

**HOW TO APPLY
FILM EDUCATION**

The applicant must submit the application in the following way:

STEP 1 – REGISTER/UPDATE YOUR COMPANY IN THE PARTICIPANT PORTAL

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC must be obtained by registering the organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal: <https://ec.europa.eu/education/participants/portal>

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded **once** and will not be requested again for subsequent applications by the same organisation.

The documents to be uploaded at this stage are:

1. The **legal entity form** duly signed by the person authorised to enter into legally binding commitments on behalf of the applicant (to be downloaded from http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
2. For private companies: extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).
For public entities: legal resolution or decision established in respect of the public company, or other official document established for the public-law entity.

When the request exceeds 60.000 €

3. The financial capacity form filled in with the relevant statutory accounting figures to be downloaded from http://eacea.ec.europa.eu/creative-europe/funding/audience-development-2016_en (under the Heading "Annexes")
4. The financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed.

Please note that the above step (documents 1, 2 and 3) does not apply if the organisation has already a valid PIC.

At the end of the registration process you will receive the Participant Identification Code (PIC CODE). This code is unique for each company and will be requested in the application form.

If after your registration any information related to your company changes you must update your company details in the portal and upload the relevant new documents.

STEP 2 – ONLINE SUBMISSION

1) Applications must be submitted through the eForm to be downloaded from: <https://eacea.ec.europa.eu/PPMT>. Ensure that Adobe Reader 8.1.5 or higher is installed on your computer. On this webpage you will also find how to test the eForm and useful advice on the Adobe security settings.

The eForm must be saved to your local computer (or local network drive) before you can start filling it in.

2) The 3 official Annexes provided on the Call for Proposals page (link below) are mandatory and must be submitted attached to the eForm (they cannot exceed 10MB):

- ANNEX 1. Detailed description of the action (in Word or PDF format)
- ANNEX 2. Declaration on applicant's honour (in PDF format)
- ANNEX 3. Detailed budget(s) and sources of finance (in Excell format)

Please use the forms provided on the following link:

http://eacea.ec.europa.eu/creative-europe/funding/audience-development-2016_en

under the Heading "Annexes"

Online applications must be submitted using the eForm **by 02/03/2017 12:00 CET midday Brussels time.**

Please note that the system will shut down at 12:00 (noon, Brussels time) and that it will be impossible to submit an E-Form after that time. It is strongly recommended not to wait until the last minute. In case of technical problem, please see "E-FORMS / Further Assistance":

http://eacea.ec.europa.eu/creative-europe/funding/audience-development-2016_en

Any technical problems must be reported before the deadline time.

Before submitting the application ensure that the e-mail address of the contact person is correct as the submission confirmation will be sent to this address immediately after a successful electronic submission.