



**WELCOME!**  
**The session**  
**Audience Development and Film Education**  
will start at 10.30 CET

Everyone has been muted upon entry.  
Please do not unmute yourself & turn off your camera  
to preserve the quality of this webconference



# SUMMARY

1. KEY ASPECTS
2. ELIGIBLE ACTIVITIES AND NOVELTIES
3. AWARD CRITERIA
4. BUDGET AND PAYMENTS
5. TIPS FOR PROPOSALS PREPARATION



# KEY ASPECTS

- **Available budget:** 5 M EUR
- **Cofinancing rate:** 70%, budget-based
- **Multiannual projects:** duration 24 - 36 months
- **Deadline:** 05/10/2021 @ 17.00.00 CET
- **Evaluation:** October 2021 – January 2022
- **Information on evaluation results:** February 2022
- **GA signature:** March/April 2022

1. KEY ASPECTS
2. ELIGIBLE ACTIVITIES AND NOVELTIES
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# ACTIVITIES TO BE FUNDED

## INNOVATIVE PROJECTS ENSURING PAN-EUROPEAN COOPERATION ESPECIALLY USING NEW DIGITAL TOOLS



INCREASING INTEREST AND KNOWLEDGE OF AUDIENCES IN EUROPEAN FILMS AND AUDIOVISUAL WORKS INCLUDING SPECIFIC PROGRAMMES ON **FILM HERITAGE**



PROMOTING AND INCREASE THE CONTRIBUTION THAT EXISTING EUROPEAN FILMS AND AUDIOVISUAL WORKS, INCLUDING **CURATED CATALOGUES OF FILMS**, MAKE TOWARDS **AUDIENCE DEVELOPMENT AND EDUCATION**

INCREASING PAN-EUROPEAN IMPACT AND AUDIENCE OUTREACH



SPECIAL ATTENTION TO STRATEGIES TO ENSURE **MORE SUSTAINABLE AND MORE ENVIRONMENTALLY-RESPECTFUL INDUSTRY**



SPECIAL ATTENTION TO STRATEGIES TO ENSURE **GENDER BALANCE, INCLUSION, DIVERSITY AND REPRESENTATIVENESS.**



# ELIGIBLE ACTIVITIES

- THE PROJECT MUST BE BASED ON A SIGNIFICANT PROPORTION (AT LEAST 50%) OF EUROPEAN FILMS AND AUDIOVISUAL WORKS AND
- PRESENT PAN-EUROPEAN AUDIENCE REACH INVOLVING AT LEAST 5 COUNTRIES PARTICIPATING IN THE MEDIA STRAND\*

\* *List of non-EU Participating Countries in the Creative Europe Programme @ [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/crea/guidance/list-3rd-country-participation\\_crea\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/crea/guidance/list-3rd-country-participation_crea_en.pdf)*

*(or follow hyperlink in the call for proposals document!)*

# WHAT IS NEW

## NEW FOCUS ON

AUDIENCE ENGAGEMENT

STIMULATE INTEREST AND  
INCREASE KNOWLEDGE OF AUDIENCES  
IN EUROPEAN FILMS

BROADER AUDIENCE ORIENTED EVENTS

INNOVATIVE AUDIENCE DEVELOPMENT  
WITH PAN-EUROPEAN AUDIENCE REACH

GREENING

## SPECIAL EMPHASIS ON

FILM EDUCATION

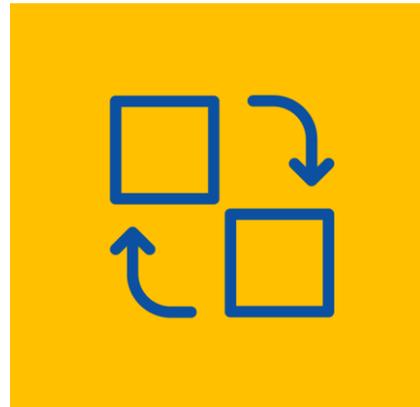
AUDIENCE DEVELOPMENT

FILM HERITAGE

# WHAT IS NEW



- **NO min. EU requested grant**
- **Projects duration: 24 up to 36 months**
- **No obligation to be a consortium**



