



PROGRAMME FOR THE INTERNATIONALIZATION OF SPANISH CULTURE

User's manual for the application
Acción Cultural Española, (AC/E)
October 2021

AC/E
ACCIÓN CULTURAL
ESPAÑOLA

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APPENDIX: How to register
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1. ACCESS TO THE PLATFORM

1. ACCESS TO THE PLATFORM

Click [here](#) if this is the first time you are applying for a PICE grant

Click [here](#) if you are already signed up in the system

 Users that applied to PICE before 2021 must sign up in the database again as if it was their first time application.

1.1. SIGNING UP AS A NEW USER

If you are new to the platform, register your contact details by clicking on SIGN UP.

The compulsory fields are:

Name

First surname

Gender

Applicant organisation / entity / company (the one that is requesting the grant)

Current occupation

Email address of the contact person

Confirm email address of the contact person

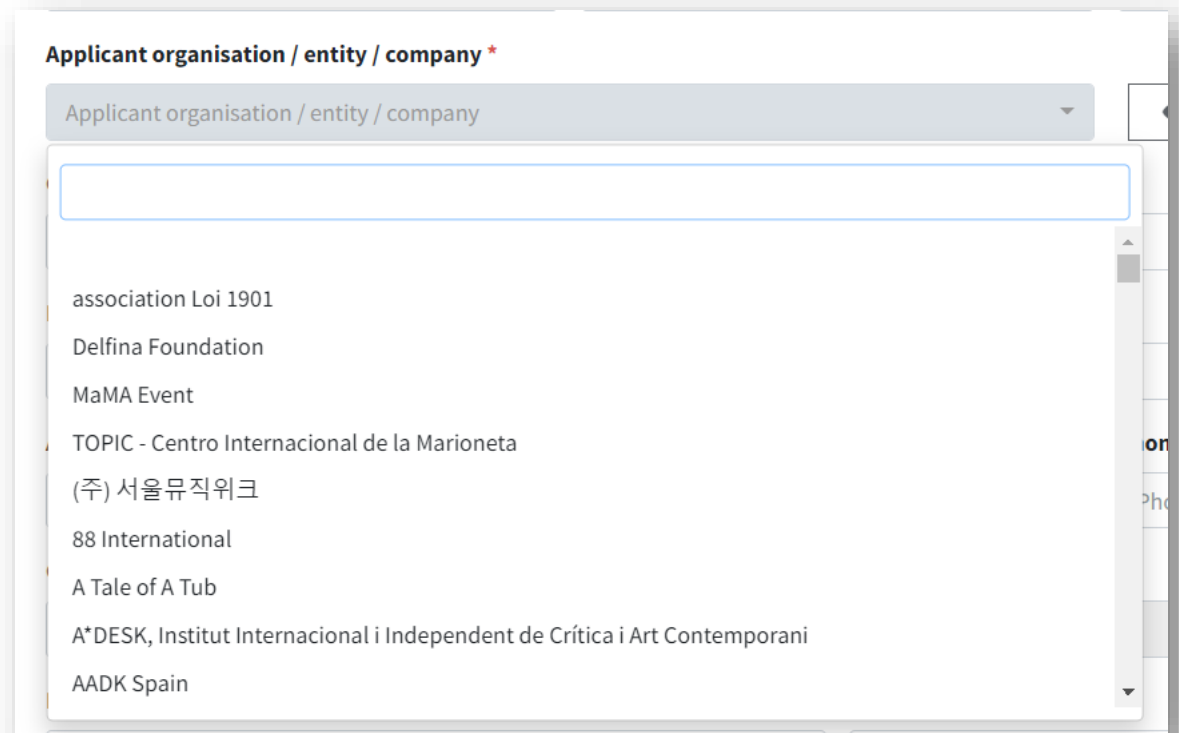
Password // Confirm password

1.1. SIGNING UP AS A NEW USER

To complete the field APPLICANT ORGANISATION / ENTITY / COMPANY you must select an option from the drop-down menu.

