

**AC/E**  
ACCIÓN CULTURAL  
ESPAÑOLA

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**PICE**

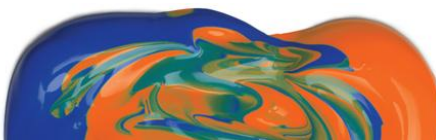
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Programa para la  
Internacionalización  
de la Cultura Española

**USER MANUAL**

**DIGITAL APPLICATION FORM**

**MOBILITY GRANTS**



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

### 1. REGISTRATION IN THE SYSTEM

1.1. Register in the system through the link *I wish to register to participate in the call*.

Spanish

**AC/E**  
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**PICE**  
Programa para la  
Internacionalización  
de la Cultura Española

Welcome to "Ayudas a Movilidad Septiembre 2016"

Status: the call is open.

Start date of call: June 1, 2016, midnight

Date of call finalisation: Sept. 1, 2016, midnight

Consult call conditions:  
- Bases Movilidad Sept 2016.docx

**I wish to register to participate in the call**

Preferably use Google Chrome or Firefox browsers

**Login to the programme**

Email

Password

Forgot password?

Login

☐ Keep me logged in

1.2. Enter your contact details. Make sure you have read and understood the conditions of the call and click on *Accept*.

Spanish

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**Mobility Grants**  
Start > Mobility Grants

To be able to participate in this call for Mobility Grants, please provide the following information

\*First name

\*Last name

Second surname

\*Telephone (Enter the Country Code)

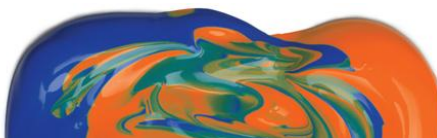
\*Email

\*Repeat Email

\*Gender

\* Mandatory fields.

Cancel Submit



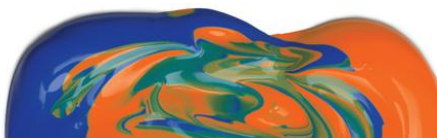
## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

- 1.3. Once your contact details have been registered, you will receive an email at the indicated email address. You will need to access this email to complete your registration.

The screenshot shows the 'Mobility Grants' section of the application form. At the top, there are logos for AC/E (Acción Cultural Española) and PICE (Programa para la Internacionalización de la Cultura Española). Below the logos is a horizontal orange bar. Underneath the bar, the text 'Mobility Grants' is displayed in orange, with a small link 'Start > Mobility Grants' below it. The main content area contains a message: 'Congratulations, the registration process has been successfully completed'. Below this message, there is a paragraph: 'Before you can submit your candidature, you need to verify your address through the email we have sent to'. Another paragraph follows: 'If you do not receive it in a few minutes, check your spam or unwanted mail folder, and if you have any additional problems please contact us.' At the bottom right of the message box, there is a red-bordered button labeled 'Submit'.

- 1.4. The link you have received in your email will take you to this screen, where you will be able to create a personal password that will allow you to access the system.

The screenshot shows the password creation screen. At the top, there are logos for AC/E (Acción Cultural Española) and PICE (Programa para la Internacionalización de la Cultura Española). Below the logos is a horizontal orange bar. Underneath the bar, the text 'To be able to participate in this call you have to create a personal password that will allow you to access the system. Enter it in the following fields' is displayed. Below this text, there are two input fields: 'Enter your personal password' and 'Repeat new password'. At the bottom right of the form, there is a button labeled 'Submit'. A footnote at the bottom of the form reads: '\*When you click on Submit you will come to the main screen for the call you would like to take part in. From here you will be able to access the system with your new user ID (e-mail address) and password'.



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

- 1.5. When you click on *Submit* you will return to the screen where you started the registration process. From here, and having completed the process, you can access the system with your new user ID (e-mail address) and password.

