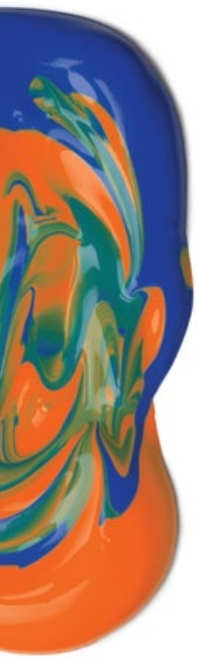


AC/E
ACCIÓN CULTURAL
ESPAÑOLA

PICE
Programa para la
Internacionalización
de la Cultura Española

# USER MANUAL

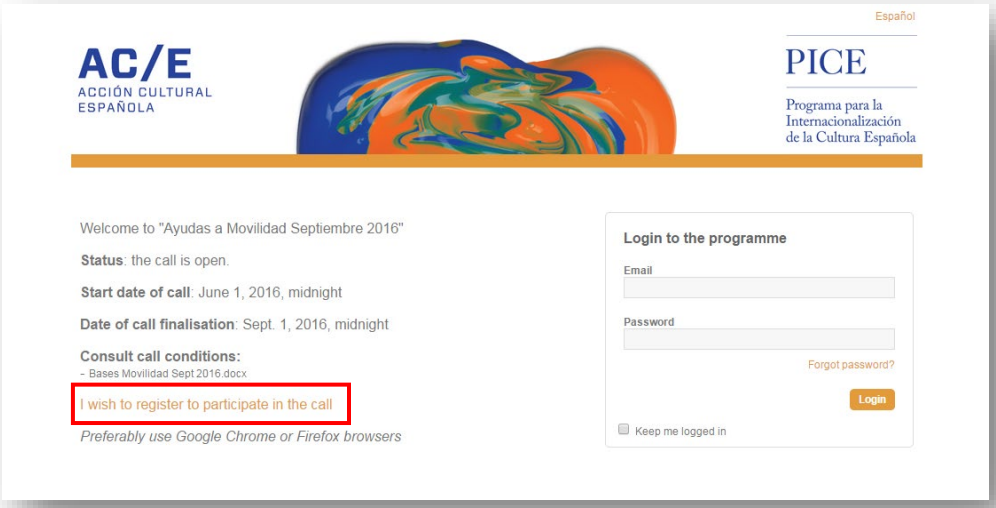
# DIGITAL APPLICATION FORM

# MOBILITY GRANTS

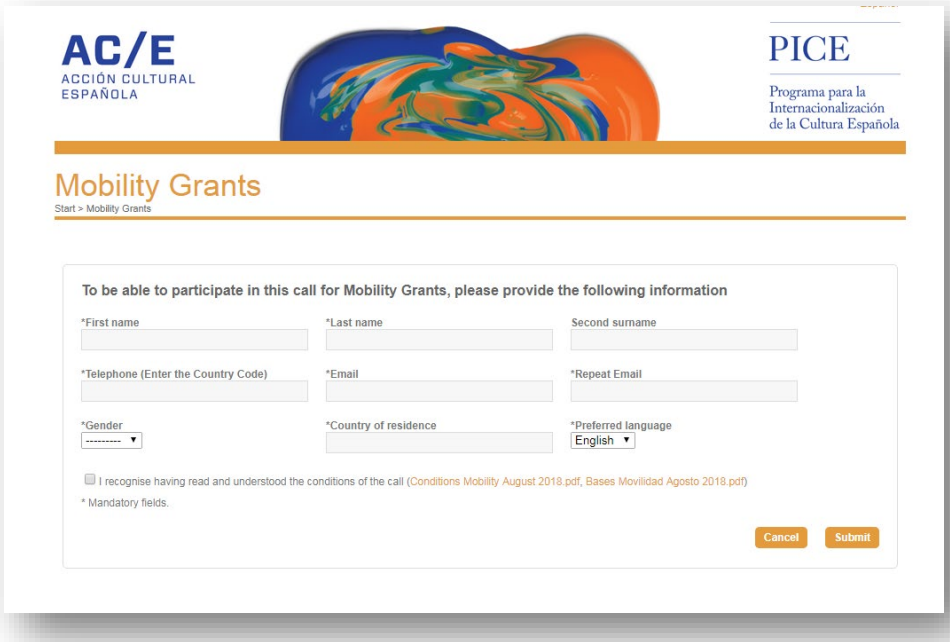
# USER MANUAL, DIGITAL APPLICATION FORM. MOBILITY GRANTS

## 1. REGISTRATION IN THE SYSTEM

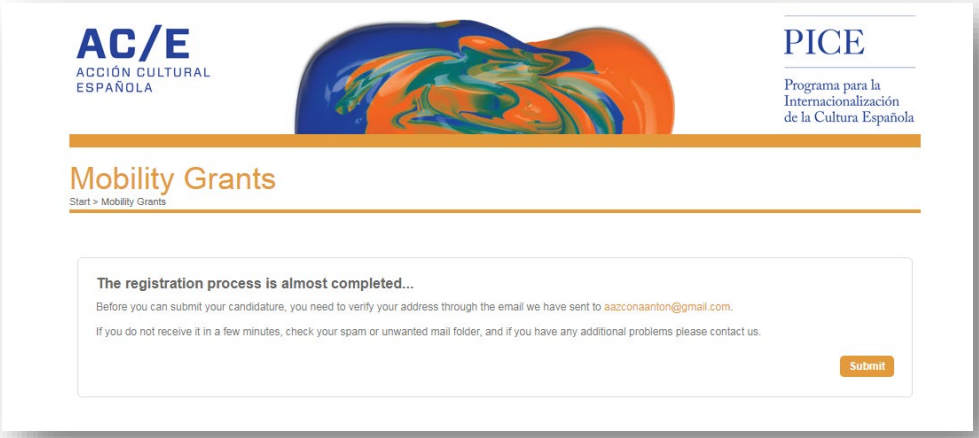
1.1. Register in the system through the link *I wish to register to participate in the call.*