To do so, you can type in some of the characters that make up the name of the institution. The menu will show you the possible matches.

If the institution you search for is not among the given options, you can register it. To register your institution, you can click on IT'S NOT ON THE LIST (click [here](#) for more information).



The screenshot shows a web form with a dropdown menu titled "Applicant organisation / entity / company *". The dropdown is open, displaying a list of suggestions. The suggestions are:

- association Loi 1901
- Delfina Foundation
- MaMA Event
- TOPIC - Centro Internacional de la Marioneta
- (주) 서울뮤직워크
- 88 International
- A Tale of A Tub
- A*DESK, Institut Internacional i Independent de Crítica i Art Contemporani
- AADK Spain

1.1. SIGNING UP AS A NEW USER

When entering a country and city of residence, you may find that once you have selected the country, the city you are looking for is not among the available options. To create an option for that city, select the option NOT FOUND (click [here](#) for more information).

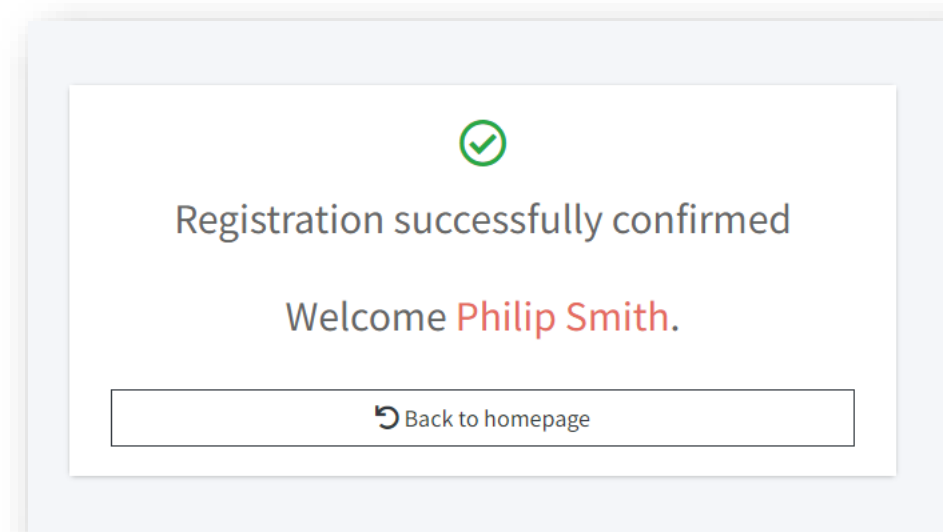
Once you have completed the form, you must read and accept the data policy which you can read by clicking on the link TERMS AND CONDITIONS.

Click SEND to complete the form.