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**PICE**  
Programa para la  
Internacionalización  
de la Cultura Española

Wellcome to "Ayudas a Movilidad Septiembre 2016"

**Status:** the call is open.

**Start date of call:** June 1, 2016, midnight

**Date of call finalisation:** Sept. 1, 2016, midnight

**Consult call conditions:**  
- Bases Movilidad Sept 2016.docx

[I wish to register to participate in the call](#)

*Preferably use Google Chrome or Firefox browsers*

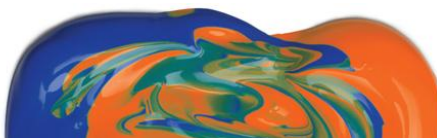
**Login to the programme**

Email

Password

[Forgot password?](#)

☐ Keep me logged in



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

### 2. REGISTRATION OF APPLICATION

Once you have accessed the system with your user ID and password, you can begin to fill in the form. The system will have created a blank application for you by default, called *<Sin nombre>*. You can start registering from this application or by clicking on *Add new application*.

2.1. With your user ID and password you will be able to register as many applications as you wish.

**Applications**  
Start > Applications

| COD     | NAME         | CREATION DATE | LAST MODIFICATION | STATUS   | BUDGET REQUESTED | BUDGET ADJUDICATED | FINAL DATE ACCEPTANCE AID |
|---------|--------------|---------------|-------------------|----------|------------------|--------------------|---------------------------|
| AEF1056 | <Sin nombre> | 09/16/2014    | 09/16/2014        | Proposed | €0.00            | No info (*)        | No info (*)               |

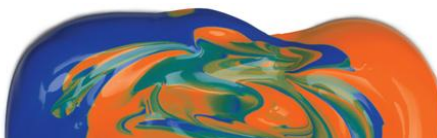
(\*) This information will be provided by AC/E when aids are adjudicated.

[Add new application](#)

2.2. The application form consists of several tabs:

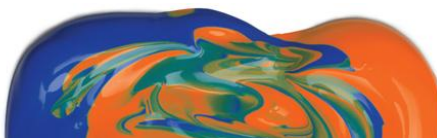
2.2.1. General information on the event: here you can enter general details on the event or project included in the activity with Spanish participation for which you wish to request aid.

As it says in the tab, the information you provide in this section helps us to put the activity into context. We would suggest you be concise.



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

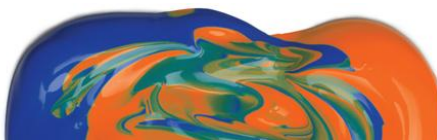
|  |   |
|--|---|
| <p><b>Event details</b></p> <p><i>It will help you to know what we mean by <u>Event</u>:</i></p> <p><i>It is the activity or the range of activities that shape a specific programme to be undertaken over a defined period of time: staging a festival, a workshop, a cycle, a professional encounter, etc.</i></p> <p><i>Any information you provide in this tab helps us to put in context an activity that will enjoy Spanish participation and for which you are requesting financial aid. We suggest you keep it brief</i></p> |   |
| <p>Event code</p> <p>PM25</p>  | <p>*Thematic area of the event</p> <p>-----</p>   |
| <p>*Name of the event (Indicate no. of edition if applicable)</p> <p></p>  |   |
| <p>Acronym of the event</p> <p></p>  |   |
| <p>*General description of the event</p> <p></p> <p>Maximum 500 characters</p>   |   |
| <p>*Start date of the event</p> <p></p>  |   |
| <p>*In the case of a regular event, description of the edition for which aid is requested. (If it's not a regular event enter 'Not applicable')</p> <p></p> <p>Maximum 500 characters</p>  |   |
| <p>*End date of the event</p> <p></p>  |   |
| <p>Description of event start and end dates (when there are several dates)</p> <p></p>   | <p>*Venue(s)</p> <p></p>  |
| <p>*City / Country</p> <p>None</p>   |   |
| <p>City event</p> <p></p>  | <p>*Country event</p> <p></p>   |
| <p>Summary of the activity in the past year</p> <p></p> <p>Maximum 500 characters</p>  |   |
| <p>Justificación/Motivación</p> <p></p> <p>Maximum 500 characters</p>  |   |
| <p>Overall budget for the event</p> <p>€</p> <p>You must not use any thousands separator. Use a decimal point (.) to indicate decimal places.</p>  |   |
| <p>Multimedia information from previous editions</p> <p><a href="#">Add new file</a> (Max size: 20MB)**</p>  | <p>Reports of previous editions and any other relevant documentation</p> <p><a href="#">Add new report</a> (Max size: 20MB)**</p> |
| <p>* Mandatory fields.</p> <p>** If you wish to upload a document larger than 20Mb, please provide a link from which we can download it. Only the following filename extensions will be permitted: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, AII, MOV, MP4</p>  |   |



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

Which information do you have to register in each one of the fields?

