**European Climate Initiative (EUKI) 2022**

**Project proposal**

[Project title]

submitted by

[Submitter]

Please enclose the following attachments **and name the files starting with “*Annex [Letter]...”:***

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|  | Annex A: Timeline/Gantt chart on the project schedule (see template on EUKI website). |
|  | Annex B: Letter of support/demonstration of interest on the part of the partner government or, if applicable, another suitable body in the target country. |
|  | Annex C: Written confirmation (incl. amount of co-financing) from each further third-party donor. |
|  | Annex D: Project description (see template on EUKI website). |

*To complete this form, please consult the ‘*[*EUKI guidelines on project planning and monitoring’*](https://www.euki.de/wp-content/uploads/2022/05/EUKI-guidelines-on-project-planning-and-monitoring.pdf)*. The explanations in grey writing should be carefully read and followed.* ***Please delete the explanations in grey writing after filling in the form.*** *Please do not exceed 25 pages plus annexes.*

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Place, date Legally binding signature

[Name of the authorised officer]

Stamp

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been commissioned by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) with the implementation of the European Climate Initiative. Funds will be disbursed by means of a Zuschussvertrag - for implementers legally registered in Germany - or Grant agreements - for implementers from outside Germany.

Model contracts are available for download on the EUKI website: <http://www.euki.de/?lang=en>.



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| **1**  **Project master data** | |
| 1.1 Project | |  |  | | --- | --- | | Project number (if given to you) |  | | Project title |  | | Country/countries of implementation  *If applicable*: Names of municipalities/cities (including postal code), governmental regions, provinces and/or federal states the project will work with or in\*  *Please specify only if your project is implementing measures on subnational level. Note that it would not be sufficient if your organisation is based in a specific city or region – the city or region has to be addressed in your project.* |  | |
|  | |  |  | | --- | --- | | Project duration | [MM.JJ - MM.JJ] | | Sector | Please select | |
| 1.2 Implementer | |  |  | | --- | --- | | Name |  | | Department |  | | Street, No. |  | | Postal code, town/city |  | | Country |  | | Contact person |  | | Telephone |  | | Email |  | | Contact person for public relations (if applicable) |  | | Telephone |  | | Email |  | | Website |  | | Institution |  | | Legal structure |  | | Deduction of input tax according to § 15 UStG (if registered in Germany) | Please select | | Total staff |  | | Staff for the project |  | | Year established |  | | Experience in the target region  [years] |  | | Experience in activities relevant to the project [years] |  | | Role/function of the implementer in the project proposed |  | |
| 1.3 Implementing partner(s) | Please list all implementing partners, i.e. those institutions receiving forwardings from the overall grant and making a direct contribution to achieving the project’s outcome (overarching project goal) and outputs (specific project goals). A separate budget for each implementing partner must be submitted as part of the financial proposal. |
| 1st Implementing partner | |  |  | | --- | --- | | Name (in local language and translated into English) |  | | Department |  | | Street, No. |  | | Postal code, town/city |  | | Country |  | | Contact person |  | | Telephone |  | | Email |  | | Website |  | | Institution |  | | Legal structure |  | | Total staff |  | | Staff for the project |  | | Year established |  | | Revenue [EUR/year] |  | | Experience in the target region [years] |  | | Experience in activities relevant to the project [years] |  | | Capabilities and experiences relevant to the project |  | |
| 2nd Implementing partner | |  |  | | --- | --- | | Name (in local language and translated into English) |  | | Department |  | | Street, No. |  | | Postal code, town/city |  | | Country |  | | Contact person |  | | Telephone |  | | Email |  | | Institution |  | | Legal structure |  | | Total staff |  | | Staff for the project |  | | Year established |  | | Revenue [EUR/year] |  | | Experience in the target region [years] |  | | Experience in activities relevant to the project [years] |  | | Capabilities and experiences relevant to the project |  | |
| 3rd Implementing partner | |  |  | | --- | --- | | Name (in local language and translated into English) |  | | Department |  | | Street, No. |  | | Postal code, town/city |  | | Country |  | | Contact person |  | | Telephone |  | | Email |  | | Institution |  | | Legal structure |  | | Total staff |  | | Staff for the project |  | | Year established |  | | Revenue [EUR/year] |  | | Experience in the target region [years] |  | | Experience in activities relevant to the project [years] |  | | Capabilities and experiences relevant to the project |  | |
| 4th Implementing partner | |  |  | | --- | --- | | Name (in local language and translated into English) |  | | Department |  | | Street, No. |  | | Postal code, town/city |  | | Country |  | | Contact person |  | | Telephone |  | | Email |  | | Institution |  | | Legal structure |  | | Total staff |  | | Staff for the project |  | | Year established |  | | Revenue [EUR/year] |  | | Experience in the target region [years] |  | | Experience in activities relevant to the project [years] |  | | Capabilities and experiences relevant to the project |  | |

