



# Programa *Europa con los Ciudadanos* 2014-2020

Taller práctico “Europa Creativa” y “Europa con los Ciudadanos”  
19 de junio de 2015. A Coruña





# Presentación

## Taller de proyectos de cooperación europea

I.- eForm

II.- Documentos anexos

III.- Presupuesto

IV.- Partenariado

V.- Claves y prioridades



# I. eForm

- Consulta el **manual técnico** para rellenar el **eForm** (eForm User guide): [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)
- Puedes ver un **resumen de los contenidos** del eForm en nuestra web: <http://bit.ly/1Lgllpw>  
(epígrafes, extensión máx.)

Consulta posibles modificaciones en la nueva convocatoria 2015



# I. eForm

➤ Enlace a la web de la EACEA: Cuestiones generales  
[https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)

✓ Requerimientos mínimos:

- Instalado Adobe (Acrobat, Reader) versión 9 o superior
- Windows Internet Explorer, version 9 o superior

(el enlace incluye enlaces de descarga o actualizaciones de software)

✓ Prueba el eForm (software y conexión a Internet):

The screenshot shows a web interface with a white background and a thin yellow border. In the top left corner, it displays "Submission number: 00000000". In the top center, it says "Page 1 of 54". On the right side, there are two buttons: a blue button labeled "Validate form" and a red button labeled "Test your connection". A red arrow points to the "Test your connection" button. Below these elements, a green message states "The connection test succeeded."



# I. eForm

¿Cómo se genera un formulario?

<https://eacea.ec.europa.eu/PPMT/>

[https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en) (enlace indirecto)

# eForms – home page (EACEA website)



## Application for funding: partner list management and application eForm creation

### IMPORTANT POINTS TO NOTE BEFORE YOU START

#### PIC numbers

In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.

Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click [here](#) to be directed to the Participant Portal.

#### Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please scrupulously check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

#### One uninterrupted session

When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

#### ECAS authentication

Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

#### [Create a new application eForm](#)

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

[Create new application eForm](#)

#### [Revise your list of participating organisations and incorporate it in your existing application eForm](#)

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.

Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

[Revise list of participating organisations and update application eForm](#)



# I. eForm

## ¡Identificarse en ECAS primero!



The screenshot shows the ECAS authentication interface. At the top left is the European Commission logo. The main header reads 'SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)'. Below this, a breadcrumb trail shows 'EUROPA > Servicio de Autenticación > Conexión'. A blue banner contains the text: 'ECAS autentica su identidad como usuario en los sitios web de la Comisión Europea'. The main content area is split into two columns. The left column features a globe icon, the word 'Externo', and a question '¿El dominio seleccionado es correcto?' with a 'CÁMBIELO' button. The right column is a dark-themed login form with the heading 'ppmt pide la autenticación del usuario'. It includes input fields for 'Nombre de usuario o dirección de correo electrónico' and 'Contraseña'. There are three checkboxes: 'Recordar mi nombre de usuario' (checked), 'Advertirme cada vez que una aplicación pida mi identidad' (checked), and 'Ver los datos de mi cuenta ECAS después de conectar con' (unchecked). A blue '¡CONEXIÓN!' button is at the bottom of the form. Below the button are links for '¿Ha olvidado su contraseña?', 'Crear cuenta', and 'Ayuda'.

Comisión Europea

SERVICIO DE AUTENTICACIÓN DE LA COMISIÓN EUROPEA (ECAS)

EUROPA > Servicio de Autenticación > Conexión

ECAS autentica su identidad como usuario en los sitios web de la Comisión Europea

Externo

¿El dominio seleccionado es correcto?

CÁMBIELO

ppmt pide la autenticación del usuario

Nombre de usuario o dirección de correo electrónico

Contraseña

Recordar mi nombre de usuario

Advertirme cada vez que una aplicación pida mi identidad

Ver los datos de mi cuenta ECAS después de conectar con

¡CONEXIÓN!