- Event code: this field will be automatically filled in by the system.
- Thematic area of the event\*: choose an option from the possible ones. Remember that each application may only be submitted for one thematic area only (Scenic Arts, Visual Arts, Films and Documentaries, Literature and Books or Music)
- Name of the event (indicate no. of the edition if applicable)\*: full name of the event. If this is a regular event, please indicate the edition number.  
*For example: 65 Internationale Filmspiele Berlin*
- Acronym of the event: if the event is also known by an acronym, register it here.  
*For example: FIMCE*
- General description of the event\*: please describe what the event consists of for which you are requesting aid. Maximum: 500 characters.
- In the case of a regular event, description of the edition for which aid is requested \*: if this is a regular event, please give us a specific description of the edition for which aid is being requested. Maximum: 500 characters.
- Start date of the event\*: the start date scheduled for the event.
- End date of the event\*: date on which the event is scheduled to end.
- Description of event start and end dates: When several dates are involved, you can complete the information in this field.
- Venue(s)\*: details on the venue or venues where the event will be held.
- City / Country\*: give us the exact address of the main venue where the event will be held. Choose one of the options given.
- City event: this field will be automatically filled in by the system.
- Country event\*: give us the country of the main venue where the event will be held. Choose one of the options given.
- Summary of the activity in the past year: include a brief description of the event's last edition. This information helps us to place in context the project you are presenting and the aid you are requesting. Maximum: 500 characters.
- Reasons to request the aid: details of the reasons or causes behind the request in a maximum of 500 characters.



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

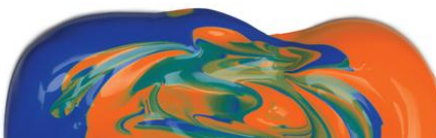
- [Overall budget for the event](#): approximate budget allocated to the event. This information helps us to place in context the project you are presenting and the aid you are requesting.
- [Multimedia information from previous editions](#): upload photographs, videos and other multimedia materials from previous editions. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it.
- [Reports of previous editions](#): please provide us with information on past editions. You can attach reports on results, press kits, list of participants and guests, number of visitors, etc. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it. This information helps us to place in context the project you are presenting and the aid you are requesting.

\* The fields marked with an asterisk (\*) are mandatory fields.

- 2.2.2. [Details of the activity with Spanish participation](#) for which aid is requested: through the option of *Add new activity* you will be able to register specific details of the activity/activities that, as part of the event, will have Spanish participation and for which aid is being requested.

Although you can add as many activities as you wish, you have to keep in mind that, should aid be granted, the maximum amount assigned by AC/E may not exceed the maximum established in the call (currently 15000 euros per event).





## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

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de la Cultura Española

MOBILITY GRANTS

**Application**  
Start > Applications > Application

Event

Activity with Spanish particip.

Inf. applicant organisation

Legal rep.

Contacts

**Details of the activity with Spanish participation for which aid is requested**

NAME OF THE ACTIVITY

AMOUNT REQUESTED

Add new activity

Cancel

Submit application

Save

**Details of the activity with Spanish participation for which aid is requested**

It will help you to know what we mean by Activity with Spanish participation:

A suite of operations or tasks with the participation of artists, creators or professionals from Spain or from abroad but established in Spain, for which the foreign entity is asking for Mobility Aid: the production of a project, its presentation in an auditorium, the execution of a stage-related, artistic or musical activity, a conference, participation in a round table, etc.