**NO MORE *SPECIFIC* TARGET AUDIENCE**



**APPLICATIONS VIA THE FUNDING & TENDER OPPORTUNITIES PORTAL\***

# WHO CAN APPLY?

**No minimum amount of partners in the project**

**HOWEVER, THE PROJECT MUST PRESENT PAN-EUROPEAN  
AUDIENCE REACH INVOLVING AT LEAST 5 COUNTRIES  
PARTICIPATING IN THE MEDIA STRAND**

1. KEY ASPECTS
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## RELEVANCE OF ACTIVITIES (30 PTS)

10

POTENTIAL OF THE PROJECT TO **PROMOTE, STIMULATE AND INCREASE AUDIENCE'S INTEREST IN, AWARENESS AND KNOWLEDGE OF, EUROPEAN FILMS AND AUDIOVISUAL WORKS**, INCLUDING NON-NATIONAL AND HERITAGE FILMS, IN PARTICULAR **AMONG NEW AND YOUNG AUDIENCES**

5

ADEQUACY OF THE STRATEGIES TO ENSURE MORE **ENVIRONMENTAL SUSTAINABILITY, GENDER BALANCE, INCLUSION, DIVERSITY AND REPRESENTATIVENESS**, EITHER IN THE PROJECT/CONTENT OR IN THE WAY OF MANAGING THE ACTIVITY

15

EUROPEAN DIMENSION AND ADDED VALUE OF THE PROJECT IN TERMS OF **PARTNERSHIPS, LEVEL OF PAN-EUROPEAN COOPERATION AND EXCHANGE OF KNOWLEDGE, GEOGRAPHIC COVERAGE** (INCLUDING EFFORTS TO **BROADEN PARTICIPATION**), CONTENT AND CULTURAL DIVERSITY OF EUROPEAN FILMS AND AUDIOVISUAL WORKS. THE EUROPEAN ADDED VALUE OF THE PROJECT COMPARED TO THE CORE ACTIVITIES OF THE APPLICANTS AND PARTNERS WILL ALSO BE TAKEN INTO ACCOUNT

## QUALITY OF CONTENT AND ACTIVITIES (40 PTS)

20

OVERALL QUALITY OF THE PROJECT INCLUDING

- ITS **FORMAT**
- **METHODOLOGY**
- **SELECTION PROCESS**
- **TARGET GROUPS/TERRITORIES**
- **EDUCATIONAL AND PEDAGOGICAL METHODS** (IF APPLICABLE),
- **COHERENCE OF NEEDS' ANALYSIS** AND
- **EVALUATION OF THE AIMED OUTPUTS** IN TERMS OF PAN-EUROPEAN AUDIENCE REACH

**FEASIBILITY AND COST-EFFICIENCY** IN RELATION TO THE PAN-EUROPEAN OBJECTIVES TO BE REACHED

10

**INNOVATION OF THE PROJECT**, IN PARTICULAR THE STRATEGIC USE OF **DIGITAL TECHNOLOGY AND NEW TOOLS**

10

## DISSEMINATION (20 PTS)

10

IMPACT OF THE STRATEGY FOR **PROMOTING THE PROJECT AND FOR THE DISSEMINATION OF ITS RESULTS**, IN PARTICULAR IN RELATION WITH PAN-EUROPEAN EXCHANGE OF KNOWLEDGE AND BEST PRACTICES

10

**STRATEGIES AND SUSTAINABLE METHODS FOR COLLECTING AND ANALYSING QUANTITATIVE AND QUALITATIVE DATA ON THE PROJECT'S RESULTS AND IMPACT IN TERMS OF PAN-EUROPEAN AUDIENCE REACH**