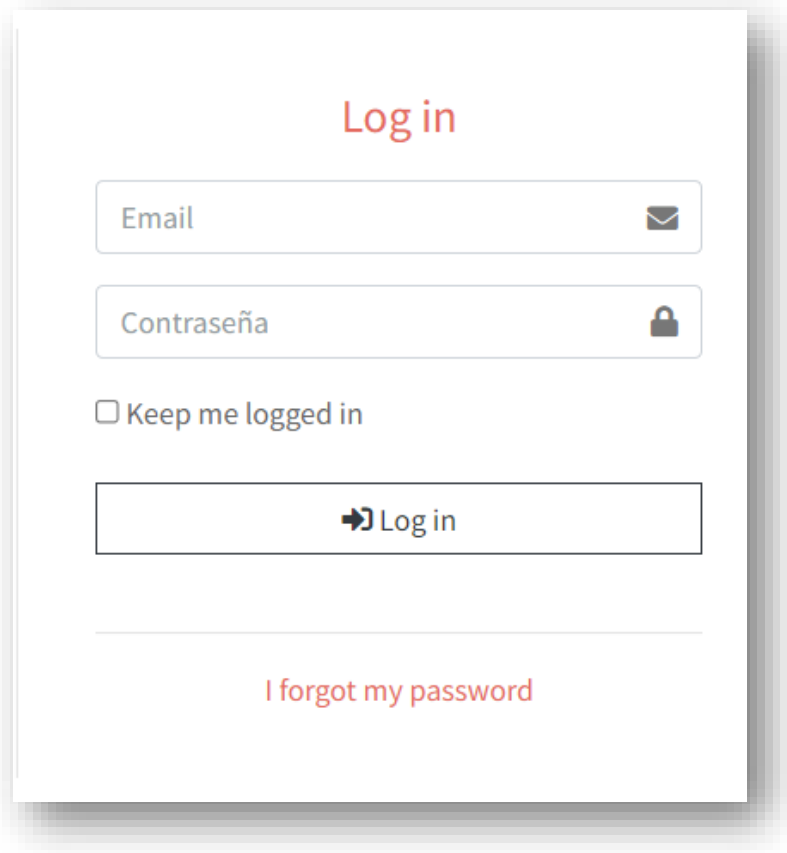
1.1. SIGNING UP AS A NEW USER

Once you have sent off your details, you will receive an email to the address included in the form.

Follow the instructions to complete the signing up process and log in to the platform.



1.2. LOGGING IN AS A USER AFTER SIGNING UP



The screenshot shows a login interface with the following elements:

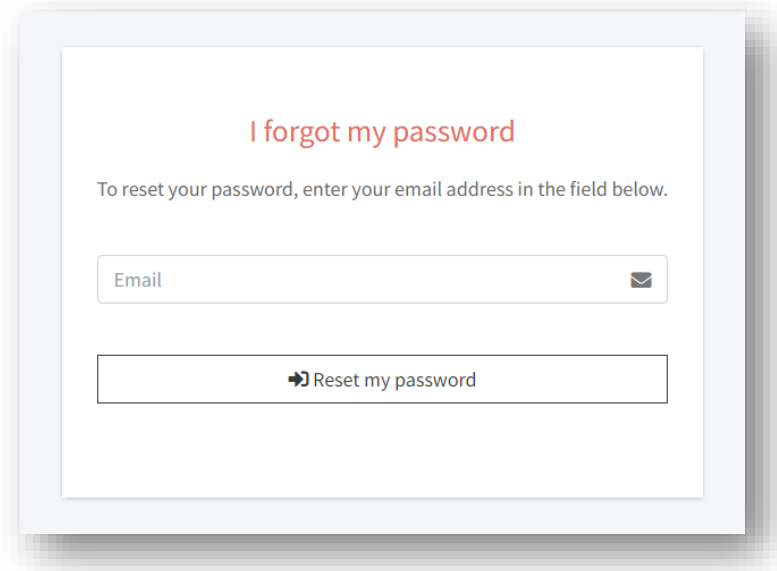
- Log in**: Title of the form in red text.
- Email**: Input field with an envelope icon on the right.
- Contraseña**: Input field with a lock icon on the right.
- Keep me logged in**: A checkbox with the text "Keep me logged in" to its right.
- Log in**: A button with a right-pointing arrow icon and the text "Log in".
- I forgot my password**: A link in red text located below a horizontal line.

If you are already signed up to the PICE platform, you can gain access using your username and password.

If you do not remember your password, you can recover it by clicking on **I FORGOT MY PASSWORD**.


1.2. LOGGING IN AS A USER AFTER SIGNING UP


If you have forgotten your password and you wish to create a new one, please provide the email address you used to sign up to our system. Next, click on **RESET MY PASSWORD**.

A screenshot of a web form titled "I forgot my password" in red text. Below the title is a grey instruction: "To reset your password, enter your email address in the field below." There is a text input field with the placeholder text "Email" and a small envelope icon on the right. Below the input field is a button with a right-pointing arrow and the text "Reset my password".