Keep in mind that the details provided in this tab are the ones that give us the most information and are therefore most relevant in assessing the applications. We suggest you provide exhaustive information.

If in your case activity and event coincide, please let us know in the previous tab without repeating the information you provide in this one.

**\*Title of the activity with Spanish participation for which aid is requested**

Start date of activity

End date of activity

**\*Brief description of the activity**

At least 500 characters

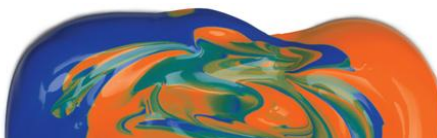
**\*Bodies organising the activity (separate the names with a semicolon)**

**Other bodies collaborating in the activity (separate the names with a semicolon)**

Acción Cultural Española, AC/E

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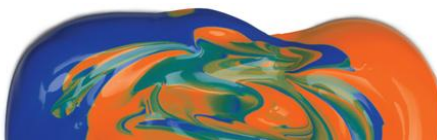
www.accioncultural.es



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

Which information should you register in each one of the fields?

- Title of the activity with Spanish participation for which aid is requested\*: full name of the activity with Spanish participation for which aid is being requested.  
Should the activity consist of one or several Spanish participants in the event, you can specify *Participation of [name of participant/s]*.
- Start date of the activity: the start date scheduled for the event
- End date of the activity: date on which the event is scheduled to end.
- Brief description of the activity\*: please provide a description of the activity with Spanish participation for which aid is being requested. At least 500 characters.
- Bodies organising the activity\*: list of entities participating in this activity as organisers. Should there be more than one, please separate the names with a semicolon (;).
- Other bodies collaborating in the activity: list of entities participating in this activity as collaborators. Should there be more than one, please separate the names with a semicolon (;).
- The Spanish participation in the event has its source in a previous visitor grant: if the request for Mobility Aid is motivated by a Visitor Aid granted by AC/E in a previous call, please indicate the previous call and event in this field.
- Overall budget for the activity\*: approximate budget for the activity.
- Budget requested\*: please indicate the amount for which you are applying to AC/E. You can break it down into the different items..  
Try to be as extensive as possible. Keep in mind that any items not listed in the application will subsequently not be taken into account.
- Additional notes: if you wish to record additional comments on the requested budget, you can do so in this field.
- Total requested: automatic field that calculates the total requested amount. Please keep in mind that the tool will control that the total amount requested for the aid does not exceed 50% of the activity's overall budget.
- The applicant is committed to fund at least 50% of the activity for which the grant is requested\*: it's a mandatory field whereby the applicant commits to fund at least 50% of the total budget of the activity.



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

- Spanish participants in the activity\*: please record here the specific details of the Spanish participants (individual or collective) who will be present in the activity for which aid is being requested. You can do so through the option of *Add new Spanish participant*. Remember that you can register as many participants as you wish, repeating the operation for each one of them.

**\*Overall budget for the activity**  
Please, indicate the approximate budget for the activity.

€ You must not use any thousands separator. Use a decimal point (.) to indicate decimal places.

**Budget requested (you have to fill in at least one of the following fields)**  
Please, indicate the budget you are requesting to PICE Programme. You must fill in at least one of the following fields.

Travel  0,00 €

Additional notes

Total requested  0 €

In accordance with this call conditions, remember that the aid granted won't exceed €2,222,222.00 and the proposed activity must include a commitment from the applicant to fund at least 50% of the activity for which the grant is requested.

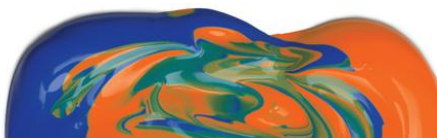
☐ The applicant is committed to fund at least 50% of the activity for which the grant is requested.

**Spanish participants in the activity**  
NAME

**Add new Spanish participant**

\* Mandatory fields.

