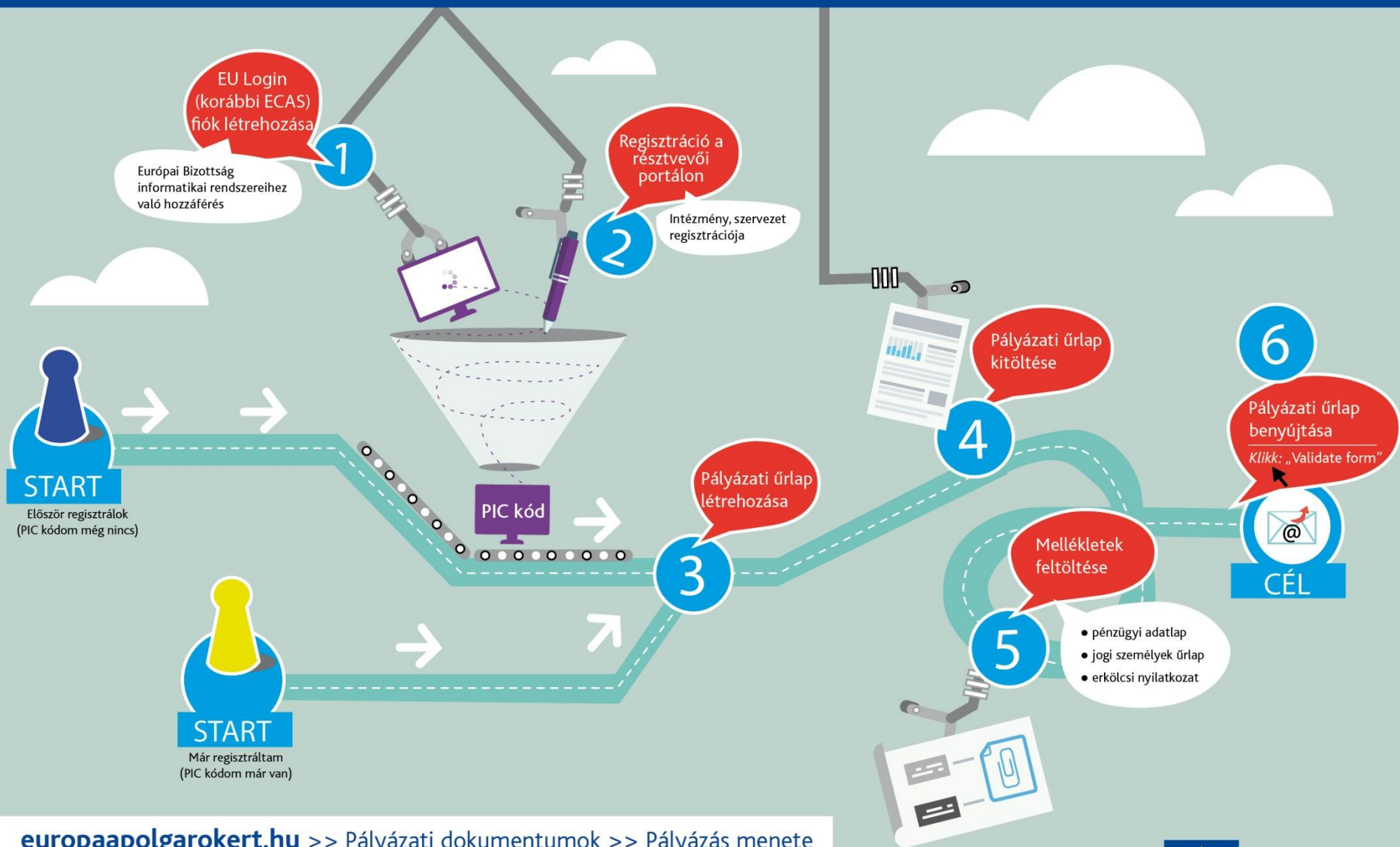


# **EU Login (ECAS) Résztevői Portál Elektronikus pályázati űrlap**

## **A PÁLYÁZAT BENYÚJTÁSA**



# Pályázás menete az Európa a polgárokért programban



[europaapolgarokert.hu](http://europaapolgarokert.hu) >> Pályázati dokumentumok >> Pályázás menete  
▶ **Beadási határidő: március 1., szeptember 1.**

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

Powered by Európai Bizottság





## Fiók létrehozása

[Súgó külső felhasználók számára](#)

Keresztnév

Vezetéknév

E-mail cím

E-mail cím megerősítése

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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](#)



# EU Login

- Új jelszó létrehozása
- Jelszó megváltoztatása
- Vezetéknév, keresztnév, e-mail cím módosítása
- Regisztráció törlése – deaktiválás
- Ügyfélszolgálat:

[EC-CENTRAL-HELPDESK@ec.europa.eu](mailto:EC-CENTRAL-HELPDESK@ec.europa.eu)

# Résztevői 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' (circled in red) and 'RESUME REGISTRATION'. Below the buttons is the text 'How to update your organisation data?'.



## 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 >



## 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



## Registration data

**Establishment/Registration country \***



Hungary (HU) ▼

**Registration number**



**Registration date**



Registration date dd-MM-yyyy



**Registration authority**



**Legal form \***



--Select one-- ▼

**VAT number \***



VAT number not applicable

**Nace code**



--Select one-- ▼

**Business name**



**Official language \***



--Select one-- ▼




## 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: +CCNNNNNNNNNNNNNNxBBBBB*

Fax 

*Expected format: +CCNNNNNNNNNNNNNNxBBBBB*

Secondary phone 

*Expected format: +CCNNNNNNNNNNNNNNxBBBBB*



Save

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

< Prev

Next >



Organisation

 Edit

Contact

 Edit



Registration  
completed

You have successfully registered your Legal Entity.  
Your PIC number is:





924667924




## What's next?

You will shortly receive an email confirming your registration.

