GUIDE FOR APPLICANTS

SUPPORT TO EUROPEAN NETWORKS

CREATIVE EUROPE (2014-2020)
CULTURE SUB-PROGRAMME

Disclaimer:
The present guide intends to provide useful information for applicants. It does not replace or overrule the official Guidelines.
This ‘Guide for applicants’ provides practical guidance on how to apply to the call for proposals EACEA 39/2016 Support to European Networks, launched under the Culture Sub-programme of the Creative Europe programme.

Before making an application, please ensure that you have carefully read the specific Guidelines of the funding scheme for which you want to apply: https://eacea.ec.europa.eu/creative-europe/funding/support-european-networks-eacea-392016_en.

We also recommend reading the eForm User Guide: https://eacea.ec.europa.eu/sites/eacea-site/files/eform_user_guide_5.pdf

Grant applications for the Culture Sub-programme can only be made through the specifically designed electronic application form (‘the eForm’).

In order to be able to create an eForm, applicants (i.e. project leader and partners) have to register their organisations in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). Without this PIC, the eForm cannot be generated.

The first section of this document deals with how to generate and complete the eForm and its attachments.

The second section provides information on a number of documents that the applicants must keep at the Agency’s disposal as from the submission of the application.

The third section provides some guidance on completing the budget form.

In the fourth section some tips on communication with the Agency are given.

IMPORTANT REMARKS:

Please note that the eForm must be validated and submitted before the deadline. Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. No exceptions will be made.

In case of a technical problem (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), first consult the ‘Known issues’ section of the following website: http://eacea.ec.europa.eu/documents/eforms_en. If you cannot find an answer there, contact the EACEA Technical HelpDesk (eacea-helpdesk@ec.europa.eu or +32 229 90705).

Please ensure that you request assistance before the deadline. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – in exceptional cases and only when the problem has been notified before the deadline, is linked to technical problems related to the eForm itself and is accompanied by an otherwise valid version of the eForm – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted after 12:00 midday Brussels time on the day of the deadline, your application will under no circumstances be accepted due to the principle of equal treatment to all applicants.
Should you encounter **problems of a non-technical nature** (e.g. problems with filling in the budget form, questions concerning the content of the eForm or the rules applicable to the scheme, etc.), please contact, in due time, the **Creative Europe Desk** ([http://ec.europa.eu/culture/tools/creative-desks_en.htm](http://ec.europa.eu/culture/tools/creative-desks_en.htm)) of your country. If they cannot help, or are unavailable, you can write an e-mail to **EACEA-CREATIVE-EUROPE-NETWORKS@ec.europa.eu**

Please note that in compliance with the principle of equal treatment of all applicants, neither Commission services nor EACEA staff are authorised to answer questions aimed at helping to develop your application.
SECTION 1. GENERATING AND COMPLETING THE eFORM

A. Registration in the Participant Portal

Before being able to create a grant application through the eForm, all applicants have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Participant Portal is the tool through which all legal and financial information related to the organisations will be managed.

Information on how to register in the Participant Portal can be found at: http://ec.europa.eu/education/participants/portal.

If you have additional queries regarding the Participant Portal, please consult the following FAQ: http://ec.europa.eu/education/participants/portal/desktop/en/support/faq.html

A legal entity form and the required annexes have to be uploaded in the portal. You can find the legal entity form here: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

Registration in the portal will result in the creation of a Participant Identification Code (PIC). You will need these PICs to generate your eForm.

IMPORTANT REMARKS:

When registering in the Participant Portal, please be careful to encode the correct 'Registration Date' in the portal. This is NOT the date on which the registration in the portal is done, but the date on which the organisation was legally registered with the national authorities as a legal entity. The registration date will be taken into account when verifying that both the project leader and the partners exist legally for at least 2 years on the date of the deadline for submission.

You only need to create a PIC once. If your organisation already created a PIC in order to apply for a previous call for proposals, the same PIC has to be used.

Make sure to use the contact email of a person who is working in your organisation on permanent basis or use a functional mailbox.
B. Generating the electronic application form (eForm)

Once the applicant has its PIC number, the eForm can be generated by going to the Participant Partnership Management Tool:
https://eacea.ec.europa.eu/PPMT/

Create a new application by clicking on "Create new application for funding" on the left side of the screen.

