

# How to register and submit grant applications

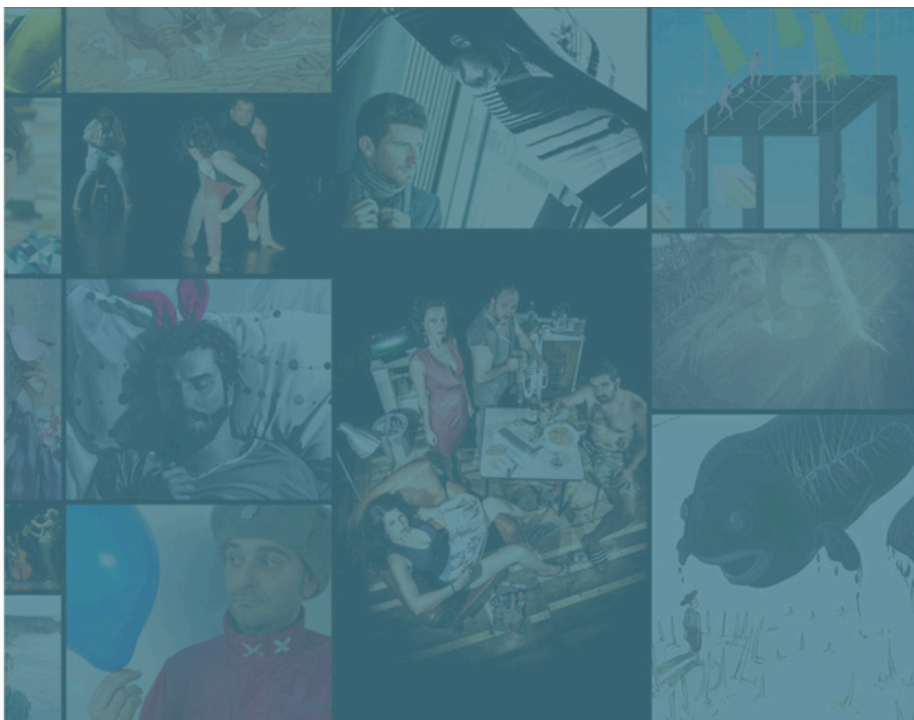
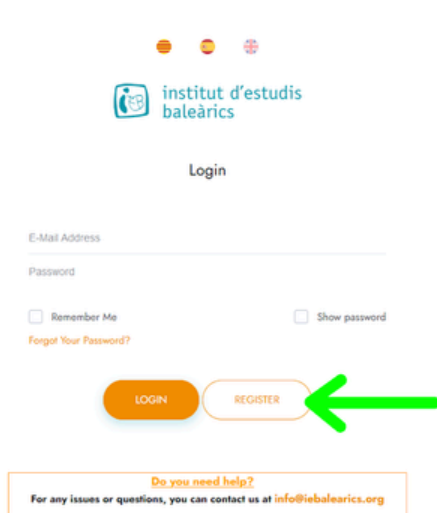
·INSTITUT D'ESTUDIS BALEÀRICS·

1st period: up to April 30th  
2nd period: from May 1st to September 5th


→ **ONLY** for foreign individuals and legal entities ←  
**WITHOUT** a valid digital certificate in Spain

## 1st STEP: REGISTRATION ON THE PLATFORM

- Acces to <https://grants.iebalearics.org> and click on “REGISTER”



- The following registration form will appear. All fields are mandatory. Check the number of characters that the password must have, then click on SIGN UP.



**institut d'estudis baleàrics**

### Register

Fill in the following information to create an account

VAT#ID \_\_\_\_\_

Name/Entity name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Contact phone \_\_\_\_\_

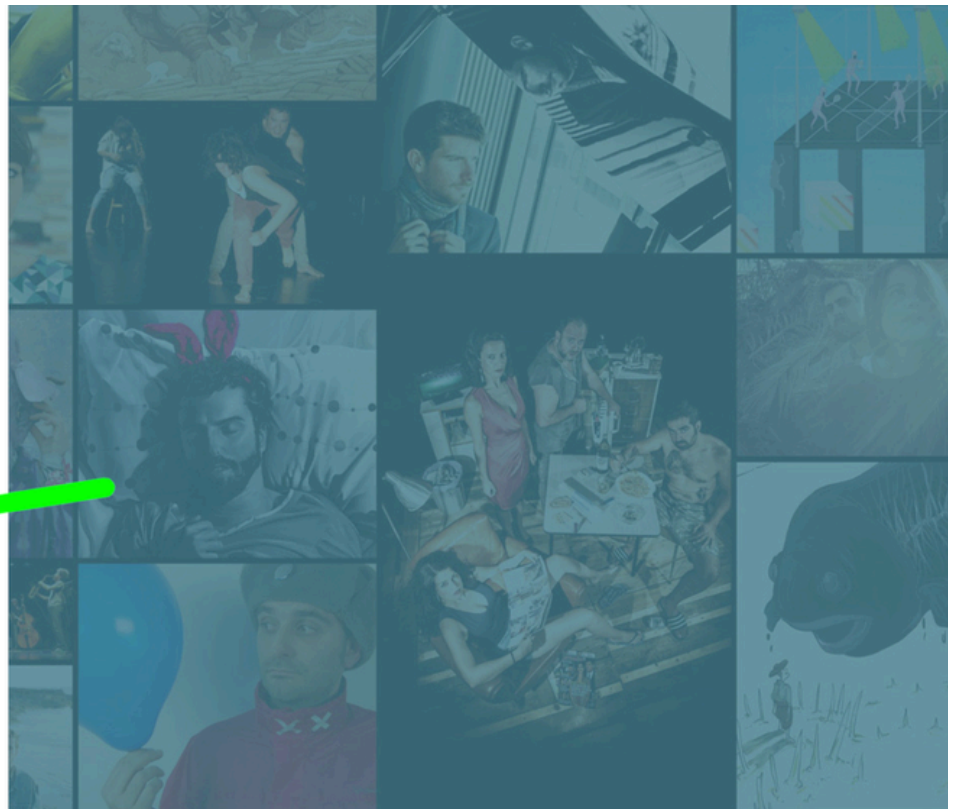
Password \_\_\_\_\_

Confirm Password \_\_\_\_\_  Show password

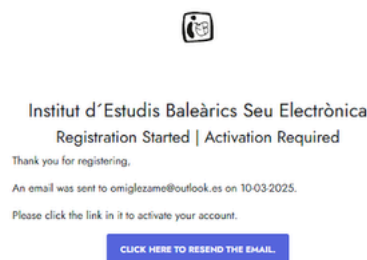
**Required:** All fields are required

**Password:** Must be between 6 and 30 characters

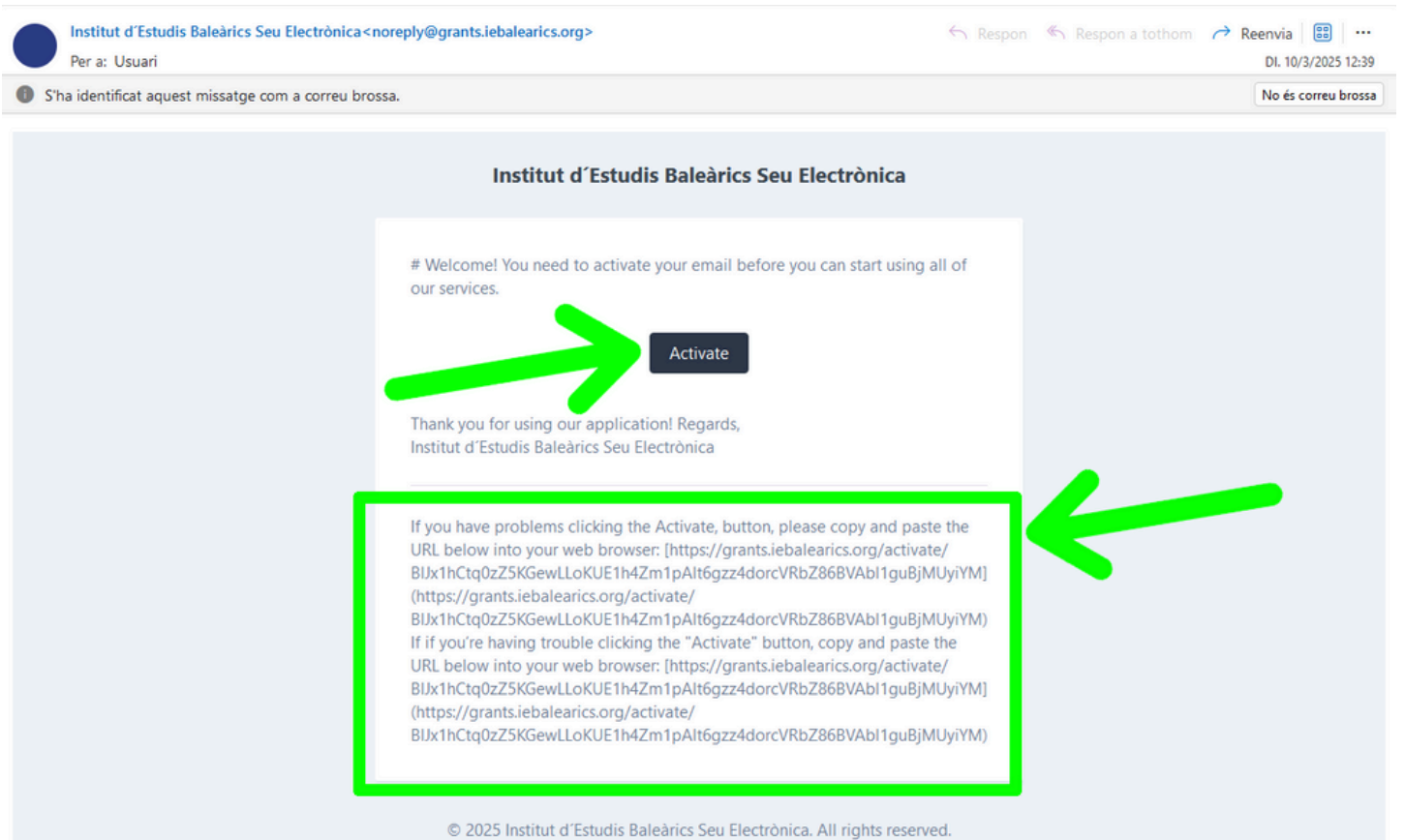
**Email confirmation:** After registration you will receive a confirmation email (check spam folder), click on the button inside the email to confirm your account