I forgot my password

To reset your password, enter your email address in the field below.

Email 

 Reset my password

You will then receive an email with a link to a screen where you will be able to set up your new password. Once complete, click **BACK TO HOMEPAGE** to enter the platform.



2. CREATING AN APPLICATION

2. CREATING AN APPLICATION

Once you have registered on the platform, you will access the list of calls that are open at that time.

If you wish to participate in any of them, click on **SUBMIT APPLICATION**. A new window will then open. Here, you will be able to select the call and area that you wish to apply to.

There are open calls

- *PICE-Mobility 2022 #1*
- *PICE-Visitors 2022 #1*
- *Translation and Illustration of Literary Works #2*

[+ Submit application](#)

Liter

Cre

ustra

PICE - Submit application

Call *

PICE-Mobility 2022 #1

Thematic area *

Thematic area

2. CREATING AN APPLICATION

Next, the website will lead you to an empty form to be completed.

The form has several tabs:

- Event

- Participants/International visitors (depending on the type of call)

- Entities / Venues

- Legal Representative

- Contact details

- Documents

2.1. CREATING AN APPLICATION. EVENT

The tab EVENT contains basic information about the project for which the grant will be used.

This information helps us contextualize the activity that the Spanish participants or international visitors will take part in (depending on the category).

Please include general data and describe the project.

2.2. CREATING AN APPLICATION. SPANISH PARTICIPANTS / INTERNATIONAL VISITORS

The tab PARTICIPANTS / INTERNATIONAL VISITORS includes information about each of the participants that the grant would be requested to. To add a candidate, click on ADD NEW PARTICIPANT.

A window will then open:

- Write the email address of the participant/visitor that you wish to include.
- Click on SEARCH

2.2. CREATING AN APPLICATION. SPANISH PARTICIPANTS / INTERNATIONAL VISITORS

Candidate's personal data

According to the rules of the call, the applicant/awardee is responsible for obtaining the prior and informed consent of the candidates for the communication of their personal data to AC/E, including the curriculum vitae, in order to manage the present Program, coordinate actions of diffusion of the project and exchange of resources, and for the creation of future networks and collaborations, as well as for the maintenance of the web and social networks of AC/E.

AC/E may transfer personal data to receiving cultural entities and public administration for the sole purpose of managing participation in the Program.

You can obtain more information about the processing of personal data by AC/E, including that related to the exercise of rights, through info@accioncultural.es.

E-mail *

If the participant/visitor appears in your search, they already exist in our database. A new window will open in which you will be able to fill in their details.

If the participant does not appear in your search, they do not exist in our database and they need to be registered in it. To do this, click on NEW.

2.2. CREATING AN APPLICATION. SPANISH PARTICIPANTS / INTERNATIONAL VISITORS

Then, you will be able to fill in the details of the Spanish participant or international visitor that you wish to register. You can include as many participants or visitors as you wish.

 **Important:** In addition to the contact details of the candidates, you will also have to fill in the budget you request. To do this, take into account that:

- Some spending categories have limits. This means you cannot apply for a quantity above what is permitted in the call. Check the terms and conditions for more information.

- There are limits by event and participant:


MOBILITY: €15,000 per event and €5,000 per participant

VISITORS: €20,000 per event and €2,000 per participant

- Also, in Mobility you cannot apply for more than 50% of the quantity included in the field TOTAL BUDGET THE APPLICANT ENTITY HAS TO FINANCE THE PARTICIPATION IN THE EVENT OF THIS CREATOR OR GROUP.

2.3. CREATING AN APPLICATION. ENTITIES / VENUES

In the tab ENTITIES/VENUES you will have to include all the institutions that participate in the project.