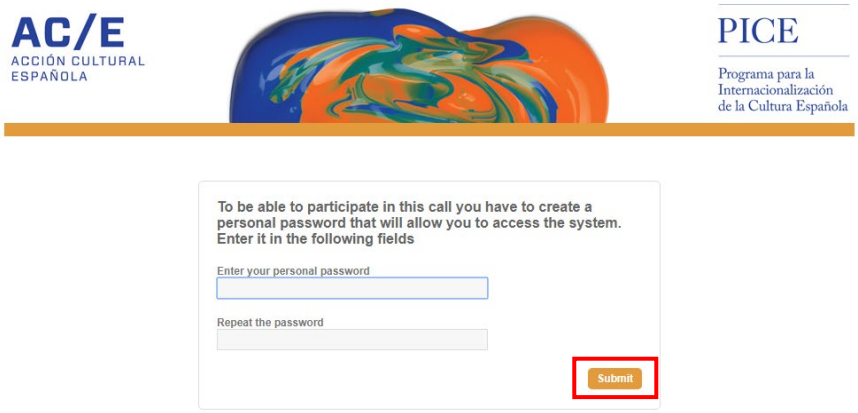

1.2. Enter your contact details. Make sure you have read and understood the conditions of the call and click on *Accept*.



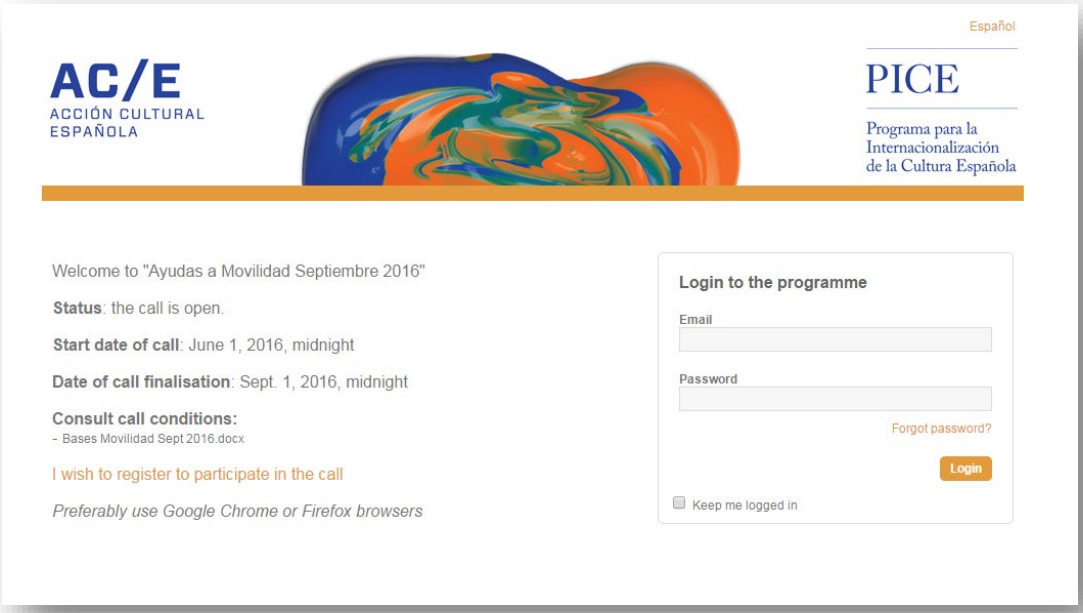
1.3. Once your contact details have been registered, you will receive an email at the indicated email address. You will need to access this email to complete your registration.




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.



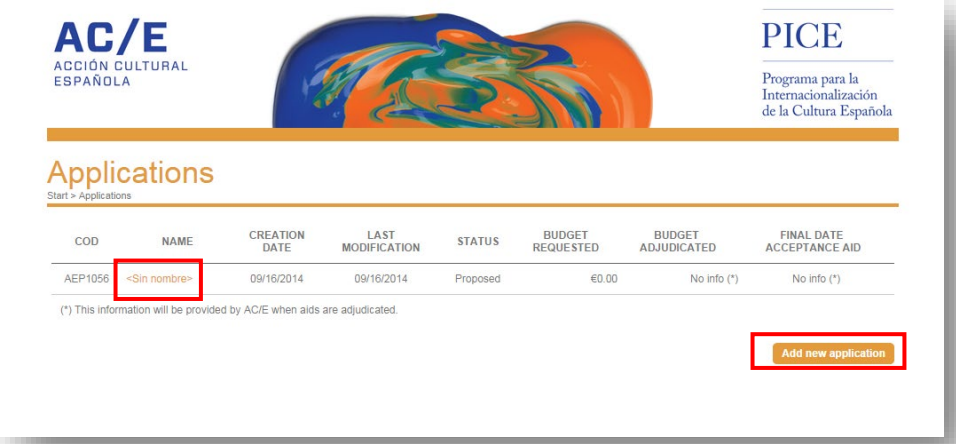
1.5. When you click on *Home* you will return to the screen where you started the registration process. From here, and having completed the process, you can access the system with your new user ID (e-mail address) and password.



