HOW TO APPLY - FILM FESTIVALS

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 must register their organization in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal: https://ec.europa.eu/education/participants/portal

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

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 does not apply if the organisation has already a valid PIC. Please assure that the **information given** in the leagal entity form (point 1 above) **is coherent** with the supporting documents provided (point 2 above).

When the request exceeds 60.000 €

3. The financial capacity form filled in with the relevant statutory accounting figures to be downloaded from: http://ec.europa.eu/culture/media/media-content/documents/fundings/creative-europe/festivals/fin__cap_fest.doc
4. For commercial companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the 2 most recent years available

   For non-profit companies: **Complete and certified annual accounts** (balance sheet, profit and loss account and the annexes) for the most recent year 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.

STEP 2 – ONLINE SUBMISSION

Applications must be submitted through the eForm to be downloaded from: **https://eacea.ec.europa.eu/PPMT/**
and must be accompanied by compulsory documents detailed in **Step 3 - Application package** below.

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.

3 annexes must be prepared and are mandatory to be submitted (they cannot exceed 10 MB):

- ANNEX 1. Film Festivals official Application form (in Word or PDF format)
- ANNEX 2. Detailed Budget and Financing Plan (on Excell format)
- ANNEX 3. Declaration on applicant's honour

All the templates of these annexes can be found on:
http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016_en

Online applications must be submitted using the eForm
by 10/12/2015 12:00 CET midday Brussels time (for 1st deadline) or
by 28/04/2016 12:00 CEST midday Brussels time (for 2nd deadline).

Please note that the system will shut down at 12:00 (noon, 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 problem, please see "Further Assistance"
http://eacea.ec.europa.eu/creative-europe/funding/festivals-2016_en

Any technical problems must be reported before the deadline time: EACEA-helpdesk@ec.europa.eu .

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.

No changes to the file can be made after the deadline for the submission of applications. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

Please note that the use of official forms indicated above (Annex 1, Annex 2, Annex 3) is mandatory.

STEP 3 – APPLICATION PACKAGE

Compulsory annexes that cannot be submitted online have to be sent to the Agency by registered mail or private courier **no later than the submission deadline.**

The application package must include the documents listed in the following checklist:

CHECKLIST FOR APPLICATION PACKAGES			
	Compulsory Documents	**Number of copies**	***Have you included them in your dossier?***
1	Copy of the **Acknowledgment of receipt** of the application (reference of the online submission completed)	1 copy	☐
2	**Festival catalogue of previous edition**	1 copy	☐
3	**Screening programme of previous edition**	1 copy	☐
4	**CD-Rom or USB stick containing all documents**	1 copy	☐
5	**Didactic materials** if available	1 copy	☐

The application package must be sent to the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)
Creative Europe, Media Sub-programme – Film Festivals - Call 16/2015
BOUR 3/59
Avenue du Bourget, 1
BE - 1049 Brussels
Belgium

Please indicate on the envelope: Reference of Call for Proposals / Applicant company / Title of the project / Country of origin and the online submission number of the application, received by email after the electronic submission.