## PROJECT MANAGEMENT (10 PTS)

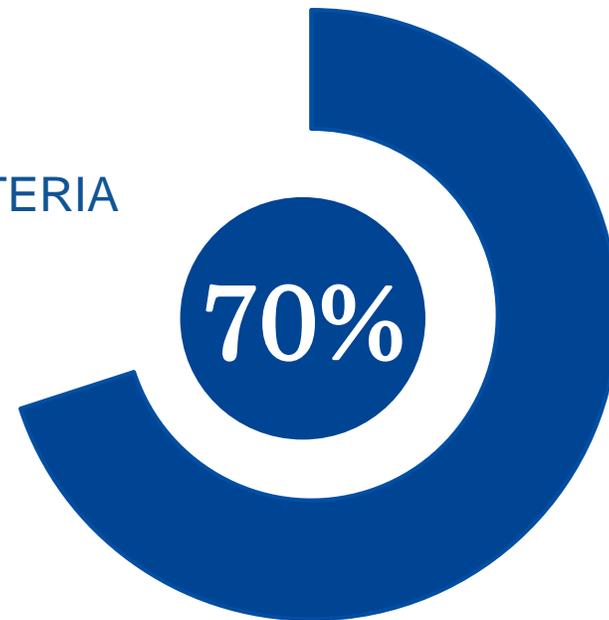
10

THIS CRITERION WILL TAKE INTO ACCOUNT THE **DISTRIBUTION OF THE ROLES AND RESPONSIBILITIES** VIS-À-VIS THE OBJECTIVES OF THE ACTION.

# QUALITY THRESHOLD

# 70/100 PTS

FOLLOWING THE ASSESSMENT OF THE AWARD CRITERIA



1. KEY ASPECTS
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**BUDGET AVAILABLE**

**5M €**



FOR TWO YEARS → NO CALL FOR PROPOSALS EXPECTED IN 2022

**MAXIMUM CO-FINANCING RATE: 70%**  
OF ELIGIBLE COSTS

**COSTS INCURRED MAY BE ELIGIBLE AS OF 1 JANUARY 2021,  
EVEN IF IMPLEMENTED AND INCURRED BEFORE THE DATE OF PROPOSAL SUBMISSION  
GRANTS NOT AWARDED RETROACTIVELY FOR ACTIONS ALREADY COMPLETED**

**PAYMENT: 40% PREFINANCING + 40% 2<sup>ND</sup> PREFINANCING + 20% FINAL PAYMENT**

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# TIPS FOR PROPOSALS PREPARATION

BE FAMILIAR WITH

- THE CALL FOR PROPOSALS DOCUMENT
- ANNEXES IN THE SUBMISSION SECTION
- REFERENCE DOCUMENTS IN THE PORTAL
- PROPOSAL TEMPLATE  
(=PART B = DESCRIPTION OF ACTION)\*

- WORK PACKAGES (AND RELATED PERSON MONTHS)
- TASKS
- DELIVERABLES
- MILESTONES

\* *WORD TEMPLATE IN THE SUBMISSION SECTION*

# Funding and Tender Opportunities Portal

All MEDIA call for proposals are published in Funding & tender opportunities [Portal](#) (F&TP)

The screenshot shows the top navigation bar with the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. Below this is a dark blue navigation menu with options: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A yellow warning banner contains two messages about technical issues in the My Experts Area and Grant Management Services. Below the banner is a search bar with the text 'Find calls for proposals and tenders' and a yellow 'Search' button. The main content area is a dark blue grid of EU Programmes, with 'Creative Europe (CREA)' circled in red. At the bottom, a white box titled 'How to participate in 5 steps' contains five numbered steps: 1. Find an opportunity, 2. Find partner(s), 3. Create an account, 4. Register your organisation, and 5. Submit your proposal or offer. A 'Learn more' button is located below the steps.

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

• My Experts Area in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.  
• Grant Management Services in the F&T Portal is currently experiencing technical issues. We are working to resolve the problem and will let you know when the application is functioning normally.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

**EU Programmes**

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	<b>Creative Europe (CREA)</b>	Digital Europe Programme (DIGITAL)	Europe Direct (ED)
European Parliament (EP)	European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Innovation Fund (INNOVFUND)
Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)
Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)	Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)		

Show all

**How to participate in 5 steps**

- 1 Find an opportunity
- 2 Find partner(s)
- 3 Create an account
- 4 Register your organisation
- 5 Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities.

