



WORTH Partnership Project is funded by COSME Programme
of the European Union for the Competitiveness of
Enterprises and Small and Medium-Sized Enterprises (SMEs)

WORTH
PARTNERSHIP
PROJECT

Last revision date:
13.05.2019

WORTH PARTNERSHIP PROJECT

Application tutorial

APPLICATION TUTORIAL

How to register and complete the eligibility form

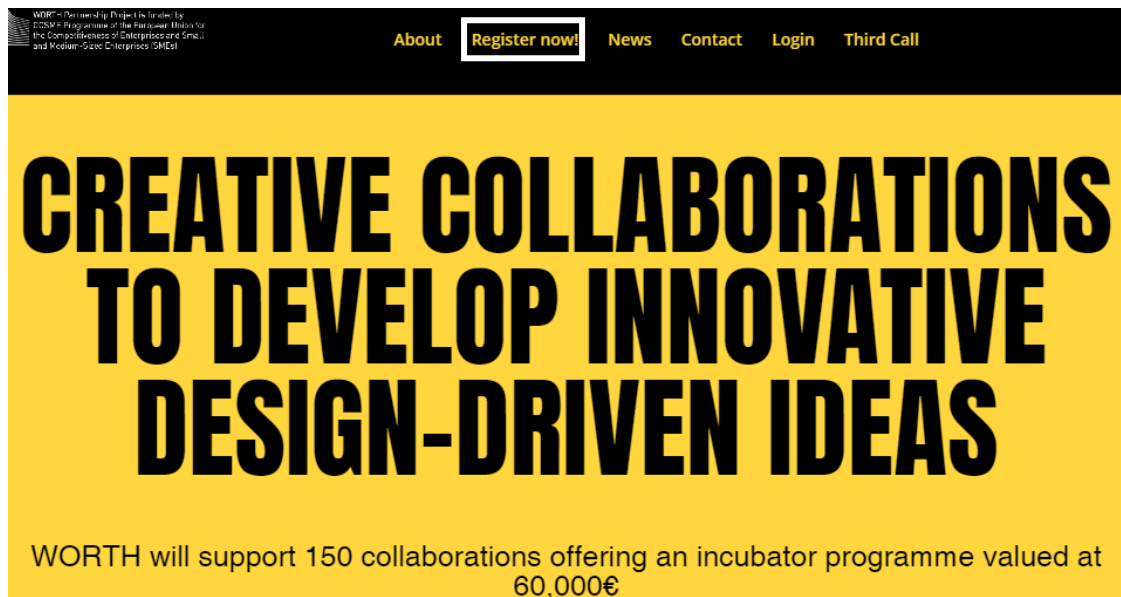
In this section, you will find out how to register your organisation on the WORTH website. If you are already registered on the WORTH website, you can go directly to the next section of this document. Otherwise, follow the steps described below:

Registration

Complete the following steps to successfully register:

- a) Head to the WORTH website <https://www.worthproject.eu>

- b) Go to the menu bar on the top of the homepage and click on “**Register now**”, as shown below.



- c) Now, the registration form is open. Fill all the fields to create your WORTH account and click on the button “**Register**” at the end of the form. Be sure you have accepted the privacy policy disclaimer, the mandatory statements and have confirmed that you are a real user:

Privacy *

- All information remains confidential and will be exchanged and used only exclusively for the purpose of the WORTH Partnership Project. Must be 18 years or older. As an applicant, you certify that your work is free from defective workmanship and it is original and does not infringe the intellectual property of others.

Hereby certify that: *

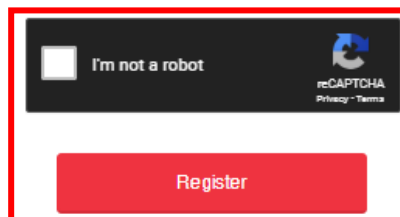
- 1 - the information provided in the information and statements filed in the Application Process of the Worth Project Call are correct and complete;
- 2 - the information concerning the legal status is correct;
- 3 - my organization commits to comply with all the eligibility criteria, as defined in the Worth Project and the Call for Applications;
- 4 - my organization has not made false declarations in supplying the information required by the Worth Project.

