

**HOW TO APPLY -  
TRAINING**

**The applicant must submit the application in the following way:**

**STEP 1 – PARTICIPANT IDENTIFICATION CODE (PIC)**

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](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 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.
4. An audit report produced by an approved external auditor certifying the accounts for the two last financial years 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.

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 in the Call for Proposals website are mandatory and must be submitted attached to the eForm (they cannot exceed 10MB):

➤ **ANNEX 1. Description of the action – Application form for a Framework Partnership Agreement** (in Word or PDF format)

Please remind to fill in and enclose the three attachments at the end of the application form:

Attachment n° 1: Course timetable

Attachment n° 2: Declaration by financial partners

Attachment n°3: List of results

➤ **ANNEX 2. Estimated Budget of the action** (in Excel format)

➤ **ANNEX 3. Declaration on applicant's honour** (in PDF format)

**Call for Proposals EACEA/09/2018 website:**

[https://eacea.ec.europa.eu/creative-europe/funding/support-training-2018-eacea092018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-training-2018-eacea092018_en)

Online applications must be received using the eForm **by 26/04/2018 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 eForm after that time. It is strongly recommended not to wait until the last minute. In case of technical problem, please see "Further Assistance":

<http://ec.europa.eu/culture/media/media-content/documents/fundings/creative-europe/training/>

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.

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

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 or for the correction of clerical mistakes, the Agency may contact the applicant for this purpose during the evaluation process.