Learn more



# Funding and Tender Opportunities Portal



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English **EN**

Register

Login

SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

Creative Europe (CREA)

clear filter

Type your Keywords...



Match whole words only

GRANTS

TENDERS

Submission status

Forthcoming (18)

Open for submission

Closed

Programming period

2021 - 2027 (18)

Creative Europe (CREA)

Filter by call

Select a Call...

CPV code (Tenders Only)

Select a CPV code...

## Funding and tenders (18)

Need help?



Sort by:

Submission status

### Grant Talent & Skills

Forthcoming

Programme Creative Europe Programme (CREA)

ID CREA-MEDIA-2021-TRAINING

Types of action CREA Project Grants

Deadline model single-stage

Opening date 01 June 2021

Deadline date 26 August 2021 17:00:00 Brussels time

### Grant Films on the Move

Forthcoming

Programme Creative Europe Programme (CREA)

ID CREA-MEDIA-2021-FILMOVE

Types of action CREA Project Grants

Deadline model single-stage

Opening date 01 June 2021

Deadline date 24 August 2021 17:00:00 Brussels time

### Grant European mini-slate development

Forthcoming

Programme Creative Europe Programme (CREA)

ID CREA-MEDIA-2021-DEVMINISLATE

Types of action CREA Lump Sum Grants

Deadline model single-stage

Opening date 01 June 2021

Deadline date 12 August 2021 17:00:00 Brussels time

# Funding and Tender Opportunities Portal

Conditions and documents

**Submission service**

Topic related FAQ

Get support

Call information

Call updates

 Go back to search results

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

**Please select the type of your submission:**



CREA Project Grants [CREA-PJG], CREA Action Grant Budget-Based [CREA-AG]

Start submission



Need help?

# Funding and Tender Opportunities Portal

Create proposal

 **Deadline**  
24 August 2021 17:00:00 Brussels Local Time

## Call data:

Call: **CREA-MEDIA-2021-MARKETNET**  
Topic: **CREA-MEDIA-2021-MARKETNET**  
Type of action: **CREA-PJG**  
Type of MGA: **CREA-AG**



Topic and type of action can only be changed by creating a new proposal.



Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

## Find your organisation

PIC  Short name

Search for your organisation

Organisations you have been previously associated with. (Click to select)

# Funding and Tender Opportunities Portal

Manage your related parties

**Deadline**  
19 May 2021 17:00:00 Brussels Local Time  
76 days left until closure

**Call data:**  
Call: ERASMUS-JMO-2021-MODULE  
Topic: ERASMUS-JMO-2021-MODULE  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

To submit a proposal for a different topic or type of action, please create a new proposal selecting the correct topic and type of action on the Funding & Tenders portal.

**Proposal data:**  
Acronym: test  
Draft ID: SEP-202578543

In this step you as coordinator should manage and review the participants of your proposal.  
Only you as coordinator can edit the elements on this screen.  
Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1

**Coordinator**

1 fondazione torino smart city Contacts: Add contact +

FONDAZIONE TORINO SMART CITY  
Turin, IT  
PIC: 954466324

Stefano D'ORILIA - Main contact

Change organisation Contact organisation

Add partner +

SAVE SAVE AND GO TO NEXT STEP

Additional partners can be added via the appropriate Icon  
If selected, you will have to search their PIC and follow the same steps

# E-FORM IN SUBMISSION SYSTEM

## Proposal forms

**Deadline**  
26 August 2021 17:00:00 Brussels Local Time

**Call data:**

Call: **CREA-MEDIA-2021-TRAINING**  
Topic: **CREA-MEDIA-2021-TRAINING**  
Type of action: **CREA-PJG**  
Type of MGA: **CREA-AG**

**Warning:** Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**

Acronym: **Baird Training**  
Draft ID: **SEP-210760667**

**Download Part B templates**

Download part B templates

**Support & Helpdesk**

Online Manual IT How To

In this step you can edit the Administrative Forms and upload the proposal itself.