**Submit**



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

**Details of the Spanish participant or collective**

Participant type:  
☒ Individual    ☐ Collective

\*First name     \*Last name     Second surname

Stage name

Tax No.     Passport number     \*Gender

Birth date     Address     \*Email

\*Autonomous community     \*Telephone (Enter the Country Code)     Authorised photograph (Max size: 20MB)\*\*

\*Authorised CV (Max size: 20MB)\*\*

URL

Notes

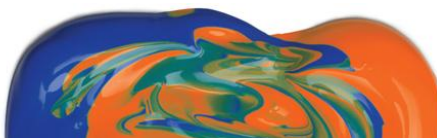
\*Reasons to request the aid

Máximo 500 caracteres

\* Mandatory fields.  
 \*\* If you wish to upload a document larger than 20Mb, please provide a link from which we can download it. Only the following filename extensions will be permitted: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, AVI, MOV, MP4

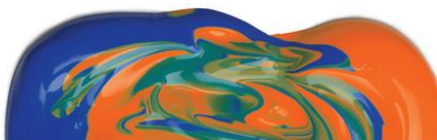
Which information should you register in each one of the fields?

- Participant type: please indicate whether the participant is an individual or a collective.
- If it is an individual participant:
  - First name\*: name of the participant
  - Last name\*: the participant's first surname
  - Second surname: the participant's second surname, if applicable
  - Stage name: the participant's stage name
  - Tax No.: the participant's tax number
  - Passport number: the participant's passport number



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

- Gender\*: male or female
- Birth date: the participant's date of birth
- Address: the participant's contact address
- Email\*: the participant's contact email address
- Autonomous Community\*: the participant's autonomous community.
- Telephone\*: the participant's contact telephone number. Please, don't forget the country code.
- Authorised photograph: photographs of the participant. (Max size: 20MB)
- Authorised CV\*: copy of the participant's curriculum vitae. (Max size: 20MB)
- URL: website of the participant
- Notes: if you wish to record additional comments, you can do so in this field.
- Reasons to request the aid: details of the reasons or causes behind the request in a maximum of 500 characters.
- If the participant is a collective:
  - Collective name\*: name of the collective
  - Nº of collective members taking part on the activity\*: number of members for which the grant is been requested
  - First name\*: name of the [contact person within the collective](#)
  - Last name\*: first surname of the contact person within the collective
  - Second surname: second surname of the contact person within the collective, if applicable
  - Gender: male or female
  - Address: the collective's contact address
  - Email\*: the collective's contact email address
  - Autonomous Community\*: the collective's autonomous community.
  - Telephone\*: the collective's contact telephone number. Please, don't forget the country code.
  - Authorised photograph: photographs of the collective. (Max size: 20MB)



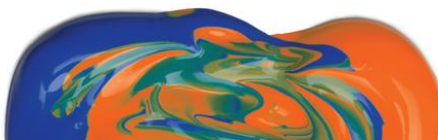
## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

- Authorised CV: copy of the curriculum vitae of the members of the collective. (Max size: 20MB)
- URL: website of the collective
- Notes: if you wish to record additional comments, you can do so in this field.
- Reasons to request the aid: details of the reasons or causes behind the request in a maximum of 500 characters.

\* The fields marked with an asterisk (\*) are mandatory fields.

Should the requested aid be granted, remember that the information provided in the fields of “Authorised photograph” and “Authorised CV” may be used by AC/E for the purposes of promoting and disseminating the PICE Programme.

Once you have entered the information on the activity and on the Spanish participants, please click on the *Accept* button at the end of this window.



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

Other bodies collaborating in the activity (separate the names with a semicolon)

If the Spanish participation in the event has its source in a previous Visitor Aid subsidy, please indicate here the subsidised call and event:

\*Overall budget for the activity

Budget requested (you have to fill in at least one of the following fields)

Travel €

Accommodation €

Transport €

Living expenses €

Pre-production or production expenses €

Description of Pre-production or production expenses

Additional notes

Total requested 0 €

Spanish participants in the activity

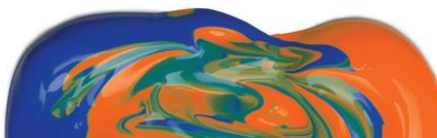
NAME

Add new Spanish participant

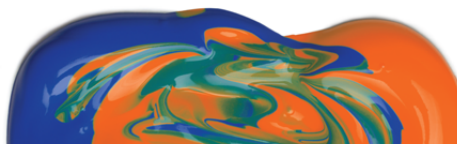
\* Mandatory fields.

