

# EURÓPA A POLGÁROKÉRT PÁLYÁZATÍRÓ RENDEZVÉNY

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2019.06.26.



# A PÁLYÁZAT BENYÚJTÁSA

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**EU Login**  
(korábbi ECAS)



**Résztevői**  
**Portál**



**Elektronikus**  
**pályázati**  
**űrlap**



# PÁLYÁZÁS MENETE



## BENYÚJTÁSI HATÁRIDŐ

EURÓPAI EMLÉKEZET  
február 1.

TESTVÉRVÁROS PROGRAM  
február 1.  
szeptember 1.

VÁROSOK HÁLÓZATAI  
március 1.  
szeptember 1.

CIVIL TÁRSADALMI PROJEKTEK  
szeptember 1.

ELŐSZÖR REGISZTRÁLOK  
(PIC kódom még nincs)



EU LOGIN  
(korábbi ECAS)  
FIÓK LÉTREHOZÁSA

Európai Bizottság informatikai  
rendszeréhez való hozzáférés

REGISZTRÁCIÓ  
A RÉSZTVEVŐI  
PORTÁLON

Intézmény, szervezet regisztrációja

PÁLYÁZATI  
ÜRLAP  
KITÖLTÉSE



PIC KÓD

a szervezet/intézmény  
egyedi azonosító száma

MELLÉKLETEK  
FELTÖLTÉSE

PÁLYÁZATI  
ÜRLAP  
BENYÚJTÁSA

elektronikusan  
„Klikk: Validate form”

MÁR REGISZTÁLTAM  
(PIC kódom már van)



PÁLYÁZATI  
ÜRLAP  
LÉTREHOZÁSA

PÉNZÜGYI ADATLAP  
(feltöltés a Résztevői Portálba)



JOGI SZEMÉLYEK ÜRLAP  
(feltöltés a Résztevői Portálba)



ERKÖLCSII NYILATKOZAT  
(csatolás a pályázati űrlaphoz)



# EU LOGIN REGISZTRÁCIÓ



<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>



EU Login  
One account, many EU services

Where is ECAS? magyar (hu)

[Fiók létrehozása](#) **Belépés**

## Fiók létrehozása

[Súgó külső felhasználók számára](#)

Keresztnév

Vezetéknév

E-mail cím

E-mail cím megerősítése

E-mail nyelve magyar (hu)

Kérjük, írja be a képen látható biztonsági kódot.

Ennek a négyzetnek a bejelölésével elismeri, hogy elolvasta és megértette az [adatvédelmi nyilatkozatot](#)

**Fiók létrehozása**

Az EU Loginról [Cookie-k](#) [Adatvédelmi nyilatkozat](#) [Kapcsolat](#) [Súgó](#)

