

**HOW TO APPLY -
DEVELOPMENT
EUROPEAN VIDEO GAMES
SUPPORT**

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 register their company in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal:

<https://ec.europa.eu/education/participants/portal>

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.

Please ensure that the **information given** in the legal entity form (point 1 above) **is coherent** with the supporting documents provided (point 2 above).

Please note that the above (points 1 & 2) does not apply if the applicant company has already a valid PIC.

When the request exceeds 60.000€:

1. **The financial capacity form** filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form to be downloaded from https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-2017_en
2. For commercial companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the **2 most recent** years available
For non-profit companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the most recent year available

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

Applications must be submitted through the eForm to be downloaded from:

<https://eacea.ec.europa.eu/PPMT/>

Ensure that Adobe Reader 9 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.

The following annexes are mandatory and must be attached to the eForm (size limited to 10MB):

- **Detailed description of the project** in (free) Word or pdf format. This should comprise artistic material such as pictures, graphic bible, script, storyboard, level & character design, creative director's note, etc. for the submitted project in a single Word or pdf document.
- **Detailed budget and sources of finance** in excel format
- **Declaration on applicant's honour** in pdf, jpg, jpeg or tiff format
- **Track record of the applicant company** in word or pdf format
- **Miscellaneous** (free word or pdf document containing additional material about the submitted project, which is not related to the detailed description of the project)

The template documents for the budget, the declaration and the track record can be found on:

https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-2017_en

Online applications must be submitted using the eForm **by the following deadline:**

2nd March 2017, 12:00 CET midday Brussels time

It is strongly recommended not to wait until the last minute to apply: **the system will not let you submit an application after 12:00 CET midday Brussels time on the final day of a particular deadline.**

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.

In case of technical problem, please see "Further Assistance"

https://eacea.ec.europa.eu/creative-europe/funding/support-for-development-european-video-games-2017_en

Any technical problems must be reported to the **helpdesk before the deadline** time (EACEA-helpdesk@ec.europa.eu).

Applicants should ensure that all the documents requested and mentioned in the eForms are provided electronically as attachments to the eForm.

No changes to the dossier can be made after the deadline for the submission of applications. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.