¿Ha olvidado su contraseña?  
[Crear cuenta](#) | [Ayuda](#)



# I. eForm

## Seleccionar convocatoria



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity

User Guide

### Selection of funding opportunity or accreditation type

#### Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

Application form language version  
Please select a language

Previous step

EUROPE FOR CITIZENS

2. Click on a row to select your funding opportunity.

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	04/05/2015	01/09/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

First Previous 1 Next Last





# I. eForm

## Y elegir el idioma

Selection of funding opportunity or accreditation type

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic reinvestment Module 1	20/02/2015	31/07/2015

Application form language version

EN

Previous step Next step

CREATIVE EUROPE Search

Show 50 entries Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EAC-S28-2013	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic reinvestment Module 1	20/02/2015	31/07/2015
EAC-S28-2013	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic reinvestment Module 2	20/02/2015	31/07/2015
EAC-S28-2013	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic reinvestment Module 3	20/02/2015	31/07/2015
EACEA-07-2015	CREATIVE EUROPE	MEDIA	Sales Agent Support	Sales Agent generation	28/04/2015	18/06/2015
EACEA-27-2014	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic reinvestment Module 1	15/06/2015	17/12/2015
EACEA-27-2014	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic reinvestment Module 2	15/06/2015	17/12/2015
EACEA-27-2014	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic reinvestment Module 3	15/06/2015	17/12/2015
EACEA/23/2014	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	N/A	02/05/2015	02/07/2015


First Previous 1 Next Last



# I. eForm

## Seleccionar participantes por PIC

[About EACEA](#) | [Contacts](#) | [Sitemap](#) | [Search](#) | [Accessibility](#) | [Legal notice](#)



### EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#) [User Guide](#)

**Application for funding: selection of the participating organisation(s)**

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.  
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

PIC	Name	Country	



# I. eForm

## Seleccionar participantes por PIC

### Application for funding: selection of the participating organisation(s)

#### Applicant organisation

**Important information!** The Applicant organisation is always listed as the first organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will automatically appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

#### List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	
1	997566043	Thémis Holding	BE	<input type="checkbox"/>
2	997666438	Biofortuna Ltd	UK	<input type="checkbox"/>
3	999949333	MORPHO CARDS GMBH	DE	<input type="checkbox"/>



# I. eForm

## *...y generar el formulario*

Europa > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) > Create application form User Guide

### Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page.  
If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

**Funding opportunity and eForm language version**

Programme name	Sub-programme name	Action name	Sub-action name
CREATIVE EUROPE	MEDIA	Festivals	NA

eForm language version  
EN

**Participating organisation(s)**

**Applicant organisation**

PIC	Name	Country
999949333	MORPHO CARDS GMBH	DE

**Other participating organisation(s)**

PIC	Name	Country
997566043	Thémis Holding	BE
997666438	Biofortune Ltd	UK

[Previous step](#) [Create application eForm](#)



# Actualizar el formulario

## Applications for funding/applications for accreditation: partner management and access to application forms

### **IMPORTANT POINTS TO NOTE BEFORE YOU START**

#### Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

##### **ECAS authentication**

Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

##### **Organisation registration (PIC numbers)**

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

#### Points to be noted and respected by applicants for funding ONLY

##### **Organisation profile**

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

##### **One uninterrupted session**

When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

#### Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

#### Applications for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation





# Actualizar y subir el formulario

## ¿En qué casos es necesario?

- A) Añadir organizaciones socias
- B) Modificar los “datos protegidos” de los socios

## Otros casos:

- Eliminar socio sin añadir otro nuevo: No necesario actualizarlo
- Cambio en la entidad líder: ¡Generar un nuevo formulario!

