

**GUIDE FOR APPLICANTS
HOW TO APPLY TO
MARKET ACCESS**

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 company in the Funding and Tender Opportunities Portal:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

The tool also allows applicants to upload different documents related to their organization. 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.

When the request exceeds 60.000 €

3. The financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the most recent year for which the accounts have been closed.

When the request exceeds 750.000€

4. An audit report produced by an approved external auditor certifying the accounts for the last financial 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.

Each partner intended to be a co-beneficiary of a multi-beneficiary agreement must also obtain a PIC and will have to upload the documents mentioned above under points 1. and 2.

STEP 2 – ONLINE SUBMISSION

Applications must be submitted through the eForm to be downloaded from: <https://eacea.ec.europa.eu/PPMT/>. 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, to be downloaded in the section "Annexes" from: https://eacea.ec.europa.eu/creative-europe/funding/support-for-access-markets-eacea-2020_en, must be prepared and are mandatory to be submitted (they cannot exceed 10MB):

➤ **ANNEX 1. Description of the action– Application form (in Word / PDF format)**

Please enclose the application form duly filled in as well as well the requested attachments when available: documents of partnership and statements of financial commitments.

➤ **ANNEX 2. Declaration on applicant's honour (in PDF format)**

➤ **ANNEX 3. Estimated budget of the action (in Excel)**

Please choose between the excel template document for mono-activity actions (only one activity per action) or the excel template document for multi-activities actions (actions composed of more than one activity). Applicants submitting different activities should provide a single application. A separate application should be provided in case of European and International action. Activity is defined by a specific content for a specific group of participants, at a specific time, in a specific location (e.g. professional events such as markets, fairs, forums etc...). Please also note that in this document you have to provide the detailed list of participants and projects.

Online applications must be submitted using the eForm **by Thursday 06/02/2020 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 eForm after that time. It is strongly recommended not to wait until the last minute. In case of technical problem, please see the section E-Forms - "Further Assistance" https://eacea.ec.europa.eu/creative-europe/funding/support-for-access-markets-eacea-2020_en

Any technical problems must be reported before the deadline time (a screen-shot demonstrating the technical problem occurred before the deadline time, is advised).

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.

Applicants should ensure that all the documents requested and mentioned in the eForms are provided electronically.

No changes to the dossier can be made after the deadline for the submission of applications.