 Take into account that:

Every application has to have at least **one applicant institution.**

Every application has to have at least **one organizing institution.**

Every in-person or partially in-person project has to have at least **one location/venue.**

You can choose to add **collaborating institutions.**

2.3. CREATING AN APPLICATION. ENTITIES / VENUES

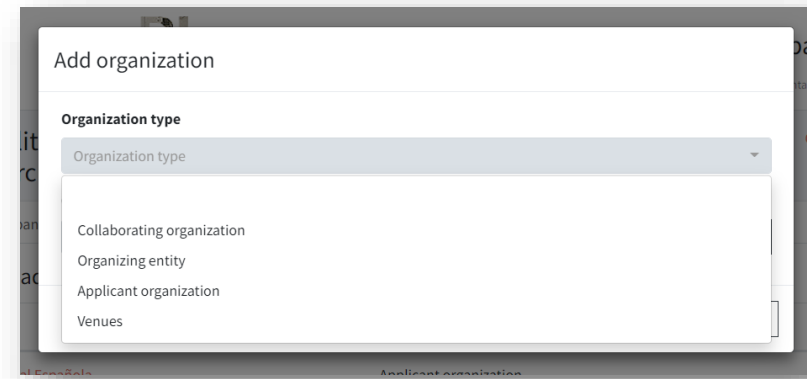
To include institutions to an application, follow these steps:

Click ADD.

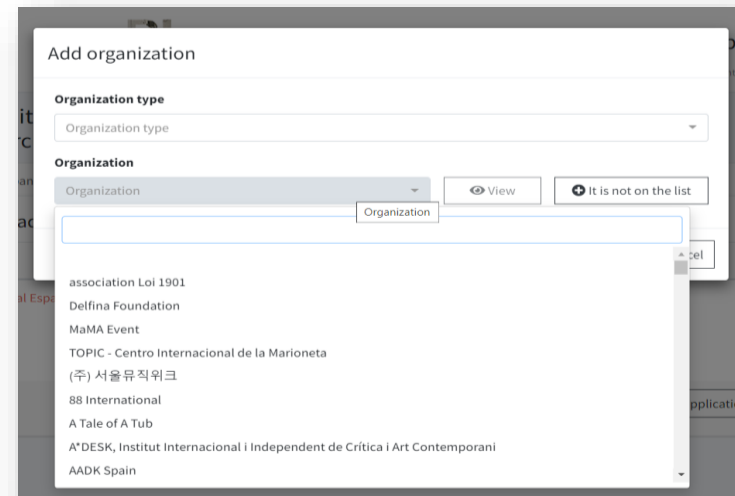
Select the type of institution that you want to add

Select one of the options of the list. You can type characters into the search bar to narrow down the list of results. If you do not find the institution that you wish to choose,

you can register it by clicking **IT'S NOT ON THE LIST**.
For further information, click [here](#).



The screenshot shows a web form titled "Add organization". Under the heading "Organization type", there is a dropdown menu currently set to "Organization type". The dropdown is open, showing a list of options: "Collaborating organization", "Organizing entity", "Applicant organization", and "Venues".



The screenshot shows the same "Add organization" form. The "Organization" dropdown is selected, and a search bar is active with the text "Organization". Below the search bar, a list of search results is displayed, including: "association Loi 1901", "Delfina Foundation", "MaMA Event", "TOPIC - Centro Internacional de la Marioneta", "(주) 서울뮤직워크", "88 International", "A Tale of A Tub", "A'DESK, Institut Internacional i Independent de Crítica i Art Contemporani", and "AADK Spain". To the right of the search bar, there are two buttons: "View" and "It is not on the list".

2.4. CREATING AN APPLICATION. LEGAL REPRESENTATIVE

To add a legal representative of the institution that is applying for the grant, click on **NEW**.

This will cause a new window to open, where you will be able to fill in the details of the legal representative of the institution.

The compulsory fields are:

Name

First surname

Position in the organization.

