

HOW TO APPLY
Promotion
of
European Works Online

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.

3. The Statutes of the organisation.

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.

Each partner intended to be a co-beneficiary of a multi-beneficiary agreement must also obtain a PIC and will have to upload the documents mentioned above under points 1. and 2.

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 format). Three templates are provided depending on the three different actions covered by the Call. Please use the template appropriate to the action applied for.
- ANNEX 2. "Declaration on applicant's honour" (in Word format)
- ANNEX 3.)."Estimated Budget: Part 1: Costs/ Part 2: Income-Financing Plan" (in Excel format).

Please use the forms provided on the following link:

https://eacea.ec.europa.eu/creative-europe/funding/promotion-european-works-online-eacea-132017_en, (under the Heading "Annexes").

Online applications must be submitted using the eForm and the official templates (ANNEX 1, ANNEX 2 and ANNEX 3) **by 05/04/2018 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.

If you encounter a technical problem in relation to the application process, please ensure that you [contact the HelpDesk](#) well in advance of the deadline for submission. 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.

The online submission must include the documents listed in the following checklist:

	Document	<i>Have you used the official template ?</i>	<i>Have you uploaded them ?</i>
1	eForm	NP	<input type="checkbox"/>
2	ANNEX 1. "Detailed description of the action" (Official Template in WORD format)	<input type="checkbox"/>	<input type="checkbox"/>
3	ANNEX 2. "Declaration on applicant's honour" (in WORD format)	<input type="checkbox"/>	<input type="checkbox"/>
4	ANNEX 3. "Estimated Budget: Part 1: Costs/ Part 2: Financing Plan" (in EXCEL format)	<input type="checkbox"/>	<input type="checkbox"/>