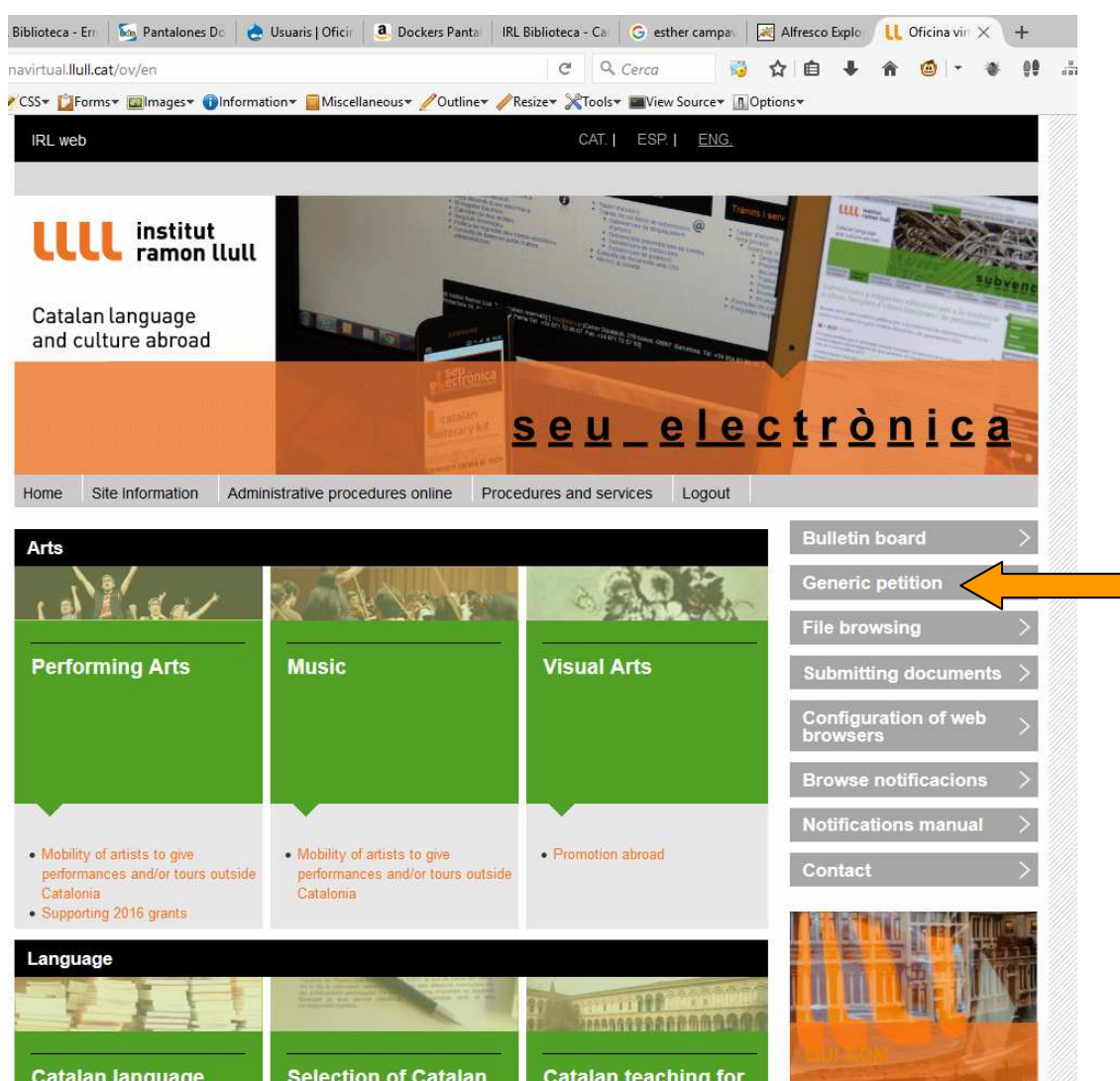




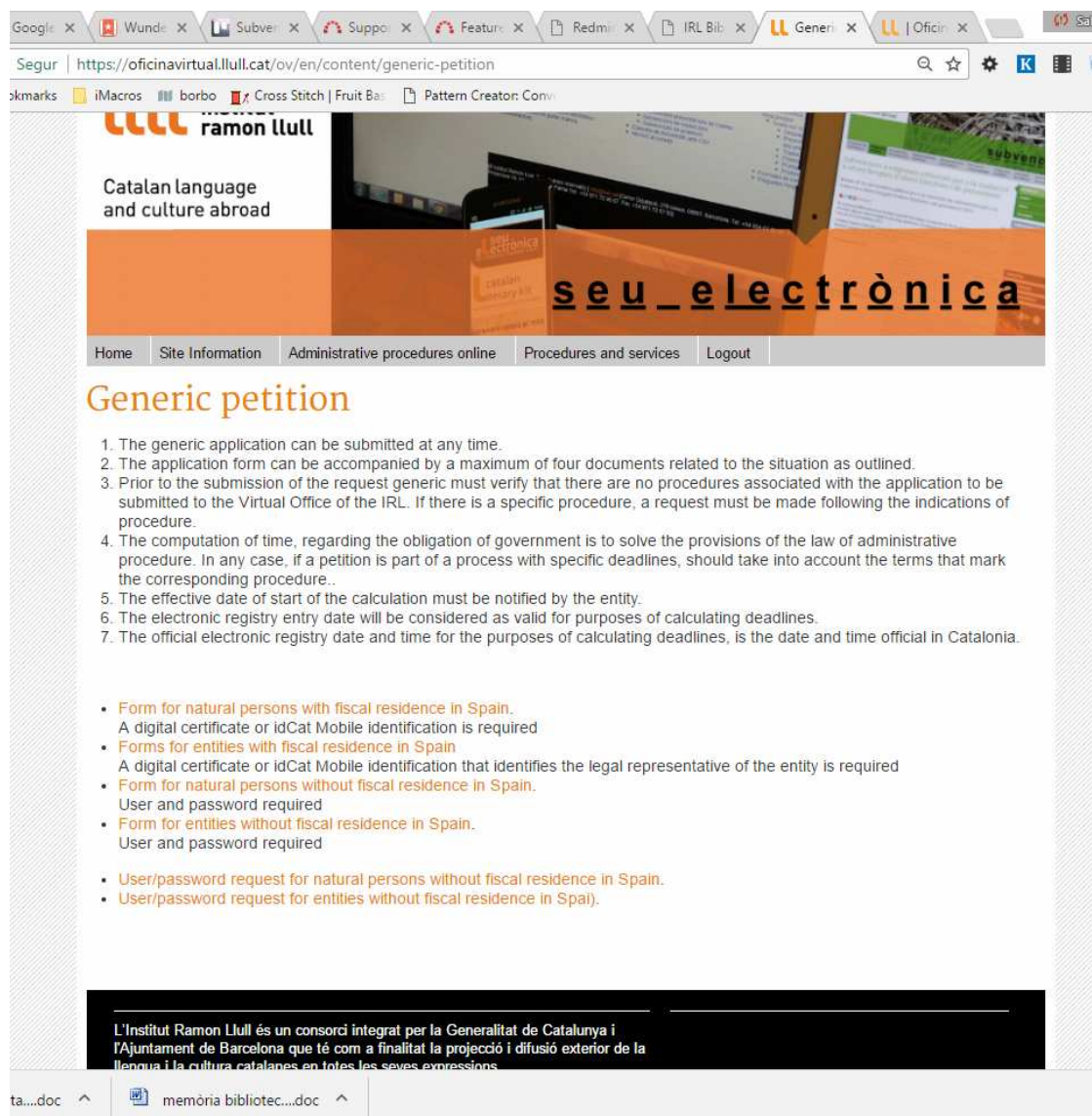
Online grant application process using a Generic petition

1. In order to start the application process to apply for the grant you must use a Generic petition online document (see link below).

