 7. Enterprise dev: programme–Government Sector
   - 8. Government department
   - 9. Other, specify

8. Type of EIP initiative
   - 1. Climate change adaptation (flood control, channels, dykes, natural cooling)
   - 2. Property and utility maintenance
   - 3. Occupational health, safety and hygiene
   - 4. Community development
   - 5. Carbon capture and storage
   - 6. Energy efficiency (process changes, cogeneration, smart grid, heating, cooling)
   - 7. Environmental protection (monitoring, pollution control, prevention and treatment)
   - 8. Green buildings, park infrastructure
   - 9. Green products and materials
   - 10. Renewable energy (solar, wind, hydro, biomass, hydrogen)
   - 11. Sustainable land management, (sustainable agriculture, forestry, park green areas, water catchment management)
   - 12. Transport (urban rail/metro, electric, hybrid, roads)
   - 13. Waste management (reuse/recycling, waste management)
   - 14. Water (water efficiency, wastewater treatment), water reuse networks at park level
   - 15. Other, specify

9. Indicate your financing thresholds
   - 9.1 Minimum
   - 9.2 Maximum

<table>
<thead>
<tr>
<th>Name of Fund</th>
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</thead>
<tbody>
<tr>
<td>Name of person responsible for administering the Fund/Providing information and support</td>
<td></td>
</tr>
</tbody>
</table>

3. Contact details
   - Email:
   - Office/cell phone number:
   - Organization url:

4. What is the specific focus of the available funding
   -          
5. What are the criteria that would make a candidate eligible for funding?

6. What are the requirements/required documents needed to apply for funding?

7. Do you know of other green funders?
   1. Yes
   2. No

7.1 If YES, please provide the following
   - Name of the organization
   - Contact details of the organization
   - URL of the organization

8. Would you or someone from your organization be available to meet with organizations seeking funding?
   1. Yes
   2. No