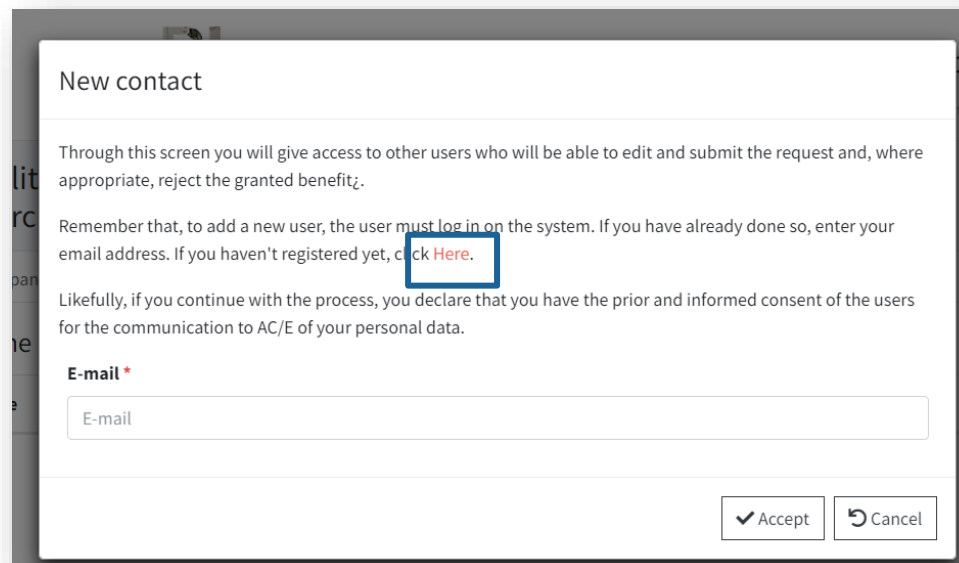
You may include as many representatives as you wish.

2.5. CREATING AN APPLICATION. CONTACT DETAILS

The tab CONTACT DETAILS will display by default the information of the person that has created the application.

If you wish to give other contacts access to this tab, click on ADD NEW.

Enter the email address of the new contact in the field EMAIL. If it is not registered, follow the instructions and click where it says [HERE](#) to create a new contact.



New contact

Through this screen you will give access to other users who will be able to edit and submit the request and, where appropriate, reject the granted benefit.

Remember that, to add a new user, the user [must log in](#) on the system. If you have already done so, enter your email address. If you haven't registered yet, click [Here](#).

Likely, if you continue with the process, you declare that you have the prior and informed consent of the users for the communication to AC/E of your personal data.