## 2. REGISTRATION OF APPLICATION

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

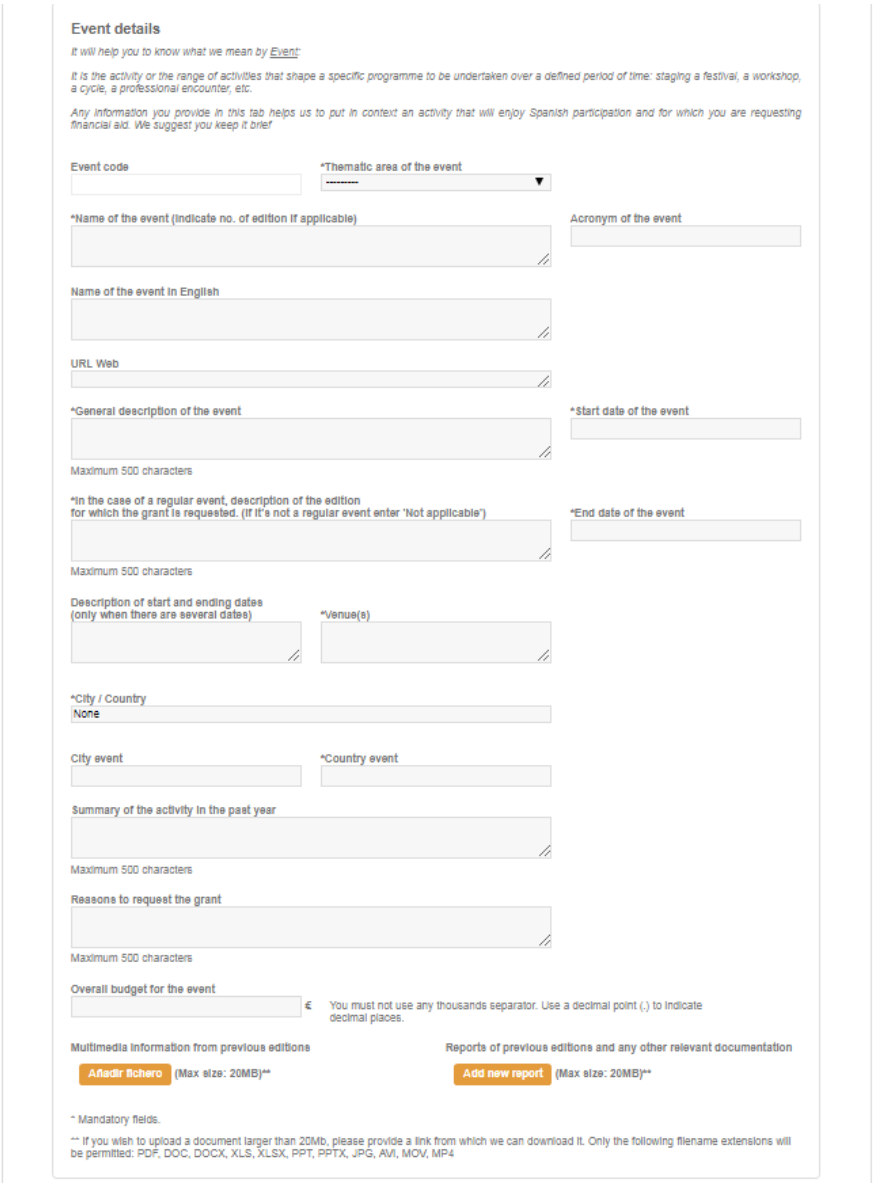
2.1. With your user ID and password you will be able to register as many applications as you wish.




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 the grant.

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.



Event details

*It will help you to know what we mean by Event:*

*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.*

*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*

Event code

*Thematic area of the event

---

*Name of the event (indicate no. of edition if applicable)

Acronym of the event

Name of the event in English

URL Web

*General description of the event

*Start date of the event

Maximum 500 characters

*In the case of a regular event, description of the edition for which the grant is requested. (If it's not a regular event enter 'Not applicable')

*End date of the event

Maximum 500 characters

Description of start and ending dates (only when there are several dates)

*Venue(s)

*City / Country

None

City event

*Country event

Summary of the activity in the past year

Maximum 500 characters

Reasons to request the grant

Maximum 500 characters

Overall budget for the event

€

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

Multimedia information from previous editions

Añadir fichero (Max size: 20MB)**

Reports of previous editions and any other relevant documentation

Add new report (Max size: 20MB)**

* 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 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)

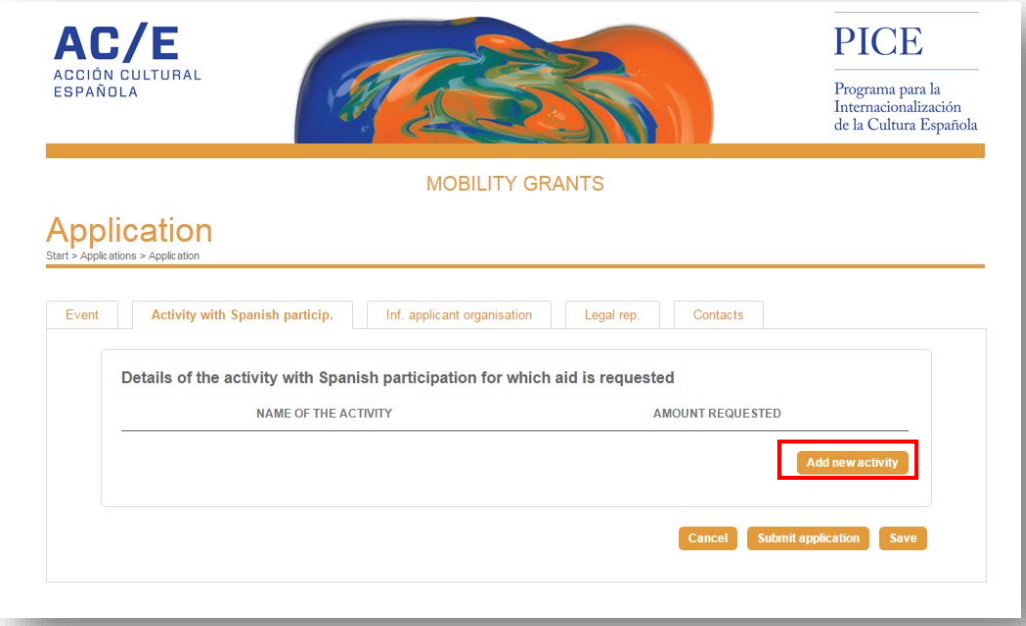
- Name of the event (indicate no. of the edition if applicable)*: full name of the event. If this is a regular event, please indicate the edition number.
  *For example: 65 Internationale Filmspiele Berlin*
- Name of the event in English: full name of the event translated into English
- URL WEB: website of the event
- 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 the event for which you are requesting the grant. Maximum: 500 characters.
- In the case of a regular event, description of the edition for which the grant is requested *: if this is a regular event, please give us a specific description of the edition for which the grant 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 start and ending 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 on 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 on 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 grant you are requesting. Maximum: 500 characters.
- Reasons to request the grant: details of the reasons or causes behind the request in a maximum of 500 characters.
- 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 grant you are requesting.