Submit

The tool will control that the total budget requested for the aid does not exceed the maximum amount established in the call (currently 15.000 euros per event). If the amount is exceeded, the system will warn you that the budget amount for all the activities applied for exceeds this amount and, should the aid be approved, the assigned amount will consequently be lower than the requested amount.



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS



### MOBILITY GRANTS

## Application

Start > Applications > Application

Event
Activity with Spanish particip.
Inf. applicant organisation
Legal rep.
Contacts

If you close the window, current activity data will be lost. To save it, use the 'Submit' button located at the bottom of the page.

**Details of the activity with Spanish participation for which aid is requested**

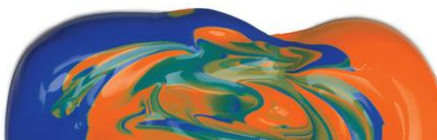
| NAME OF THE ACTIVITY | AMOUNT REQUESTED |                 |
|----------------------|------------------|-----------------|
| Actividad 1          | €18,000.00       | Remove activity |

Add new activity

**Alert:** The amount requested is higher than the authorised maximum (€15,000.00). Consequently, should the aid be granted, the maximum assigned amount shall not reach the requested total.

Cancel
Submit application
Save





## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

2.2.3. Information on the foreign applicant organisation: some basic details on the foreign entity submitting the application are registered here.

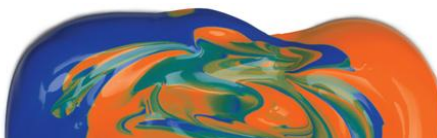
The screenshot shows the 'Application Evento 1' form. At the top, there are logos for AC/E (Acción Cultural Española) and PICE (Programa para la Internacionalización de la Cultura Española). Below the logos is a central graphic with blue, orange, and green swirling patterns. The main heading is 'MOBILITY GRANTS'. Below this is 'Application Evento 1' with a breadcrumb trail 'Start > Applications > Application Evento 1'. There are five tabs: 'Event', 'Activity with Spanish particip.', 'Inf. applicant organisation' (which is selected), 'Legal rep.', and 'Contacts'. The 'Details of the foreign applicant organisation' section contains the following fields:

- \*Name of the organisation or institution in its native language (text input)
- Name of the organisation or institution in Spanish or English (text input)
- Acronym of the organisation or institution (text input)
- \*Tax No. of the organisation or institution (text input)
- \*Address (choose one the options) (text input)
- URL (text input)

At the bottom right of the form, there are three buttons: 'Cancel', 'Submit application', and 'Save'. A note at the bottom left of the form states '\* Mandatory fields.'

Which information should you register in each one of the fields?

- Name of the organisation or institution in its native language\*: full name of the foreign entity submitting the application, in its original language.  
*Example: Internationale Filmspiele Berlin*
- Name of the organisation or institution in Spanish or English: complete this field only if the name of the applicant in its original language is not in Spanish or English. If the applicant is internationally known by a denomination in Spanish or English, please register it here.  
*Example: Berlinale*
- Acronym of the organisation or institution: if the organisation is also known by an acronym, please register it here.  
*Example: MOMA*



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- Tax number of the organisation or institution\*: tax number of the foreign applicant.
- Address\*: register the exact address of the foreign applicant.
- URL: website of the foreign applicant.

\* The fields marked with an asterisk (\*) are mandatory fields.

2.2.4. Details of the legal representatives of the foreign applicant organisation: click on *Add new one* to enter the details of the legal representative of the entity submitting the application.