Select the Creative Europe Programme

You can filter the different calls under the Culture Sub-programme by clicking on the arrows next to Sub-programme name.
Double-click on the line of the type of application you want to make. Be careful to choose correctly “Support to European Networks”.

Select the language version of the eForm (English, German or French) and click ‘Next step’.

You must then enter the PIC code of your organisation (note that you cannot apply with more than one organisation under this funding scheme). Click on ‘Next step’ and click on ‘Create application eForm’. Your eForm will be generated. Make sure to save it on your computer.

C. Completing the eForm

Cover page – Language to be used when applying

Note that the eForm must be completed in one of the official languages of the Union. Do not use multiple languages in your eForm. Moreover, it is highly recommended to use the same language as the one used for the detailed description of the project, which is to be attached to the eForm.

Part A. Identification of the applicant

Parts of this section will be pre-filled with information coming from the Participant Portal. The rest must be completed manually.

IMPORTANT REMARKS:

If the Network is represented by one of its members, the data to be inputted should be that of the applying member and not those of the Network.

Note that the legal representative mentioned in the eForm must be the same person signing the documents that must be submitted together with the eForm.

The eForm has been configured to accept organisations from all countries potentially eligible to apply for the Culture Sub-programme. As applicant, it is your responsibility to verify which countries are indeed eligible for participation by consulting http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en.

Should the applicant's contact details change at any moment during the selection procedure, you have to communicate these changes immediately by sending an e-mail.
Part B. Organisation and activities

Parts of this section will be pre-filled with information coming from the Participant Portal. The rest must be completed manually.

B.2 Aims and activities of the organisation

In the first box, you need to provide information on the general mission, objectives and activities of the Network related to the domain covered by the project.

The second box is applicable only if the network has no legal personality and the application is submitted by an organisation (usually one of the members) on behalf of the network. You need to describe the role of the applicant organisation and explain how it is mandated to act on behalf of the network.

B.3 Other EU grants

3.1 Please only provide information on EU funding received in the last three years. Indicate the EU Programme, the contract reference number, the organisation which was awarded the contract and the title of the project.

3.2 Should you have requested funding from another EU Programme for the same project as the one for which you are filling in the current application form, fill in these fields by indicating the Programme concerned and the amount requested. In case your application is selected for funding by the other Programme, you should inform our services by e-mail immediately: EACEA-CREATIVE-EUROPE-NETWORKS@ec.europa.eu.

Part C. Description of the project

C.1 Summary of the project
Select the language in which you want to write the project summary. Should you select another language than English, you will also be required to provide a project summary in English.

Note that this summary in English may be used for public dissemination purposes. Hence, the summary should provide the reader with a clear understanding of the objectives and content of the project and its relevance to the Culture Sub-programme.

C.2 Summary of the project’s budget
First complete the budget form (see Section 3 for instructions). Copy the EU grant requested from the budget form into the eForm.

In case of a discrepancy between the EU grant requested in the eForm and the EU grant mentioned in the budget form attached to the eForm, the amount that will be taken into consideration for the analysis will be that provided in the budget form attached to the eForm.
C.3 Calendar of the project

The project start date should lie between June and December 2017. However, an EU grant may be awarded for a project which has already begun if the applicant can demonstrate the need to start the project before the agreement has been signed.

In case of an early start date, you will have to provide an adequate justification (in the appropriate box of the detailed application form). Note that this justification will be assessed by the Agency and will not be granted automatically. Please note that in no case the project can start before March 2017.

Part D. Statistics

D.1 Relevance to the Programme priorities

Please choose as appropriate. You may select up to three priorities. If more than one priority is ticked, you will have to provide a ranking.

D.5 Fields

Please choose at least one sub-field. Note that if more than one sub-field is ticked, the project will be considered as being interdisciplinary and you will need to identify the three most relevant fields.

Attachments to the eForm

IMPORTANT REMARK:
There is a limit to the total combined size of your attachments. This is 10MB. If you receive a message advising you that the total size of the documents exceeds the maximum allowed, please reduce the size.

1. Detailed description of the project

The template document can be found on the Agency's website:

2. Declarations on honour

The template document can be found on the Agency's website:

This document must be duly completed and signed by the legal representative of your organisation.

3. Budget form

The template document can be found on the Agency's website:

Complete the budget form and attach it directly to the eForm (in xls, xlsx or ods version).