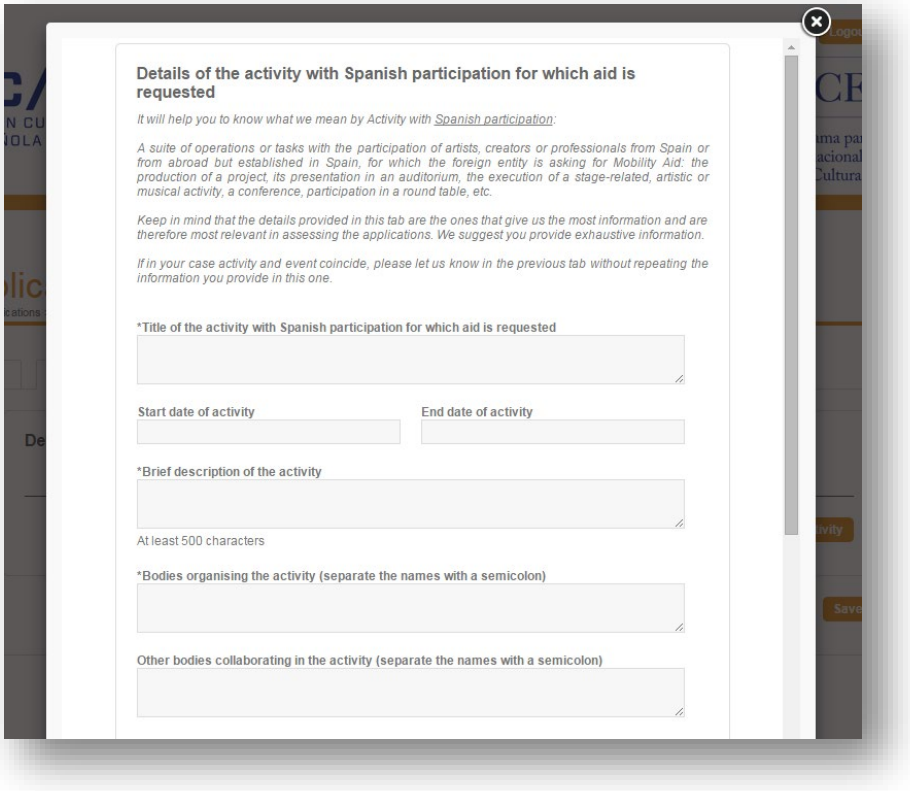
- Multimedia information from previous editions: upload photographs, videos and other multimedia materials from previous editions. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it.
- Reports of previous editions: please 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 grant you are requesting.

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

2.2.2. Details of the activity with Spanish participation for which grant 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 the grant is being requested.

Although you can add as many activities as you wish, you have to keep in mind that, should the grant be granted, the maximum amount assigned by AC/E may not exceed the maximum established in the call (currently 15,000.00 euros per event).



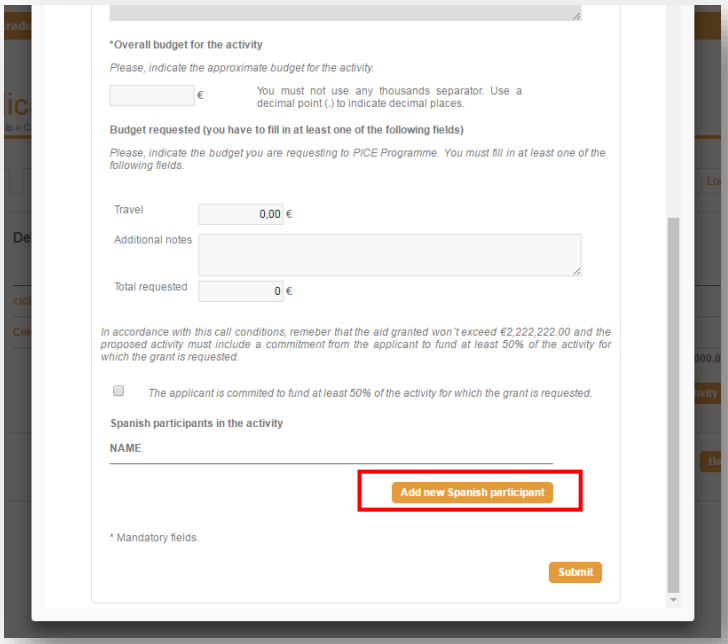


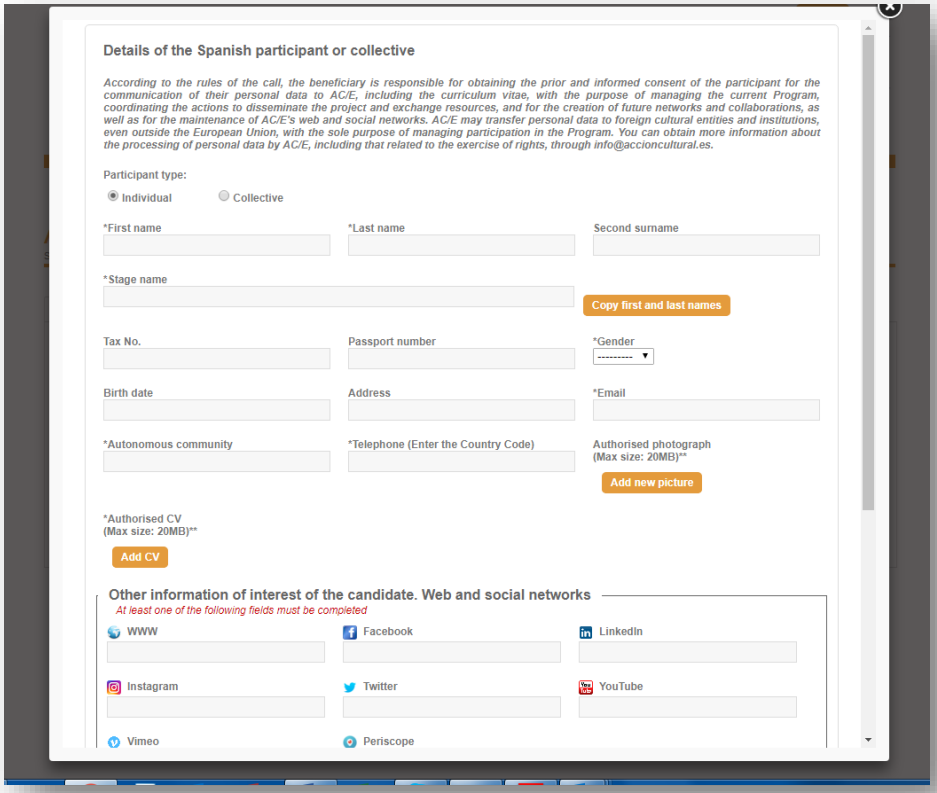

Which information should you register in each one of the fields?