Go to the Participant Portal, section 'My Organisations' to:

-  **Provide programme specific information.**  
It is obligatory to fill in this information for Horizon 2020. Otherwise you will not be able to submit your proposal.(wait confirmation from REA).
-  **Provide SME information.**  
If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME.
-  **Update your organisation data.**
-  **Upload required documents and read/send messages to the European Commission.**

Thank you for using the beneficiary's registration. You can now safely close the browser's window/tab.

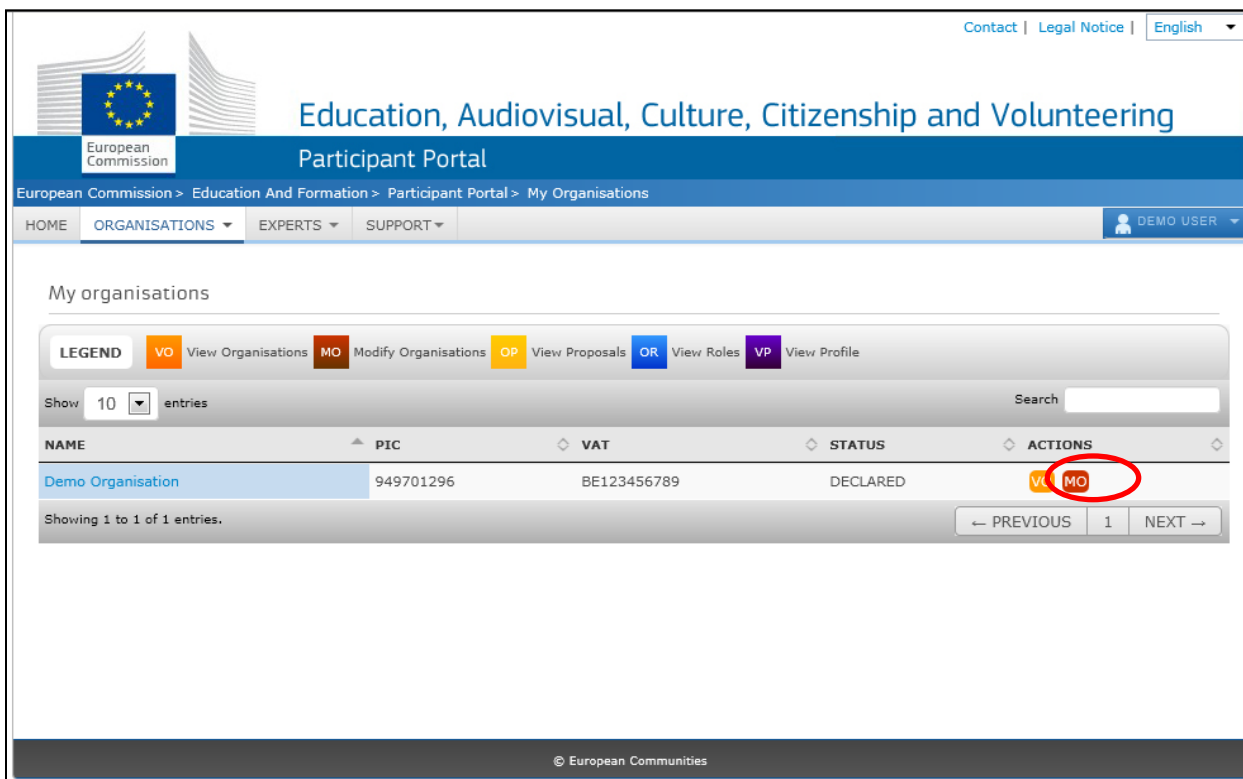
[Continue to update](#) 



# Feltöltendő dokumentumok

- Pénzügyi adatlap
- Jogi személyek űrlap

<http://www.tka.hu/palyazatok/361/palyazati-dokumentumok>



Contact | Legal Notice | English

European Commission  
Education, Audiovisual, Culture, Citizenship and Volunteering  
Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME ORGANISATIONS EXPERTS SUPPORT DEMO USER

### My organisations

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
Demo Organisation	949701296	BE123456789	DECLARED	VO MO

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

© European Communities

## Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

You don't have documents to display

Add document

### Add document

Select a file

Tallózás...

Document type

--Select one--



Description

Original language

Cancel

Submit for processing



# Ürlap 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



[About EACEA](#) | [Contacts](#) | [Sitemap](#) | [Search](#) | [Accessibility](#) | [Legal notice](#)



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European  
Commission

[EURÓPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#)

[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



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European Commission

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#)

[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

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

# Űrlap nyelvének megadása



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity

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

First Previous 1 Next Last

# PIC kód megadása



European  
Commission

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#)

[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	
-----	------	---------	--



# Pályázó kiválasztása



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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#)

[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:

--  
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:

[Add to list](#)

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

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

[Previous step](#)

# Az űrlap létrehozása



## EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

[EUROPA](#) > [European Commission](#) > [EACEA](#) > [Home](#) > [Funding opportunity](#) > [Participating organisation\(s\)](#) > [Create application form](#)

[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





# 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.5:** Büdzsé (tevékenységek & előkészítés)



## **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)

Total number of participants per event	Number of involved countries	Amount
<input type="text"/>	<input type="text"/>	
Subtotal		
<a href="#">Add an event</a>		



# 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 25

[Validate form](#)

[Test your connection](#)

**Connection test has not been performed!**

**Submit this form**

Submission number :

00000000