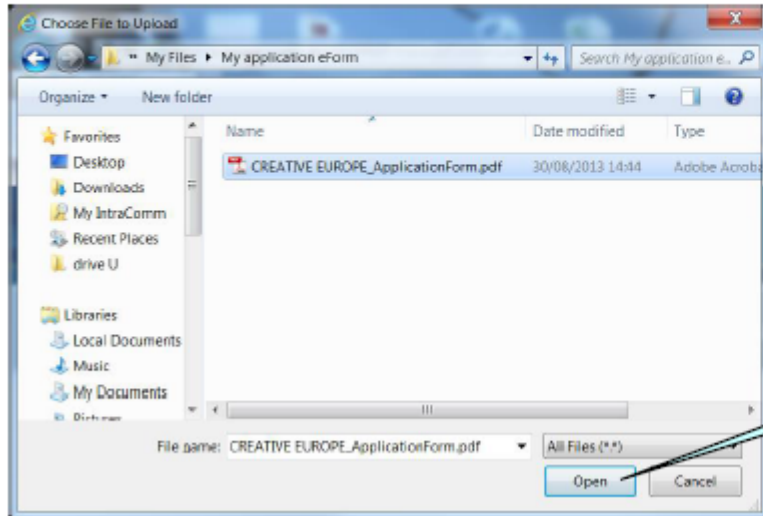


Please locate and upload your existing application eForm

No File Selected

Browse

(i) Click on *Browse* to locate your eForm pdf file



Please locate and upload your existing application eForm

U:\My Files\My application eForm\CREATIVE EUROPE\_Application\_eForm.pdf

Browse

Upload

List of participating organisations(s)

For each new organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

You may also remove organisations from your list using the "remove" button on this page. However, please note the following:

-It is not possible to remove the applicant organisation;

-if you have one or more organisations to remove but no new organisation(s) to add, this can be carried out by using the delete organisation button within the application eForm (i.e. you can cancel this operation to revise your existing application eForm and continue to use it.)

PIC number:

	PIC	Name	Country	
P1	949834865	BE Organisation Name	BE	<input checked="" type="checkbox"/>
P2	949835156	UK Organisation Name	UK	<input type="checkbox"/>
P3	949834768	FR Organisation Name	FR	<input type="checkbox"/>
P4	949834671	DE Organisation Name	DE	<input type="checkbox"/>



# I. eForm


## ➤ ¿Qué hacer en caso de error en el envío?

✓ Consulta la sección “Known issues”

✓ [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)

✓ Consulta nuestra guía-resumen en castellano

[Envío electrónico del formulario: Guía para resolver problemas técnicos](#)

Minimum requirements	<h2>Applications for funding</h2> <p><b>Submission unsuccessful due to a 'Network Error'</b></p> <p>If you have experienced a 'network error' during the submission procedure please consult the document below for advice on how to resolve the problem.</p> <p> <a href="#">Network error during submission</a></p> <p><b>Submission successful but submission number not recorded in your form</b></p> <p>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 <a href="#">Helpdesk</a> for further advice.</p> <p><b>Submission error caused by Enhanced Security settings – IMPORTANT advice that applies to MOST versions of Adobe Reader and Adobe Acrobat software</b></p>
<b>Known issues</b>	
Helpdesk service	
Paper copy of application	





# I. eForm

## ➤ ¿Qué hacer en caso de error en el envío?

### Posibles problemas:

- Error en la conexión (Internet, firewall)
- Envío electrónico correcto pero no aparece *submission number* en el eForm ni se recibe nº por email > escribir a EACEA
- Configuración de Adobe: Deshabilitar casilla “activar seguridad mejorada” (Menú > Edición > Preferencias )

**SI ES URGENTE, ESCRIBE DIRECTAMENTE A**  
**[EACEA-HELPDESK@EC.EUROPA.EU](mailto:EACEA-HELPDESK@EC.EUROPA.EU),**

**ADJUNTANDO EFORM + ANEXOS+ IMPRESIÓN DE PANTALLA QUE MUESTRE EL MENSAJE DE ERROR RECIBIDO, ANTES DE LAS 12 DEL MEDIODÍA DEL DÍA LÍMITE**



## II. Documentos anexos

### ➤ Guía del programa en castellano:

<https://eacea.ec.europa.eu/sites/eacea-site/files/documents/comm2013003670000es.pdf>

### ➤ Enlace a la convocatoria en web:

[http://eacea.ec.europa.eu/europe-for-citizens/strands/democratic-engagement-and-civic-participation\\_en](http://eacea.ec.europa.eu/europe-for-citizens/strands/democratic-engagement-and-civic-participation_en)