- Title of the activity with Spanish participation for which grant is requested*: full name of the activity with Spanish participation for which the grant 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 the grant 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 Grant is motivated by a Visitor Grant 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 differente 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 grant does not exceed 50% of the activity's overall budget.
- The applicant is commited 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.
- 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 the grant 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, remeber 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 commited 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




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: tha participant´s stage name
  - Tax No.: the participant's tax number
  - Passport number: the participant's passport number
  - 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)
- Other information of interest. Web and social networks: participant´s URL to his personal web or social networks.
- Notes: if you wish to record additional comments, you can do so in this field.
- Reasons to request the grant: details of the reasons or causes behind the request in a maximum of 500 characters.

○ If the participant is a collective:

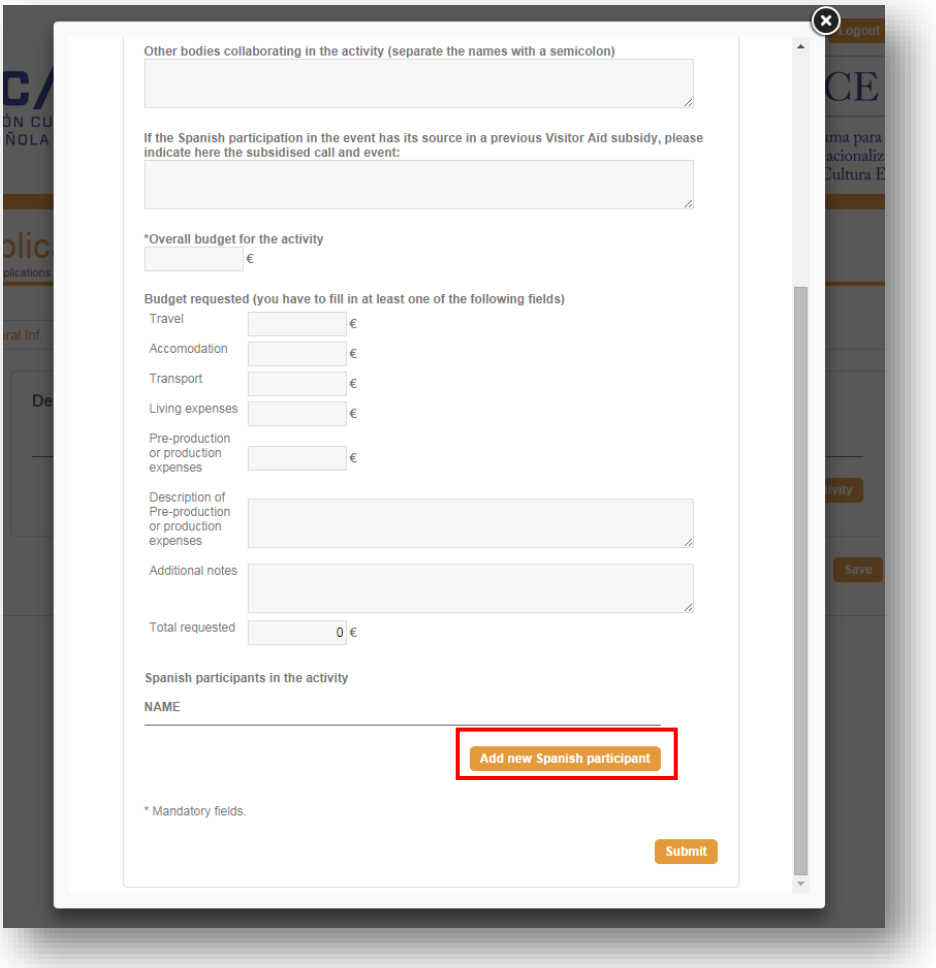
- Collective name*: name of the collective
- Nº of collective members taking part on the activity*: number of members for which the grant is been requested
- First name*: name of the contact person within the collective
- Last name*: first surname of the contact person within the collective
- Second surname: second surname of the contact person within the collective, if applicable
- Gender: male of 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)
- Authorised CV: copy of the curriculum vitae of the members of the collective. (Max size: 20MB)

- Other information of interest. Web and social networks: participants´ URL to their personal web or social networks.
- Notes: if you wish to record additional comments, you can do so in this field.
- Reasons to request the grant: details of the reasons or causes behind the request in a maximum of 500 characters.

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

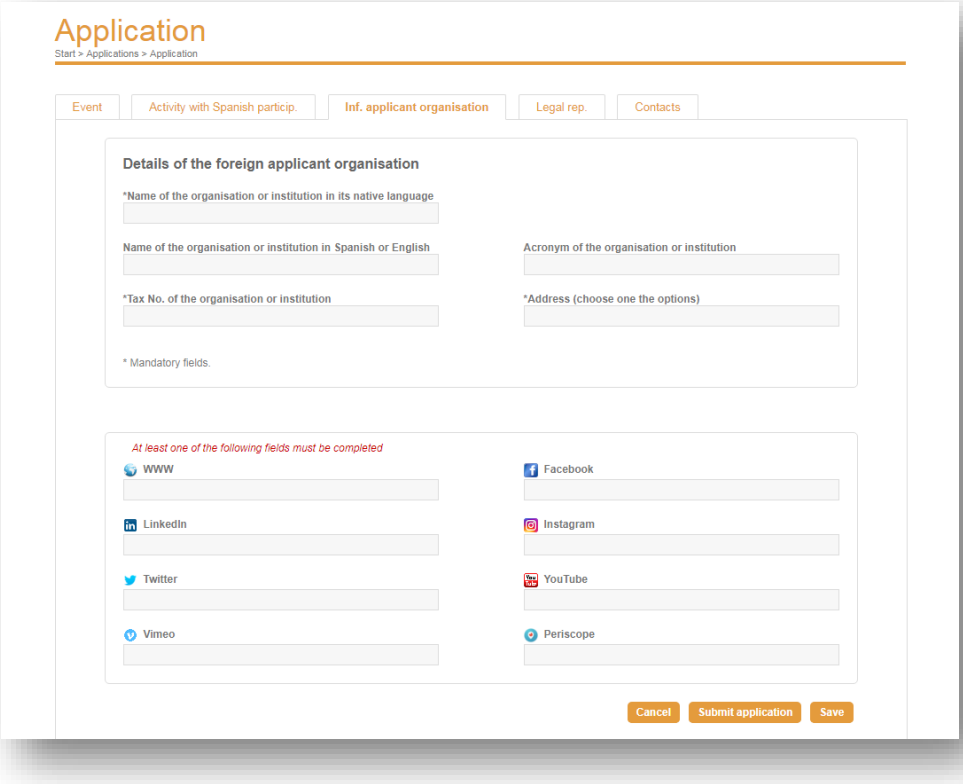
Should the requested grant be granted, remember that the information provided in the fields of “Authorised photograph” and “Authorised CV” may be used by AC/E for the purposes of promoting and disseminating PICE Programme.