In case your project is selected, the estimated budget will be annexed as an integral part to the grant agreement.
Please consult Section 3 of this guide for instructions on how to fill in the budget form.

4. Full list of members


5. Statutes of the Network

Document that details the network's mission, governance rules, members' rights and obligations

E. Submitting the eForm (deadline: 25 November 2016, before 12.00 h, midday, Brussels time)

Once your eForm is complete and all mandatory documents have been attached, you must submit it. You will receive an e-mail from the Agency, acknowledging receipt of your electronic application.

**IMPORTANT REMARKS:**

Please note that the eForm must be validated and submitted **before the deadline**. Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. **No exceptions will be granted.**

Make sure that you have submitted your eForm online, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application. For more information please read the eForm User Guide.

In case of a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), first consult the ‘Known issues’ section of the following website: [http://eacea.ec.europa.eu/documents/eforms_en](http://eacea.ec.europa.eu/documents/eforms_en). If you cannot find an answer there, contact the EACEA Technical HelpDesk ([eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu) or +32 229 90705).

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When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. It is **advisable to attach a document with print screens to illustrate the problem and to join your eForm.**

Should you encounter problems of a **non-technical nature** (e.g. problems with filling in the budget form, questions concerning the content of the eForm or the rules applicable to the scheme, etc.), please contact, in due time, the **Creative Europe Desk** ([http://ec.europa.eu/culture/tools/creative-desks_en.htm](http://ec.europa.eu/culture/tools/creative-desks_en.htm)) of your country. If they cannot
help, or are unavailable, you can write an e-mail to EACEA-CREATIVE-EUROPE-NETWORKS@ec.europa.eu

Please note that in compliance with the principle of equal treatment of all applicants, neither Commission services nor EACEA staff are authorised to answer questions aimed at helping to develop your application.

When submitting the application though the eForm, the applicant certifies the accuracy of the information contained therein, including all annexes. The submission is to be understood as equivalent to an electronic signature, covering all submitted documents. Therefore, with the exception of the Declaration of Honour, none of the documents is to be given a handwritten signature.
SECTION 2. OTHER DOCUMENTS

Documents which the project leader must be able to make available immediately upon request of the Agency

The Agency might request the applicant to provide any of the following documents during the selection process. It is its responsibility to ensure that these documents are ready when submitting the online application, so that they can be made available immediately upon request. Failure to provide some of these documents immediately upon request may result in the ineligibility of the application.

- External audit report produced by an approved external auditor, certifying the accounts for the last two available financial years
- Copies of activity reports of the last two years (only if grant > EUR 60 000)
- Signed financial identification form* and the required annexes
- Financial capacity form* (only if grant > EUR 60 000)
- Financial statements for the last two financial years for which the accounts have been closed (only if grant > EUR 60 000)

These documents may be requested at application stage to help the Agency decide on the financial and operational capacity to conduct the project if the information provided in the application documents is not enough or is inconsistent.

Notwithstanding with the above, these documents will have to be provided before contracting should the applicant be selected for a grant.
# SECTION 3. BUDGET FORM

## A. General remarks


The completed document (in xls, xlsx or ods format) must be attached directly to the eForm.

If your project is selected, the estimated budget will be annexed as an integral part to the grant agreement.

**Please take sufficient time to fill in your budget.** Make sure that it is coherent with the information you provide in the eForm and in any other documents that are part of the application.

All amounts must be given in EUR. Applications from countries outside the euro zone must use the EUR exchange rate published on the Inforeuro website available at [http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) on the month of the publication of the call for proposals.


### IMPORTANT REMARKS:

Before completing the budget, please make sure that you have carefully read the Guidelines related to the funding scheme for which you are applying. **Section 11 on financial provisions** contains important information for completing the budget, such as what constitutes eligible expenditure.

It may be useful to watch the E-tutorial on the financial management of your project ([http://eacea.ec.europa.eu/creative-europe/library/e-tutorial-financial-management-your-project_en](http://eacea.ec.europa.eu/creative-europe/library/e-tutorial-financial-management-your-project_en)). This E-tutorial is addressed to successful applicants, but contains helpful information on eligibility of expenditure and other rules related to the financial management of your project.

The budget was made using Microsoft Excel 2010. It is recommended to use the same version to complete the budget form. An open source version of the budget form can be provided.

