Step-by-step instructions

To access the TAP Application form, please go to https://tap-potential.org/ and click on "APPLY TO TAP", please see below:
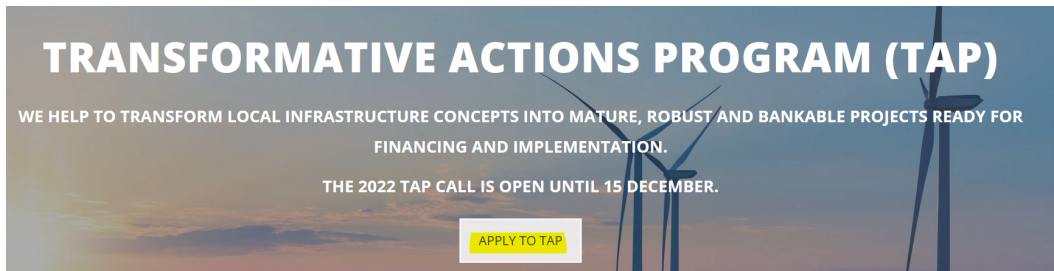
You will be redirected to this page, please click on the language you will use to fill in the form

TAP projects are ambitious, cross-cutting and inclusive.

The TAP is open to **all local and regional governments**, regardless of whether or not they are Members of partner networks or ICLEI, until **15 December 2022**.

To apply to TAP, please fill your application form directly online: **English** | **Français** | **Español** | **Português**

In case you have issues with the online form or you prefer to fill it out in a Word format, please contact us at tap@iclei.org

*Please note that ICLEI does not provide or guarantee financial support or investment, but commits to explore and engage with TAP partners that can provide project preparation support and to search for matching funding partners for TAP projects.

Clicking on the link will take you to the form website.

1. NEW USER

If it is the first time you connect, please fill in your details under "New User", else please go to the next section:

Please save somewhere safe the email address and password chosen for the login, as they will be needed later on in case you plan to complete the application over the course of more days and will also give you access to view the submitted application.

Once you click on submit, you will see this page:

New account created for sample@test.org

Please continue and fill out the form. Answers will be saved in your account.

TAP Application Form 2022 - English version

Developed jointly by the Cities Climate Finance Leadership Alliance Project Preparation Action Group

Save & Return
Use an account to return to saved work.

Log in

Basic information

Project name: *

Fill in the information you have. If you do not dispose of all the information, you can save your answers and come back to fill the rest later by clicking on "Save Progress" at the bottom of the page

Is your Organization and department responsible for the project? *

◯ Yes

◯ No

Is the project included in relevant plans such as local development plan, urban development plan; climate action plan; or another relevant plan?

Demonstrate that the project is specifically mentioned in the climate change strategy, resilience strategy, action plan, incorporated into the city's master plan or other document with comparable objectives.

Highlight if the project is also a priority for the national government and is acknowledged by a National Development Plan, National Adaptation Plan or similar.

*

| Save Progress | Next >> |

By clicking on it, you will see a banner at the top of the page indicating that your information was saved (note that the banner with the percentage of how much you have completed only

appears if you have at least finished the first form of the application, else you will only see the banner with "Your information was saved":

If you click on "Next", but not all mandatory fields have been submitted, a red banner will be displayed at the top of the page:

To see what information is missing, scroll down until you see the question(s) you have to fill highlighted in red:

Response required

14. Does the project strengthen urban resilience to current and anticipated future climate, other risks and incorporate COVID-19 response? Tick as relevant: *

☐ Increased access to sustainable services (energy, transportation, water/sanitation, waste management, food)

☐ Improved access to education services

☐ Improved supply chain security

☐ Improved land use practices

☐ Improved biodiversity

☐ Improved disaster risk management

☐ Increased access to sustainable housing

☐ Increased digitalization and access to internet services

☐ Increased public access to greenery

☐ Incorporates nature-based solutions

☐ Raises climate ambitions and reporting

Response required

15. Does the project comprise COVID-19 response benefits, increases preparedness upon future pandemics or enhances urban resilience? Tick as relevant: *

☐ Increased quality and quantity of public space (e.g. give space back to people and nature such as green spaces and parks, build with nature, etc.)

☐ Reduced impact on respiratory system (e.g. air quality improvement)

☐ Strengthened the health and sanitary system

☐ Provide resilient and equitable services (e.g., safe and resilient post-COVID-19 mass transit system, provision of fundamental public services for all)

If you do not have the answers yet, please click on Save at the bottom of the page and come back to the application once you do, following the instructions of the next section.

If you do have all the answers, please click on Submit at the bottom of the last page of the form:

20. Have you already received financing from international financial institutions (IFIs)? *

○ Yes

◉ No

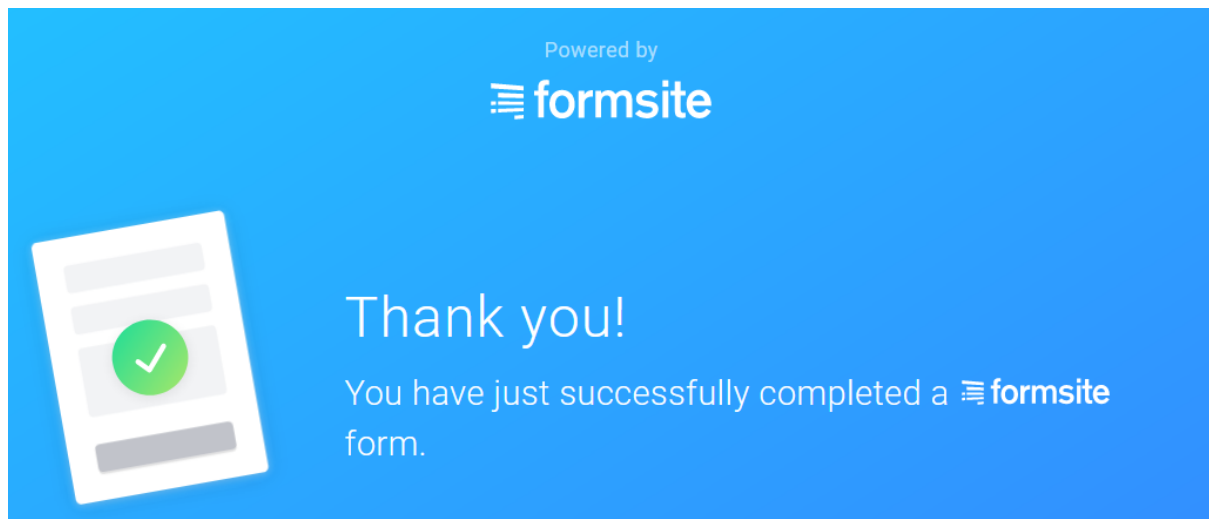**21. Did you apply to any other Project Preparation Facility? ***

○ Yes

◉ No

| << Previous | Save Progress | Submit |

You will see this message in a new page:

2. RETURNING USER

If you have already created an account and started filling in some information, please fill your login details under "Returning user":

When clicking on Submit, you will be able to

- Start a New application;

- See the list of the applications you have either *started, but not completed* 🛈 or

  already *submitted* ✅ . It is possible to update both the complete and incomplete applications, by clicking on the button Edit:

When you click on Edit you will be redirected to the form, and you will be able to continue your submission:

Once you are done, please click on "Submit". You will still be able to review your applications by logging in again with your user details.