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| 1.4 Steering structure | Steering structure: Please outline the steering structure and management formats for the joint project implementation. Please also indicate the roles of each implementing partner. |

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| **2**  **Brief description** | |
| 2.1 Structured brief description | *Please provide a short description of the project that can be used internally or externally by the EUKI. The text should have a maximum length of 1000 characters (including spaces) and should include the project goals and important measures:*  *What does the project aim to achieve? Who benefits from the project and how?* |

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| **3**  **Problem analysis** | |
| 3.1 Key issues in the sector to be addressed by the project | *The key issues (e.g. unfavourable framework conditions, capacity gaps of stakeholder groups, lacking awareness, missing coordination, etc.) that the project wants to address should be described here. Please ensure that the information is as specific as possible and describe concrete needs precisely. For multi-country projects please differentiate per country.* |
| 3.2 Stakeholder landscape in the sector | Please analyse and name the key state, civil society and, if appropriate, economic stakeholders in the relevant sector and explain how they can contribute to overcoming the issues identified in section 3.1. Which of these stakeholders are being involved in project implementation and how? For multi-country projects please differentiate per country. |
| 3.3 Embedding the project in the target country’s climate policy framework | *Please elaborate on how the key issues in the sector identified in 3.1 are already addressed by the relevant institutions through national and local climate policies, strategies, action plans or programmes of the target countries.*  *Please describe how the project fits into the overall climate policies, strategies, action plans or programmes of the target countries and how the project would complement these measures.*  *Please refer to key policy documents and policy objectives governing the sector. For multi-country projects please differentiate per country.* |

