HOW TO APPLY
BRIDGING CULTURAL AND AUDIOVISUAL CONTENT THROUGH DIGITAL

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 and co-applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Participant's Register hosted in the Funding & Tender opportunities Portal.

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register

The Participant Register is a tool shared by other services of the European Commission. If an applicant or co-applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Funding & Tender Portal allows applicants and co-applicants, to upload or update the information related to their legal status and attach the requested legal and financial documents.

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 note that the above step (documents 1 and 2) 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.
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 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.

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 or PDF format)
- ANNEX 2. Declaration on the applicant's honour (in PDF format)
- ANNEX 3. Detailed budget(s) and sources of finance (in Excel format)

Please use the forms provided on the following link:

Please note that you have the possibility to attach additional information on the project: this is meant to support your application and not to replace/override the information provided in Annex 1, upon which your project will be assessed.

Online applications must be submitted using the eForm by 20/06/2019 17:00 CET Brussels time.

Please note that the system will shut down at 17:00 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. In case of technical problems, please see "E-FORMS / Further Assistance":

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.