Your proposal contains changes that have not yet been submitted.

**Administrative forms**

Edit forms Edit Part C View history Print preview

**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B	Tpl_Application_Form_Part_B_CREA_MEDIA.pdf	Delete
Declaration on ownership and control		Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Fill in all parts of the proposal:

C General and eligibility data (online)

### Information on the applicant company

Annual turnover in €

Number of permanent staff

Number of European countries in which the the proposed activity/activities will reach the audience/target \*

5

Countries in which the audience/target will be reached

% of European films and audiovisual works in the proposed activity/activities

51|

A Administrative Form (online)

### Administrative forms

Edit forms 

Edit Part C

View history

Print preview 

Part B and Annexes **Description of Action** (download word/upload .pdf)

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B



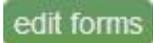
Upload 

Declaration on ownership and control



Upload 

# What You Need to Know about Completing the Form

- **Who Can Fill in the administrative form part A of the proposal?**
- The **Main Contact** is the only person that can complete the form, including the budget table and all other administrative details.
- **Partner organisations** can preview the form and edit their contact detail information.
- Click the  button to access the forms.



Your Role

Please indicate your role in this proposal

Main contact

Contact person

# Budget table

One line per beneficiary

Costs categories to be filled in

Calculated automatically

Fill in

No.	Name of beneficiary	Country	Costs categories to be filled in						Calculated automatically				Fill in		Max grant amount
			A. Personnel costs - without volunteers /€	A. Personnel costs - volunteers /€	B. Subcontracting costs/€	C. Purchase costs - Travel and subsistence/€	C. Purchase costs - Equipment/€	C. Purchase costs - Other goods, works and services/€	Total eligible costs/€	Ineligible costs	Total estimated project costs and contributions	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs	
			(a1)	(a2)	(b)	(c1)	(c2)	(c3)	(h)	(i)	(k)	(U)	(l)	(m)	(n)
			?	?	?	?	?	?	?	?	?	?	?	?	?
1		IT	10 000	0	0	2 000	1 000	0	13 000	0	13 000		0	13 000	13 000
2		IT	5 000	0	0	1 000	500	0	6 500	0	6 500		0	6 000	6 000
3		SE	3 000	0	0	500	100	0	3 600	0	3 600		0	3 000	3 000
Total			18 000	0	0	3 500	1 600	0	23 100	0	23 100		0	22 000	22 000

# Part B (DoA)

Structure reflects the award criteria used by experts to evaluate the proposal



## TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A) .....

TECHNICAL DESCRIPTION (PART B).....

COVER PAGE.....

PROJECT SUMMARY .....

1. RELEVANCE .....

1.1 Background and general objectives .....

1.2 Needs analysis and specific objectives .....

1.3 European added value .....

1.4 Environment and sustainability .....

1.5 Gender balance, inclusion and diversity .....

2. QUALITY .....

2.1 Concept and methodology .....

2.2 Format .....

2.3 Potential .....

2.4 Cost effectiveness and financial management .....

2.5 Risk management .....

3. DISSEMINATION .....

3.1 Communication, promotion and marketing .....

3.2 Dissemination and distribution .....

3.3 Impact .....

4. PROJECT MANAGEMENT .....

4.1 Partnership and consortium, roles and tasks division .....

4.2 Project teams .....

4.3 Development strategy .....

4.4 Financing strategy .....

5. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING .....

5.1 Work plan .....

5.2 Work packages and activities .....

Work Package 1 .....

Work Package .....

Overview of Work Packages (n/a for programmes with detailed budget table) (n/a for Lump Sum Grants) .....

Events .....