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| **4 Project concept**  *Presentation of the concept must comply with the instructions in the document ‘*[*EUKI guidelines on project planning and monitoring*](https://www.euki.de/wp-content/uploads/2022/05/EUKI-guidelines-on-project-planning-and-monitoring.pdf)*’, particularly regarding the formulation of outcome and outputs and drawing up project-specific indicators. Ensure that this is consistent with the Gantt chart on the steps of the project (Annex A). If several countries are involved in projects, please choose a suitable method of presenting the information to allow for a differentiation between countries.* | |
| 4.1 Contribution to transformational processes | *Considering the EU’s ambitious path to climate neutrality in 2050, real transformation is needed. Transformational change (e.g. transition to climate neutral urban mobility, shift to renewable energies) can usually only be observed on an impact level. It can rarely be attributed to one single project. It is a result from a combination of different initiatives carried out by different actors.*  *Please identify the structural or local transformational process the project is working on and elaborate on how the project contributes to this process (e.g. project contributes to a transition towards climate neutral urban mobility by developing a plan for climate neutral urban mobility in a co-creative multi-stakeholder process which has been adopted/used by a city council).* |
| 4.2 Target group | Persons, societal groups or institutional units the project seeks to reach, and the project goals are directed towards. Describe what characterises the target group and - if applicable - through which capacity development measures the target group will be supported. |
| 4.3 Impacts (long-term results) | Impacts are long-term results that mostly cannot be attributed to the project alone, but also relate to developments external to the project (such as decisions on a higher political level, activities by other projects). The concrete impacts envisioned by the project should be described. Please be short and precise. |
| 4.4 Results logic and capacity development | Please explain the results logic, clearly showing how specific project goals (outputs) and the overarching project goal (outcome) are interlinked and/or build on one another to ultimately achieve the desired long-term results (impacts). It is particularly important to show how the outputs supplement one another and ultimately contribute to achieving the outcome and on what assumptions the results logic is based. It is important to ensure that the assumptions made are realistic.  The diagram below should be added to the description of the results logic, providing a clear summary of it.  For projects that focus on capacity development, please also outline the underlying capacity development strategy. Show which level (human resources, organisation, society) and which target groups the project addresses with what type of measures. |
| |  |  |  |  | | --- | --- | --- | --- | | **Impact**  *Include a maximum of 5 short sentences here to describe the impact according to 4.3* | | | | | **Outcome**  *Include the outcome here according to the formulation in 4.5* | | | | | **Output I**  *Include output I here according to the formulation in 4.6* | **Output II**  *ditto* | **Output III**  *ditto* | **Output IV**  *ditto* | | |
| 4.5 Outcome (overarching project goal) including indicators | **Outcome:**  Please name the outcome here. The outcome is the actual goal of the project, i.e. it describes intended changes that can be directly causally attributed to the project and that emanated from the utilisation of the outputs. The outcome stated here should be identical with the coloured box above (N.B.: according to the EUKI project logic there can only be one outcome per project). Please consult the “[EUKI guidelines on project planning and monitoring”](https://www.euki.de/wp-content/uploads/2022/05/EUKI-guidelines-on-project-planning-and-monitoring.pdf) for a detailed presentation of the EUKI results logic.    **Indicators for the outcome:**  **Two to four project-specific indicators** must be defined for the outcome. All indicators (outcome and output indicators) must be SMART (specific, measurable, achievable, relevant and time-bound) (see: [EUKI guidelines on project planning and monitoring).](https://www.euki.de/wp-content/uploads/2022/05/EUKI-guidelines-on-project-planning-and-monitoring.pdf) They should not be a mere aggregation of the output indicators and as such not be identical with the outcome indicators. N.B. When formulating your indicators please pay special attention to clearly delineating them from outcome, outputs, activities and milestones (as indicated in the guidelines).   |  |  |  | | --- | --- | --- | | Outcome indicator 0.1: | | | | Unit | Baseline (start of project) | Target value (end of project) | | Means of verification and a description of the verification procedure (data sources, data collection, measurement methods etc.): | | |  |  |  |  | | --- | --- | --- | | Outcome indicator 0.2: | | | | Unit | Baseline (start of project) | Target value (end of project) | | Means of verification and a description of the verification procedure (data sources, data collection, measurement methods etc.): | | | |
