



Procedure for submitting supporting documentary proof online

Requirements

In order to present supporting documentary proof online, the beneficiary must have:

- Digital certificate or idCAT Mobile for beneficiaries who are Spanish or foreigners residents in Spain.
- Accreditation (username/password) for beneficiaries not resident in Spain.

Submission

1. Check the terms and conditions of the call for applications to see what supporting documentary proof is required in order to proceed with the submission procedure.
2. Prepare the documentary proof submission form:
 - For competitive grants for music or the performing arts:
 - a. Fill in the appropriate form and save it in order to submit it together with the supporting documentary proof:
 - [Music](#)
 - [Performing arts](#)
 - For other competitive grants, fill the *Excel* form and submit in *PDF* format:
 - a. Download the *Excel* template of the supporting documentary proof form in the tab that applies to your grant on the Institut Ramon Llull's website.
 - b. Fill in all the tabs: incomes, expenses and summary, of this *Excel* template.
 - c. Create a PDF version that includes all the tabs (the "Entire workbook" option in create/print to PDF).
3. Invoices, as well as proofs of payment, must be in PDF format. If the original document is on paper, scan it and convert it to a PDF document.
4. You must [submit](#) this supporting documentary proof, together with the form you filled in in accordance with point 2 above, via the Institut Ramon Llull's virtual office by accessing the dossier using a digital certificate/idCAT Mobile or by accrediting yourself by means of your username and password.
5. Once you have completed the procedure, confirmation of your submission will be generated and sent to your email address.