### IMPORTANT REMARK:

There are formulas in the workbook which ensure its proper functioning. If you need extra rows in a specific budget chapter, you need to copy an existing row in the same budget chapter, and copy it between two already existing rows in the concerning budget chapter. You can then renumber the rows manually. **Do NOT insert the copied row after the last existing row in the budget chapter because then the totals will not be correct anymore.**
B. How to fill in the budget form

Start by filling in the name of the project leader, the title of the project and the start and end dates of the project (eligibility period) in the yellow fields of the 'Consolidated revenue' worksheet.

**Detailed and consolidated budget – Expenditure**

You must then fill in the detailed expenditure per partner in the project. The expenditure of the project leader must be completed in the worksheet 'Detailed expenses'.

If expenses are to be incurred in currencies other than the Euro, the applicable exchange rate (i.e. the one published in the Official Journal of the EU for the month in which the call for proposals was published) and the currency used must be filled in in the yellow fields of the worksheet (C9 and C10).
Per cost incurred, you must:
- provide a description of the cost
- give the reference number of the activity in the eForm work programme to which the cost is related
- the number of units
- the type of unit used (e.g. days, months, years)
- the unit cost or rate
  (the total amount is calculated automatically)
- whether the cost is related to a third country\(^1\) or not
- whether the cost concerns subcontracting\(^2\) or not.

The expenditure encoded in the different worksheets will be transferred automatically to the ‘Consolidated expenditure’ worksheet.

Once all expenditure is encoded, you will need to check in this worksheet that the maximum of 30% of third country costs and 7% of indirect costs is respected. If this is not the case, adjustments at the level of the detailed expenditure per partner will have to be made.

Please foresee in your travel/subsistence costs a trip for two people to Brussels to participate in a kick-off meeting for selected projects.

**Consolidated budget – Revenue**

On the revenue part, please provide information on the distribution of the EU grant, contributions from private and public sources for the project, and on income generated by the project.

Verify that the total EU grant requested respects the maximum amount (EUR 250 000) and maximum percentage of co-financing (80%).

Any income that you intend to generate through the project (sales of tickets, books, etc.) should be registered in the estimated budget.

Contributions from private and public sources, whether already secured or not, should be provided. If an organisation expects to receive multiple contributions from, for example different public sources, the names of the different sources should be provided on the same line.

**IMPORTANT REMARK:**

Please make sure that your budget is balanced (i.e. expenditure = revenue).

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\(^1\) A third country cost is a cost relating to natural persons who are citizens of a country not participating in the Culture Sub-programme, organisations based in such a country or activities taking place in such a country.

\(^2\) Please consult section 11 of the Guidelines for a definition of and rules on subcontracting.
SECTION 4. COMMUNICATING WITH THE AGENCY

Candidates can find all information relating to the calls on the website of the Agency: https://eacea.ec.europa.eu/creative-europe/funding/support-european-networks-eacea-392016_en.

Information on latest developments (FAQs) will be provided on the same website. We recommend that you consult it regularly.

All queries related to the preparation of applications should be addressed to the Creative Europe Desk of your country. A contact list is available at: http://ec.europa.eu/culture/tools/creative-desks_en.htm. If they cannot help, or are unavailable, you can write an e-mail to EACEA-CREATIVE-EUROPE-NETWORKS@ec.europa.eu


If, after referring to these documents, you still have questions or the technical problem has not been solved, you may contact the EACEA Technical HelpDesk, preferably by e-mail (eacea-helpdesk@ec.europa.eu) so that there is a written trace of your question. When doing so, clearly describe the technical problem. It is advisable to attach a document with print screens to illustrate the problem and to join your eForm.

The HelpDesk can also be joined by phone (+32 229 90705), but if you do so it is best to send an e-mail afterwards, referring to the phone conversation you had.

The HelpDesk is available from Monday to Thursday from 08.30 to 17.30, and on Friday from 08.30 to 17.00 (Brussels time), except on the day of the deadline for submission when the Technical HelpDesk closes at 12.00 midday Brussels time.

In the approach of the deadline, please ensure that you request assistance before the deadline has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – in exceptional cases and only when the problem has been notified before the deadline, is linked to technical problems related to the eForm itself and is accompanied by an otherwise valid version of the eForm – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted after 12:00 midday Brussels time on the day of the deadline, your application will under no circumstances be accepted due to the principle of equal treatment of all applicants.