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**MOBILITY GRANTS**

**Application Evento 1**  
Start > Applications > Application Evento 1

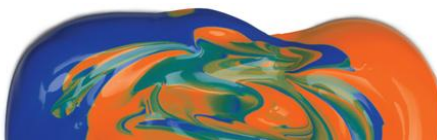
Event   Activity with Spanish particip.   Inf. applicant organisation   **Legal rep.**   Contacts

**Details of the legal representatives of the foreign applicant organisation**

| NAME  | EMAIL | POSITION IN THE INSTITUTION |
|---|-------|-----------------------------|
| There is not any legal representative related to this application |       |                             |

**Add new one**

Cancel   Submit application   Save



## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

Start > Applications > Application

**Details of the legal representatives of the foreign applicant organisation**

|                      |                             |   |
|----------------------|-----------------------------|---|
| *First name          | *Last name                  | Second surname                            |
| <input type="text"/> | <input type="text"/>        | <input type="text"/>                      |
| Email                | Position in the institution | Telephone number (Enter the Country Code) |
| <input type="text"/> | <input type="text"/>        | <input type="text"/>                      |

\* Mandatory fields.

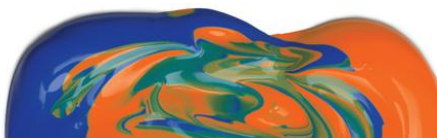
**Submit**

Which information should you register in each one of the fields?

- First name\*: name of the legal representative of the applicant.
- Last name\*: first surname of the legal representative of the applicant.
- Second surname: second surname of the legal representative of the applicant, if applicable
- Email: contact email of the legal representative of the applicant.
- Position in the institution: position occupied by the legal representative of the applicant.
- Telephone number: contact telephone number of the legal representative of the applicant. Please, don't forget the country code.

\* The fields marked with an asterisk (\*) are mandatory fields.

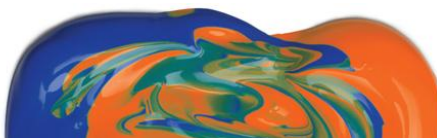
- 2.2.5. [Contact names of the foreign applicant organisation](#): from this tab you will have access to the contact details of the person/s who manage the application at the applying entity. By default, the system registers as the main contact the user who, after having registered in the system, is registering the details. This contact, through the option of *Add new one*, will be able to give access to other users from the same institution to complete the ongoing application or to create new ones.



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If the new contact is already registered on our system, please key in his e-mail address on this screen. If he is not registered, please click on the link at the end of the text.

here'. Below the text is an 'Email' input field and a 'Submit' button."/>



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If the new event management contact is not registered on the PICE tool, you can provide us with his/her contact details on the following form. Once you click on Accept, the new contact will receive an e-mail at the address you have indicated so that registration for access to the application can be completed.

**New contact**

Using this screen, you allow other users to manage this application. Keep in mind that the users you add will have the same permissions than you (editing, delivery and acceptance of the aid, if applicable).

\*First name

\*Last name

Second surname

\*Telephone (Enter the Country Code)

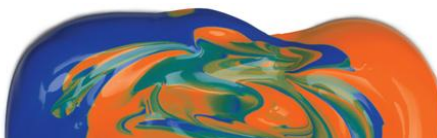
\*Email

\*Repeat Email

\*Gender

\* Mandatory fields.

**Submit**

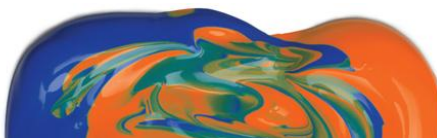


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### 3. SEND REQUEST

3.1. Once all the mandatory details have been registered, you can proceed to submit the request. To do this, press on the *Send request* option available in every one of its tabs.

3.2. Should you not have completed any of the mandatory fields, the system will alert you through the following window:



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This message will inform you of all the mandatory fields and remind you of the need to create an activity with at least one Spanish participant through the “*Spanish participation*” tab.

- 3.3. However, if you have completed all mandatory fields, the system will alert you through the following message:

**Submit application**

Once the application has been submitted you will not be able to modify its information. We therefore recommend that you review the entire contents here before accepting the conditions and submitting the application.

☐ I have read and accepted the conditions of the call ( Mobility Grants Conditions September 2014.pdf Bases Movilidad Septiembre 2014.pdf )

**Submit application**

Remember that the information cannot be modified once the request has been sent. This is why we recommend that you review all the details to make sure they are correct.