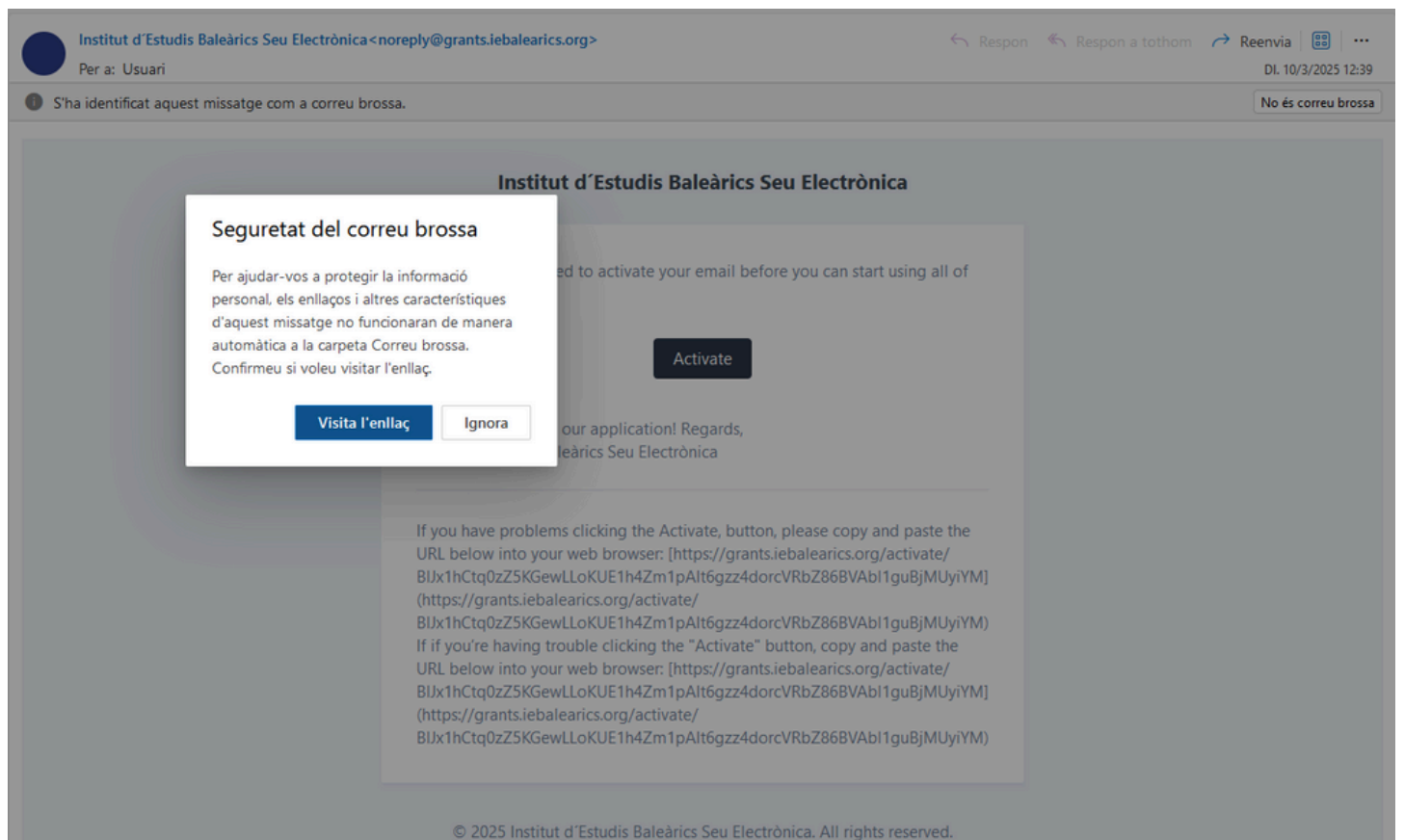
- You will receive a confirmation email. If you do not receive it in your main inbox, you must check your spam (the sender is [noreply@grants.iebalearics.org](mailto:noreply@grants.iebalearics.org)). If you see that this email is neither in the main inbox nor in spam, click on the blue button that is shown to resend this email. Please, when you check your email use the same browser that you are already using for the registration.



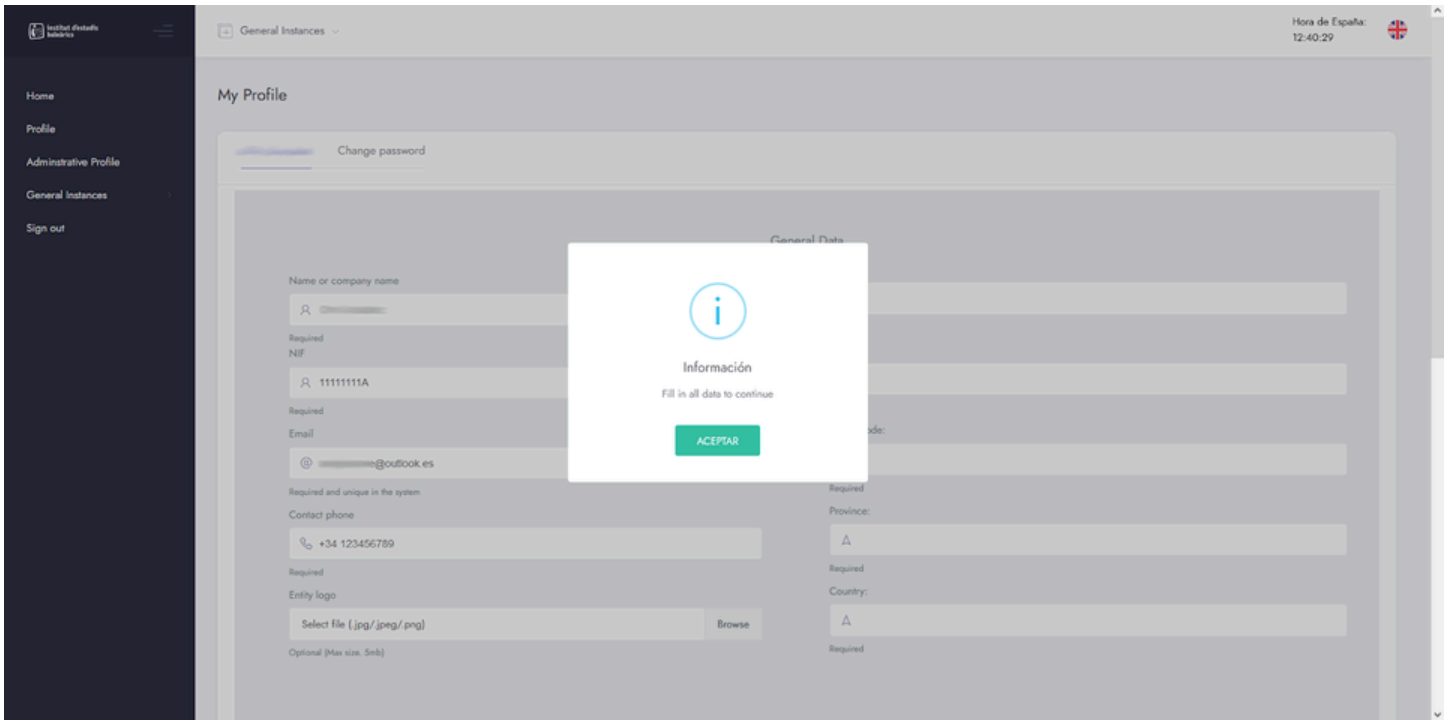
- Now please press the ACTIVATE button. As the message indicates, if you don't succeed when clicking the button, please copy and paste the link (the one inside the brackets, without the brackets).



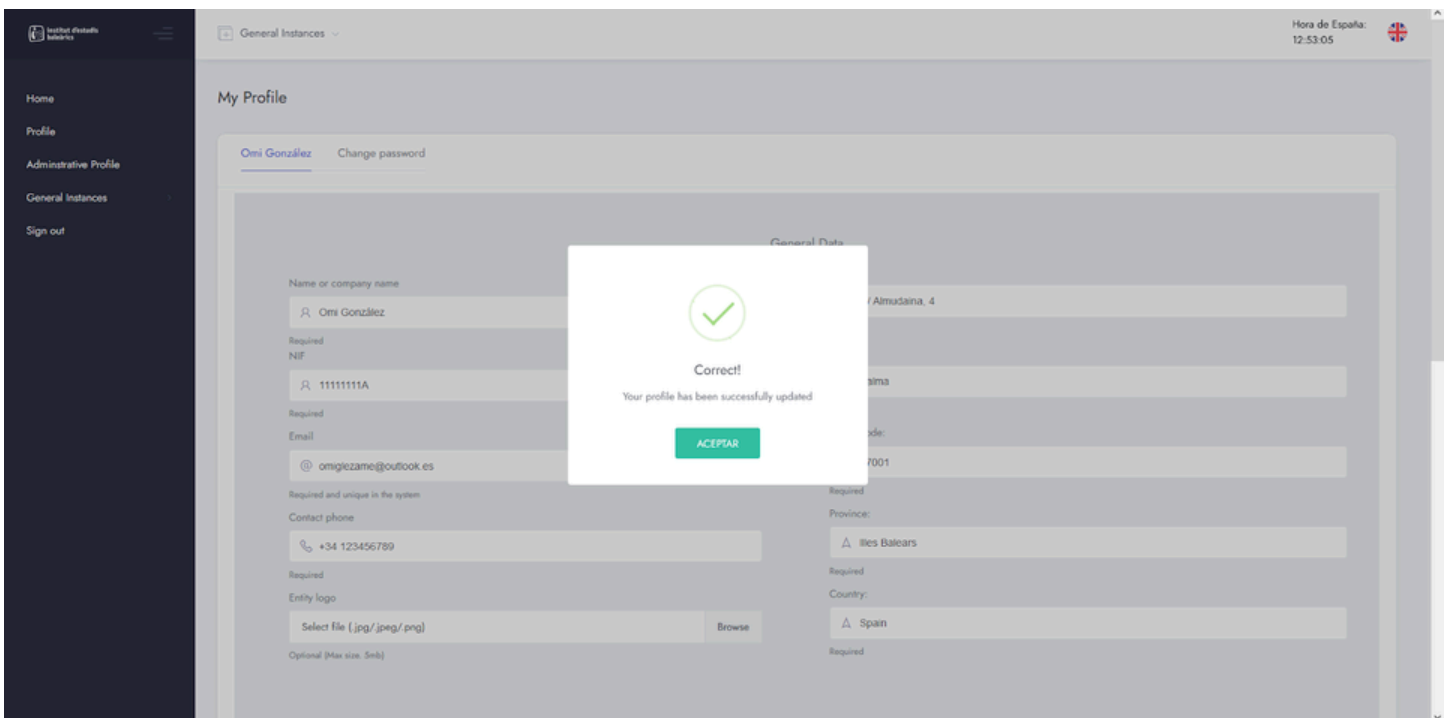
- If you see a warning similar to the one shown in the following image, you must click on the blue button "Visit the link".