Európai Unió [Unió intézmények](#) 5.0.11-gsa | 5 ms

Powered by Európai Bizottság

# EU LOGIN – MÓDOSÍTÁSOK

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**új jelszó létrehozása**



**módosítás: név, e-mail cím**



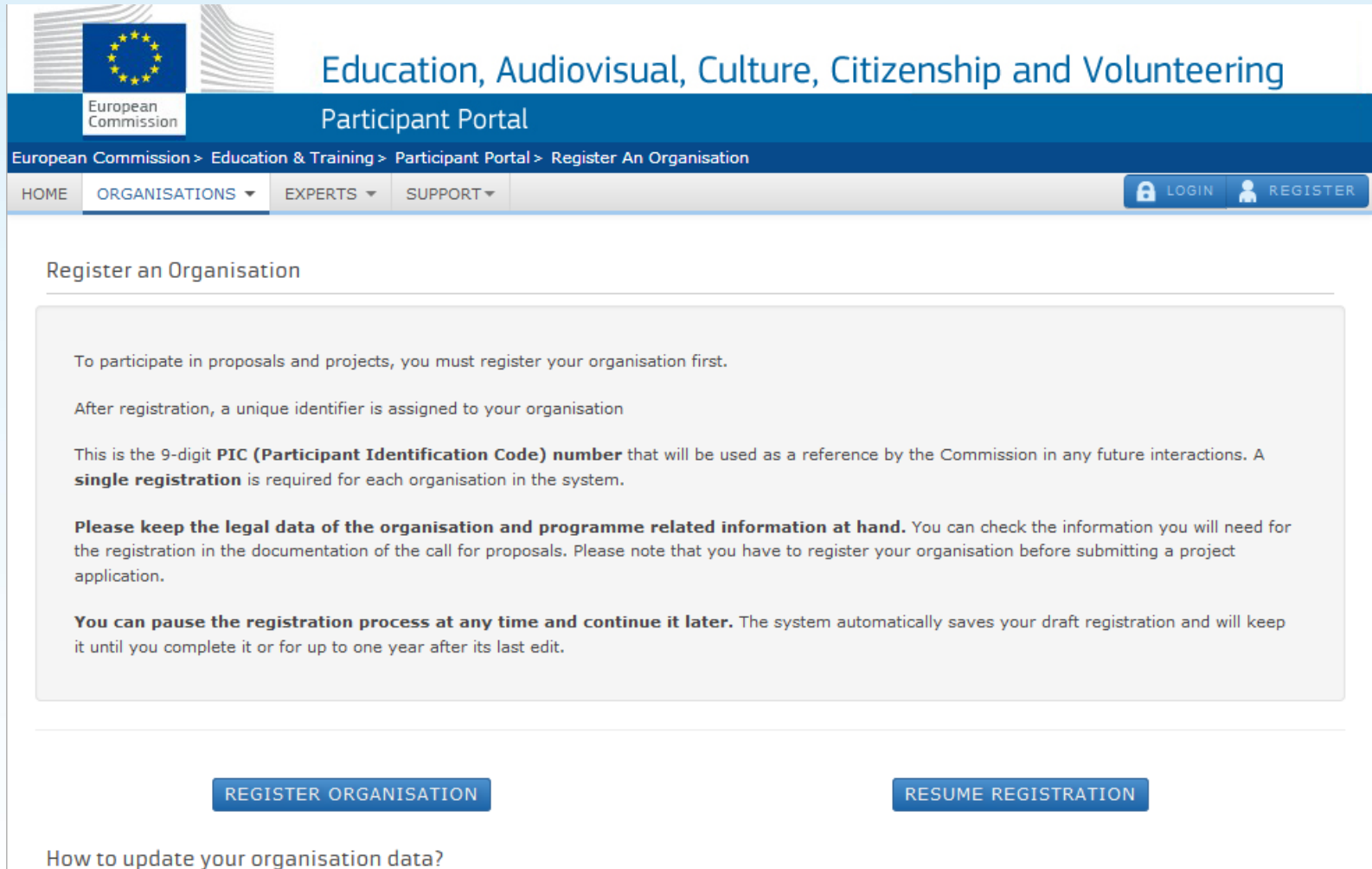
**jelszó megváltoztatása**



**regisztráció törlése – deaktiválás**

# RÉSZTVEVŐI PORTÁL

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>



The screenshot shows the 'Participant Portal' for the European Commission. The page title is 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The breadcrumb trail is 'European Commission > Education & Training > Participant Portal > Register An Organisation'. The navigation menu includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. There are 'LOGIN' and 'REGISTER' buttons. The main heading is 'Register an Organisation'. The content area contains the following text:

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

**Please keep the legal data of the organisation and programme related information at hand.** You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

**You can pause the registration process at any time and continue it later.** The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

At the bottom, there are two buttons: 'REGISTER ORGANISATION' and 'RESUME REGISTRATION'. Below the buttons, the text 'How to update your organisation data?' is visible.



## Education and training

### Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome

Identification

Organisation

Contact

Summary

Success

## Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

✓ Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly.

✓ The registration process normally takes about 5-10 minutes to complete. The system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.

✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

Next >



# Education and training

## Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome

Identification

Organisation

Contact

Summary

Success

### preliminary.label

preliminary.description

**Legal name \***



Legal name

**Establishment/Registration country \***



--Select one-- ▾

**Registration number**



Registration number

**VAT number \***



VAT number

VAT number not applicable

**Website**



The format should be www.homepage.domain - for example, www.mycompany.c

Save

< Prev

Next >





## Education and training

### Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome

Identification

Organisation

Contact

Summary

Success

### The following organisations are already existing in the Beneficiary Register

If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.

🏠 PÁLYÁZÓ MINTA SZERVEZET

🌐 Hungary - 929051257

None of the organisations above corresponds to Pályázó Minta Szervezet and I want to proceed with the registration of Pályázó Minta Szervezet.

🏠 Save

Saved at: 16:39:34 03/11/2015

< Prev

Next >

# SZERVEZET JOGI STÁTUSZA

Contact Legal notice English ▾



## Education and training

### Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome

Identification

Organisation

Contact

Summary

Success

## Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

### Legal name and status

Legal name \*




Describe the legal status of your organisation by selecting the appropriate options

Legal status



- a natural person  a legal person
- non-profit  for profit
- private entity  public body
- NGO

## Address

Use the existing organisation's address? 

Yes  No

Street name and number \*

P.O. box 

Postal code 

City \*


Country \*

--Select one-- 

Region/country

--Select one-- 

## Phones

Use the existing organisation's phone numbers? 


Yes  No

Main phone \*

*Expected format: +CCNXXXXXXXXXXXXXXXXxBBBBB*

Fax 


*Expected format: +CCNXXXXXXXXXXXXXXXXxBBBBB*


Secondary phone 

*Expected format: +CCNXXXXXXXXXXXXXXXXxBBBBB*

 Save

Saved at: 10:55:45 12/11/2015

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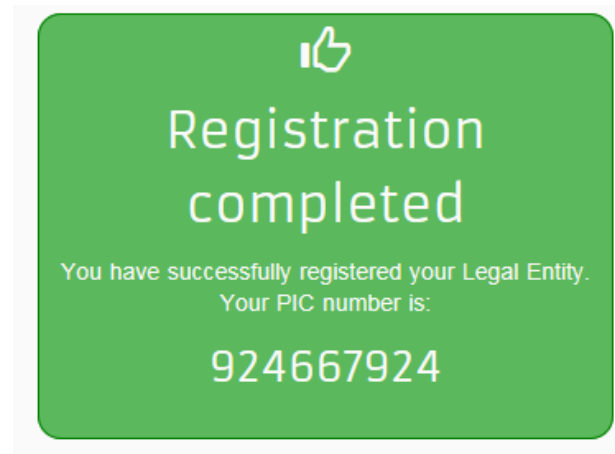
# PIC KÓD

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**felvitt adatok  
ellenőrzése**



**jóváhagyás**



**értesítés e-mailben is**



# PÁLYÁZATI ŰRLAP LÉTREHOZÁSA

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



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home

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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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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](#)

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European  
Commission

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[User Guide](#)

## Selection of funding opportunity or accreditation type

[Previous step](#)

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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# ÜRLAP NYELVÉNEK MEGADÁSA



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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## 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

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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# PIC KÓD(OK)

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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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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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# A PÁLYÁZÓ SZERVEZET

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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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[User Guide](#)

## 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:

[Add to list](#)

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

[Remove checked organisation\(s\)](#)

[Previous step](#)

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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](#)