



Programa
EUROPA CREATIVA

Taller práctico convocatorias
Subprograma Cultura

Proyectos de cooperación europea
EAC/S16/2013

Equipo técnico
Europa Creativa Desk – Oficina Cultura España

Sesión informativa. Barcelona, 7 de febrero 2014



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, CULTURA
Y DEPORTE

SECRETARÍA DE ESTADO
DE CULTURA



Europa
Creativa



Fases de la solicitud

- Crear una **cuenta ECAS**
- Entrar en el **Portal de Participantes** para obtener un número **PIC**
 - Seleccionar Subprograma (Cultura) y capítulo de interés
 - Complimentar datos básicos de la organización
 - Cargar los documentos de la entidad legal (formularios y anexos)

Resumen de las instrucciones en:

http://www.mcu.es/cooperacion/docs/MC/PCC/Portal_participantes_pcc.pdf

- Descargar y rellenar el **eForm** con los códigos PIC de todos (inc. socios)
- Descargar y cumplimentar la plantilla del **presupuesto** (budget form)
- **Envío electrónico:** eForm + documentos adjuntos
- **Recibir mensaje de confirmación** de la EACEA y apuntar el nº de registro
- **Envío postal:** documentos adjuntos en USB/CD



Fases de la solicitud: **ECAS** y **PIC**

REGISTRO ECAS

- Facilitar la comunicación entre la EC -
Usuarios

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? [External](#) [Change it](#)

Sign Up

[Help for external users](#)

Choose a username




First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

[Sign up](#)

* Required fields



REGISTRO ECAS

You have requested a reset of your ECAS password. You can do this by following the link below, preferably immediately - but a maximum of 1 hr 30 min after this message was sent. You should therefore follow the link before 26/01/2014 21:22 GMT+01:00.

https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?uid=nsncmgue&resetCode=38CbkhsiU7kxFLGoWEXIf5KNszyMzzYVdWgud4tExTRG&wayf.submit=true&wayf.domain=external&wayf.remember=true&loginRequestId=ECAS_LR-1776141-14xmc dzGRLltlwF4HB8JuSRyVa9ZDhXCQUfk1Wrd6h2px5i8wJQUliho691BbftopaNdlznZmnktIAu4jOYno-9fkQG0rMBdOzU1CwYPJrCq-zwccVa9vxhpzv0MvKuu9uORUX6Z3scyXK07803s665YwV

➤ **Activar la cuenta**

If the above mentioned link does not work, you can copy-paste it (without any line break) in your browser address bar.

If you did not make or authorise this request yourself, it may be due to a typing error by another user. To cancel the request, please click [here](#).

If this message was delayed or for some other reason you are unable to complete the rest of the process within 1 hr 30 min, please return [here](#) to make another request.

If you suspect that someone else is trying to obtain or reset your password, please report this to your local support desk.



PORTAL DE PARTICIPANTES



The screenshot shows the top section of the Participant Portal website. At the top right, there are links for 'Contact', 'Legal Notice', and a language dropdown menu set to 'English'. Below this is a header with the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. A breadcrumb trail reads 'European Commission > Education & Training > Participant Portal > Home'. A navigation bar contains 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT', along with a 'PUERTO CONTACTO CULTURAL' button. The main content area has a blue background with a welcome message and a list of programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. Below this is a registration notice and two buttons: 'Are you a new user?' and 'Do you already have an ECAS account?'.

Contact | Legal Notice | English

European Commission

Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT PUERTO CONTACTO CULTURAL

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.


If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?



PORTAL DE PARTICIPANTES



Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal

European Commission > Education & Training > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT PUNTO CONTACTO CULTURAL

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation.

This is the 9-digit **PIC (Participant Identification Code)** number that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

[REGISTER ORGANISATION](#) [RESUME REGISTRATION](#)

How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
<p>If the Validation Services have not started the validation of your data yet:</p> <p>To modify the date of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.</p>	<p>If the Validation Services have already started the validation process:</p> <p>You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.</p>	<p>If your data has been validated by the Validation Services:</p> <p>Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My Organisations option in the Organisations menu.</p>



PASO 2

The screenshot shows a registration wizard with a progress bar at the top containing steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The 'WELCOME' step is currently active. Below the progress bar, there is a blue sidebar on the left with the title 'Registration overview' and several paragraphs of text. The main content area is titled 'Welcome' and contains three questions with radio button options for 'Yes' and 'No':

- What is the Legal Name of your organisation?
- What is the Country of registration? (with a dropdown menu showing 'Spain' and 'ES')
- Does your organisation have a Value Added Tax (VAT) number? (Yes/No)
- Does it have a Business Registration Number? (Yes/No)
- Does it have a website? (Yes/No)

On the right side, a tooltip is displayed over the 'VAT number' question, explaining that VAT is a unique number for organizations in the EU and that a 'non applicable' notice is shown if 'No' is selected.