5.3 Timetable .....

5.4 Subcontracting .....

# TIPS FOR PART B - DESCRIPTION OF ACTION

- **70 PAGE LIMIT** (INCL. FIRST PAGE OF THE APPLICATION FORM)
- PAY ATTENTION TO INSTRUCTIONS IN GREEN: SOMETIMES IT DOES NOT CONCERN THIS ACTION (EXPLANATION STARTING WITH “N/A”)
- DELETE INSTRUCTIONS NOT RELEVANT TO THIS ACTION

*Question applicable to the following actions:*

*Audience Development and Film Education:*

*Illustrate the general approach to implement your project, detailing: the format, the methodology, the selection process, the feasibility, the target groups/territories, the educational and pedagogical methods (if applicable), the coherence of needs' analysis and evaluation of the aimed outputs in terms of pan-European audience reach.*

*Question NOT applicable to the following actions:*

*Subtitling of cultural content*

*Audience Development and Film Education*

# Part B - planning

Project organised in **Work Packages** = a major sub-division of the project

Number of WPs depending on the type of action, **example** of a film education project :

WP1 Management and coordination activities

WP2 Collecting audience needs

WP3 Building film catalogue

WP4 Setting-up website

WP5 Promotion of website

*Each WP must contain at least a deliverable*

*Keep the WP structure simple*

*Tasks (Activities) are optional*

<b>Work Package 1: [Name, e.g. Project management and coordination]</b>			
<b>Duration:</b>	MX - MX	<b>Lead Beneficiary:</b>	1-Short name
<b>Objectives</b> <i>List the specific objectives to which this work package is linked.</i>			
▪			

<b>Activities (what, how, where) and division of work</b> <i>If there is subcontracting, please also complete the table in section 4.3.</i>				
Task No (continuous numbering linked to WP)	Task Name	Description	Participant	
			Name	Role (COO, BEN, AE, AP, OTHER)
1.1				

# Plan activities in detail well in advance

**Deliverables**: major project outputs which are submitted to show project progress (any format)

**MANDATORY**: at least 1 per WP

1. Management activities report
2. Final report on audience needs
3. Description of films catalogue
4. Hyperlink of website
5. Dissemination activities report

**Milestones**: **OPTIONAL** control points in the project that help to chart progress – you may leave the field empty

1. Finalise Management activities report
2. audience needs collected
3. Acquisition of rights of European film catalogue (representing 50% of the total)
4. Website goes online
5. Website activities reach target group of 5,000 users in 6 Media countries

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification		Due Date (month number)	Description
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report]/[DEM — Demonstrator, pilot, prototype] [DEC —	[PU — Public] [SEN — Sensitive] [Classified R- UE/EU-R] [Classified C-		

# Part C General and eligibility data (online)

Please select the type of organisation

Number	Name	PIC Number (if available)	Type of organisation
1	Baird Consulting SCS	956444445	>

Click on the arrow to be able to select the type of organisation (otherwise the form can not be saved)

Information on the applicant company

Annual turnover in €

Number of permanent staff

Number of European countries in which the the proposed activity/activities will reach the audience/target \*

5

Countries in which the audience/target will be reached

% of European films and audiovisual works in the proposed activity/activities

51|

After submission, your proposal is sent to the EU services for evaluation

## Step 6

Submit

<b>HP-FPA-2014</b>	
	USERNAME
	TOPIC ECC-01-2014
	TYPE OF ACTION CONS-FPA
	ACRONYM Test proposal
	FINAL ID   616605 DRAFT ID   SEP.238338351
	DEADLINE (Brussels Local Time) <b>30</b> April 2016 17:00:00
	<b>16</b> days left until closure

Check Config	
<a href="#">Visit our 'How to' user guide</a>	
<a href="#">Visit our 112920 Online Manual</a>	

### Your proposal has been successfully submitted

Your proposal was submitted on: **31 March 2016 at 11:12:00 (Brussels Local Time)** as part of the **HP-FPA-2014** call, before the deadline of **30 April 2016 at 17:00:00 (Brussels Local Time)**.  
Your project ID is **616605**. This number is important and will be used as future reference during the evaluation process.