<https://oficinavirtual.llull.cat/ov/en>



2. Click on Generic petition and open the menu (see image above)



3. Select the form that best matches your needs. A new window will open and you must fill in all the application forms (4 steps: Applicant, Reason for the Request, Authorizations, Attached documents).



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Step 1 of 4: Applicant

Applicant

First name * **Last name ***

Tax ID/passport number *

Address * **Postal Code ***

City * **Country ***

Tax residence country *

Telephone 1 *

E-mail address * **Website**

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Step 1 of 4: Applicant

Applicant

First name * nom admin **Last name *** cognom admin

Tax ID/passport number * 123

Address * **Postal Code ***

City * **Country ***

Tax residence country *

Telephone 1 *

E-mail address * **Website**

Next >>

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Step 2: Reason for the request

Subject

Presentation

Request

Reception Area *

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Step 3: Authorizations

Electronic notifications

☐ I accept that I will be notified electronically of the administrative procedures related to this application. The alert (which shall not have any legal effects) for this notification shall be sent to the email address and mobile telephone (optional) indicated below.

Email Mobile (optional)

The Institut Ramon Llull shall send an alert to the electronic device and/or email address specified by the interested party in order to inform them that a notification has been made available on the Institut Ramon Llull's electronic bulletin board. Failure to send this alert shall not prevent the notification from being considered fully valid.

☐ I do not accept that I will be notified electronically of the administrative procedures related to this application.

In accordance with the provisions of Article 42 of the Common Administrative Procedure for Public Administrations Act (Law 39/2015 of 1 October), all paper-based notifications must be made available to the interested party via the electronic bulletin board of the administration in question, so that the interested party can voluntarily access the content of said notification.

Consequently, the Institut Ramon Llull will send an alert to the electronic device and/or email address specified by the interested party in order to inform them that a notification has been made available on the Institut Ramon Llull's electronic bulletin board. Failure to send this alert shall not prevent the notification from being fully valid.

Reminder:

Electronic notifications must be viewed on the Institut Ramon Llull's virtual office (<http://oficinavirtual.llull.cat/ov/>). They can be accessed via a digital certificate or a single-use, automatically generated password. Check the virtual office to see which certificates are accepted. Beginning on the date the notification alert is sent, you shall have 10 calendar days in which to access it. The notification shall be considered as delivered from the moment its contents are accessed. The procedure shall be considered as completed and proceedings shall then continue.

Consent to receiving additional information

Do you want to be informed about IRL other activities? *

☐ Yes

☐ No

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4. Finally, you must upload the following documentation as pdf files: Direct Grant Application form and the Budget (that you have previously filled out).

A screenshot of a web browser displaying a document upload form. The browser's address bar shows the URL 'https://oficinavirtual.llull.cat/ov/en/formulari_fitxers2/form'. The page has a dark navigation bar with links like 'Content management', 'Site building', 'Site configuration', 'Generate items', 'User management', 'Reports', 'Rules', and 'Help'. The main content area is light gray and contains the following sections: 'Attached documents:' with a note 'Maximum size of each file is 10 MB'; six 'Additional Information (document I)' through 'Additional Information (document VI)' sections, each with a '+ Add file...' button; and a 'link to the film' section with a text input field. At the bottom, there are two tabs: 'Tramitació directa....doc' and 'memòria bibliotec....doc'.

5. You will receive a confirmation email shortly.
6. Applicants can view application forms or upload supporting documentation from our **Electronic office** homepage using the same identifications as the application form.



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institut ramon llull

Catalan language and culture abroad

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Arts

Performing Arts Music Visual Arts

- Mobility of artists to give performances and/or tours outside Catalonia
- Supporting 2016 grants
- Mobility of artists to give performances and/or tours outside Catalonia
- Promotion abroad

Language

Catalan language certificates and language Selection of Catalan teachers for universities abroad Catalan teaching for universities abroad

Bulletin board

Generic petitions

File browsing

Submitting documents

Configuration of web browsers >

Browse notificaciones >

Notifications manual >

Contact >

itent/consulta

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