ANNEX: Mandatory Statements *

- Excluding scenarios from receiving EU funding (Regulation EU 966/2012)

[MORE INFORMATION](#)

- By using this form you agree with the storage and handling of your data by this website.



- d) By clicking on “**Register**”, you are submitting your profile details and requesting the eligibility check. If your registration went correctly, the following message will pop up.

Thank you for registering with us. We are very excited to welcome you on board the WORTH Community!

You will receive a welcome email shortly, guiding you through each step of the process to complete your profile and application

[Your Profile](#)

- e) You will receive an automated welcome email. Your eligibility will be validated shortly.



WORTH Project

Hello MONTIEL !

Welcome to WORTH Partnership Project! The team is really happy to have you on board!

We highly encourage you to upload pictures or visual material in your profile!

- f) Within 5 working days, you will be notified on your **results of the eligibility check**. If you pass the eligibility check you will have full access to the Gallery.

- g) After conducting the eligibility check, you will receive an automated notification informing you on the result along with further instructions on how to manage your application process. In the event your eligibility is approved, you will gain full access to the WORTH Gallery, the dedicated section whereby you can contact some other creatives like you that are willing to enter into a transnational partnership.

Hello again ZAMV27!

Congratulations! You have successfully passed the eligibility check!

What's next?

First of all, now you have full access to the [Gallery](#), where you can find the right partner to develop your idea.

If you don't find a partner or need support with an idea, don't worry, we can help you on this matter. Go to the [Do you need support?](#) section and we will help you.

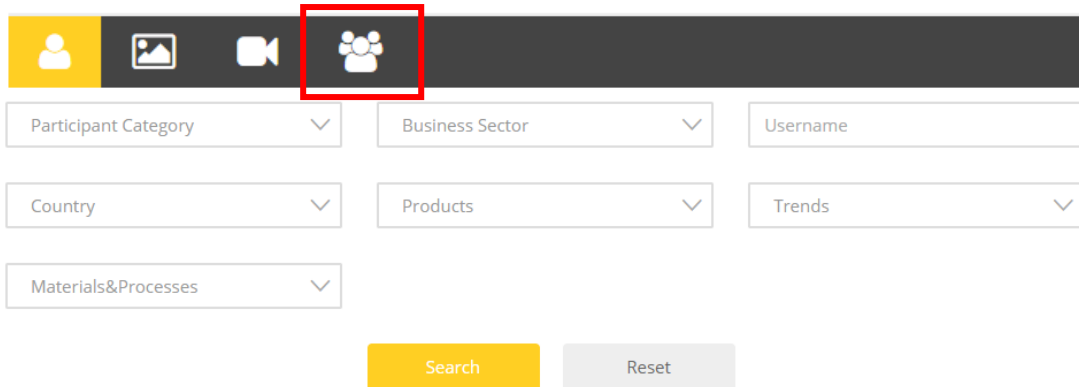
To better position your profile, we encourage you to fill out the field "**tell us a bit about yourself**" which is under the background picture. Click on the "**edit profile icon**" and then click on the "**save button**" or "**check mark**".

Do not forget to complete your profile by selecting up to 5 hashtags from the predefined lists related to the industry sectors, trending topics, processes & materials. This way, the WORTH Gallery is optimising the partner search process.

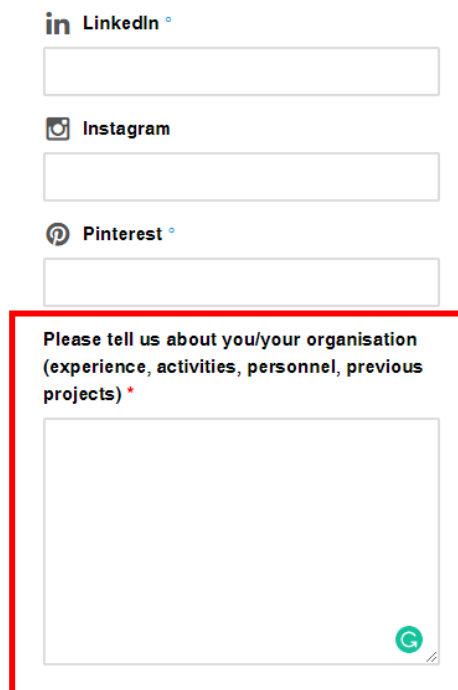
Remember, if you have any doubts do not hesitate to contact us helpdesk@worthproject.eu

Thanks!

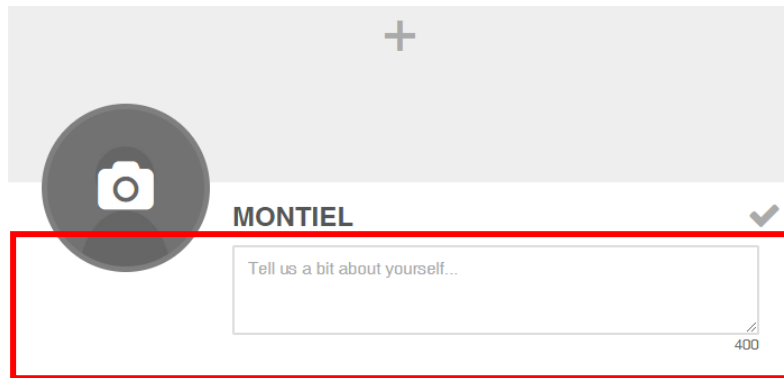
h) Note that only eligible applicants will receive access to the Gallery.



i) At this stage, your profile will be visible to other potential partners. We encourage you to **raise the visibility of your profile** by **uploading more content such as videos, images and hashtags** to your work and interests. **Complete the section “tell us more about you...” at the bottom right of the profile section.**



j) **Write a short description about your interests in the text box** under the profile photo area “tell us a bit about yourself”.



A user profile edit form for 'MONTIEL'. It features a profile picture placeholder with a camera icon, a plus sign for adding more photos, and a bio text area with the placeholder text 'Tell us a bit about yourself...' and a character count of 400. A red rectangular box highlights the bio text area.

- k) You will be able to select up to **5 hashtags** from the predefined lists related to the *industry sectors, trending topics, processes and materials*. This section will help the community to optimize the partner's search. Save the changes

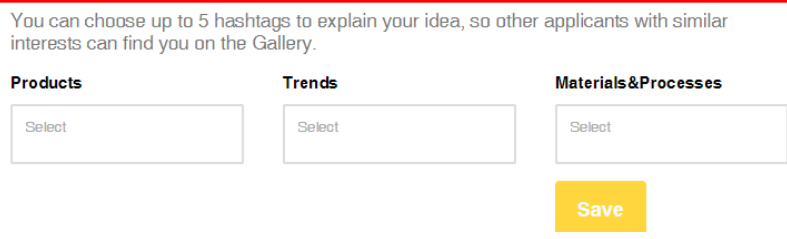


Two buttons: a yellow 'Update Profile' button and a grey 'Cancel' button.



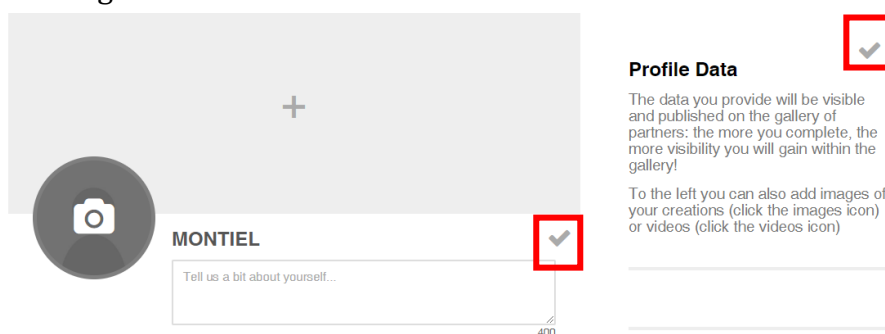
A 'User Name' field containing the text 'MONTIEL' and a checkmark icon to its right.

What are you interested in developing?



A section titled 'What are you interested in developing?' with a red box around it. It contains the text: 'You can choose up to 5 hashtags to explain your idea, so other applicants with similar interests can find you on the Gallery.' Below this are three dropdown menus labeled 'Products', 'Trends', and 'Materials&Processes', each with 'Select' as the current value. A yellow 'Save' button is located at the bottom right of this section.

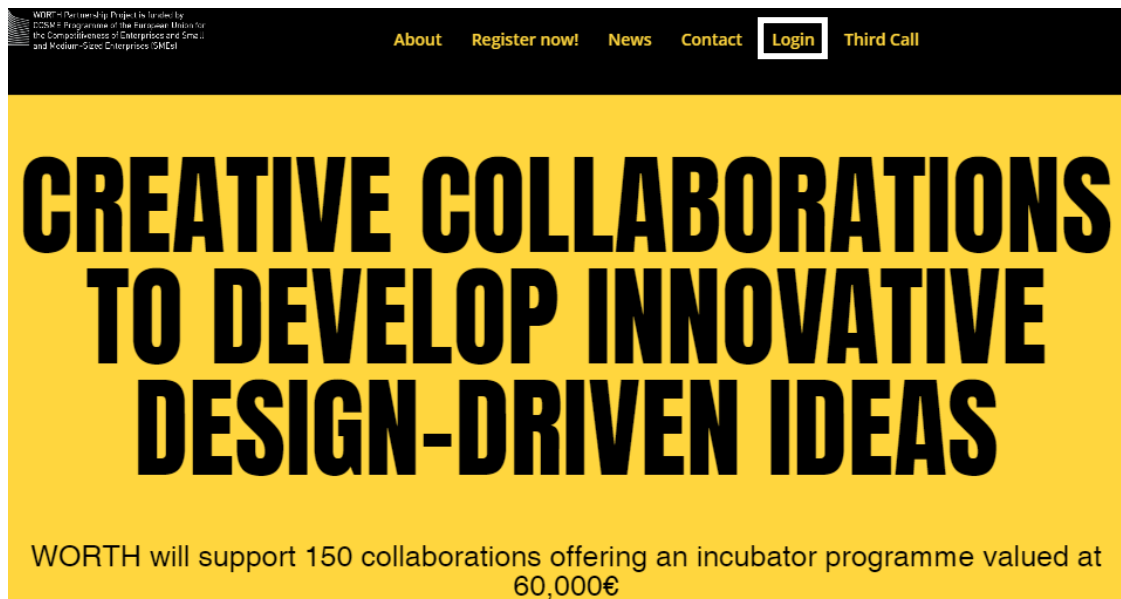
- l) You can edit the profile section, click on the edit icon and save changes by clicking on the "Checkmark"



A full view of the profile edit form. The bio field is highlighted with a red box and a checkmark. To the right, the 'Profile Data' section is also highlighted with a red box and a checkmark. The 'Profile Data' section contains the text: 'The data you provide will be visible and published on the gallery of partners: the more you complete, the more visibility you will gain within the gallery!' and 'To the left you can also add images of your creations (click the images icon) or videos (click the videos icon)'. Below this text are two empty input fields.

Find a partner to work with

- Head to the WORTH website <https://www.worthproject.eu>
- Go to the menu bar on the top right of the homepage and click on “**Login**”, as shown below.



- Go onto the Gallery, and search for a potential partner by clicking on the “Gallery icon” at the menu bar under your profile description. You may optimize your partner search by using the filters.



- If you do not find a suitable partner on the Gallery, you may request support from WORTH to help find the right one outside of the Gallery. Click on the appropriate button in the area **Do you need support?**

Do you need support for finding a partner?

YES

NO



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- e) The WORTH team will receive your support request and will stay in touch with you during the stage of partnership formations and the application process.



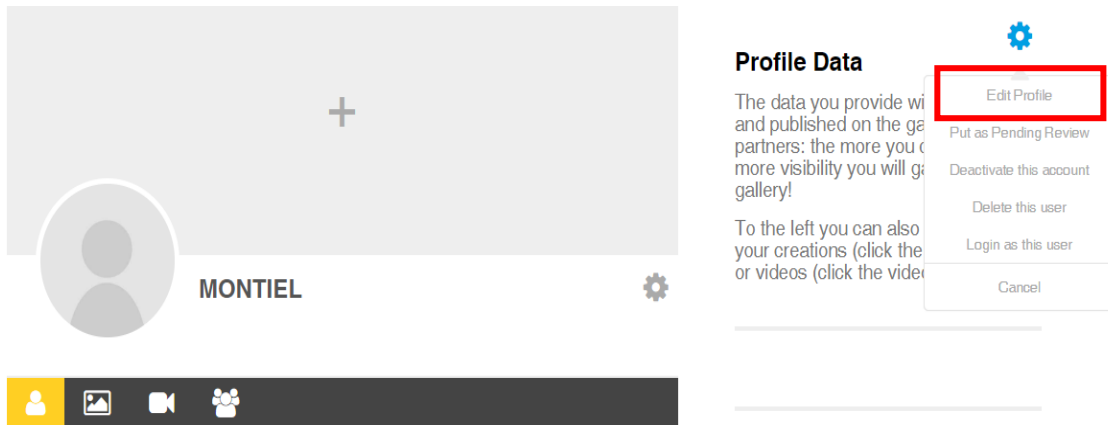
Completion and submission of the Partnership Project Proposal

General Instructions

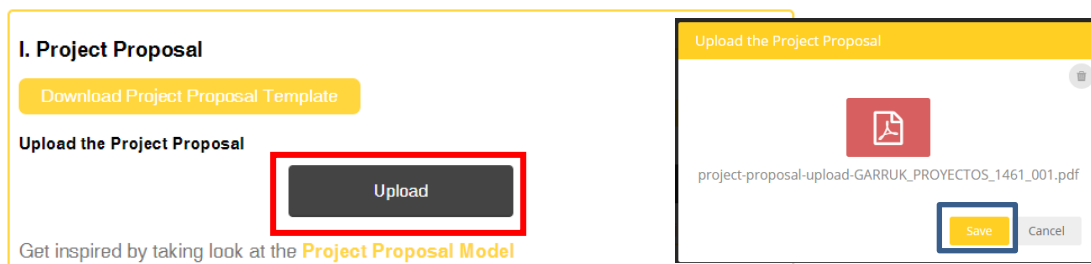
- a) Once you have a group to develop a project idea, you may go ahead with the completion and submission of the Partnership Project Proposal.
- b) The Partnership Project Proposal must be completed in English.
- c) The Partnership Project Proposal must be submitted by the lead partner.
- d) Note that the application package has the following mandatory documents:
 - Project proposal form
 - Project dossier (including sketches, drawings of your project idea and a preliminary business plan, 3 pages maximum)
 - Partners' portfolio (show the jury your team's professional background and credentials work in a creative way, 3 pages maximum). There is no suggested format.
 - Video (follow the [video guidelines](#))
- e) To get inspired, it is highly recommended to look at the supporting documents for you to have an idea of what the jury's expectations are.
 - Example project [proposal](#)
 - Example project [dossier](#)
 - Example project [video](#)
- f) Head to the "**Partnership Project Proposal**". Please, carefully read the instructions inside the platform on how to manage your Partnership Project Proposal.

Completion and submission of the project application

- a) Click on **“edit profile”** to manage your application



- b) Start completing your application. A project proposal template is available on the project proposal section as a fillable pdf. Download the template and complete the project proposal form. Be as concrete as possible, there is a maximum number of characters.
- c) You can upload the files by clicking on the button **“upload”** enabled at each section. Do not forget to click on **“save”** to make the changes effective. The *drag & drop* option is also available.




- d) You will be able to make changes at any time. Do not forget to click on the save button as mentioned in c)

I. Project Proposal

[Download Project Proposal Template](#)

Upload the Project Proposal




project-proposal-upload-GARRUK_PROYECTOS_1461_001.pdf

[Change file](#)

Get inspired by taking look at the [Project Proposal Model](#)

- e) Prepare the other required documents and video and upload the files to the respective areas.
- f) The project dossier should have 3 pages maximum. Sketches, drawings and a very preliminary business plan must be provided.
- g) The partners' portfolio should have **3 pages maximum per partner**. Note that the designer's portfolio is mandatory. Merge the portfolios in one pdf.
- h) There is no suggested format for the partners' portfolio, show us your credentials, background, previous work and potential in a creative way.
- i) It is compulsory to send a video. Note that only one video is required per project proposal. Follow the [video guidelines](#) and get inspired by the project proposal Example project [video](#) to produce your video.
- j) You can either upload a video to the section or insert a video link instead.

IV. Video

Please upload a video of your idea 

[Upload](#)

Or upload a link to Youtube or Vimeo, instead

To make the video, please follow the [Video Guidelines](#)

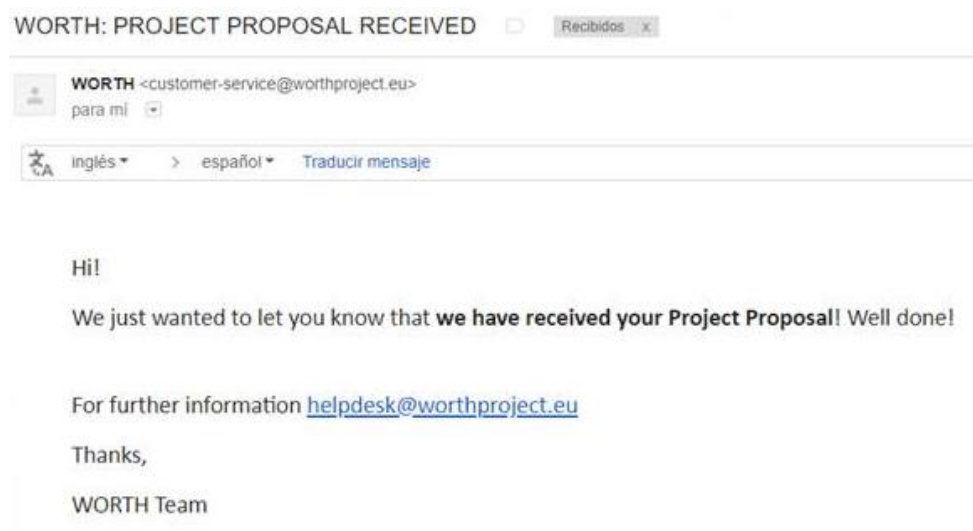
Get inspired by taking look at the [Project Proposal Video Model](#)

- k) Once the files are uploaded (including the video link), click on the “save” button at the end of the application area.
- l) By clicking on the “save” button you will be able to “Submit Partnership Project Proposal” as the respective button is enabled at the end of the Application area. Note that you will not be able to make any changes to the application once your application package has been submitted.

Personal data subject to collection is not and will not be disseminated. However, personal data may be stored or transferred to other data controllers, for historical, statistical or scientific purposes, in anonymous and aggregate form. Your personal data may also be transmitted to the Judicial Authority, supervisory and control authorities if required by laws or regulations or is requested under legitimate measures. For further information you may send an e-mail to privacy@worthproject.eu

Submit Partnership Project Proposal

- m) You will receive an automated notification informing that the application has been successfully submitted.





Delete files

- a) You can delete files from the application sections by clicking on the “trash” icon at the top right of each section. By clicking on the “trash” icon, the “change file” button is replaced with the “Upload” button.

I. Project Proposal

[Download Project Proposal Template](#)

Upload the Project Proposal



project-proposal-upload-GARRUK_PROYECTOS_1461_001.pdf

[Change file](#)

Get inspired by taking look at the [Project Proposal Model](#)

- b) Save changes by clicking on the “Save” button at the end of the application section.
- c) Be aware that every time you click on save changes, the “edit” mode is disabled. To edit your application, follow the instructions as described in step “a” of the previous section (page 10 of this document).