### Revisit your Proposal

You may edit your proposal and re-submit at any time before the deadline of **30 April 2016 at 17:00:00 (Brussels Local Time)** by clicking the "re-edit proposal" button.

A digitally signed and time-stamped version of the latest submitted version of your proposal can be viewed/downloaded. Note: this can take from a few seconds to several hours depending upon system load. Please contact the Service Desk if it is not yet available 72 hours after a call closure.

You may withdraw the proposal at any time prior to call closure. In doing so it will not be passed to the evaluation stage.

re-edit proposal

download

withdraw proposal

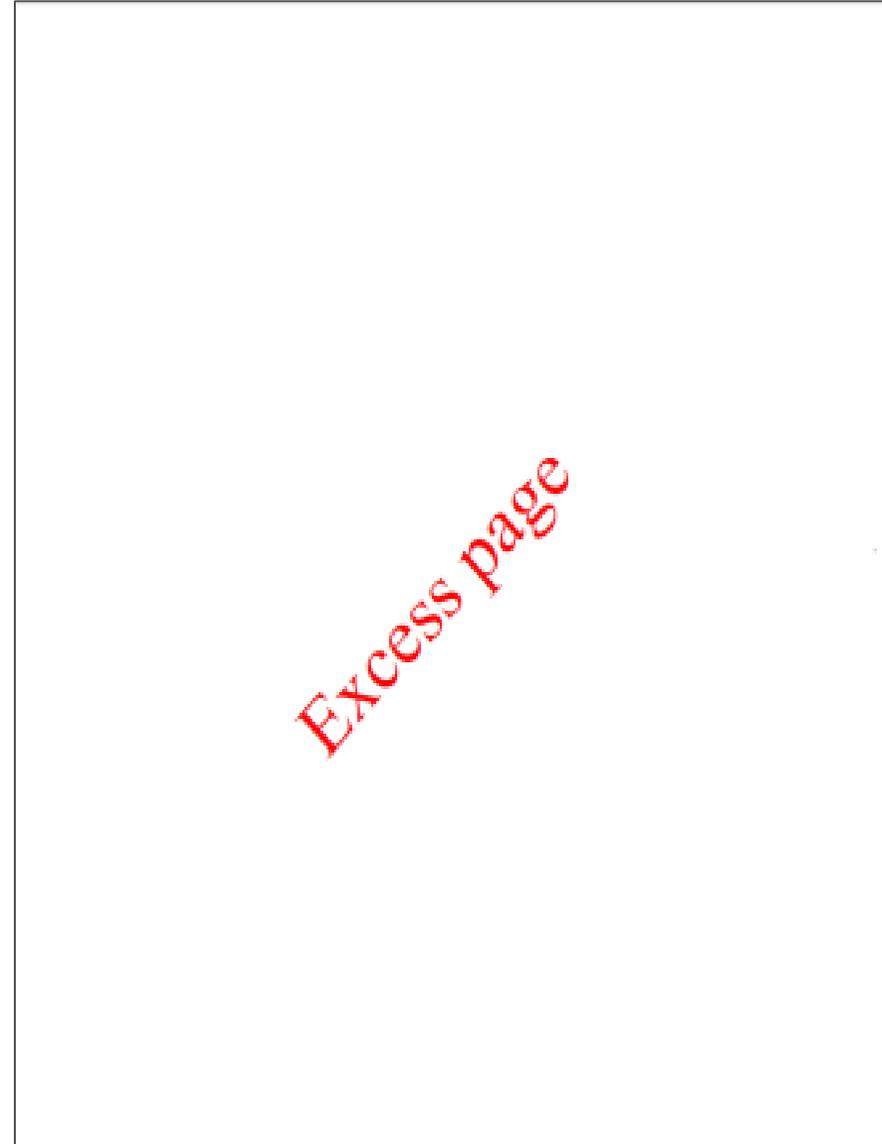
# Tips and tricks / 1

Get familiar with:

- - the submission Wizard
- - the electronic Form
- - the templates to be filled in (part B, annexes, part C...) and the required information
- Submit proposals well in advance before call closure.
- You can resubmit your proposal if needed until the closure of the call.
- Once the Call is closed, the last submitted version will be the one being evaluated

# Tips and tricks / 2

- The breach of certain limitations, such as document size limits, will result in failure to upload.
- As a result you will need to amend the documents and upload them again.
- If you exceed the page number limit, when applicable, you will be still able to upload the document but all of the excess pages will contain just a watermark as content.