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.




The system will control that the total budget requested for the grant does not exceed the maximum amount established in the call (currently 15,000.00 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 grant be approved, the assigned amount will consequently be lower than the requested amount.

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



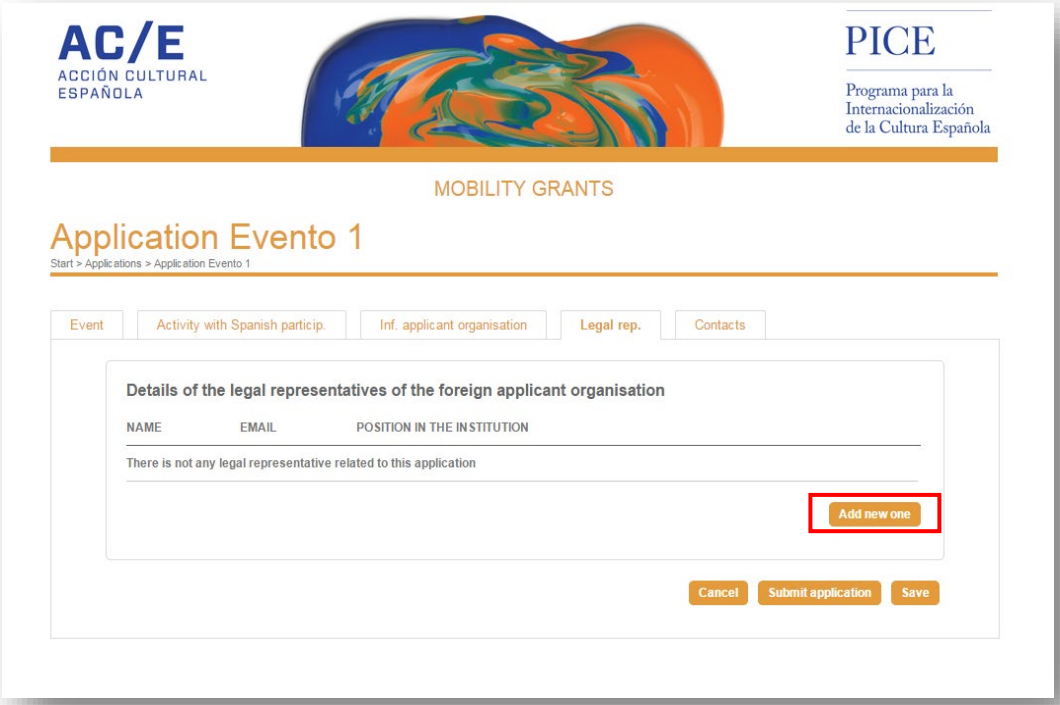

Which information should you register in each one of the fields?

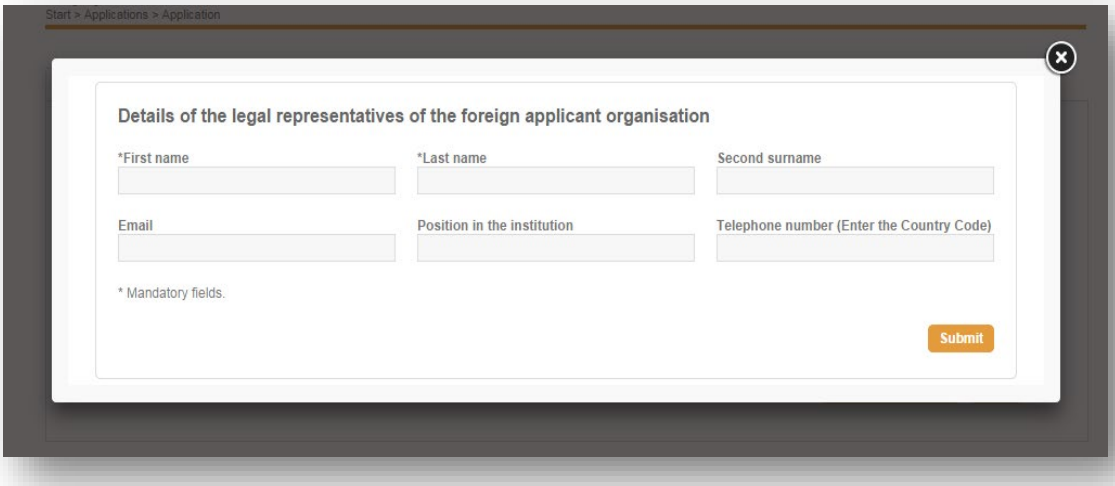
- Name of the organisation or institution in its native language*: full name of the foreign entity submitting the application, in its original language.
  *Example: Internationale Filmspiele Berlin*
- Name of the organisation or institution in Spanish or English: complete this field only if the name 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 organistion is also known by an acronym, please register it here.
  *Example: MOMA*
- Tax number of the organisation or institution*: tax number of the foreign applicant.

- Address*: register the exact address of the foreign applicant.
- URL and social networks: website or social network site 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.