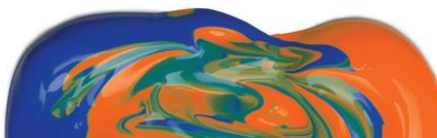
- 3.4. If you consider that the information is correct and wish to submit your request, please read and accept the conditions of the call and press on *Submit application*.

**Submit application**

Once the application has been submitted you will not be able to modify its information. We therefore recommend that you review the entire contents here before accepting the conditions and submitting the application.

☒ I have read and accepted the conditions of the call ( Mobility Grants Conditions September 2014.pdf Bases Movilidad Septiembre 2014.pdf )

**Submit application**



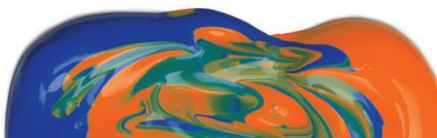
## USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

### 4. GLOSSARY

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- **ACTIVITY WITH SPANISH PARTICIPATION:** A set of operations or tasks involving the participation of artists, creators or professionals who are Spanish or foreign residents in Spain, for whom the foreign applicant requested Mobility Aid.
- **ADVISORY COMMITTEE:** A suite of experts (two per thematic area) who evaluates the applications submitted by the foreign entities.
- **BUDGET REQUESTED:** Calculation of the money requested for performing the activity proposed in the application, which in no case may exceed 50% of the overall budget for the activity. Should the aid be obtained, the justification for said budget will only be accepted for the following items: travel, accommodation, transport, living expenses and/or pre-production or production expenses.
- **COLLECTIVE PARTICIPANT:** Two or more artists, creators or professionals who are Spanish or foreign residents in Spain and who as a group attend the event for which the foreign applicant requested Mobility Aid.
- **CONTACT FOR THE COLLECTIVE:** Natural person acting as the interlocutor between the collective participant and AC/E.
- **CONTACT FOR THE LEGAL REPRESENTATIVE:** Natural person acting as the interlocutor between the legal representative of the foreign applicant and AC/E during the application and administration of the Mobility Aid. The legal representative and the contact for the legal representative may be the same person.
- **CONTACTS WITH THE FOREIGN APPLICANT ORGANISATION:** Natural person acting as the interlocutor between the foreign applicant and AC/E during the application and administration of Mobility Aid.
- **EVENT:** Activity or suite of activities that define a specific programme to be developed over a defined period of time: staging a festival, session, series, professional encounter, etc.
- **FOREIGN APPLICANT ORGANISATION:** Institution, independent professional or public or private legal person headquartered outside Spain who is applying for one or





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several elements of Mobility Aid for incorporating into their schedule any artists, professionals and creators who are Spanish or foreign residents in Spain.

- **INDIVIDUAL PARTICIPANT**: Artist, creator or professional who is Spanish or a foreign resident in Spain and who individually (and not forming part of a collective) attends the event for which the foreign applicant requested Mobility Aid.
- **LEGAL REPRESENTATIVE**: Natural person with sufficient powers to act on behalf of the foreign applicant.
- **MOBILITY AID**: Aid provided to artists and creators who are Spanish or foreign residents in Spain so that public and private foreign benchmark institutions in the different cultural areas are incentivised to schedule such artists, professionals and creators.
- **OVERALL BUDGET FOR THE ACTIVITY**: Advance calculation of the cost of the activity to be performed by the artists, professionals or creators for whom Mobility Aid is being requested.
- **OVERALL BUDGET FOR THE EVENT**: Approximate advance calculation of the cost for the event involving the participation of the artists, professionals or creators for whom Mobility Aid is being requested.
- **SPANISH PARTICIPANT**: Artist, creator or professional who is Spanish or a foreign resident in Spain, who will perform a specific activity during the event for which the foreign applicant requested Mobility Aid.
- **THEMATIC AREA**: Each one of the disciplines for which aid can be requested (scenic arts, visual arts, literature and books, films and documentaries, music, others).