| 4.6 Outputs (specific project goals) including indicators and work packages (activities) | Outputs describe how products, services, sets of rules etc. created through project activities are used by target groups. Outputs should be described in the table below in chronological order or in logical steps. At the same time, indicators used to measure the extent to which outputs have been achieved should be specified. When formulating indicators, please ensure that they do not only reflect the production of services, studies, etc., but that they also take account of their use by target groups. An appropriate number of project-specific indicators for each output (min. 2 max. 4) must be chosen. Experience has shown that defining more than four outputs is only advisable in very specific project settings.  The activities required to achieve each output should be described in sufficient detail (for workshops including for instance information on envisaged content, target audience, duration, location etc.; for studies including for instance information on scope, methods, data sources, whether it is subcontracted or produced inhouse, etc.) and summarised in work packages (sets of activities).  N.B. No separate work packages should be formulated for cross-cutting activities such as management or public relations work (unless cater for the core outputs of the project); instead, relevant activities should be described in sections 1.4 and/or 6.3.  All publications prepared by an EUKI project should be based on current scientific findings. Dialogue formats should be implemented in accordance with usual practice in respectful discourse. For more extensive publications, peer review parties should be considered. The outputs stated below must be identical with the ones in the coloured box above. Please use “[EUKI guidelines on project planning and monitoring](https://www.euki.de/wp-content/uploads/2022/05/EUKI-guidelines-on-project-planning-and-monitoring.pdf)” for more explanations on outputs, activities and indicators.  **Output I:**  **Indicators for output I:**   |  |  |  | | --- | --- | --- | | Indicator I.1: | | | | Unit | Baseline (start of project) | Target value and planned date of attainment | | Means of verification and a description of the verification procedure (data sources, data collection, measurement methods etc.): | | |   **Activities corresponding to output I:**  Name each work package and briefly indicate how the activities bundled in the work package contribute to reaching the envisaged output. Should there be more than one partner involved in implementing the work package, please define their different contributions and responsibilities. Activities are to be numbered consistently. Their role in the results chain should become evident. Please indicate if an activity is conducted online, offline/in-person or can be conducted both ways depending on the circumstances. Important milestones must be time-bound if they provide crucial information for tracking the project goal. Milestones are an additional tool to track project progress, thus they should not repeat indicators. Activities and milestones must be listed correspondingly in the Gantt chart (Annex A) which provides their time schedule.  Work package (WP I):  Activity (A I.1)    Activity (A I.2)    Activity (A I.3)    **Output II:**  **Indicators for output II:**   |  |  |  | | --- | --- | --- | | Indicator II.1: | | | | Unit | Baseline (start of project) | Target value and planned date of attainment | | Means of verification and a description of the verification procedure (data sources, data collection, measurement methods etc.): | | |   **Activities corresponding to output II:**  Work package (WP II):  Activity (A II.1)    Activity (A II.2)    Activity (A II.3)    Additional outputs, indicators, work packages, activities and milestones may be added by copying the above scheme. Please use coherent numbering building on the numbering of the previous output. |
| 4.7 Technical, political and economic risks | The main risks to the success of the project should be listed (technical, political, economic, health, nature-related risks, etc.). The extent of these risks should be estimated (low, medium, high), and strategies to minimise risks should be presented. In addition, an assessment of the degree to which each risk can be influenced should be provided (also giving reasons for why it is deemed to be low, medium or high), and the risks should be assigned to the relevant outputs and/or to the project outcome. The basic assumptions concerning risk reduction should in turn be able to be plausibly derived from the activities of the planned project.  Risk 1:  Type/name of risk:  Extent of risk and degree to which it can be influenced:  Strategy to minimise risk:  Risk 2:  Type/name of risk:  Extent of risk and degree to which it can be influenced:  Strategy to minimise risk:  Add more risks if necessary. |
| 4.8 Ensuring sustainability | Please explain the steps that will be taken to ensure that project results can be maintained and continue to benefit the target groups even after the project has ended. Please address the following aspects:  *1.* *Integration of the results into the policies of the target countries/regions.*  *2. Replicability/upscaling potential in the countries, regions or the entire EU.*  *3. Financial sustainability of instruments/structures/products developed.*  *Please note that EUKI is funding follow-up projects only in exceptional circumstances. Projects shall hence be designed in a way that envisaged results can be reached within the given timeframe and that they are sustainable. If a follow-up financing is nevertheless required for reaching the overarching results, please elaborate on national, EU or other funding programmes from which funds shall be secured.* |