E-mail *

E-mail

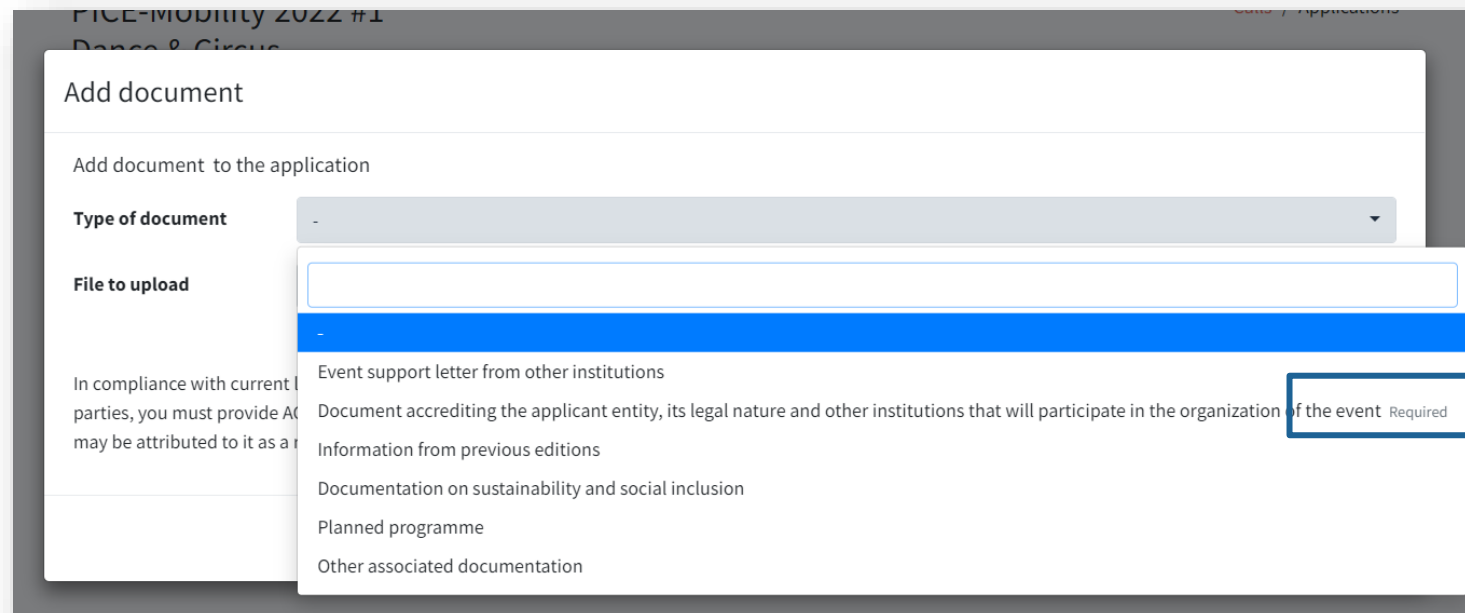
✓ Accept ↶ Cancel

2.6. CREATING AN APPLICATION. DOCUMENTS

From the tab DOCUMENTS you can add all the reports and documents that support your application.

The information is organized into two groups: Event file attachments and Participants file attachments.

Depending on if the application belongs to *Mobility* or *Visitors*, the necessary documentation will vary. To know which documents are compulsory, you will find in the drop-down menu *TYPE OF DOCUMENT* an indication after the name of each document:



The screenshot shows a web interface for adding a document to an application. The form is titled "Add document" and includes a section for "Add document to the application". A dropdown menu labeled "Type of document" is open, displaying a list of document types. The second item in the list, "Document accrediting the applicant entity, its legal nature and other institutions that will participate in the organization of the event", is highlighted in blue and has a "Required" label next to it. A red box highlights the "Required" label. Below the dropdown, there is a "File to upload" field and a list of document types with their respective descriptions. The text "In compliance with current parties, you must provide At may be attributed to it as a" is partially visible on the left side of the form.

Add document

Add document to the application

Type of document

File to upload

In compliance with current parties, you must provide At may be attributed to it as a

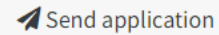
- Event support letter from other institutions
- Document accrediting the applicant entity, its legal nature and other institutions that will participate in the organization of the event **Required**
- Information from previous editions
- Documentation on sustainability and social inclusion
- Planned programme
- Other associated documentation