➤ Al pasar el cursor sobre cada casilla, el mismo formulario te ofrece información de QUÉ es lo que debes introducir



PASO 3

WELCOME **ORGANISATION** **ADDRESS** **CONTACT** **PROGRAMME** **SUBMIT** **DONE**

Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

VAT number

NACE code

Legal Form

* Mandatory data

- Growing of beverage crops
- Growing of cereals (except rice), leguminous crops and oil seeds
- Growing of citrus fruits
- Growing of fibre crops
- Growing of grapes
- Growing of non-perennial crops
- Growing of oleaginous fruits
- Growing of other non-perennial crops
- Growing of other perennial crops
- Growing of other tree and bush fruits and nuts
- Growing of perennial crops
- Growing of pome fruits and stone fruits
- Growing of rice
- Growing of spices, aromatic, drug and pharmaceutical crops



IVA X 2

The following organisations were found based on your search criteria:

Next steps

1. Click 'More details' if the data found corresponds to the data of your organisation.
2. Click 'Next' to continue the registration process for the new entity in case the data found does not correspond to the data of your organisation.

Subdirección General de Cooperación Cultural con las Comunidades Autónomas, Dirección General de Política e Industrias Culturales y Plaza del Rey, 1, 28071, MADRID	▲ ▼
PIC: 949. VAT: ES2800 National registration number: S-2800	
Status: DECLARED	
More details	

[Close](#) [Next >](#)



PASO 4

ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/Country -- Please select --

Country * Spain

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data



PASO 5

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

Last Name *

First Name *

Address
Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County

➤ Posibilidad de volcar datos que ya has introducido



PASO 6

ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Enter Legal Address information

Address

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Region/County -- Please select --

Country * Spain

Phones

Main Phone *

Fax

Secondary Phone

Internet Address

Internet web address / website

* Mandatory data

Close Save Draft Delete Draft < Back Next >



PASO 7

English(en)

HOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Contact data

In this step, you are prompted to provide contact information for communication with your organisation during the validation process and as a future contact point. The Validation Services will use this information to contact you (or the designated Contact Person) during the validation of your organisation.

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

Last Name *

First Name *

Address

Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Enter the Street Name and Number of the Contact Person's address.



PASO 8

English(en) ▼

N ADDRESS CONTACT PROGRAMME SUBMIT DONE

Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

[Finish your registration](#)

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme : ▼

- Select a Programme from the list:
- Erasmus+
- Creative Europe**
- Europe for Citizens
- EU AID Volunteers

- Información sobre el Programa específico de tu interés



PASO 9



EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type:

Is your organisation a small/medium-sized enterprise (SME)?:

Yes No

Organisation description:



PASO 10

Summary:

Once you review and verify your organisation data, click 'Confirm' to submit it.

After that you will be able to upload supporting documents.

Review the organisation information you entered

Organisation Address Contact Specific programs

Organisation information

Establishment/Registration Country ^	Spain
Legal Name	Purto
Official Language ^	Spanish
Business Name	Purto
Business Registration Number	:
VAT number	
NACE code	
Registration Date	
Registration Authority	Ministerio de Hacienda y Administraciones Públicas
Legal Form	

Legal Address information

Street Name and Number ^	Plaza del Rey
P.O. Box	

Print Save Draft Delete Draft Confirm



!!!!!!!NÚMERO PIC!!!!

English(en)

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	Punto Europeo [REDACTED]
Legal Address	[REDACTED], Plaza del Rey, Madrid, Spain
VAT	ES[REDACTED]
Business Registration Number	[REDACTED]
EAC/EACEA - specific information	
Organisation type	Public body
Is it a Small Medium Enterprise (SME)?	No
Organisation description	Ministry of Education Culture & Sports

PIC number: 9490[REDACTED]

Thank you for using the Participant Portal



Fases de la solicitud: **eForm**

- El eForm de cada solicitante (líder) no se descarga automáticamente, se genera a partir del código PIC, en: <https://eacea.ec.europa.eu/PPMT/>
- Consulta el **manual técnico** para rellenar el eForm (eForm User guide):
http://ec.europa.eu/culture/creative_europe/documents/calls/eform-user-guide-cooperation-projects.pdf
- Y el **manual general** (Guide for applicants):
<http://ec.europa.eu/culture/creative-europe/documents/calls/guide-for-applicants-cooperation-projects.pdf>



Fases de la solicitud: eForm

➤ Enlace a la web de la EACEA: Cuestiones generales

http://eacea.ec.europa.eu/documents/eforms_en

- ✓ Requerimientos mínimos: Instalado Adobe Reader versión 9 o superior
- ✓ Prueba el eForm (software y conexión a Internet).
OJO: No es el documento que hay que enviar

Test eForm:

This form contains a small number of questions and functions. It has been designed to help applicants understand how the main fields in the eForm work and also to ensure that the software and internet connection allow an application form to be submitted. It is NOT mandatory to use this form, it is provided as a help tool for applicants who are using electronic submission for the first time.
This Test eForm is suitable for applicants of any programme.

