

# Elektronikus pályázati űrlap létrehozása és kitöltése

## A PÁLYÁZAT BENYÚJTÁSA



# Ürlap létrehozása

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



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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User Guide

## 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

# A program kiválasztása



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European  
Commission

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[User Guide](#)

Selection of funding opportunity or accreditation type

[Previous step](#)

1. Select a programme name and click on search

Select Programme name ▾  
Select Programme name  
CREATIVE EUROPE  
ERASMUS MUNDUS  
Erasmus+  
EUROPE FOR CITIZENS

[Search](#)



# Pályázati kategória kiválasztása



European  
Commission

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## Selection of funding opportunity or accreditation type

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EUROPE FOR CITIZENS ▾

[Search](#)

Show  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	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
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	12/12/2014	02/03/2015
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

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# Űrlap nyelvének megadása



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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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	Civil Society Projects	N/A	12/12/2014	02/03/2015

### Application form language version

EN

Previous step

Next step

EUROPE FOR CITIZENS

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
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
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	12/12/2014	02/03/2015
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

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# PIC kód megadása



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[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	
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# Pályázó kiválasztása



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## 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:

- Partner Demo Organisation
- PÁLYÁZÓ MINTA SZERVEZET

### 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	<input type="checkbox"/>
1	929051257	PÁLYÁZÓ MINTA SZERVEZET	HU	<input type="checkbox"/>
2	929050481	Partner Demo Organisation	DE	<input type="checkbox"/>

# Az űrlap létrehozása



## EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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[User Guide](#)

### Confirm details and proceed to application form

If the details below are complete and correct, you may proceed with the creation of your new application. The 'Create application' 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.

#### Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A
Application form language version			
EN			

#### Participating organisation(s)

##### Applicant organisation

PIC	Name	Country
929051257	PÁLYÁZÓ MINTA SZERVEZET	HU

[Previous step](#)

[Create application eForm](#)



1 ★

Közös érdeklődésre  
számot tartó szakmai  
téma kiválasztása

2 ★

A projekt céljának  
világos meghatározása

3 ★

Önkormányzatok  
és civil szervezetek  
együttműködése

4 ★

Szakértők bevonása  
a tartalom kialakításába,  
ha szükséges

5 ★

Folyamatos, intenzív  
kapcsolattartás és  
egyeztetés a partnerekkel

6 ★

Elegendő idő biztosítása  
a (nemzetközi) partnerek  
megismeréséhez és a pro-  
jekt előkészítéséhez

7 ★

A feladatok megosztása a  
partnerekkel – mindenkinek  
van feladata, szerepe a pro-  
jekt megvalósításában

8 ★

Idegen nyelv ismerete  
elengedhetetlen  
(közös munkanyelv...stb.)

9 ★

Aktív szerepvállalás  
helyi szinten –  
önkéntesek bevonása

10 ★

Közösségi média használata  
– a résztvevők posztjai  
jelentik a leghitelesebb  
reklámot





## List of Partner Organisations

Your list of partner organisations is not valid. It should respect the rule(s) below:

Not valid	The minimum number of partners required is : 3				
Valid	The applicant/partner must be established in one of the 28 EU member states plus Montenegro, Serbia, Bosnia and Herzegovina, Albania, The former Yugoslav Republic of Macedonia under condition that a Memorandum of Understanding is signed.				
Not valid	- The total number of different countries should be at least equal to : 4				
Valid	- The total number of EU countrie(s) should be at least equal to : 1				
Valid	All partners must be from Non-Profit Organisations.				
Partner no	PIC	Role	Organisation Name	City	Country
P1	929051257	Applicant Organisation	PÁLYÁZÓ MINTA SZERVEZET	Budapest	Hungary
P2	929050481	Associated partner	Partner Demo Organisation	Berlin	Germany

*Programme :*

EUROPE FOR CITIZENS

*Sub-programme :*

Strand2: Democratic engagement and civic participation

*Programme Guide / Call for Proposals :*

Europe for Citizens - Programme Guide 2014-2020

*Action :*

2.2: Network of Towns

*Sub-action :*

N/A

*Deadline for submission :*

01/09/2016

12:00 midday (Brussels time)

*Project title \* :*

*Project acronym \* :*

*Language used to complete the form \* :*



# Az űrlap felépítése

## □ Part A:

### A pályázó és a partnerek bemutatása

**A.1:** Szervezet

(automatikus)

**A.2:** Kontakt személy

(projekt menedzselése)

**A.3:** Aláírásra jogosult személy

(legal representative)



# □ Part B: Szervezet és tevékenységek

**B.1: Felépítés**

**B.2: A szervezet célja & tevékenységei**

**B.3: Egyéb EU támogatás (elmúlt 3 év)**

## ***B.2 Aims and activities of the organisation\****

*Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)*

*Please describe the role of the organisation in the project. (Max. 1000 characters)*



# Az űrlap felépítése

## □ Part C:

### A projekt leírása

**C.1:** A projekt időbeosztása

**C.2:** Helyszín

**C.3:** Résztvevők száma

(pályázó & partnerek)



## **C.4: A projekt leírása, céljai (2000 karakter) (angol / német / francia nyelven!)**

*C.4 Short description of the project, including its aims in English, in French or in German*

(Max. 2000 characters). \* :



- **C.5: Bűdzsé**  
(tevékenységek & előkészítés)

## TESTVÉRVÁROS

*Only the number of INVITED participants is relevant for the calculation of the grant. INVITED PARTICIPANTS are international participants sent by the eligible partner/s*

Total number of international participants	AMOUNT - €	
<input type="text"/>		

## VÁROSOK HÁLÓZATAI

Total number of participants per event	Number of involved countries	Amount
<input type="text"/>	<input type="text"/>	
Subtotal		

Add an event



# Az űrlap felépítése

## □ Part D:

### Technikai kapacitás

- csak a 60 000 € feletti támogatásra pályázóknál
- A szervezet tapasztalata



# Az űrlap felépítése

## □ Part E:

### Projekt megvalósítás és támogathatósági kritériumok

**E.1:** A projekt céljai & kapcsolódás az éves prioritáshoz

- nem kell mindent bejelölni
- a kiválasztottakat később indokolni kell



# Az űrlap felépítése

**E.2:** Munkaterv

**E.3:** Disszemináció

**E.4:** Hatás, polgárok bevonása



# □ Part F:

## Tevékenységek ütemezése

Event Number : \* :

Date		Type of Activity*	Venue of the activity*	Number of people indirectly reached
Start*	End*			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Content *				
(in brief)				
<input type="text"/>				
Expected results*				
<input type="text"/>				

Add an activity



- **Csatolmány:** erkölcsi nyilatkozat

## *Attachments*

Declaration on honour (pdf, tiff, jpeg)\*

Attach a document



Submission number:  
00000000

Page 1 of 21

Validate form

Test your  
connection

**Connection test has not been performed!**



Europe  
for Citizens

Form version : 3.2. EN Adobe Reader version : 15.01620045

Submit this form

**Submission number :**

00000000