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| **5 Contribution to the objectives of EUKI** | |
| 5.1 EUKI standard indicators | *All explanations in grey should be deleted after filling in your values.* *Please do not alter units or indicators. EUKI standard indicators are aggregating data across all EUKI projects. Please tick the indicators you are addressing with your project. The target values should be based on targets stated above in 4.6. The numbers will be reported with the biannual narrative reports.*  Indicator I: **Number of participants** at events (e.g. conferences, workshops, trainings etc.) strengthening knowledge and raising awareness in the field of climate change mitigation.  *Further explanation:*  *Measures in the project that contribute to build knowledge or raise awareness among the target groups.*  *Target groups of individual bilateral and multilateral measures are governments, municipalities, civil society, consumers and businesses.*   |  |  | | --- | --- | | Unit | Target value | | Participants | *Example:*  *60 participants* | | Please indicate sources of verification for assessing the target value and list activities from section 4.6 which contribute to fulfilling this indicator.    *Example:*  *Workshops conducted in Activity I.2 and II.3 and final conference (Activity IV.4). Participation list from a workshop, evaluation sheets etc.* | |   Indicator IIa: **Number of events** (e.g. trainings, workshops, networking events).  Indicator IIb: **Number of key** state, civil society, economic, education policy, academic and/or local **stakeholders** **that** - as a result of the project and its measures - **support or initiate transformative processes for climate change mitigation.**  Indicator IIc: **Number of supported or initiated transformative processes** for climate change mitigation (based on indicator IIb)**.**  *Further explanation:*  *Measures in the project that a) contribute to capacity development and networking of key actors) and b + c) to the initiation and support of transformative social processes in the field of mitigation.*  *Please only list measures and concepts if they meet at least one of the following criteria:*  *Outputs are passed on to target groups (e.g. ministries) (i.e. there is a "recipient" at decision-maker level and/or key actors from the target group are involved in the development).*  *When key actors at target group level contribute to the planning and implementation of measures.*  *If there is demonstrable cooperation on a new approach.*  *If the measure contains an implementation component, including the actual implementation of a concept and an actual triggering of transformative changes (cf. also section 4.1).*  *Key players are:*  *decision-makers at state, civil society, economic, education policy and private sector level (institutions and/or individuals).*  *Key actors usually have (political) influence and control over resources (financial and human resources).*   |  |  | | --- | --- | | Unit | Target value | | For indicator IIa: Events (trainings, workshops, networking events etc.) | *Example:*  *3 meetings of working groups dedicated to capacity building for eight Polish community experts.* | | For indicator IIb: Key stakeholders | *Examples:*  *2 universities and 3 associations working on plan for climate neutral urban mobility which has been adopted/used by the City Council.*  *3 head of units of relevant line ministries have actively participated in a working group on specific policy proposals based on outputs achieved in the project.* | | For indicator IIc: Transformative processes | *Example:*  *1 plan for climate neutral urban mobility has been adopted/used by the City Council (see IIb).* | | Please indicate sources of verification for assessing the target value and list activities from 4.6, which contribute to fulfilling this indicator.    *Example:*  *Documentation of joint working groups or workshops with, or courses/coaching sessions held by, key actors*  *Documentation of impulses for transformative processes in partner countries (e.g. new regulations, programmes, measures, incentives)* | |   Indicator IIIa: **Number of good practices** transferred from an EU Member State to a target group in at least one other EU Member State.  Indicator IIIb: **Number of media contributions** disseminating good practices via specialists, social and general media.  *Further explanation:*  *Good practices which the project communicates, disseminates or transmits to other EU Member States, e.g. through:*  *dissemination in the context of a workshop*  *training measures*  *exchange of experience*  *Good practice must be communicated at both the sender and receiver levels.*   |  |  | | --- | --- | | Unit | Target value | | Good practices (transferred from one EU Member State to another) | *Example:*  *A study is being prepared by two partner countries. The results of the study will be presented and disseminated at a conference in a third partner country. The workshop will be attended by policy makers in this field.* | | Media contributions | *Example:*  *A study is being shared via Twitter or an article is published about project results.* | | Please indicate sources of verification for assessing the target value and list activities from 4.6, which contribute to fulfilling this indicator.    *Example:*  *Communication products such as PowerPoint presentations, talks, exhibition posters, expert talks or study trips, newspaper articles or social media posts on good practices and/or presentation of specific good practices transferred to another Member State.* | |   Indicator IV:**Number of (planned) project applications** focusing on climate or energy issues in a supra-regional or cross-border programme in the EU that are to be initiated or prepared by the EUKI project consortium.  *Further explanation:*  *Project applications submitted by members of the EUKI project consortium - with cooperation partners acquired through the project or inspired by the project results - in a supra-regional or cross-border European programme (not EUKI). A thematic project reference must be given.*   |  |  | | --- | --- | | Unit | Target value | | (Planned) project applications | *Example:*  *A project application is submitted by consortium partners of an EUKI project to a European funding programme (e.g. Horizon Europe).*  *A project application from XY for LIFE funding was successful.* | | Please indicate sources of verification for assessing the target value and list activities from 4.6, which contribute to fulfilling this indicator.    *Example:*  *Documented project applications that are at an advanced stage of preparation or have already been submitted* | |   Indicator V:**Greenhouse gas (GHG) emissions reduced or carbon stocks enhanced through project** (*optional* standard indicator).  *Further explanation: Projects that are suitable for measuring reduced greenhouse gas emissions and/ or expanding carbon storage can calculate and report them.*   |  |  | | --- | --- | | Unit | Target value | | t CO2 eq. | *Example:*  *Please only calculate target values that are directly attributable to the action (e.g. result from outcome and output level and within the timeframe of the project). Do not add any saved emissions that are due to project management (e.g. train vs. air travel) or that are expected in the long-term.* | | Please indicate sources of verification for assessing the target value and list activities from 4.6, which contribute to fulfilling this indicator.    *Sources of verification:*  *For the calculation, please use recognised methods, e.g. the* [*GHG Protocol for Project Accounting*](https://ghgprotocol.org/standards/project-protocol)*.* | | |