- This link will open a new tab on your profile page on the platform and ask you to finish filling in your details.



- Fill out the form with your details. Please keep in mind that the email address you provide for your legal representative is where you will receive notifications and confirmations.



- If everything went well, a pop-up message will appear informing you that your data has been updated correctly.

## 2nd STEP: FILL IN YOUR ADMINISTRATIVE PROFILE

- In the left side menu, if you click on Administrative Profile, you will be able to create an administrative profile with important data. It can be really useful because some of these data will be requested

throughout the whole process. Also, you will keep this profile in case you need to submit more than one application. It consists of the following sections:

- 1.Applicant's Information (mandatory)
- 2.Website (optional)
- 3.Documentation providing personality (optional)
- 4.Bank documentation (mandatory)
- 5.Supplementary documentation (optional)
- 6.Confirmation (mandatory)

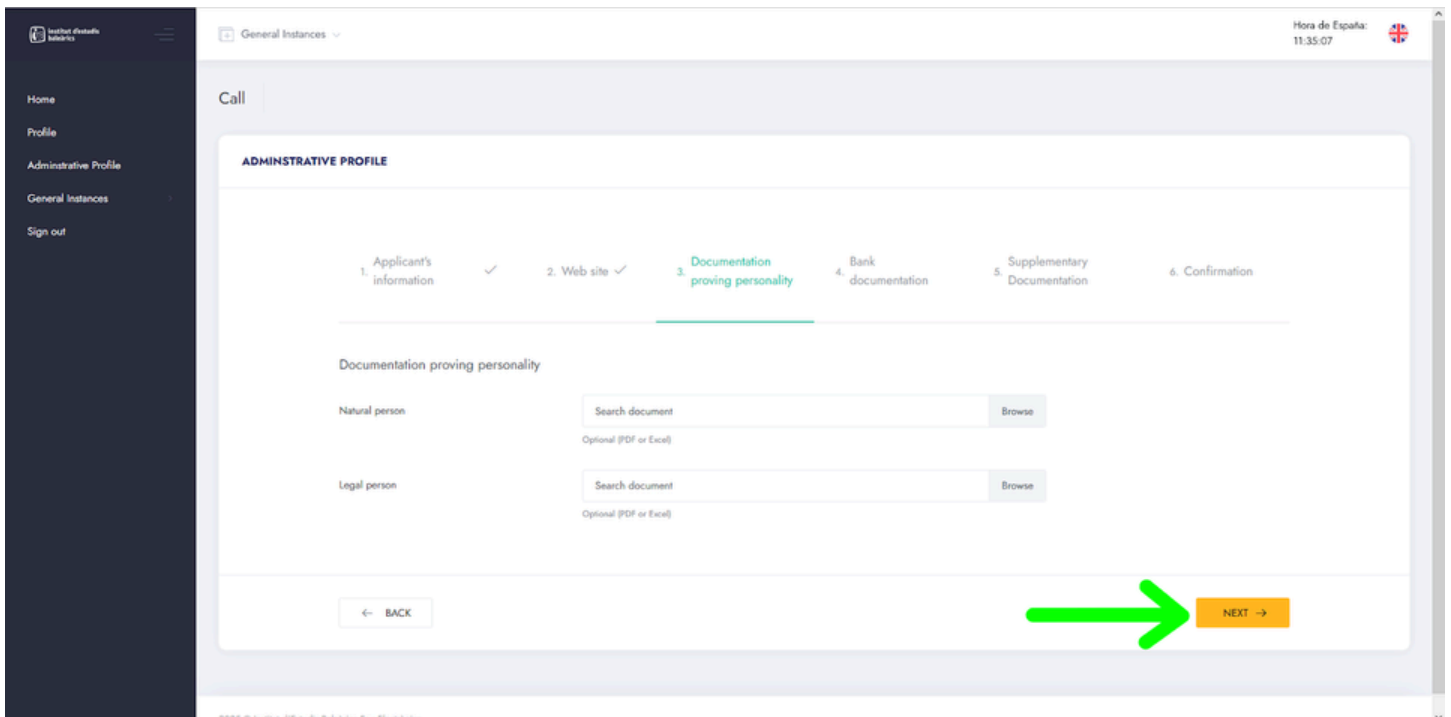
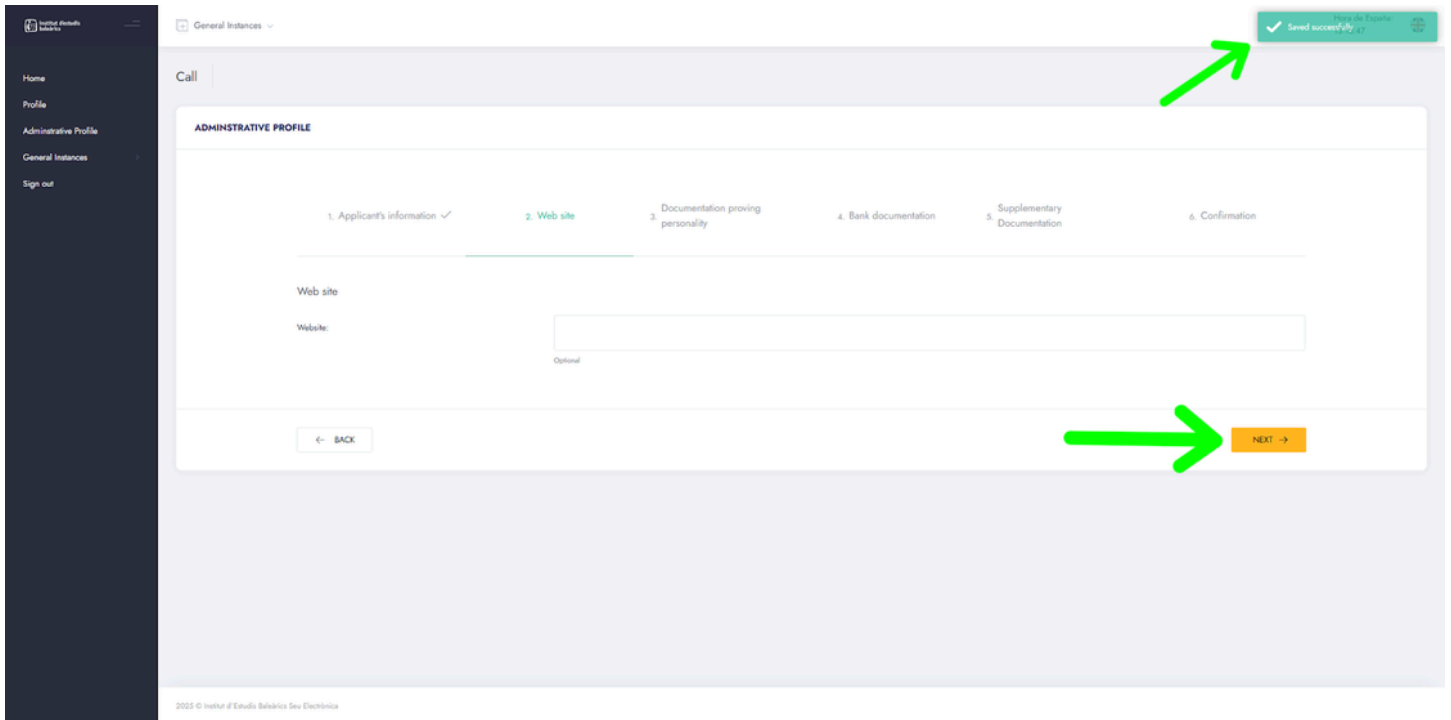
The screenshot shows the 'ADMINISTRATIVE PROFILE' page. The sidebar on the left has a green arrow pointing to 'Administrative Profile'. The main content area has a progress bar with six steps: 1. Applicant's information (highlighted), 2. Web site, 3. Documentation proving personality, 4. Bank documentation, 5. Supplementary Documentation, and 6. Confirmation. The 'Applicant's information' section includes a text area for 'Entity's description (max:500 characters)' with placeholder text, and three input fields for 'Interlocution with Fons': 'First and last name of the interlocutor', 'Position', and 'Phone number'. All fields are marked as 'Required'.

- In the first section all fields are mandatory. When you have filled them in, please click NEXT as shown in the image.

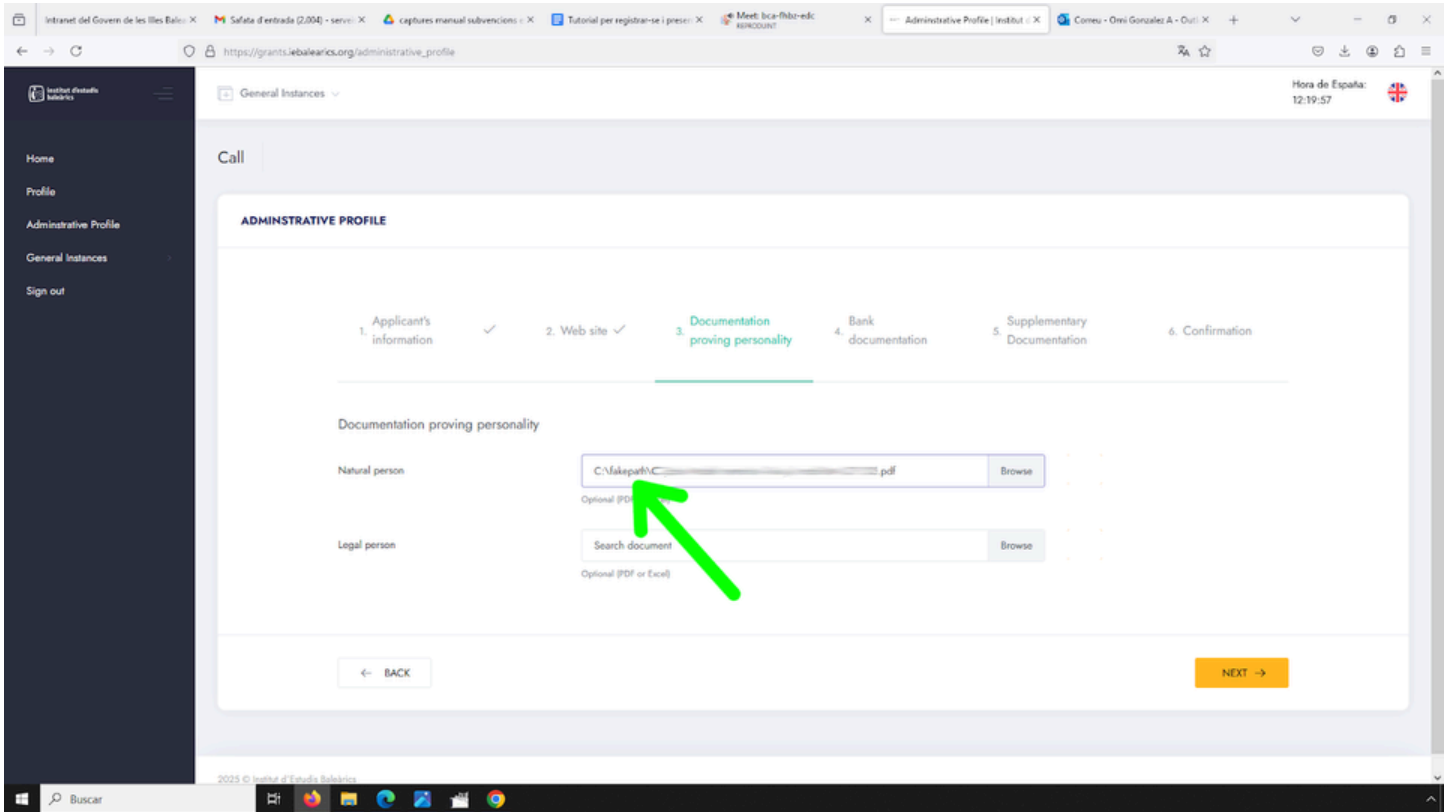
The screenshot shows the 'ADMINISTRATIVE PROFILE' page with the second section, 'Interlocution with Institut d'Estudis Balearics Seu Electrónica'. The progress bar now shows step 2 as active. This section includes input fields for 'First and last name of the interlocutor', 'Position', 'Phone number', and 'Email'. The 'Phone number' field contains '+34 123456789' and the 'Email' field contains '123456789@outlook.es'. A green arrow points to the 'NEXT ->' button at the bottom right of the form.

- The next two sections are optional, so you do not need to fill in the fields but you do have to click NEXT to move on to the following part. Each time you click on NEXT you will see a message appear

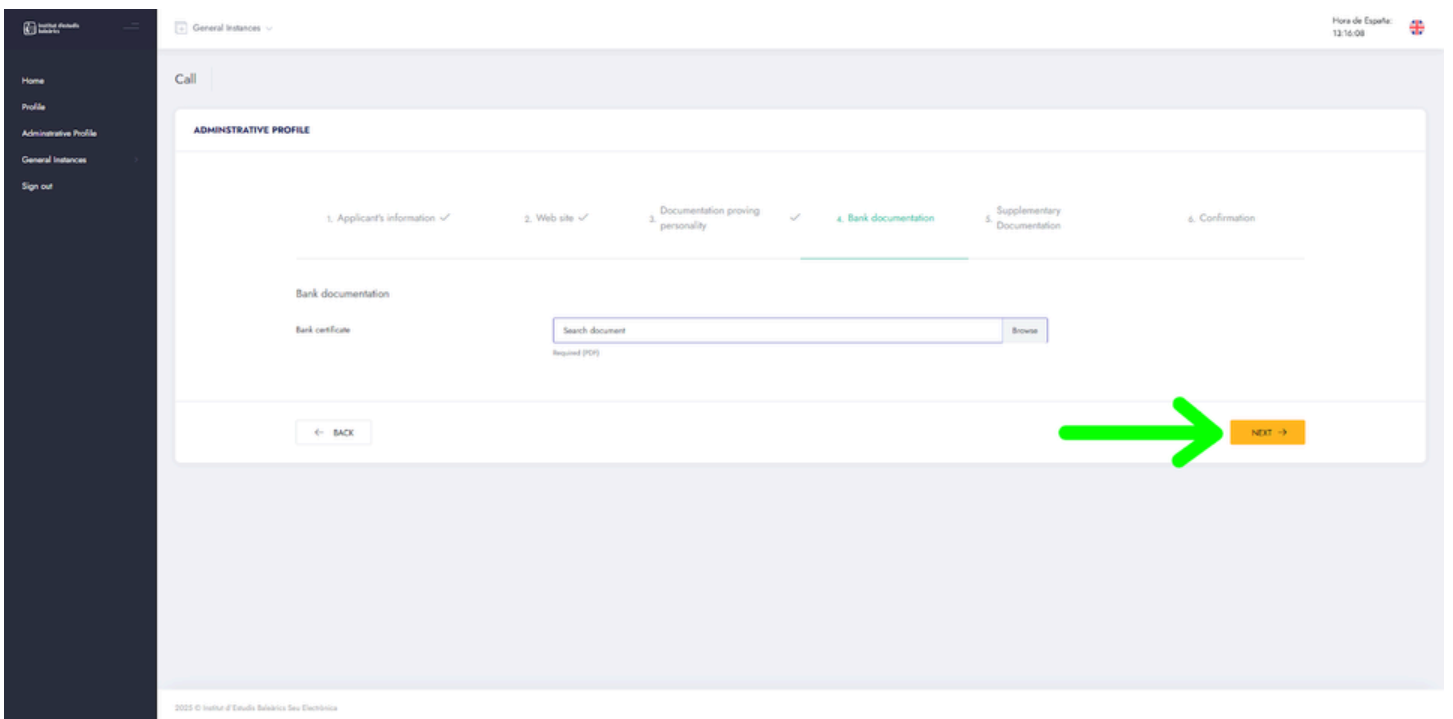
at the top right indicating that the data has been sent correctly, that is, it has been saved correctly.

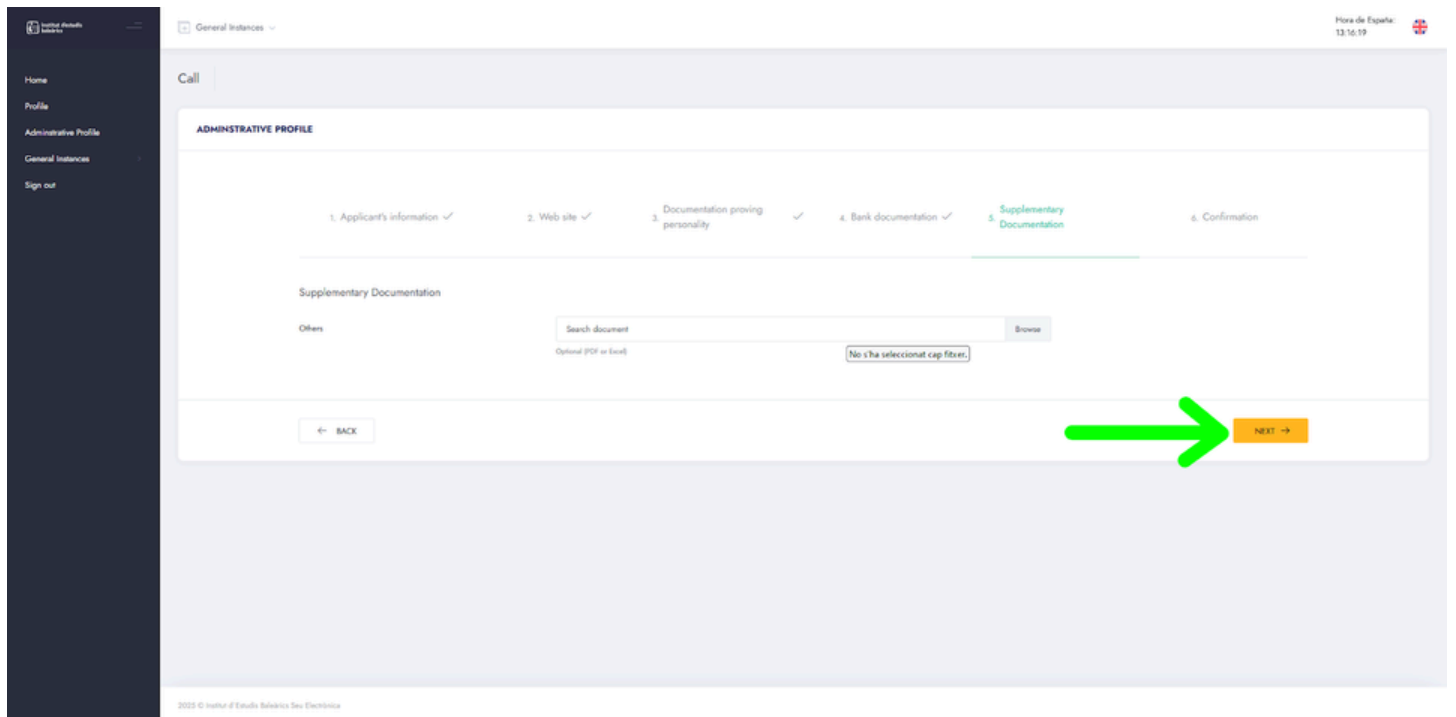


- If you attach any file, you will see this path appear. Do not worry about the fakepath, your file will be uploaded correctly.

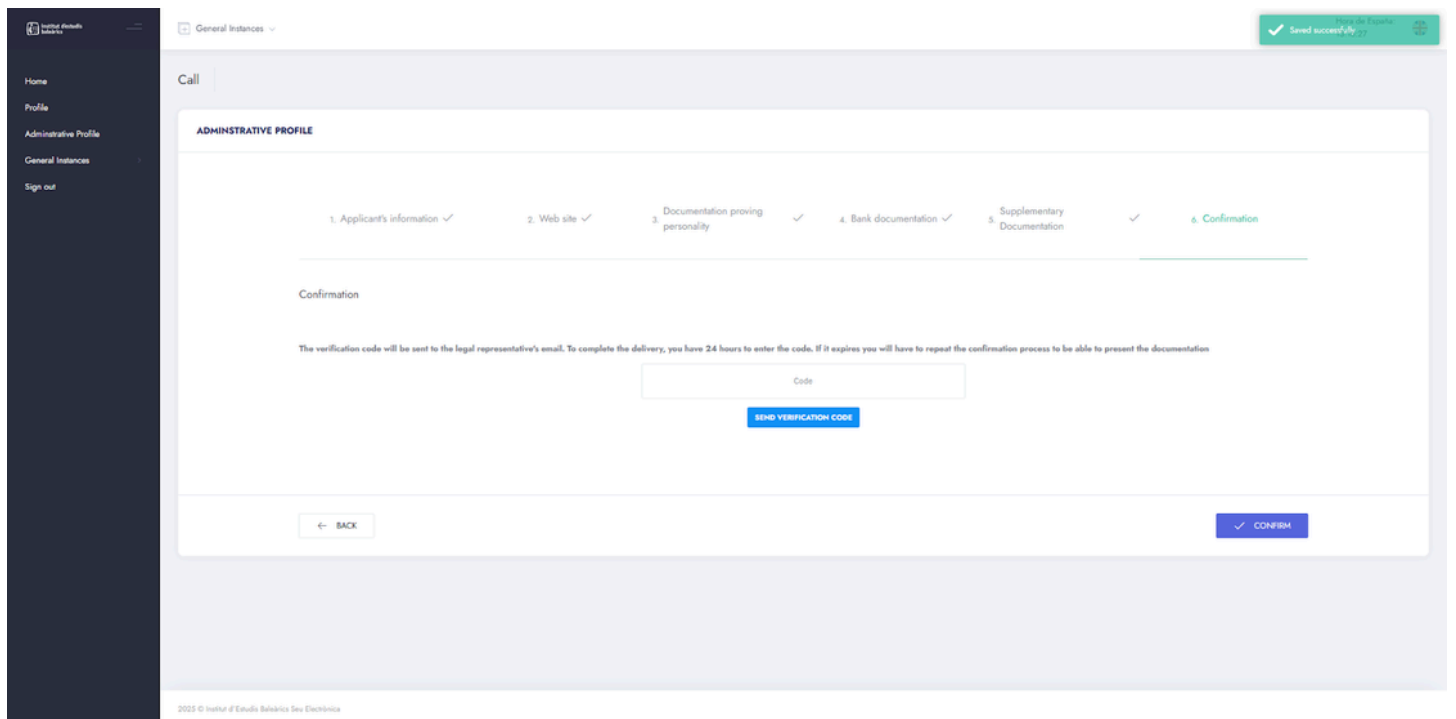


- Here you have to attach your bank certificate. This section is mandatory.

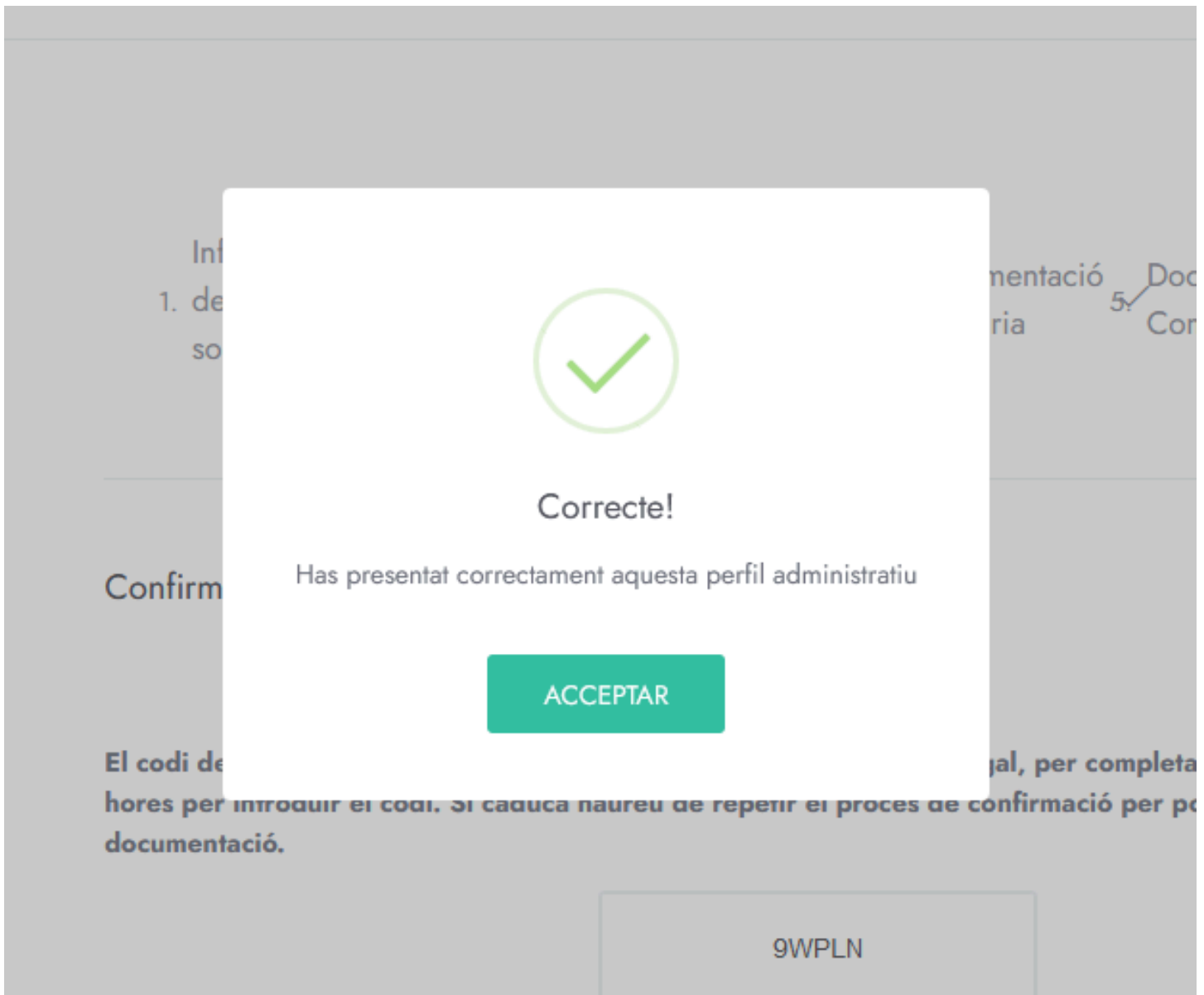




- Finally, in the Confirmation section you will have to do the same as shown in the section about creating instances. You will have to click on the SEND VERIFICATION CODE button, then check the legal representative's email to get the email with the verification code (remember that if it is not in the main inbox you must look in spam), then enter the verification code in the box and click on CONFIRM.

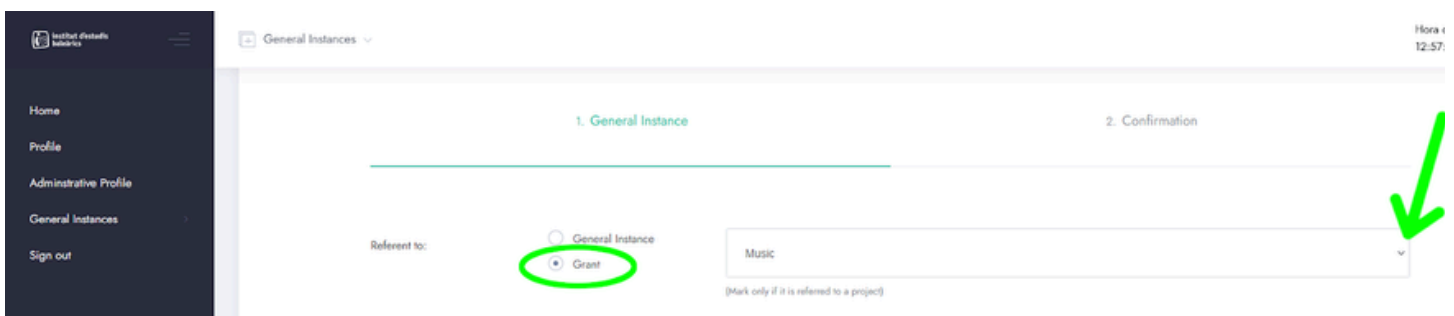


- You should see a notification similar to this and your administrative profile will have been successfully updated:



### 3rd STEP: SUBMIT AN APPLICATION (A GENERAL INSTANCE)

- At the top, on the left side, you will find “+ General Instances”. Please click on it. Then please press “New Instance” to create an application for a grant.



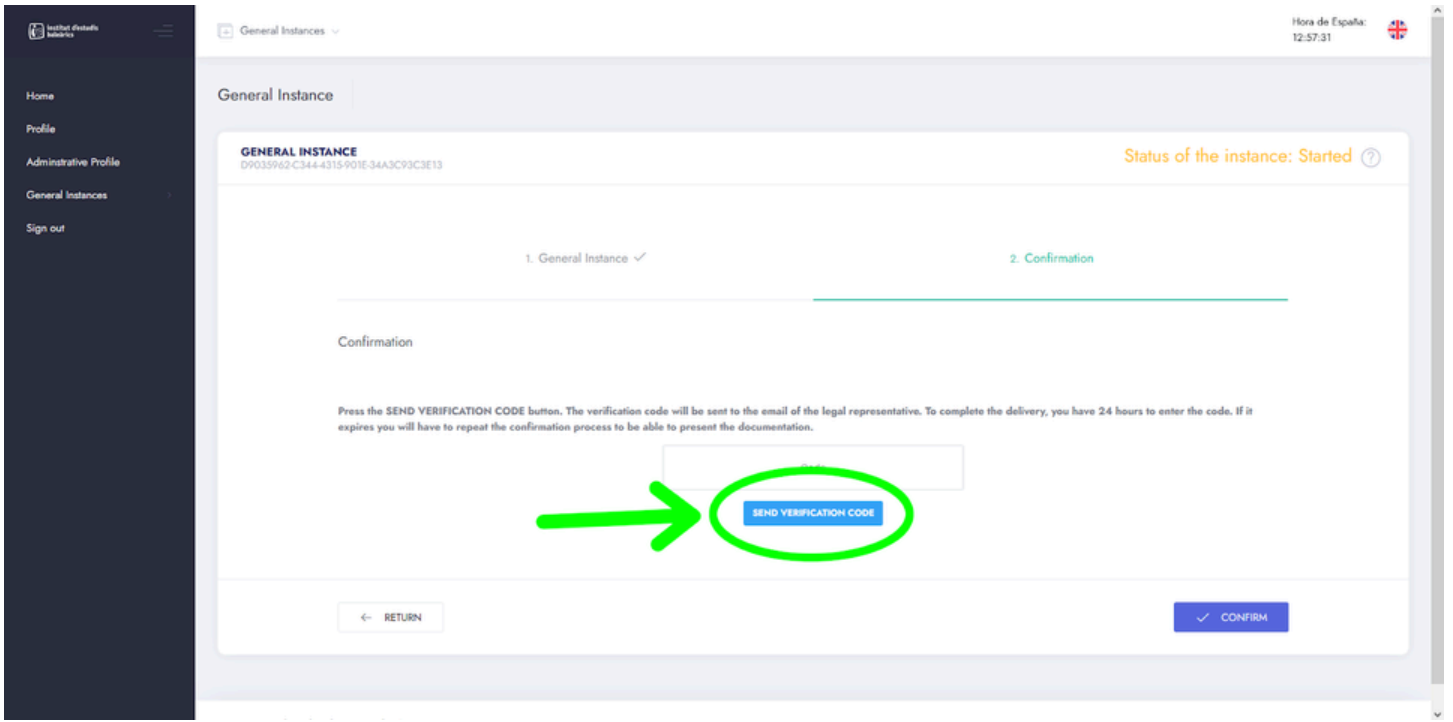
- This screen will appear with the instance creation form. It consists of two parts:
  - General Instance

- Confirmation

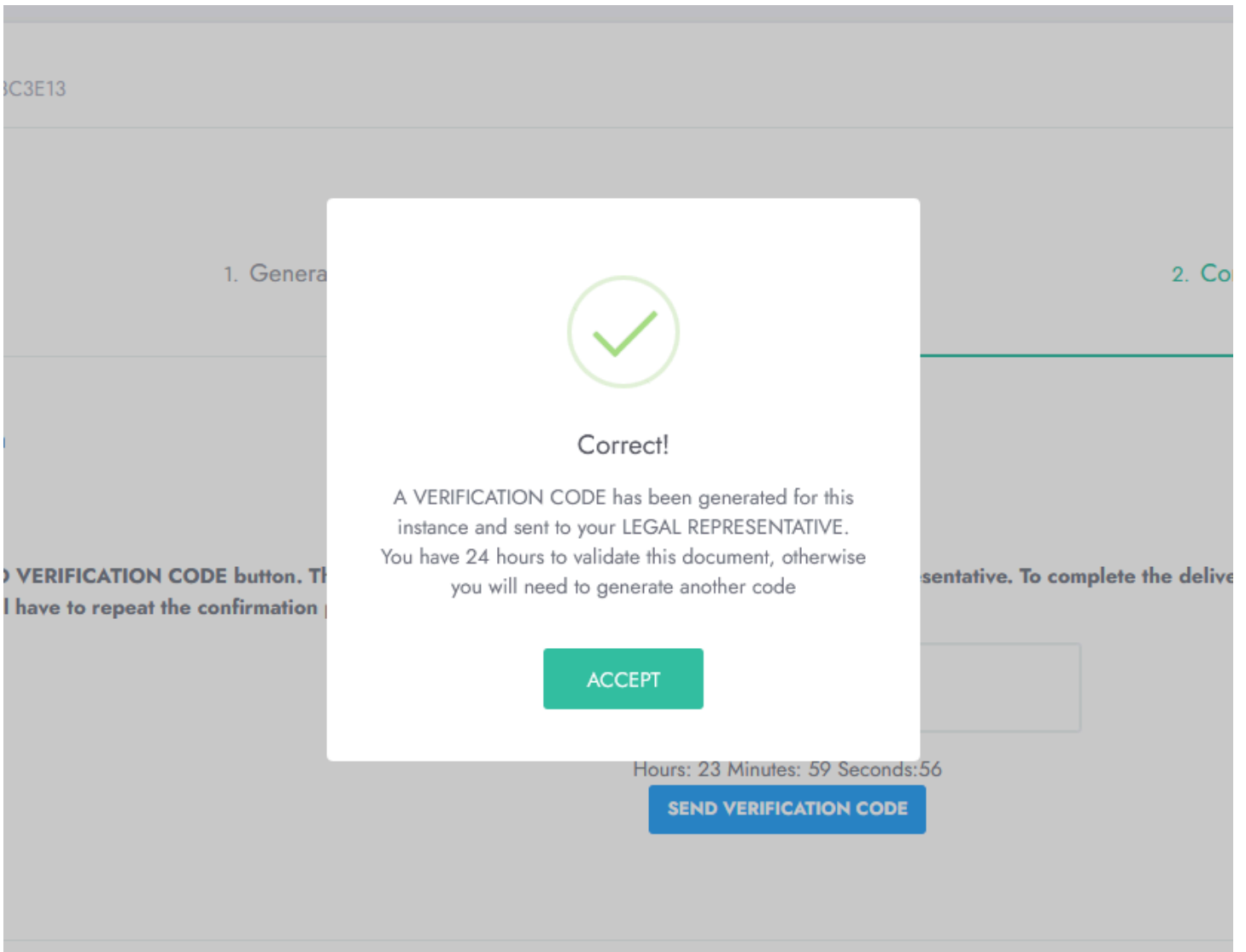
To request a grant, click on “Grant”, circled in green in the image. Immediately to the right, the drop-down box marked with the green arrow will appear, which will help you indicate the area of the grant you want to request (if you click on any area of the box, you will be able to see the different options).

- Here you have to attach the annexes and documentation related to the call of the grant that you are applying to. Please check the call published on our website if you have any doubts in this regard. As you can see, you can attach up to 6 files, so you may need to compress some of your documents.

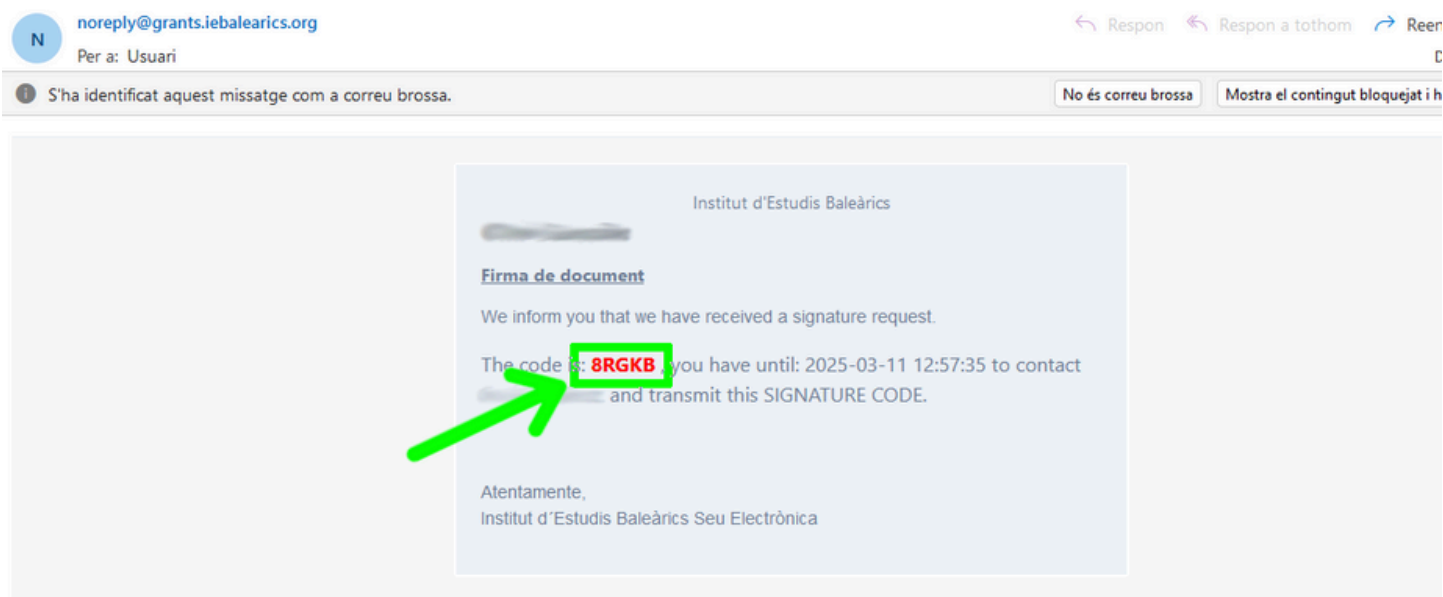
- When you have filled out the form, press the NEXT button to move to the Confirmation part. Here you have to press SEND VERIFICATION CODE. This code will be sent to the email of the legal representative that you indicated at the beginning.



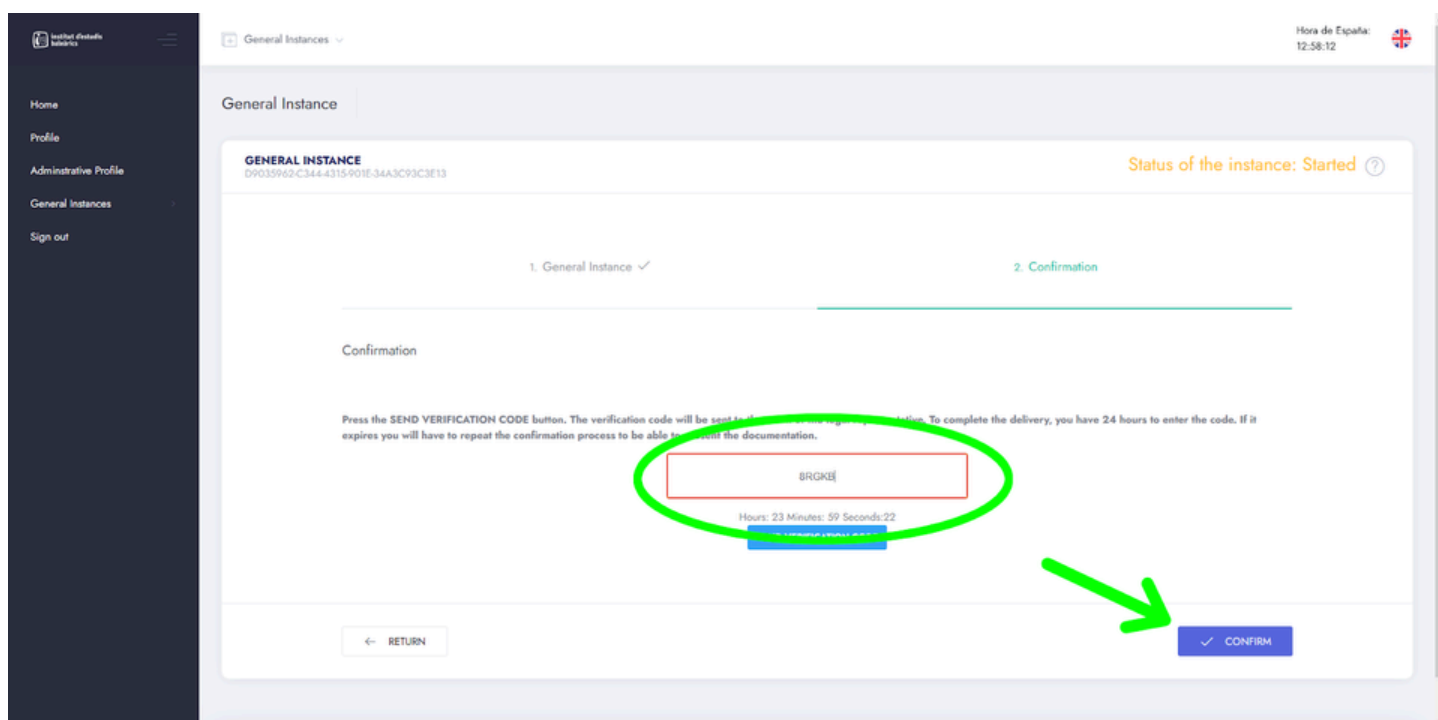
- A pop-up will appear informing you that this verification code has been generated. Please note that this code is valid for 24 hours.



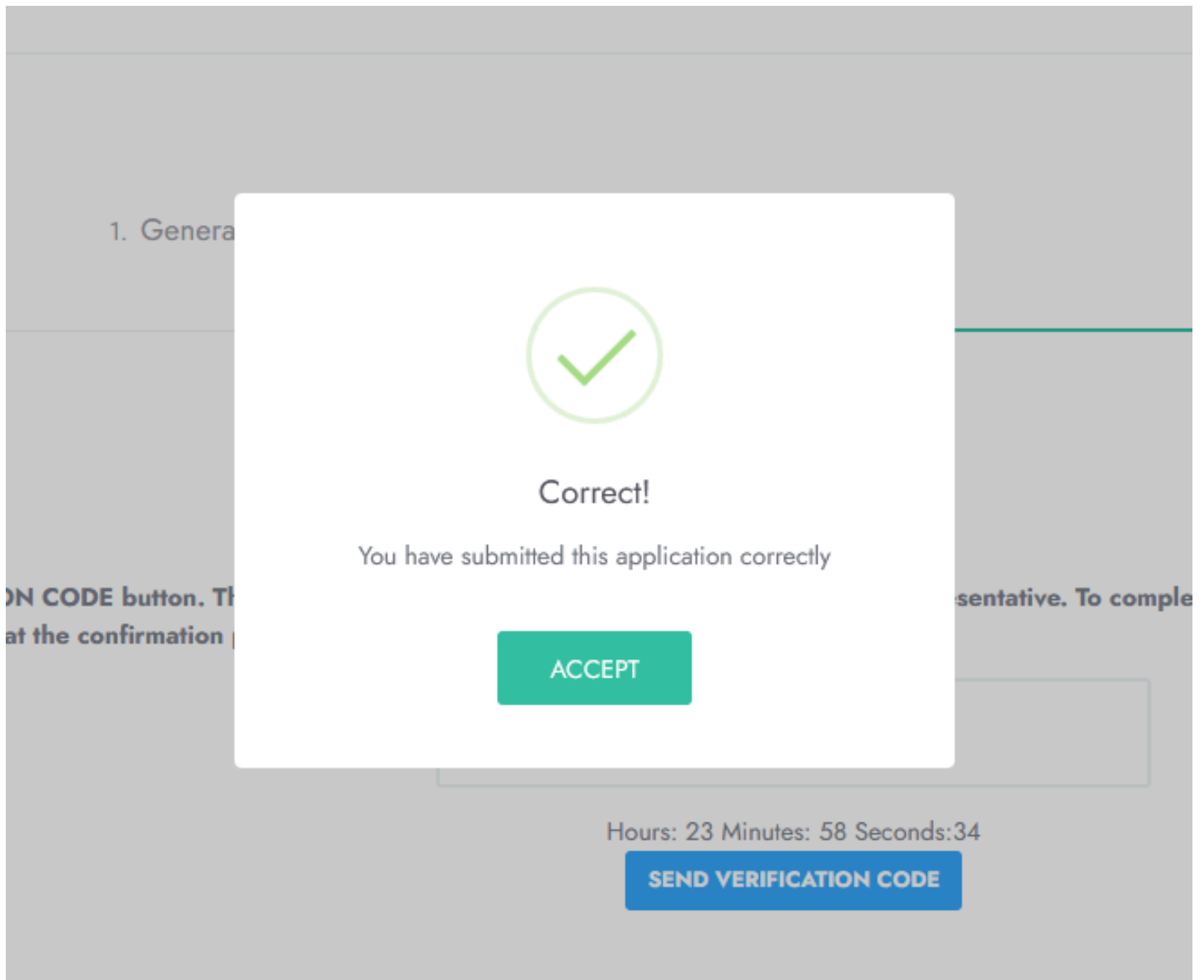
- Now you must check that this code has arrived in the email of the legal representative you have provided. Please use the same browser that you are already using for checking your email. Remember to check your spam if you do not see this email in your main inbox. You will see the code clearly visible in bold with a format like the example in the image that we have marked inside a green rectangle.



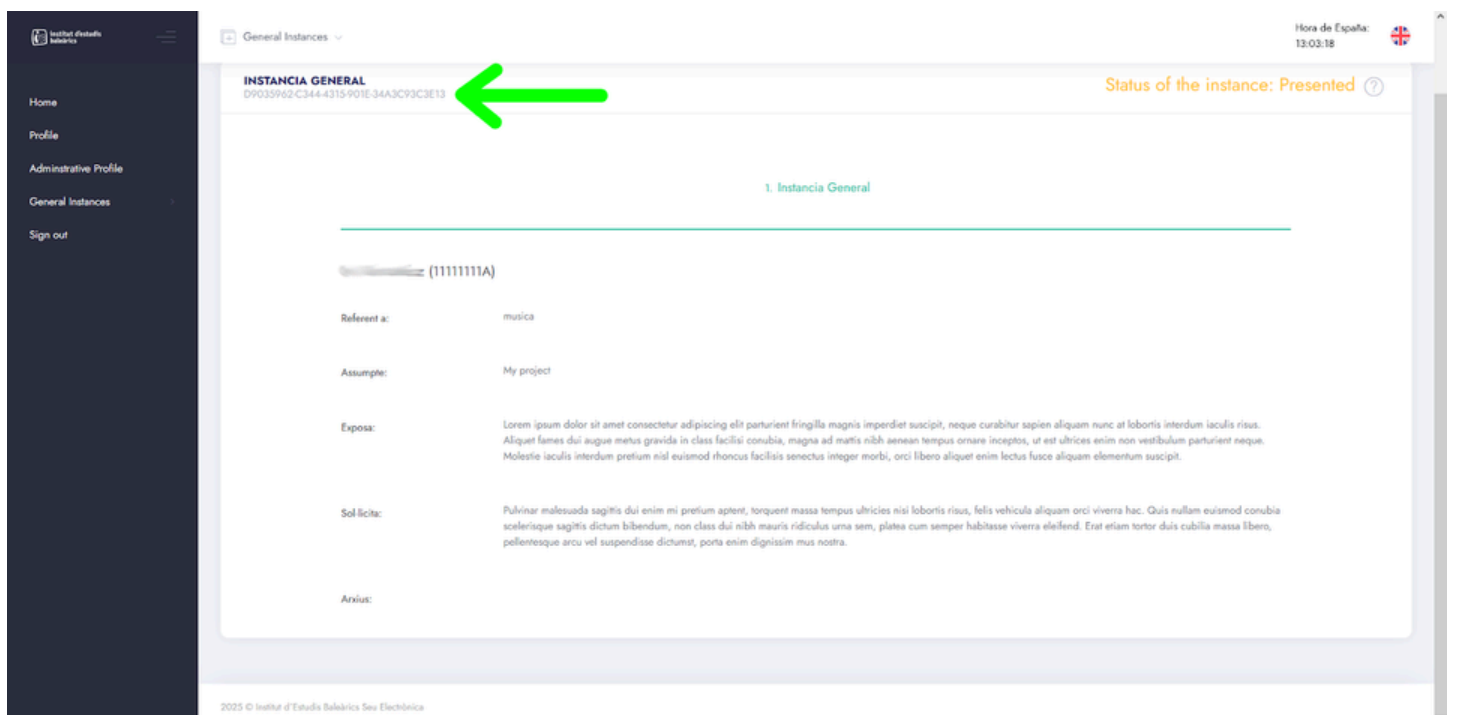
- Return to the Confirmation screen and enter the code in the box marked with a green circle. In the example image, we have already typed it in. Then click CONFIRM.



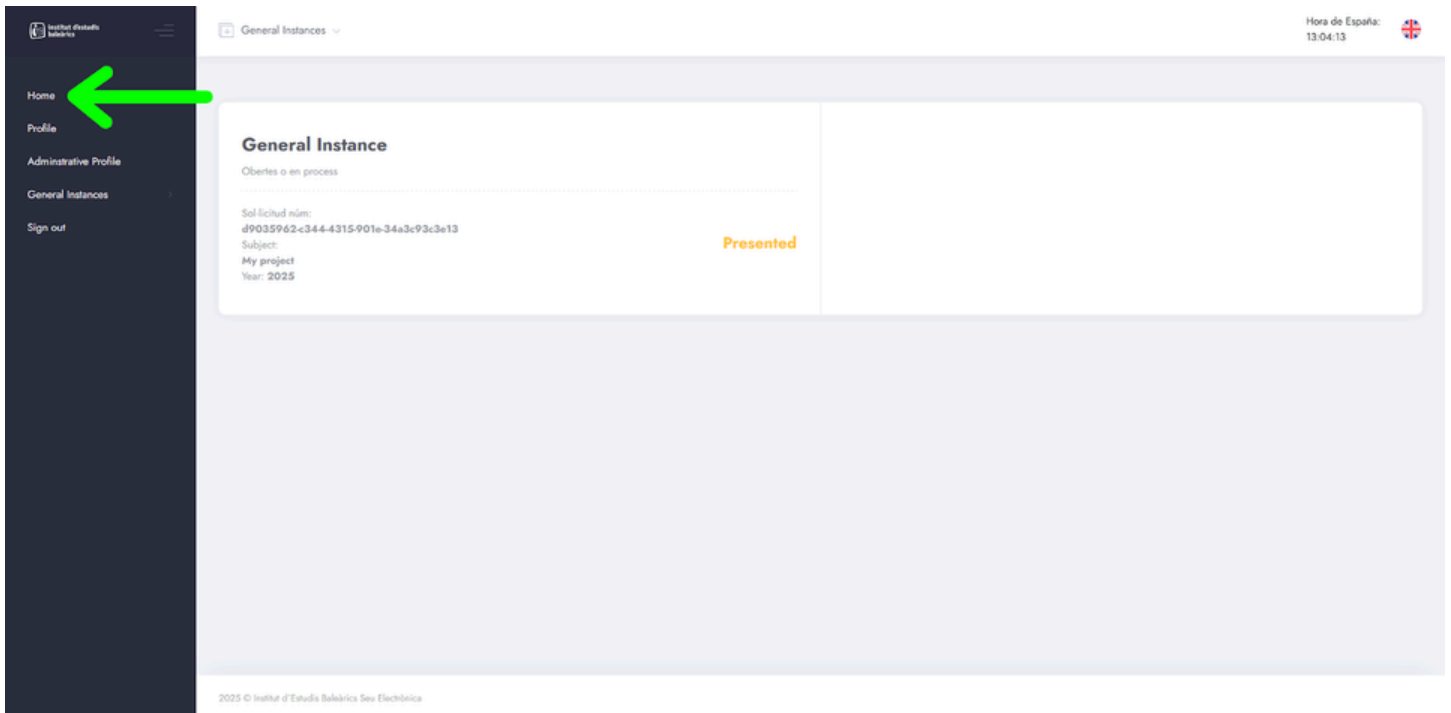
- An informative pop-up should appear informing you that you have submitted the application correctly.



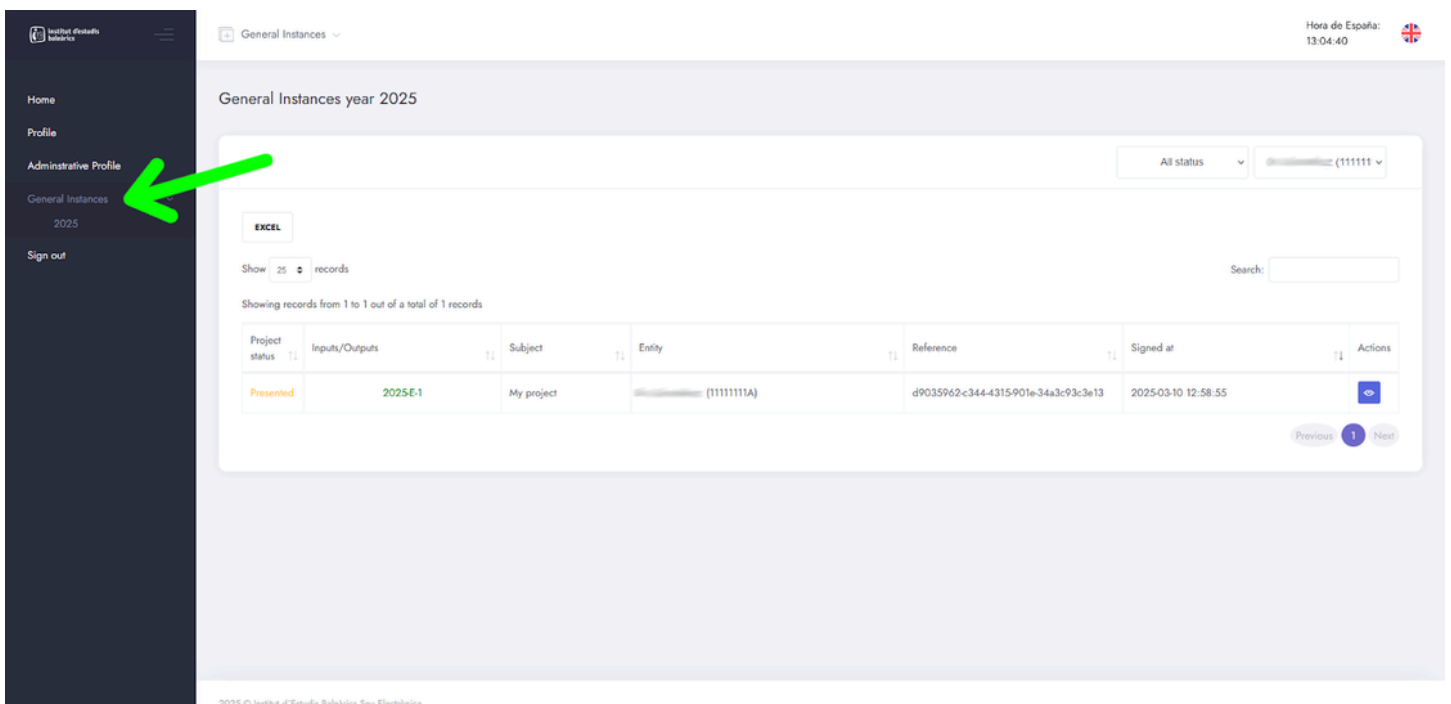
- When you press the ACCEPT button, it redirects you to the instance that has just been created. You will be able to check the data that you entered, the files that you have attached, etc. The instance reference code is shown, indicated by the green arrow.



- If you now click on Home in the left side menu, this screen will appear with the instances you have created. In our example, the one we created appears with its status of Presented.



- If you click on General Instances, a drop-down will open to select the year and you will find there your instances.



- Once our staff examine your applications, is possible that you receive some communications from them requesting something. If so, you will receive an email like the following one:



institut d'estudis  
baleàrics

falta el certificat

Atentamente,  
Institut d'Estudis Baleàrics

Registre núm: **2025-S-7**

- In order to reply to this communication, you cannot reply to the email. You will have to create a new instance and attach the document requested. In these cases, please in the section "Subject" indicate the registration number indicated at the end of the email. In the example, the registration number is 2025-S-7.

1. General Instance

2. Confirmation

Referent to:  General Instance (Mark only if it is referred to a General Instance)  
 Grant

Subject:

Mandatory

Expose:

If you have more questions, do not hesitate to contact us by sending an e-mail to [subvencions@iebaleaics.org](mailto:subvencions@iebaleaics.org)

Thank you for your attention!