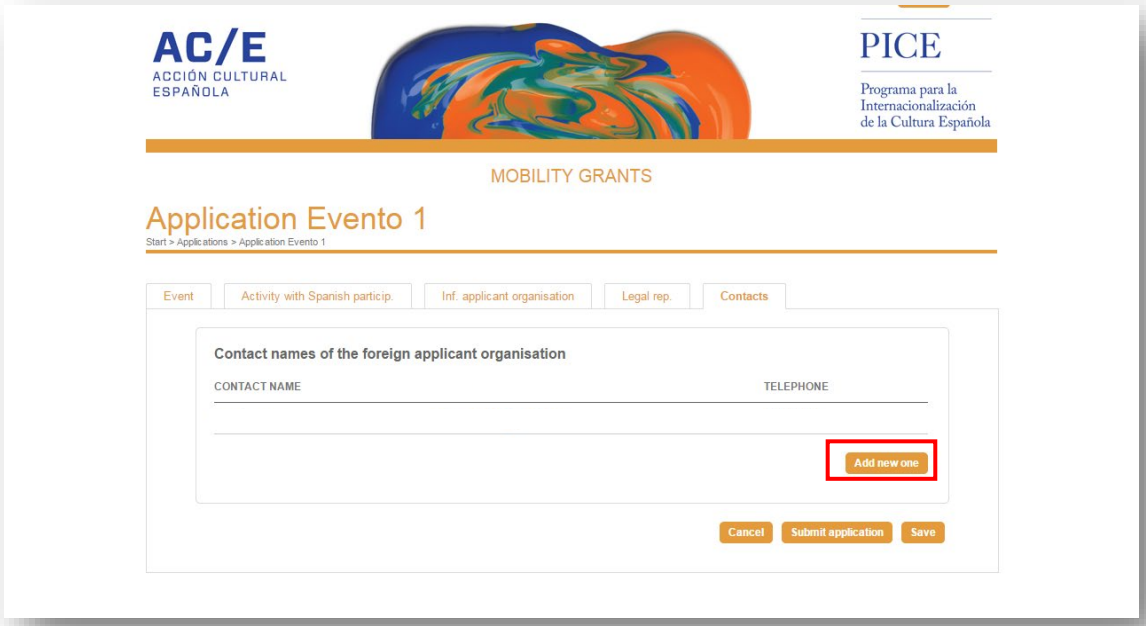



Which information should you register in each one of the fields?

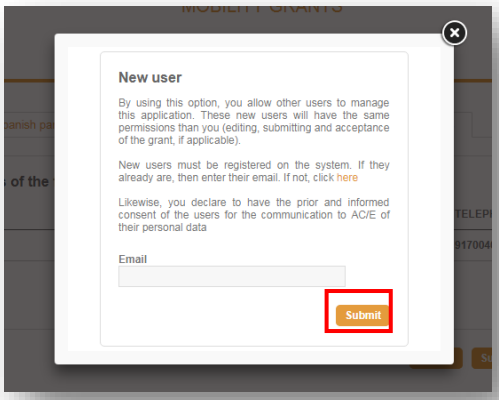
- First name*: name of the legal representative of the applicant.
- Last name*: first surname of the legal representative of the applicant.
- Second surname: second surname of the legal representative of the applicant, if applicable
- Email: contact email of the legal representative of the applicant.
- 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.

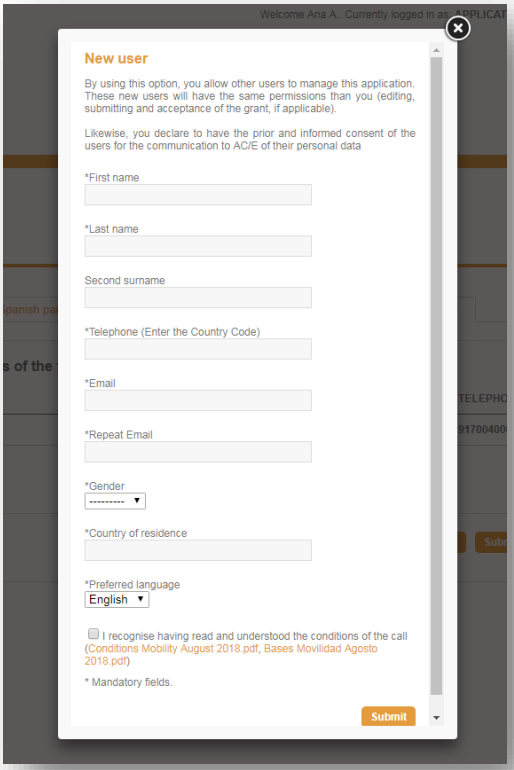
2.2.5. Contact names of the foreign applicant organisation: from this tab you will have access to the contact details of the person/s who manage the application at the applying entity. By default, the system registers as the main contact the user who, after having registered in the system, is registering 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.




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.

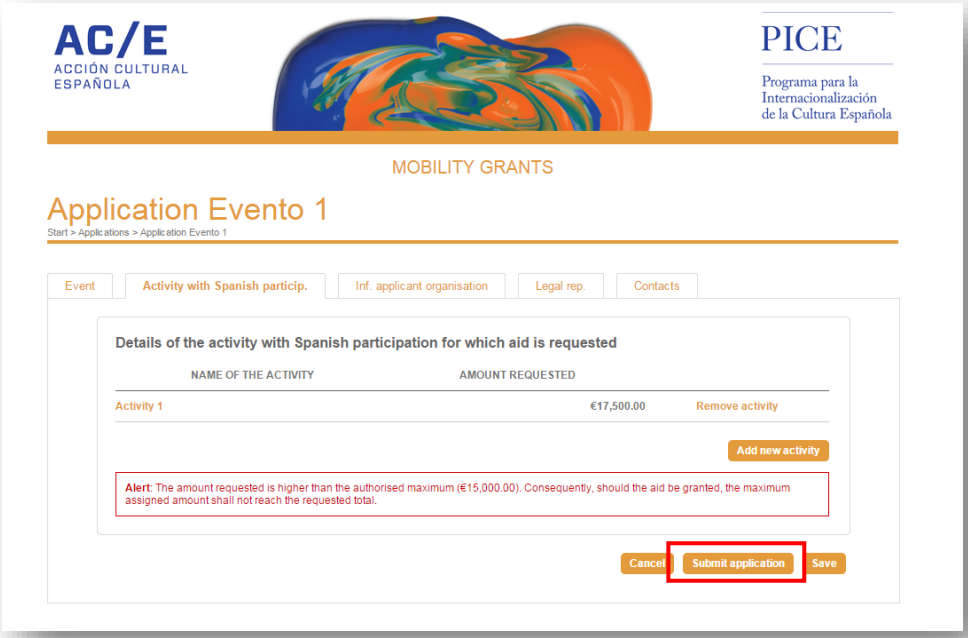



If the new event management contact is not registered on the PICE tool, you can provide us with his/her contact details on the following form. Once you click on Accept, the new contact will receive an e-mail at the address you have indicated so that registration for access to the application can be completed.