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| **6 Mainstreaming/ Interaction with European cooperation projects and other relevant aspects** | |
| 6.1 Networking and synergies | *Please state links to and cooperation with ongoing and previous projects by your own and other organisations financed from funding programmes by the German Government, the German federal states, the European Union or national and other donors. The type of cooperation and synergies, such as use of the results, potential joint events or similar, should be analysed and presented in detail.*  Please plan to attend the EUKI networking conference in Berlin for implementing organisations and partners (one person for each implementing organisation and partner), and budget the related travel expenses accordingly. Please also dedicate resources for contributing to the public relations work and knowledge management of the EUKI secretariat. |
| 6.2 Experience with other funding programmes in the EU | Did the implementer or implementing partner receive any grants from other funding programmes within the EU in the past? If so, please provide the following information (list max. 5 per programme):   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Grantee | Programme (e.g. Life+, Horizon 2020) | Duration | Topic | Financial volume | Role in the project (Lead, Partner) | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| 6.3 Dissemination and visibility of the project | *As part of dissemination and visibility of the project, it is mandatory to outline how the project’s activities, experiences and results as well as the involvement within the EUKI can be communicated to different target groups. Please describe:*   * *A short key message: What do you want the public or your target group to know and learn about your project?* * *Communication goals: What exactly do you want to promote? E.g. making best-practice-examples available, acquisition of new networking partners, increasing the project’s publicity, etc.* * *Target groups: Who should know about your activities? E.g. local media, national/regional/local governments, other implementing organisations or stakeholders within or outside the EUKI community, expert community, general public; please do not list all target groups but rather your major selection.* * *Instruments: What tools do you want to use to spread your key messages? E.g. project website, publications, events, social media, EUKI channels, etc.* |
| 6.4 Integration of project into EUKI Academy | *In your opinion, what will be the most relevant topics shaping the future of your sector in the next years? (Up to five bullet points)* |
| 6.5 Self-assessment on the relevance of the project in terms of state aid | As part of the assessment of the project proposal, it is to be established whether financing of project activities is to be regarded as state aid pursuant to Article 107(1) of the Treaty on the Functioning of the European Union. One of the matters to be established is whether there is already a market for the project activities thus financed and/or whether such activities are already offered by economic stakeholders with a commercial purpose. Please therefore describe the market situation for the activities to be performed in connection with your project. You are to describe whether and, if so, on what conditions the activities in question are already offered. In addition, please describe the demand situation, i.e. in particular, identify the target group for the activities intended to be performed in connection with the project, and explain to what extent the target group has required or used the activities to be financed up to now. Please also show the extent to which the project acts as an incentive and/or fulfils a pilot role. Please note that, in principle, no economic activities as defined in Article 107(1) of the Treaty on the Functioning of the European Union are to be financed as part of the European Climate Initiative (EUKI) and that there must be no distortion of competition. Inaccurate information may thus lead to project financing that has already been granted subsequently being deemed illegal state aid, which as a general principle will lead to the financing being reclaimed. Whether or not financing is deemed state aid is assessed, among other things, on the basis of the Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (OJ EU 2016, C 262/01).  Please note that no financing can be provided for projects intending to establish institutions or agencies that are foreseen to receive a state aid grant from the project under the De minimis Regulation. |
| 6.6 Other aspects relevant to financing | *Please explain aspects that could not be described under section 1.1 to 4.3, but which are, nevertheless, of relevance for the approval of the project. In kind or other non-cash in-house contributions that are not affecting expenditures, e.g. that cannot be supported by invoices, may be listed here.* |