



# KREATÍVNA EURÓPA

## Podprogram MEDIA

### Generovanie eFormulára



European  
Commission

## Vygenerovanie eFormulára (eForm)

# 1. Pozorne si prečítajte **IMPORTANT POINTS TO NOTE BEFORE YOU START** a Kliknite na **CREATE NEW APPLICATION eFORM**

The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/availableActions.do?ticket=ST-808363-1G3b03C8YBanFBRin5zhjDX16KToZASQDsbCG4LfqFmT4LXyZrecTEgyXbaqPOsbZpGYAnH4zbNBj2kzal-sG07phyfE>. The page title is "Application for funding: partner list management and application eForm creation". The main heading is "IMPORTANT POINTS TO NOTE BEFORE YOU START".

**PIC numbers**  
In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application. Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click [here](#) to be directed to the Participant Portal.

**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 if 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 options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. 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.

**ECAS authentication**  
Access to the options below you is authenticated 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 your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

**Create a new application eForm**  
You will be required to complete the following steps in one session once you have clicked on the button below:

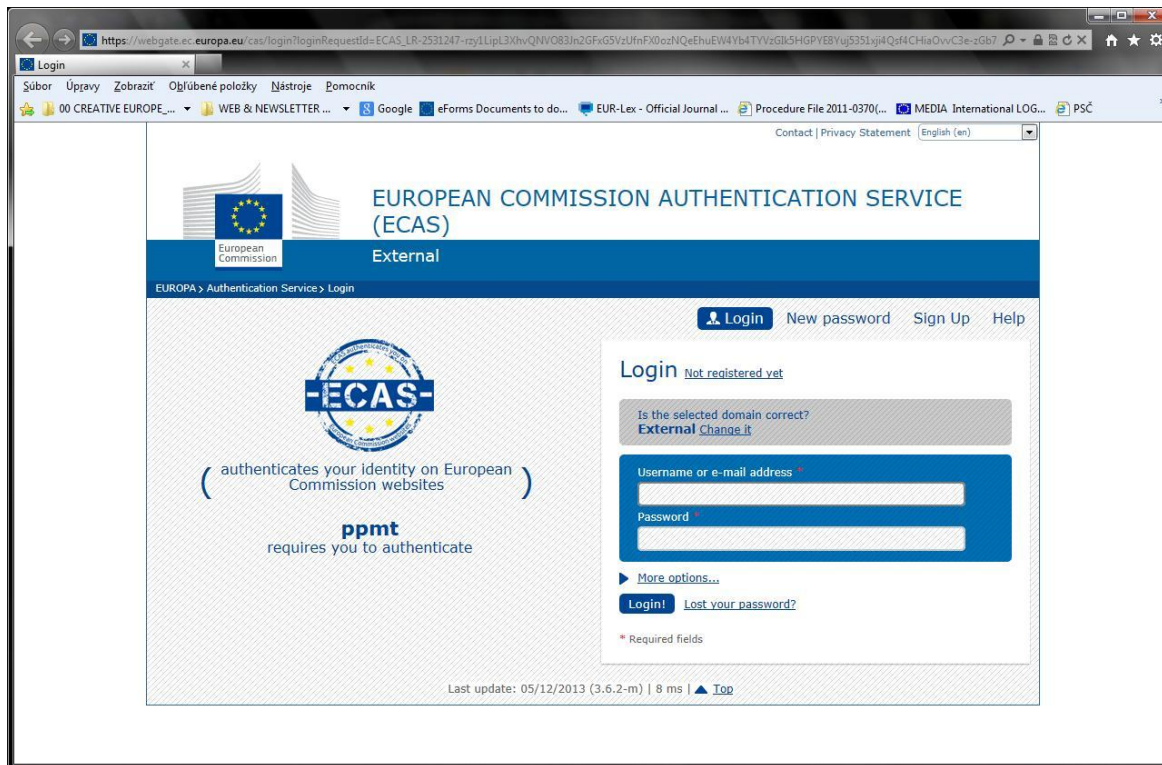
- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

**Revise your list of participating organisations and incorporate it in your existing application eForm**  
If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below. Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

Buttons at the bottom: "Create new application eForm" and "Revise list of participating organisations and update application eForm".

## 2. Prihláste sa do svojho ECAS účtu (zadajte *username/email address* a heslo)



https://webgate.ec.europa.eu/cas/login?loginRequestId=ECAS\_LR-2531247-125111pl3XhvQNV083h2GFvGSvtUfnFX0ozNQeEhuEW4Yb4TYy2Gk5HGPyE8Yuj5351y4Qz4fCHaOvc3e-zG67

Login

Šubor Úpravy Zobrazit Objavené položky Nástroje Pomocník

00 CREATIVE EUROPE... WEB & NEWSLETTER... Google eForms Documents to do... EUR-Lex - Official Journal... Procedure File 2011-0370... MEDIA International LOG... PSC

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

Login New password Sign Up Help

ECAS

(authenticates your identity on European Commission websites)

ppmt requires you to authenticate

Is the selected domain correct?  
External [Change it](#)

Username or e-mail address \*

Password \*

More options...

Login! [Lost your password?](#)

\* Required fields

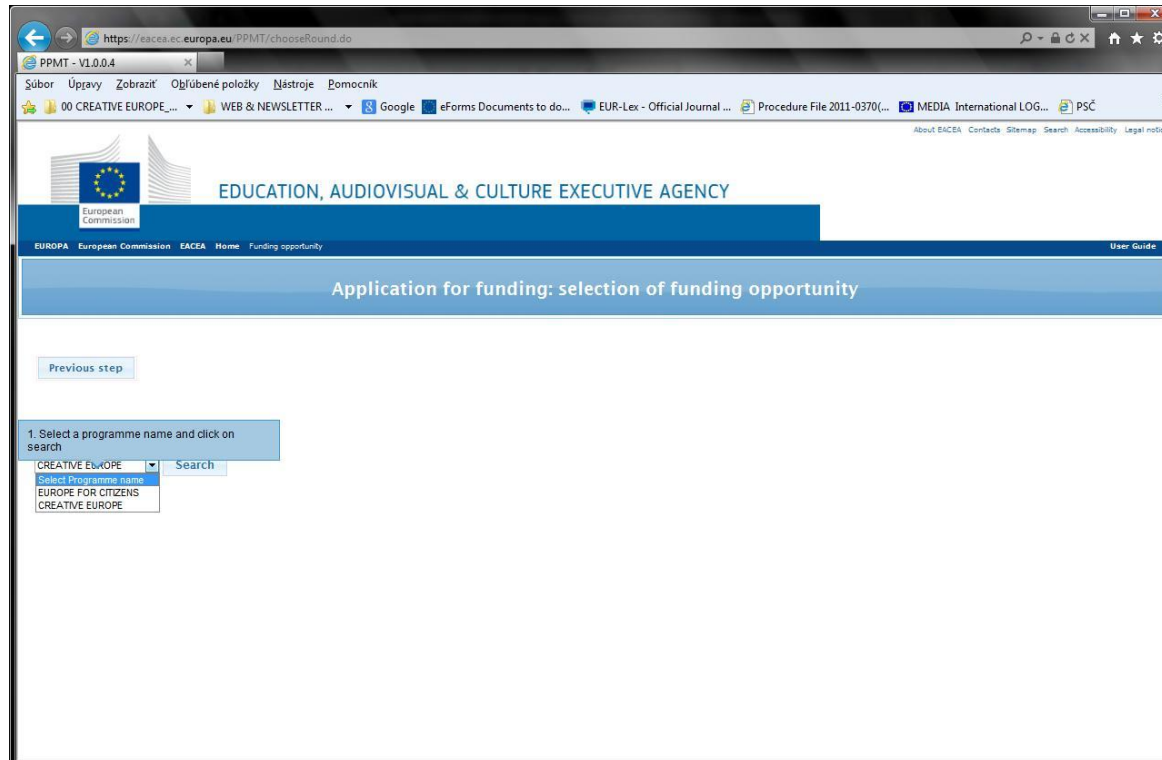
Last update: 05/12/2013 (3.6.2-m) | 8 ms | [Top](#)



European  
Commission

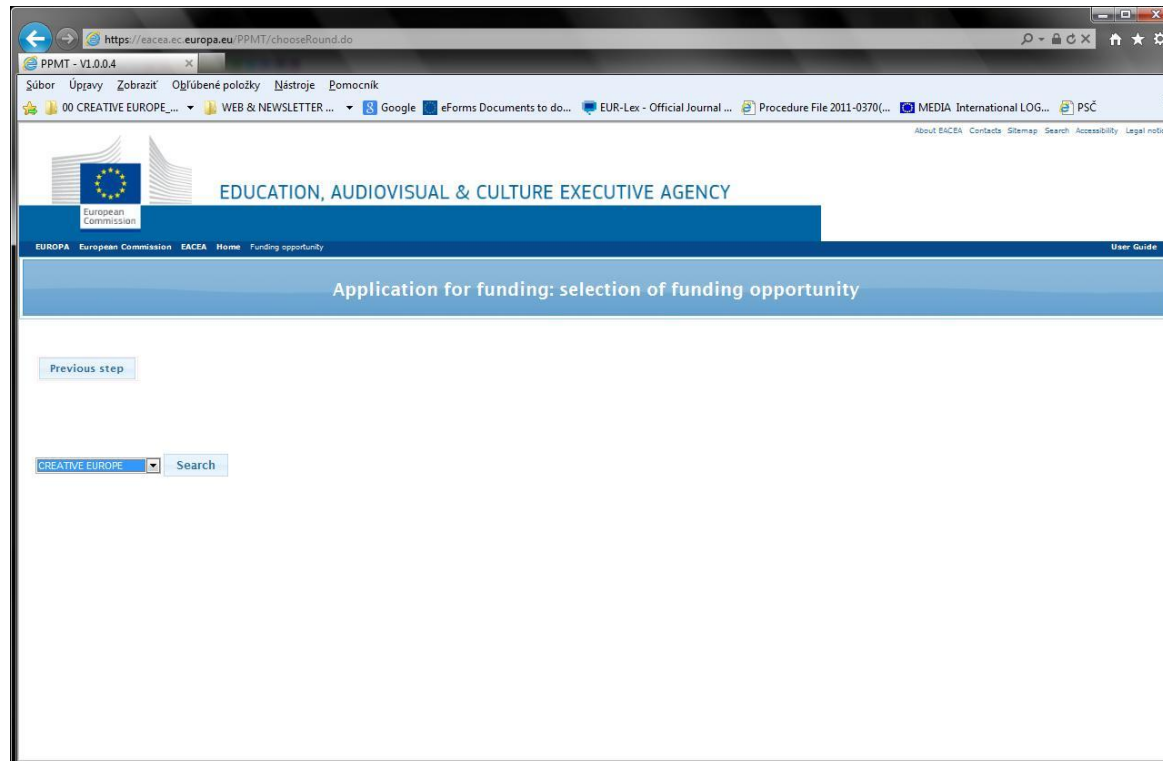
The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/chooseRound.do>. The browser's address bar shows the version 'PPMT - V1.0.0.4'. The page header includes the European Commission logo and the text 'EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY'. Below the header, there is a navigation menu with 'EUROPA', 'European Commission', 'EACEA', 'Home', and 'Funding opportunity'. The main content area is titled 'Application for funding: selection of funding opportunity'. It features a 'Previous step' button and a search form with a dropdown menu labeled 'Select Programme name' and a 'Search' button.

### 3. Vyberte položku *CREATIVE EUROPE*



The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/chooseReund.do>. The page header features the European Commission logo and the text "EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY". Below the header, there is a navigation bar with links for "EUROPA", "European Commission", "EACEA", "Home", and "Funding opportunity". The main content area is titled "Application for funding: selection of funding opportunity". A "Previous step" button is visible. A blue box highlights the instruction: "1. Select a programme name and click on search". Below this, a dropdown menu is open, showing the following options: "CREATIVE EUROPE" (selected), "Select Programme name", "EUROPE FOR CITIZENS", and "CREATIVE EUROPE". A "Search" button is located to the right of the dropdown menu.

## 4. Kliknite na *SEARCH*





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Browser address: <https://eacea.ec.europa.eu/PPMT/chooseRound.do>

PPMT - V1.0.0.4

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00 CREATIVE EUROPE... WEB & NEWSLETTER... Google eForms Documents to do... EUR-Lex - Official Journal... Procedure File 2011-0370(... MEDIA International LOG... PSC

CREATIVE EUROPE 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
Call for proposals	CREATIVE EUROPE	MEDIA	VOO	NA	15/04/2014	15/07/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	10/12/2013	05/03/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	10/12/2013	05/03/2014
EAC/S17/2013	CREATIVE EUROPE	CULTURE	Platforms	NA	01/10/2013	19/03/2014
EAC/S18/2013	CREATIVE EUROPE	CULTURE	Networks	NA	01/10/2013	19/03/2014
EAC/S20/2013	CREATIVE EUROPE	MEDIA	Cinema Network	NA	15/01/2014	27/06/2014
EAC/S21/2013	CREATIVE EUROPE	MEDIA	Sales Agent Support	Sales Agent generation	15/01/2014	18/06/2014
EAC/S22/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	10/12/2013	28/02/2014
EAC/S22/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	02/05/2014	02/07/2014
EAC/S23/2013	CREATIVE EUROPE	MEDIA	Capacity Building/Training	NA	15/01/2014	23/05/2014
EAC/S24/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	10/12/2013	28/02/2014
EAC/S24/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	12/03/2014	13/06/2014
EAC/S25/2013	CREATIVE EUROPE	MEDIA	Market Access	NA	15/12/2013	07/03/2014
EAC/S26/2013	CREATIVE EUROPE	MEDIA	Market Access	NA	08/03/2014	06/06/2014
EAC/S27/2013	CREATIVE EUROPE	MEDIA	Audience Development	NA	15/12/2013	28/03/2014
EAC/S28/2013	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic generation	15/01/2014	30/04/2014
EAC/S29/2013	CREATIVE EUROPE	MEDIA	Co-production Funds	NA	15/01/2014	21/03/2014
EAC/S30/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	10/12/2013	28/02/2014
EAC/S30/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	10/12/2013	28/02/2014
EAC/S30/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Fiction	10/12/2013	28/02/2014
EAC/S30/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	12/03/2014	06/06/2014
EAC/S30/2013	CREATIVE EUROPE	MEDIA	Development Single Project	Development Single Project Creative	15/03/2014	21/03/2014

## 5. Vyfiltrujte výzvy podprogramu MEDIA (Filter search results: MEDIA)

PPMT - V1.0.0.4

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00 CREATIVE EUROPE... WEB & NEWSLETTER... Google eForms Documents to do... EUR-Lex - Official Journal... Procedure File 2011-0370... MEDIA International LOG... PSČ

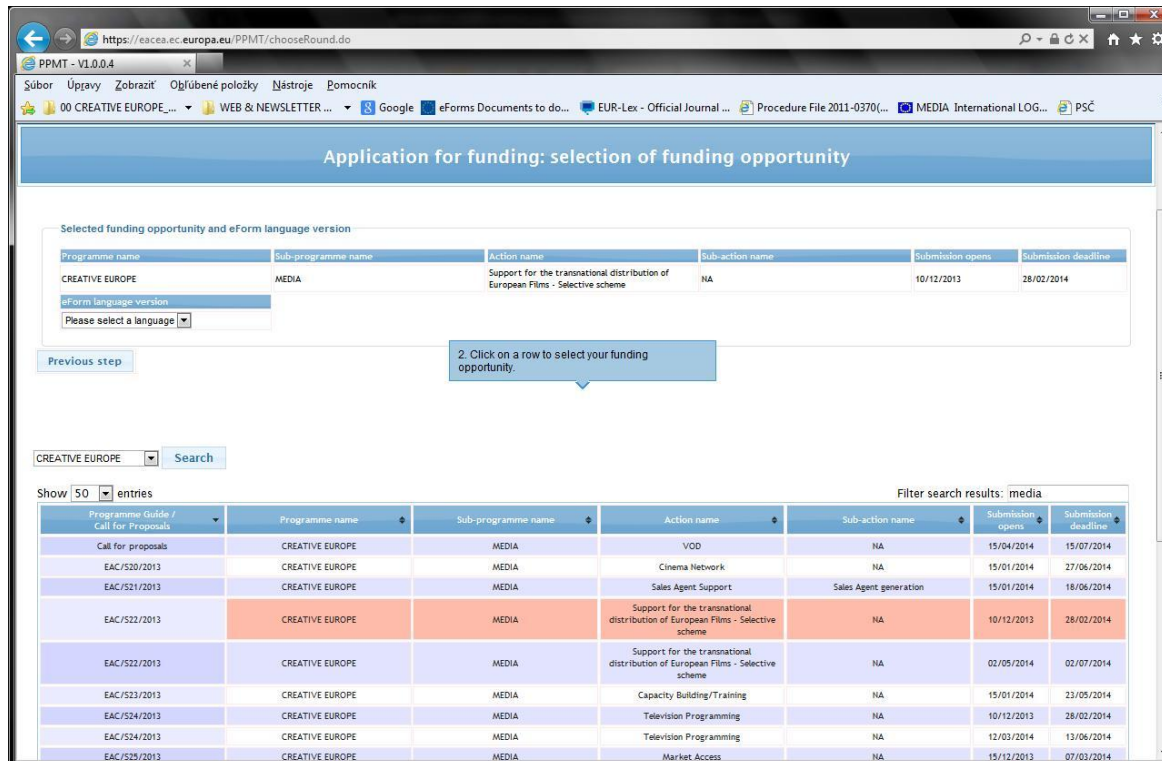
CREATIVE EUROPE Search

Show 50 entries Filter search results: MEDIA

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Call for proposals	CREATIVE EUROPE	MEDIA	VOD	NA	15/04/2014	15/07/2014
EAC/520/2013	CREATIVE EUROPE	MEDIA	Cinema Network	NA	15/01/2014	27/06/2014
EAC/521/2013	CREATIVE EUROPE	MEDIA	Sales Agent Support	Sales Agent generation	15/01/2014	16/06/2014
EAC/522/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	10/12/2013	26/02/2014
EAC/522/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	02/05/2014	02/07/2014
EAC/523/2013	CREATIVE EUROPE	MEDIA	Capacity Building/Training	NA	15/01/2014	23/05/2014
EAC/524/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	10/12/2013	26/02/2014
EAC/524/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	12/03/2014	13/06/2014
EAC/525/2013	CREATIVE EUROPE	MEDIA	Market Access	NA	15/12/2013	07/03/2014
EAC/526/2013	CREATIVE EUROPE	MEDIA	Market Access	NA	06/03/2014	06/06/2014
EAC/527/2013	CREATIVE EUROPE	MEDIA	Audience Development	NA	15/12/2013	26/03/2014
EAC/528/2013	CREATIVE EUROPE	MEDIA	Distribution Automatic Support	Automatic generation	15/01/2014	30/04/2014
EAC/529/2013	CREATIVE EUROPE	MEDIA	Co-production Funds	NA	15/01/2014	21/03/2014
EAC/530/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	10/12/2013	28/02/2014
EAC/530/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	10/12/2013	28/02/2014
EAC/530/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Fiction	10/12/2013	28/02/2014
EAC/530/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	12/03/2014	06/06/2014
EAC/530/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	12/03/2014	06/06/2014
EAC/530/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Fiction	12/03/2014	06/06/2014
EAC/530/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	10/12/2013	26/03/2014
EAC/531/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Fiction	10/12/2013	26/03/2014
EAC/531/2013	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	10/12/2013	26/03/2014



## 6. Vyberte výzvu s konkrétnym dátumom uzávierky (napr. *Support for the transnational distribution of European Films - Selective scheme, submission deadline: 28/02/2014*) a kliknite na ňu.



Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	10/12/2013	28/02/2014

eForm language version  
Please select a language

Previous step

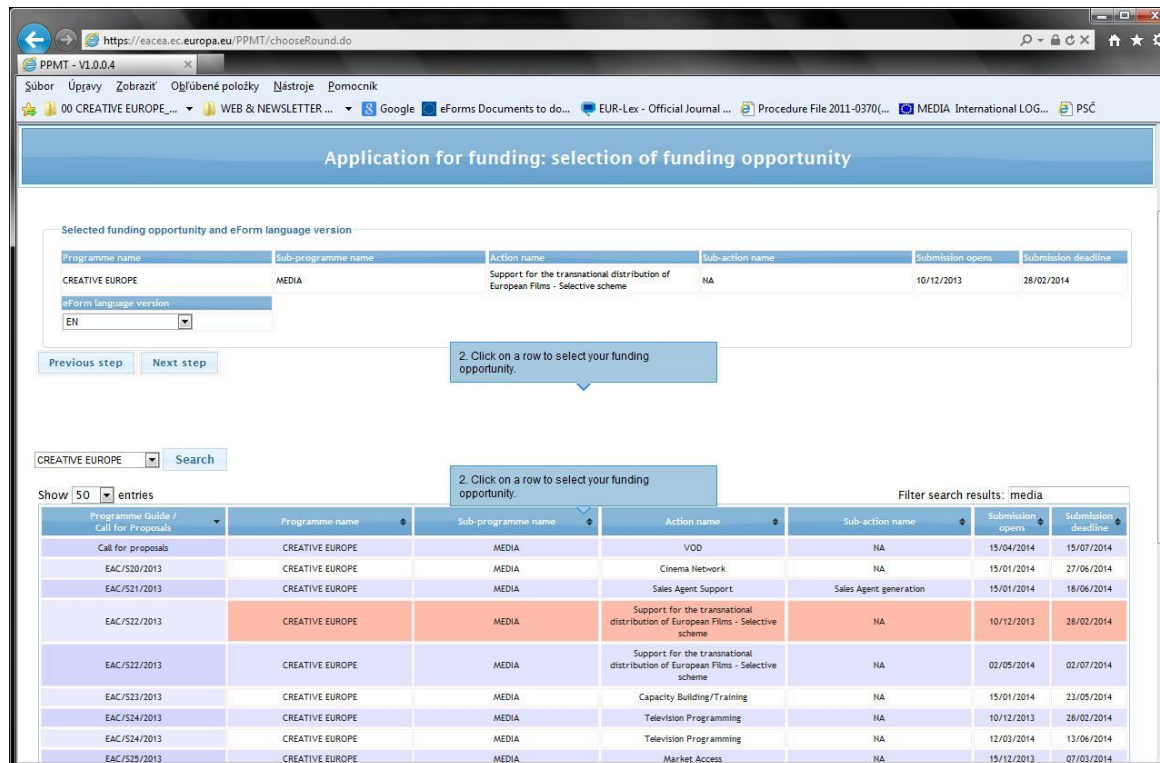
2. Click on a row to select your funding opportunity.

CREATIVE EUROPE Search

Show 50 entries Filter search results: media

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Call for proposals	CREATIVE EUROPE	MEDIA	VOD	NA	15/04/2014	15/07/2014
EAC/S20/2013	CREATIVE EUROPE	MEDIA	Cinema Network	NA	15/01/2014	27/06/2014
EAC/S21/2013	CREATIVE EUROPE	MEDIA	Sales Agent Support	Sales Agent generation	15/01/2014	18/06/2014
EAC/S22/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	10/12/2013	28/02/2014
EAC/S22/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	02/05/2014	02/07/2014
EAC/S23/2013	CREATIVE EUROPE	MEDIA	Capacity Building/Training	NA	15/01/2014	23/05/2014
EAC/S24/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	10/12/2013	28/02/2014
EAC/S24/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	12/03/2014	13/06/2014
EAC/S25/2013	CREATIVE EUROPE	MEDIA	Market Access	NA	15/12/2013	07/03/2014

## 7. Hore vyberte jazyk formulára (eForm language version) a kliknite na **NEXT STEP**



The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/chooseRound.do>. The page title is "Application for funding: selection of funding opportunity".

Under the heading "Selected funding opportunity and eForm language version", there is a table with the following data:

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	10/12/2013	28/02/2014

Below the table, there is a dropdown menu for "eForm language version" set to "EN".

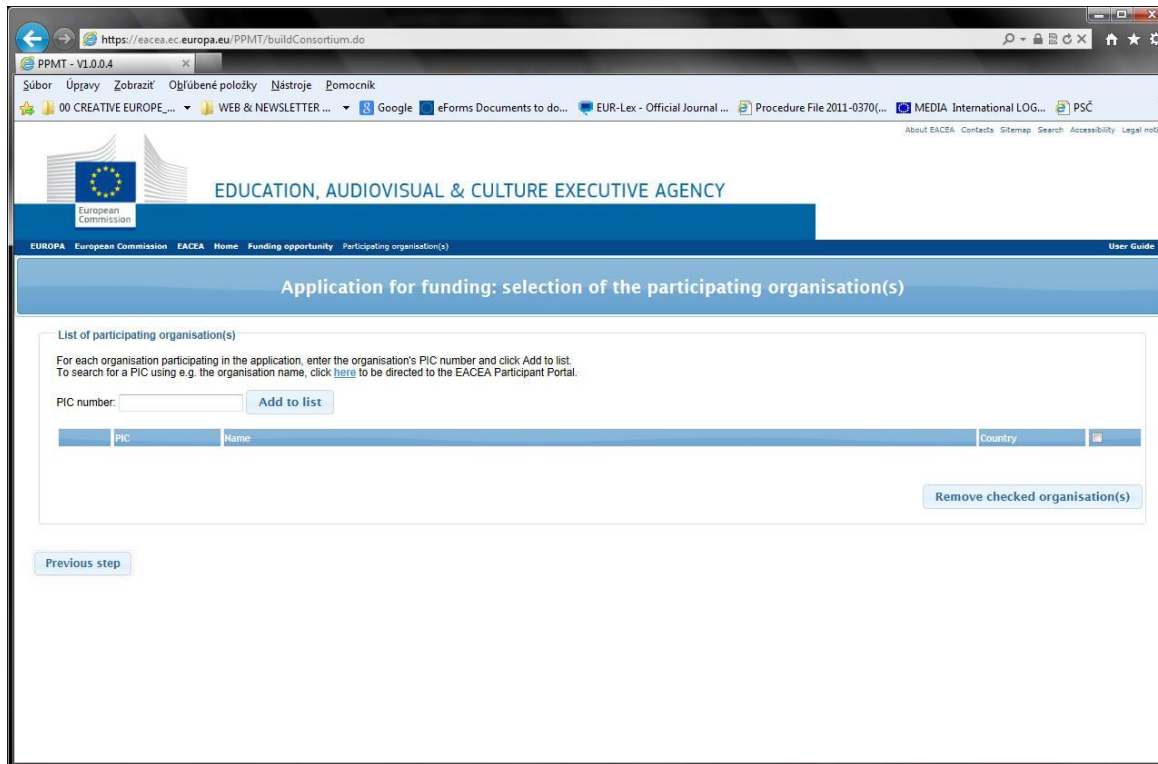
Buttons for "Previous step" and "Next step" are visible. A callout box points to the table with the instruction: "2. Click on a row to select your funding opportunity."

Below this, there is a search bar with "CREATIVE EUROPE" selected and a "Search" button. Another callout box points to the search results with the instruction: "2. Click on a row to select your funding opportunity."

The search results table shows 50 entries. The table has columns: Programme guide / Call for Proposals, Programme name, Sub-programme name, Action name, Sub-action name, Submission opens, and Submission deadline. The row for "Support for the transnational distribution of European Films - Selective scheme" is highlighted in orange.

Programme guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Call for proposals	CREATIVE EUROPE	MEDIA	VOD	NA	15/04/2014	15/07/2014
EAC/S20/2013	CREATIVE EUROPE	MEDIA	Cinema Network	NA	15/01/2014	27/06/2014
EAC/S21/2013	CREATIVE EUROPE	MEDIA	Sales Agent Support	Sales Agent generation	15/01/2014	18/06/2014
EAC/S22/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	10/12/2013	28/02/2014
EAC/S22/2013	CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA	02/05/2014	02/07/2014
EAC/S23/2013	CREATIVE EUROPE	MEDIA	Capacity Building/Training	NA	15/01/2014	23/05/2014
EAC/S24/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	10/12/2013	28/02/2014
EAC/S24/2013	CREATIVE EUROPE	MEDIA	Television Programming	NA	12/03/2014	13/06/2014
EAC/S25/2013	CREATIVE EUROPE	MEDIA	Market Access	NA	15/12/2013	07/03/2014

## 8. Zadajte PIC číslo svojej spoločnosti a kliknite na **ADD TO LIST**



The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/buildConsortium.do>. The page title is "Application for funding: selection of the participating organisation(s)".

Below the header, there is a section titled "List of participating organisation(s)". It contains the following text:

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.

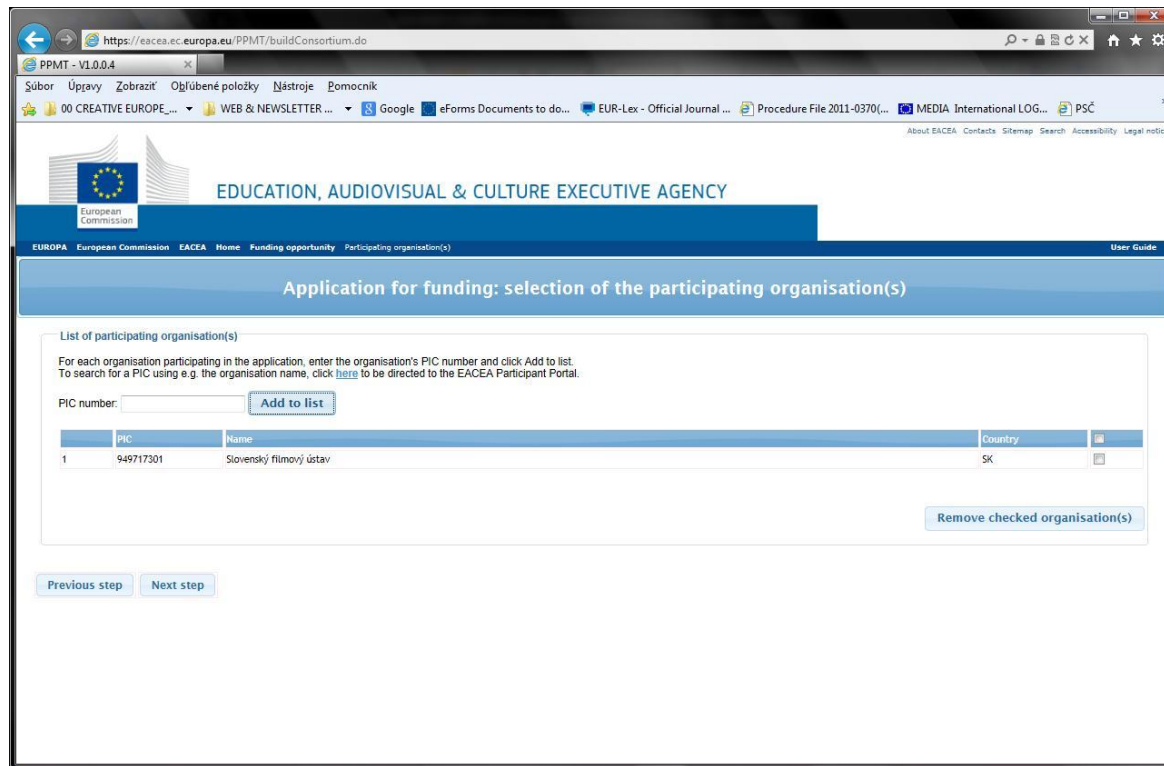
There is a text input field for "PIC number:" followed by an "Add to list" button.

PIC	Name	Country	
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At the bottom right of the table area, there is a "Remove checked organisation(s)" button.

At the bottom left, there is a "Previous step" button.

## 9. Kliknite na *NEXT STEP*



The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/buildConsortium.do>. The page title is "PPMT - V1.0.0.4". The browser's address bar shows the URL. The page content includes the EACEA logo and the text "EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY". Below this, there is a navigation bar with links: "EUROPA", "European Commission", "EACEA", "Home", "Funding opportunity", "Participating organisation(s)", and "User Guide". The main heading is "Application for funding: selection of the participating organisation(s)".

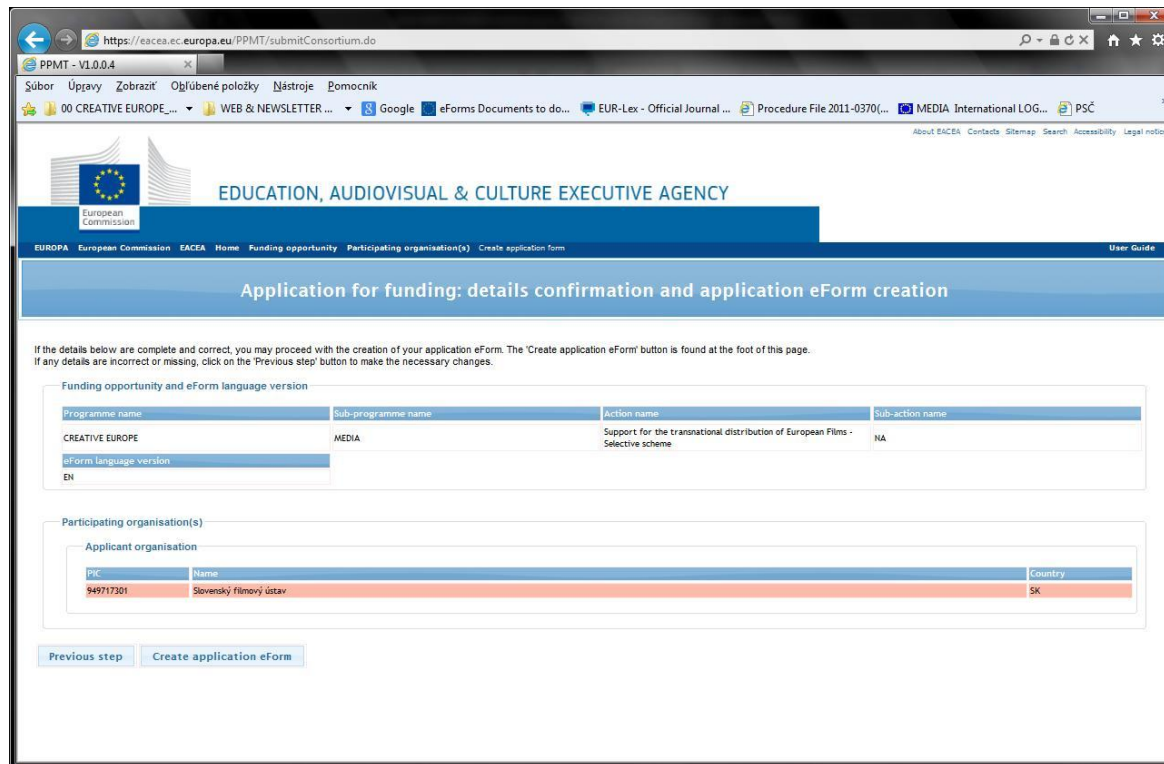
List of participating organisation(s)

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	
1	949717301	Slovenský filmový ústav	SK	<input type="checkbox"/>

## 10. Kliknite na **CREATE APPLICATION EFORM**



https://eacea.ec.europa.eu/PPMT/submitConsortium.do

PPMT - V1.0.0.4

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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA European Commission EACEA Home Funding opportunity Participating organisation(s) Create application form User Guide

### Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' 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.

Funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name
CREATIVE EUROPE	MEDIA	Support for the transnational distribution of European Films - Selective scheme	NA

eForm language version  
EN

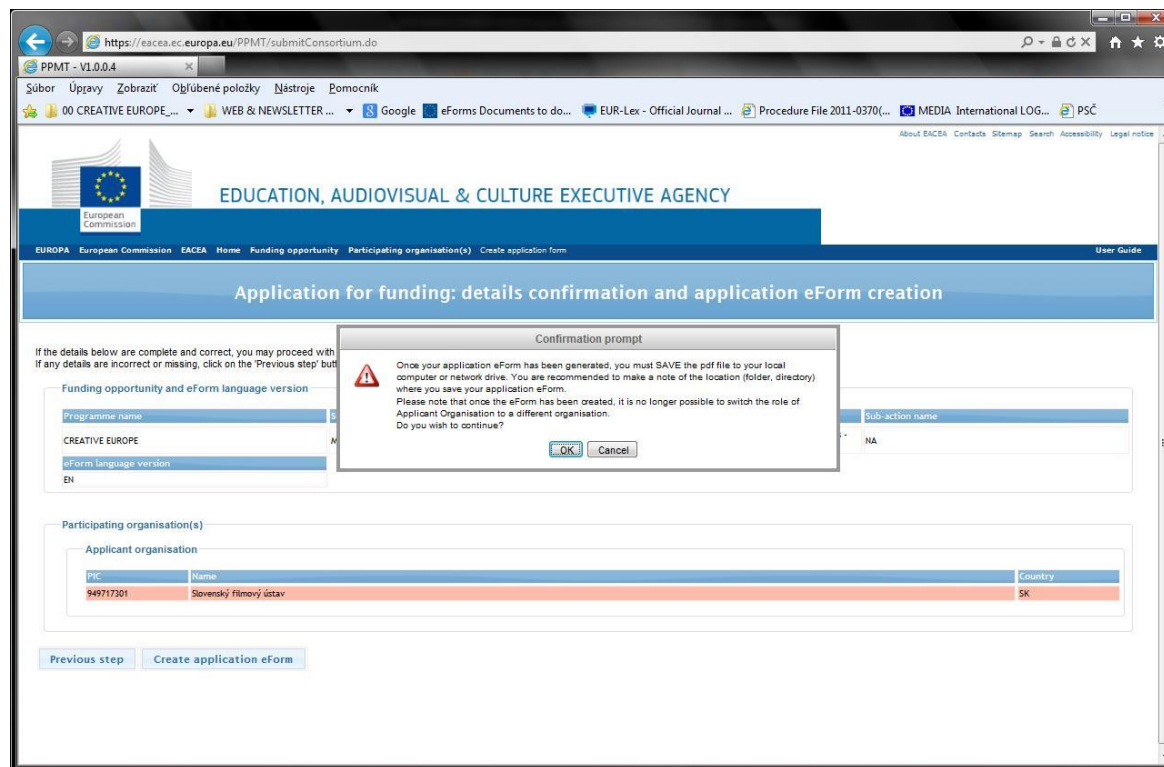
Participating organisation(s)

Applicant organisation

PIIC	Name	Country
949717301	Slovenský filmový ústav	SK

Previous step Create application eForm

# 11. Kliknite na OK a systém vám vygeneruje eFormulár s údajmi vašej spoločnosti (ktoré ste zadávali pri registrovaní vašej spoločnosti do ECAS systému)



The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/submitConsortium.do>. The page title is "PPMT - V1.0.0.4". The browser's address bar shows several tabs, including "00 CREATIVE EUROPE...", "WEB & NEWSLETTER...", "Google", "eForms Documents to do...", "EUR-Lex - Official Journal...", "Procedure File 2011-0370(...)", "MEDIA International LOG...", and "PSC".

The main content area is titled "Application for funding: details confirmation and application eForm creation". It features a "Confirmation prompt" dialog box with a warning icon. The dialog text reads: "Once your application eForm has been generated, you must SAVE the pdf file to your local computer or network drive. You are recommended to make a note of the location (folder, directory) where you save your application eForm. Please note that once the eForm has been created, it is no longer possible to switch the role of Applicant Organisation to a different organisation. Do you wish to continue?". The dialog has "OK" and "Cancel" buttons.

The background form is partially visible and includes the following sections:

- Funding opportunity and eForm language version:**
  - Programme name: CREATIVE EUROPE
  - eForm language version: EN
- Participating organisation(s):**
  - Applicant organisation table:

PIC	Name	Country
949717301	Slovenský filmový ústav	SK

At the bottom of the form, there are two buttons: "Previous step" and "Create application eForm".

**12. eFormulár uložte vo svojom počítači a môžete ho začať vyplňať.**



**V prípade otázok nás neváhajte kontaktovať:**

**CREATIVE EUROPE DESK SLOVAKIA**

Grösslingová 45  
811 09 Bratislava

[info@mediadesk.sk](mailto:info@mediadesk.sk)

Tel.: +421 2 5263 6936