- Hermanamiento de ciudades

- Redes de ciudades

#### Related content

Calls for proposals and guidelines

Selection results

Beneficiaries space

News

Calls for proposals	Deadline for application	Status	Call reference
<a href="#">Networks of towns 2015 - Second deadline</a>	01/09/2015 - 12:00 (CET/CEST)	Open	
<a href="#">Town twinning 2015 - second deadline</a>	01/09/2015 - 12:00 (CET/CEST)	Open	
<a href="#">Civil society projects 2015</a>	02/03/2015 - 12:00 (CET/CEST)	Closed	
<a href="#">Networks of towns</a>	04/06/2014 - 12:00 (CET/CEST)	Closed	EACEA 36/2014

Selection results have now been published for Strand 2 Measure 2.2 - Networks of towns (deadline 2 March 2015).

[Read more](#)

**Selection Results Published - Strand 2 Measure 2.1 - Town Twinning (deadline 2 March 2015)**

13/05/2015 - 10:30

Selection results have now been published for Strand 2 Measure 2.1 - Town Twinning (deadline 2 March 2015).



## II. Documentos anexos

Documentación que debe subirse al PORTAL DEL PARTICIPANTE (para ambas convocatorias)			
		Coord.	Soc ios
1	<p><b>Ficha de identidad legal</b> fechada y firmada por el representante legal + anexos (copia documento oficial de IVA -si procede- + registro oficial de la entidad/boletín oficial –a ser posible de los últimos 6 meses): (Nº de registro: hoja y número)</p> <p>Plantilla: <a href="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</a> 2 modelos: entidades públicas o privadas</p>	X	X
2	<p><b>Ficha de identificación financiera</b>, cumplimentado y certificado por la entidad bancaria, preferiblemente con una copia de un extracto bancario reciente, y firmado también por el representante legal de la organización solicitante. En caso de adjuntarse el extracto, no es necesario el sello del banco ni la firma de un representante del banco.</p> <p>Plantilla: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a></p>	X	



## II. Documentos anexos

Documentación que debe adjuntarse desde el eForm (para ambas convocatorias)			
		Coor d.	Soc ios
1	<b>Declaración de honor</b> sobre los criterios de exclusión, el estatus legal y la capacidad operativa y financiera.  Plantilla: <a href="http://eacea.ec.europa.eu/europe-for-citizens/funding/town-twinning-2015-second-deadline_en">http://eacea.ec.europa.eu/europe-for-citizens/funding/town-twinning-2015-second-deadline_en</a>	X	



# III. Partenariado

## Búsqueda de socios

- 1) Ficha de búsqueda de socios
- 2) Facebook – Web – Otras rrss

### Consejos:

- Justificar bien la **idoneidad** de cada socio (qué va a aportar y por qué)
- Diversidad de actores del Partenariado/ Diversidad de Actividades: (Autoridades locales, NGO, Universidades, etc.)
- **Equilibrio** los “participantes”/ Presupuesto/Recursos/Encuentros.
- Establecer un **acuerdo marco “propio”** entre los solicitantes ( sobre todo en subvenciones de presupuesto elevado)
- Buscar aliados locales que actúen como multiplicadores de las actividades





# Ventajas “Flat Rate”

- Más sencillo
- “No es necesario justificar” (presupuesto)
- Flat Rate- no refleja el coste total del proyecto.
- Cofinanciación: condiciones ventajosas



## V.- Criterios de evaluación

- Adecuación a los objetivos del Programa y la Convocatoria - **30%**
- Calidad del Plan de Actividades del Proyecto - **35%**
- Difusión (Internacional / Local) - **15%**
- Impacto y compromiso ciudadano  europeo- **20%**



# ¡MUCHAS GRACIAS!

**Europa con los Ciudadanos –Ministerio de  
Educación, Cultura y Deporte**

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Síguenos en:



YouTube



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Y DEPORTE

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DE CULTURA



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