3. SEND AN APPLICATION

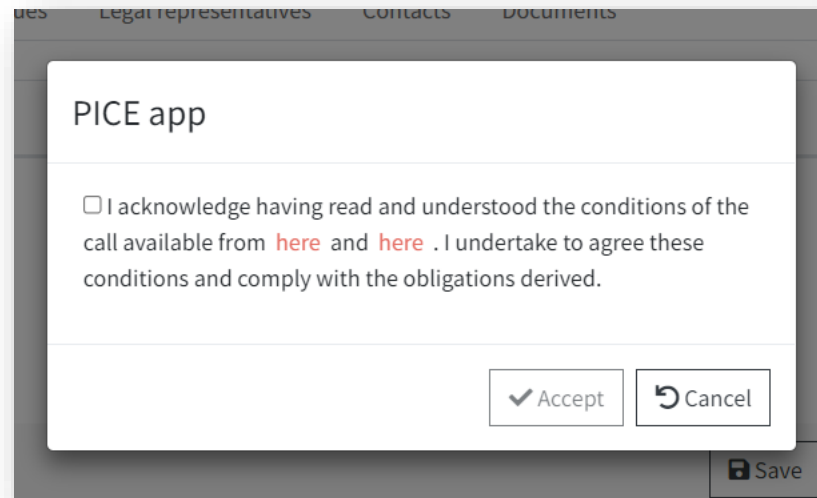
3. SENDING AN APPLICATION

Once you have completed the application you can send it by clicking on SEND APPLICATION, located in the bottom right margin of the screen.

A rectangular button with a light gray background and a dark gray border. It contains a small upward-pointing arrow icon followed by the text "Send application".

If there is any piece of information missing, a warning will appear to let you know.

If everything is correct, a new window will appear where you must confirm that you have read and you accept the terms and conditions of the call.

A modal dialog box titled "PICE app". It contains a checkbox with the text "I acknowledge having read and understood the conditions of the call available from here and here . I undertake to agree these conditions and comply with the obligations derived." Below the text are two buttons: "Accept" with a checkmark icon and "Cancel" with a circular arrow icon. At the bottom right of the dialog is a "Save" button with a floppy disk icon. The dialog is overlaid on a blurred background of a web application with tabs for "Legal representatives", "Contacts", and "Documents".

3. SENDING AN APPLICATION. FOLLOWING STEPS

Once the application period is over, AC/E has around 25 days to publish the provisional list of results.

If your application is successful, you will receive an email letting you know the approved candidates and the grant awarded to each of them.

The grant awarded will be considered as accepted on your part unless you communicate to us that you are refusing it through one of two ways:

- ✓ During the five business days after the provisional list has been published: You can refuse it using the link you will find in the email in which the grant was confirmed.
- ✓ After the five business days after the provisional list has been published: You can refuse it by sending an email to the email address of the relevant department, which you will find in point 11.9. of the conditions of the grant.



4. APPENDIX: REGISTERING A NEW INSTITUTION

4. APPENDIX: REGISTERING A NEW INSTITUTION

If the institution you search for is not among the given options, you can register it.

To do this, click on IT'S NOT ON THE LIST.

A form will open, where you can fill in the contact details of the institution. The compulsory fields are:

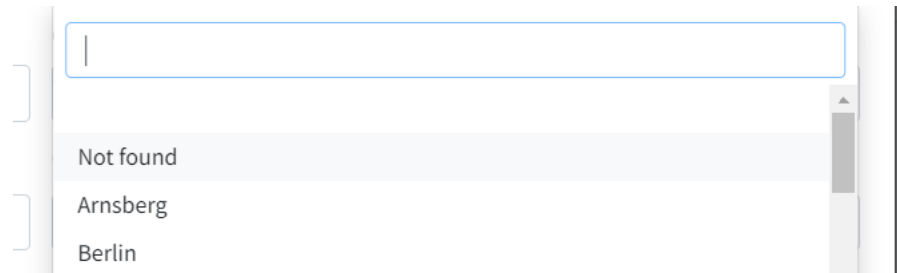
- Company name in the original language
- Company name in English
- Communication email
- Tax address
- Country / City
- Website and social media (register at least one)

Please look over the list of available options carefully in order to avoid duplicates.



5. APPENDIX: REGISTERING A NEW CITY

5. APPENDIX: REGISTERING A NEW CITY



If after selecting the country, the city that you are looking for is not among the available options, you can register it through the option NOT FOUND, located at the beginning of the drop-down menu.

This will open a new field in which you can type in the city that you want to choose.

Please review the list of available options carefully in order to avoid duplicates, and pay attention to the language you have selected (Spanish/English). The names of the cities will appear in whatever language has been selected.



THANK YOU

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<https://www.accioncultural.es/en/calls-for-entry>

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