- ✓ Consulta la sección “Known issues” para saber **qué hacer en caso de error en el envío**

Known Issues

Submission unsuccessful due to a 'Network Error'

If you have experienced a 'network error' during the submission procedure please consult the document below for advice on how to resolve the problem.

 [Network error during submission](#)

Submission successful but submission number not recorded in your form

If you have received a screen message and email message advising you that the Agency has successfully received a copy of your electronic application - BUT THE SUBMISSION NUMBER HAS NOT BEEN AUTOMATICALLY RECORDED IN YOUR FORM - please contact the [Helpdesk](#) for further advice.

Submission error caused by Enhanced Security settings - IMPORTANT advice that applies to MOST versions of Adobe Reader and Adobe Acrobat software

Applicants will encounter problems during eForm submission if the Enhanced Security settings of Adobe Reader / Acrobat have not been adapted to **exclude** the eForm from the security check.

The versions of Adobe Reader / Acrobat that include the Enhanced Security feature are:

- version 9.3 or any higher version 9 than this

- Any version X

- Any version XI

The Enhanced Security feature can be temporarily turned off - 'disabled' - so that the submission works successfully. It is best to do this before trying to submit your form. This can be done from the menu path Edit > Preferences > Security (Enhanced). Simply uncheck the box Enable Enhanced Security and click OK. This is explained in more detail (with screenshots) in the document below. The document also describes how you can leave the Enhanced Security feature turned on - 'enabled' - but identify your eForm as an exception to the security feature. If you did not disable this feature in advance - or identify your eForm as an exception - and have encountered the error during the submission itself, please refer to the document [here](#).



Fases de la solicitud: **anexos**

- Revisar la **Lista de comprobación de documentos** obligatorios (*Check list*) disponible en Anexo 3 Guía del capítulo:

http://ec.europa.eu/culture/creative-europe/documents/calls/guidelines-call-for-proposals-eacs16-2013_en.pdf



Fases de la solicitud: Presupuesto

- Ver Apdo. 3. *BUDGET FORM (Guidelines)*
<http://ec.europa.eu/culture/creative-europe/documents/calls/guide-for-applicants-cooperation-projects.pdf>
 - Descarga la plantilla:
http://ec.europa.eu/culture/creative-europe/calls/call-eac-s16-2013-cooperation_en.htm
 - Formato Excel (Requerimientos técnicos: versión 2010 o superior) ó
 - Formato Open Document
- Si tienes más de 20 socios contacta a la EACEA para que te manden uno
- Empieza rellenando el nombre del líder y del proyecto en la pestaña “Consolidated revenues”
- Después las pestañas “Detailed budget –expenditure” (desglose de gastos de líder y socios)
- Luego revisa que las sumas totales se vuelcan las demás
- Puedes añadir filas copiando y pegando (para que queden bajo fórmulas)
- **OJO: NO ALTERES LAS FÓRMULAS PREDETERMINADAS DE LAS CASILLAS**



Quando elaboras tu presupuesto, ten en cuenta:

- Debe estar **equilibrado** (costes = ingresos)
- **Gastos elegibles:**
 - ✓ Tienen que estar contemplados en tu presupuesto. Han de ser **pertinentes, razonables y justificables**.
 - ✓ **Costes de staff y de subcontratación** : ¡No hay porcentajes máx. establecidos!, pero se valorará en cada caso
 - ✓ **Costes indirectos**: Max. 7 %
 - ✓ **Gastos relacionados con terceros países**: ¡Hasta el 30%!



Prefinanciación

- Según requisitos de **solventia financiera (balance + cuenta pérdidas y ganancias, 2 últimos años fiscales + documentación financiera)**
- ✓ **Si se cumplen:**
 - 1 o varios pagos (varía según la duración del proyecto y la cuantía solicitada).
 - Proyectos de cooperación: 1º pago entre el 40 % y el 70 %
- ✓ **Si no se cumplen:**
 - Con garantía financiera ó
 - Sin prefinanciación, con pagos periódicos a gasto realizado



¡ATENCIÓN A LA FECHA Y HORAS LÍMITE DE LOS ENVÍOS!

(ver apdo 13.3 *Submission of grant application de la Guía*)





¡MUCHAS GRACIAS!

Europa Creativa Desk – Oficina Cultura España
Ministerio de Educación, Cultura y Deporte

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Tfno: +34 917017115

E-mail: pcc.cultura@mecd.es

<http://www.mcu.es/cooperación/MC/PCC/index.html>

Síguenos en:

