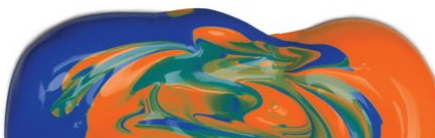


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USER MANUAL
DIGITAL APPLICATION FORM
GRANTS FOR VISITORS



USER MANUAL. DIGITAL APPLICATION FORM. GRANTS FOR VISITORS

1. REGISTRATION IN THE SYSTEM

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

Welcome to "Ayudas a Visitantes Mayo 2016"

Status: the call is open.

Start date of call: April 1, 2016, midnight

Date of call finalisation: April 30, 2016, 11:59 p.m.

Consult call conditions:
- Bases PICE Visitantes Mayo 2016.pdf

[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

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

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

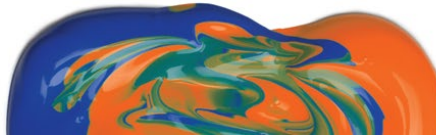
*Gender

I recognise having read and understood the conditions of the call (Bases PICE Visitantes Mayo 2016.pdf)

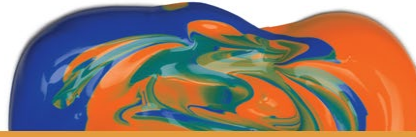
* Mandatory fields.

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.



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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

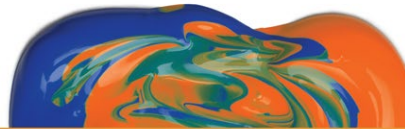
Enter your personal password

Repeat new password

*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

Submit

2. When you click on *Accept*, you will come to the main screen for the Visitor call you would like to take part in. From here, once you have completed the previous steps, you will be able to access the system with your new user name (e-mail address) and password.



Welcome to "Ayudas a Visitantes Mayo 2016"

Status: the call is open.

Start date of call: April 1, 2016, midnight

Date of call finalisation: April 30, 2016, 11:59 p.m.

Consult call conditions:

- Bases PICE Visitantes Mayo 2016.pdf

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

Preferably use Google Chrome or Firefox browsers

Login to the programme

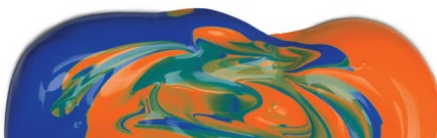
Email

Password

[Forgot password?](#)

Login

Keep me logged in



USER MANUAL. DIGITAL APPLICATION FORM. GRANTS FOR VISITORS

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, entitled *Sin nombre*. You can start registering from this application by clicking on the name of the event.

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Applications

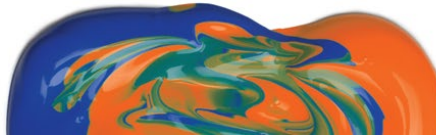
Start > Applications

COD	NAME	CREATION DATE	LAST MODIFICATION	STATUS	BUDGET REQUESTED	MAX AID GRANTED	FINAL DATE ACCEPTANCE AID
0007	<Sin nombre>	04/19/2016	04/19/2016	Proposed	€0.00	No info (*)	No info (*)

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

2.1. The application form consists of several tabs:

2.1.1. General information on the event: here you can key in general information on the event or project in which the visitor or visitors participate and for which you wish to apply for a 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.



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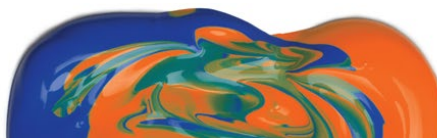
Event details

*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 foreign participation and for which you are requesting financial aid. We suggest you keep it brief

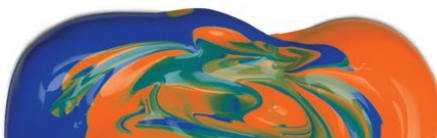
Event code PV201901LIT19103		*Thematic area of the event Literature and books	
*Name of the event (indicate no. of edition if applicable)		Acronym of the event	
Name of the event in English (if applicable)			
*General description of the event		*Start date of the event	
Maximum 500 characters			
*In the 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	*Event Autonomous Region		
*Organizing entities the event (separate the names with a semicolon)	Other entities collaborating in the event (separate the names with a semicolon)	Letter of commitment with these institutions	
		Add (Max size: 20MB)**	
Summary of the activity in the past year			
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		Reports of previous editions and any other relevant documentation	
Añadir fichero (Max size: 20MB)**		Add new report (Max size: 20MB)**	



USER MANUAL. DIGITAL APPLICATION FORM. GRANTS FOR VISITORS

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: if applicable, full name of the event in English.
- 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*: main city and country where the event will be held. Choose one of the options given.
- City Event: this field will be automatically filled in by the system
- Event Autonomous Region*: choose one of the options given. This information helps us to locate the event.
- Bodies organizing the activity*: list of entities participating in this activity as organizers. 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 (;).

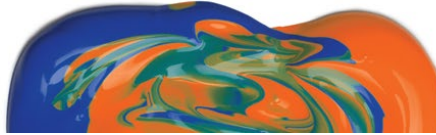


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- Letter of commitment with these institutions: you can attach supporting documents of the commitment the event has acquired with these institutions. The maximum file size is 20 MB. If you wish to upload a document larger than 20Mb, please provide a link from which we can download it.
- 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 caracteres.
- 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.



USER MANUAL. DIGITAL APPLICATION FORM. GRANTS FOR VISITORS

2.1.2. Details of the candidates for whom a grant is requested: with the *Add new candidate* option you will be able to register the specific details of the visitor(s) for whom a grant is requested. You can add as many as you wish.

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VISITOR GRANTS

Application

Start > Applications > Application

Event
Candidates
Spanish applicant organisation
Legal rep.
Contacts

Candidates

CANDIDATE NAME	ORGANISATION	BUDGET REQUESTED
		Presupuesto solicitado: €0.00

Add new candidate

Cancel
Submit application
Save

Candidate personal information

According to the call conditions, the information provided regarding this candidate may be used by AC/E to feed its website and social networks. We will appreciate to have accurate and upto-date information.

*First name

*Last name

Second surname

*Email

Passport number

*Gender

Birth date

Address

*Telephone (Enter the Country Code)

Fax (Enter the Country Code)

*Nationality

*Country of residence

Authorised photograph (Max size: 20MB)**

Add new picture

Candidate professional information

*Organisation it belongs

Center/Department

*Address

*Email

*Telephone (Enter the Country Code)

Fax (Enter the Country Code)

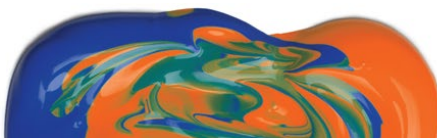
Current occupation

URL

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

*Visit Agenda (Max size: 20MB)**

Add CV
Add agenda



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Other information of interest of the candidate. Web and social networks
At least one of the following fields must be completed

WWW	Facebook	LinkedIn
<input type="text"/>	<input type="text"/>	<input type="text"/>
Instagram	Twitter	YouTube
<input type="text"/>	<input type="text"/>	<input type="text"/>
Vimeo	Periscope	
<input type="text"/>	<input type="text"/>	

This visit agenda must include a description of, at least:

- **QUALITY:** a text describing the scope, objectives and purpose of the proposal
- **SUSTAINABILITY:** a text describing the visit agenda, the networking established with host institutions, in the event this has happened, and the commitment acquired by other institutions
- **RELEVANCE:** a text describing the interest a visit may have for the internationalization of Spanish culture

***Visit Motivation**
*Motivation

0 characters
At least 300 characters and a maximum of 500 characters

***Budget requested (you have to fill in at least one of the following fields)**
You must not use any thousands separator. Use a decimal point (.) to indicate decimal places.

Travel €

Additional notes

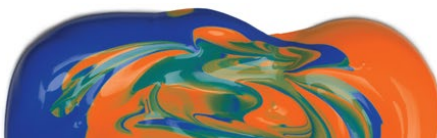
Total requested €

* 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

Submit

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

- Candidate personal information:
 - First name*: name of the visitor
 - Last name*: the visitor´s first surname
 - Second surname: the visitor´s second surname, if applicable
 - Email*: the visitor´s contact email address
 - Passport number: the visitor´s passport number
 - Gender*: male or female
 - Birth date: the visitor´s date of birth
 - Address: the visitor´s contact address
 - Telephone*: the visitor´s contact telephone number. Please, don´t forget the country code.
 - Fax: the visitor´s fax number. Please, don´t forget the country code.
 - Nationality*: visitor´s nationality
 - Country of residence*: visitor´s country of residence. Choose one of the options given.
 - Authorized photograph*: photographs of the visitor. 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.

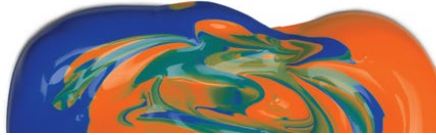


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- Candidate professional information:
 - Institution he/she belongs to*: the name of the institution the visitor belongs to.
 - Centre/Department: the subdivision within the institution the visitor belongs to.
 - Address*: the contact address for the institution the visitor belongs to.
 - E-mail*: the contact address for the visitor in the institution he belongs to.
 - Telephone*: the contact telephone number for the visitor in the institution he belongs to. Don't forget to include the country code.
 - Fax: the contact fax number for the visitor in the institution he belongs to. Don't forget to include the country code.
 - URL: institution website
 - Current occupation: the position currently held by the visitor in the institution he belongs to.
 - Authorised CV*: copy of the visitor's curriculum vitae (maximum 20MB. If you wish to upload a document of more than 20MB, please provide us with a link we can download it from).
 - Visit agenda*: copy of the schedule foreseen for the visitor during his stay in Spain (maximum 20MB. If you wish to upload a document of more than 20MB, please provide us with a link we can download it from).
- Other information of interest of the candidate. Web and social networks: webpage or, at least, one social network of the candidate
- Motivation: details of the reasons or causes behind the visit in a minimum of 300 and a maximum of 500 characters.
- Budget requested for the candidate's visit*: tell us what amount you are applying to AC/E for. You can break it down into some of the following headings: travel, accommodation, living expenses... You should fill in at least one of these fields.

* 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.



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Once you have entered the information on the candidate, please click on the Submit button at the end of this window.

2.1.3. Information on the Spanish applicant organization: some basic details on the Spanish entity submitting the application are registered here.

Spanish applicant organisation

<p><small>*Name of the organisation or institution</small></p> <input style="width: 95%;" type="text"/>	<p><small>Acronym of the organisation or institution</small></p> <input style="width: 95%;" type="text"/>
<p><small>*Tax No. of the organisation or institution</small></p> <input style="width: 95%;" type="text"/>	<p><small>*Address (choose one the options)</small></p> <input style="width: 95%;" type="text"/>

* Mandatory fields.

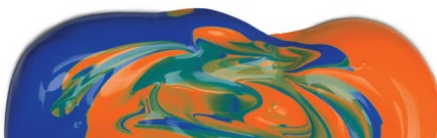
At least one of the following fields must be completed

<p><small>WWW</small></p> <input style="width: 95%;" type="text"/>	<p><small>Facebook</small></p> <input style="width: 95%;" type="text"/>
<p><small>LinkedIn</small></p> <input style="width: 95%;" type="text"/>	<p><small>Instagram</small></p> <input style="width: 95%;" type="text"/>
<p><small>Twitter</small></p> <input style="width: 95%;" type="text"/>	<p><small>YouTube</small></p> <input style="width: 95%;" type="text"/>
<p><small>Vimeo</small></p> <input style="width: 95%;" type="text"/>	<p><small>Periscope</small></p> <input style="width: 95%;" type="text"/>

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

- **Name of the entity or institution***: full name of the Spanish entity submitting the application.
For example: Feria de Arte Contemporáneo
- **Acronym of the organization or institution:** if the organization is also known by an acronym, please register it here.
Ejemplo: ARCO
- **Tax number of the organization or institution***: tax number of the Spanish applicant.
- **Address***: register the exact address of the Spanish applicant.
- **Webpage, Facebook, LinkedIn...***: website and/or social networks of the Spanish applicant. At least one of them is mandatory.

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



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2.1.4. Details of the legal representatives of the Spanish applicant organization:

Add new one to enter the details of the legal representative of the entity submitting the application.

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Application
Start > Applications > Application

Event Candidates Spanish applicant organisation **Legal rep.** Contacts

Details of the legal representatives of the Spanish 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](#)

Application

Details of the legal representatives of the Spanish applicant organisation

*First name *Last name Second surname

Email Position in the institution Telephone number (Enter the Country Code)

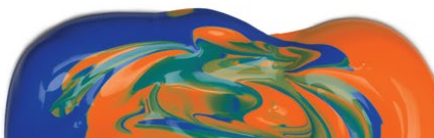
* Mandatory fields.

[Submit](#)

[Cancel](#) [Submit application](#) [Save](#)

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.



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- 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.

2.1.5. Contact names of the Spanish applicant organization: from this tab you will have access to the contact details of the person/s who is managing 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.

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Application

Start > Applications > Application

Event Candidates Spanish applicant organisation Legal rep. **Contacts**

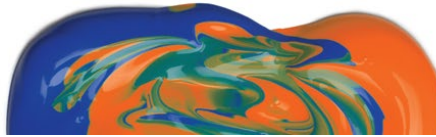
Contact names of the Spanish applicant organisation

CONTACT NAME	EMAIL	TELEPHONE
Ana A	@gmail.com	917004000

[Add new one](#)

[Cancel](#)
[Submit application](#)
[Save](#)

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.



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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).

Remember that to be able to add a user, this one had to be register on the system. If it's already been done, then enter the email. If not, click [here](#)

Email

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)

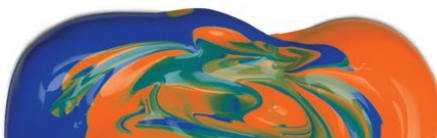
*Email

*Repeat Email

*Gender

I recognise having read and understood the conditions of the call ([Bases PICE Visitantes Mayo 2016.pdf](#))

* Mandatory fields.



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3. SENDING THE REQUEST

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

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Application Evento prueba

Start > Applications > Application Evento prueba

Event Candidates Spanish applicant organisation Legal rep. Contacts

Candidates

CANDIDATE NAME	ORGANISATION	BUDGET REQUESTED	
Paul Smith	a	€1,000.00	Remove candidate

Presupuesto solicitado: €1,000.00

[Add new candidate](#)

[Cancel](#) [Submit application](#) [Save](#)

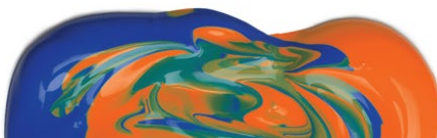
Should you not have completed any of the mandatory fields; the system will alert you through the following window:

The request cannot be submitted because it is not yet complete. Please, check you have filled in all of the required fields:

- Event name
- Description of the event
- Description of the specific edition of the event
- Start date of the event
- End date of the event
- Venue(s)
- City / Country
- Bodies organising
- Name of the organisation/institution
- Tax No. of the organisation
- Address of the organisation

Additionally, you must have created at least one candidate.

* If you do not have all the necessary details available at this time, you can save the request and complete it later.



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This message will inform you of all the mandatory fields and remind you of the need to create at least one candidate through the *Candidates* tab.

3.2. 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.

3.3. 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*.