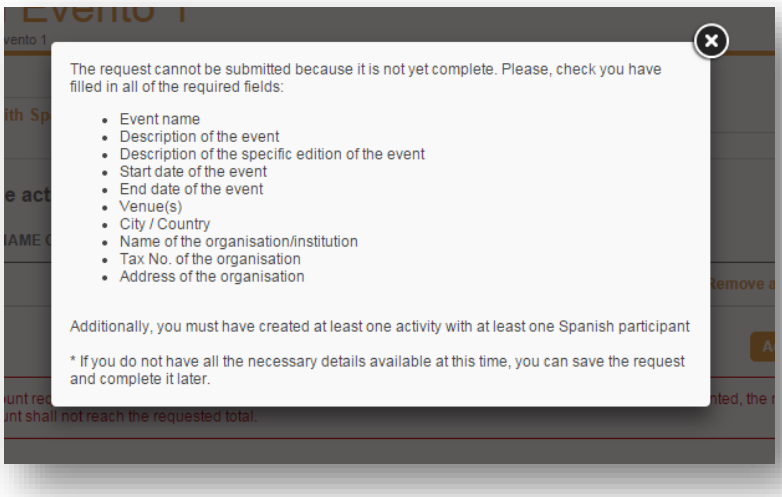



## 3. SEND REQUEST

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.

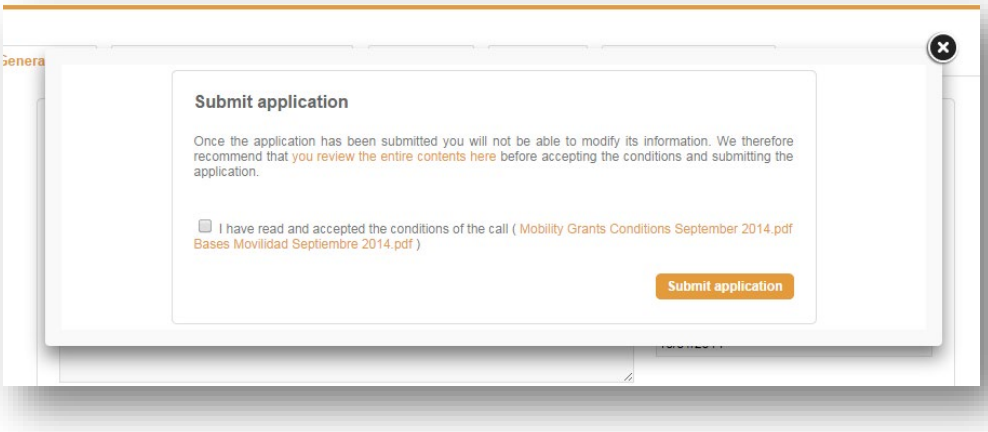



3.2. Should you not have completed any of the mandatory fields, the system will alert you through the following window:



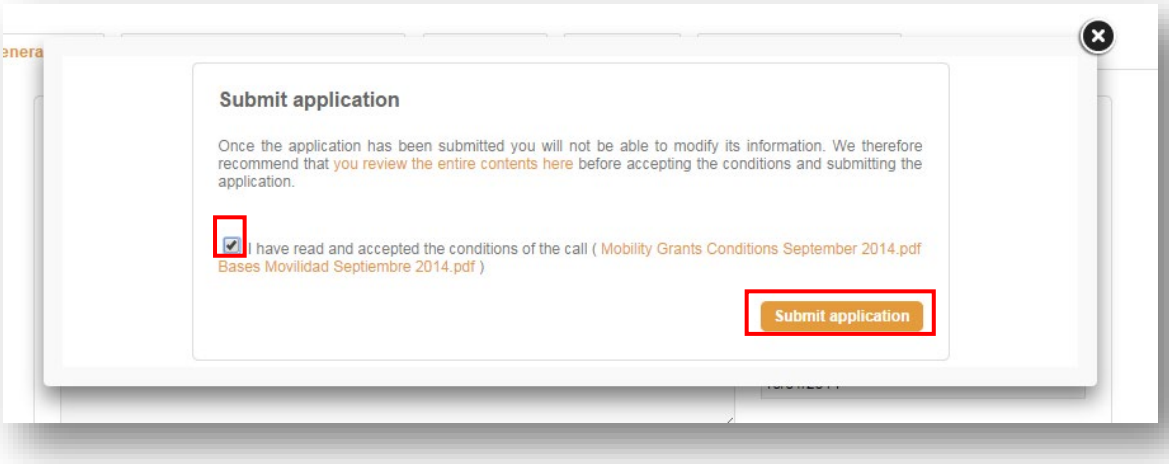

This message will inform you of all the mandatory fields and remind you of the need to create an activity with at least one Spanish participant through the *"Spanish participation"* tab.

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




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.*



## 4. GLOSSARY

- 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 Grant.

- 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 grant 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 Grant.

- 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 Grant. 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 Grant.

- 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

several elements of Mobility Grant 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 Grant.

- LEGAL REPRESENTATIVE: Natural person with sufficient powers to act on behalf of the foreign applicant.

- MOBILITY GRANT: Grant 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 Grant 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 Grant 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 Grant.

- THEMATIC AREA: Each one of the disciplines for which grant can be requested (scenic arts, visual arts, literature and books, films and documentaries, music, others).