# What's next after submission?

After the finalisation of the evaluation, applicants will receive the Evaluation Result Letter

You can find and download your Evaluation Result Letter in my project area

Notifications sent by email to coordinator's contact persons listed in proposal

Successful applicants start Grant Agreement Preparation in Grant Management system

The screenshot shows the 'Participant Portal - Grant Management Services' interface. At the top, there is the European Commission logo and the text 'RESEARCH & INNOVATION'. Below this, the main content area is divided into several sections:

- MY PROJECT:** A blue sidebar on the left contains project details for 'HORIZON 2020'. The details include: Call: H2020-Adhoc-2014-2, Type of Action: CSA, Acronym: 90050 DEMO2, Current Phase: Grant preparation, Number: 90050, Duration: 8 months, Start Date: (blank), Estimated Project Cost: €40,026.50.
- Proposal Management & Grant Preparation:** A section on the right showing the project title '90050 - 90050 DEMO2' and a progress timeline dated 07/04/2014. The timeline has five stages: Submitted (active), Evaluated, Ranked, Invited, and Prepared.
- Documents:** A section listing documents, including '90050 - auto-generated ESR' and 'Evaluation Result Letter- 90050- 90050 DEMO2'.
- Messages:** A section at the bottom for communication.

# Support IT, FAQ and rules

Creative Europe (CREA)

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT

SUPPORT

- Support overview
- Guidance & Manuals
- FAQ
- Helpdesks



Support overview  
Guidance & Manuals  
FAQ  
Helpdesks

2021-2027

Reference Documents

Grants

This page includes reference documents of the specific actions.

Please select the programme to see the reference documents.

Procurement

Reference Documents related to tendering opportunities.

Filter

- Legislation
- Work programme & call documents
- Grant agreements and contracts
- Guidance
- Templates & forms
- Funding & Tenders Portal

## Support overview

### Support by type



### Popular support topics

EU Login	Online manual	How can I acquire roles and permissions?
How to change the EU Login account details?	FAQ	Where can I find more information about EU Login?
What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks?	FAQ	SME Self Evaluation
How to appoint a LEAR	Online manual	Where can I find the National Contact Point?
Do I have to register my organisation before drafting my proposal?	FAQ	

## Guidance & Manuals

GRANTS TENDERS



### Reference documents

The page reference documents of the programmes managed by the Commission, model grant agreements and guides for specific actions.

#### Online Manual

Step-by-step online guide through the Portal processes from proposal submission to grant management and audits. IT HOW TO gives you detailed guidance on the PP related IT tools.

#### IT How to

IT support guide with step-by-step walkthroughs and videos.

# Creative Europe Desks

Your gateway to the Creative Europe Programme

[https://ec.europa.eu/programmes/creative-europe/contact\\_en](https://ec.europa.eu/programmes/creative-europe/contact_en)

Creative Europe Desks can help you develop your project, prepare your application and build partnerships.

Established so far in 38 countries, the Desks provide these services:

- Free information and guidance on how to access funding opportunities under the Creative Europe Programme
- Regular updates on European audiovisual and culture issues
- Networking support facilitating contact between cultural operators in different countries and partner finding
- Targeted info days, workshops, seminars
- Informative websites with all the latest news

## CREATIVE EUROPE DESKS

### Select A Country

Albania

Armenia

Austria

Belgium

Bosnia And Herzegovina

Bulgaria

Croatia

Cyprus

Czech Republic

Denmark

Estonia

Finland

France

# Thank you for your attention!

## QUESTIONS?



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