**Project Details in KA152 applications**

**Steps**
- 1. Open “Project Details”
- 2. Add activities
- 3. Provide required information for “Youth Exchanges - Member States and associated countries” or “Youth Exchanges - third countries not associated” activity
- 4. If applicable, provide information for a “Preparatory Visit” activity
- 5. Update an activity or a flow
- 6. Delete an activity or a flow
- 7. Example of a completed “Project Details” section

**Related Articles**

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**Take note**

The illustrations in the Application Forms wiki pages are for consultation purpose only and may not always reflect the latest implementation. There may be minor changes to the screen appearance and layout which are described on the updated page: [How to complete the application form](#).

In the **Project Details** section of the application form you are asked to provide information on the foreseen activities for your project, including the amount of EU grant that you are requesting to implement them.

At project details level you will first define your **activities**. In the activity details in general you will define the destination country/location of event, start and end date. Each main activity may contain one or more **flows**, detailing the planned activities, including number and type of participants, country of origin and country of destination, travel distance and time, and the planned costs. The **Budget Summary** for each activity provides an overview of the planned costs and the requested amount of EU grant.

A **Youth Exchanges** project involves one or more mobility activities of young people to one or more member states and/or third countries.

Each main activity may contain one or more **flows**, detailing the planned mobility activities, including number and type of participants, travel distance and time, and the planned costs.

It is also possible to plan **Preparatory visits** to the location(s) of the planned activities.

For further details please refer to the **detailed steps** description below.

You might have to use the **scroll bar(s)** to access all available information in the sections and subsections. Move between sections and subsections by clicking on them in the **Content menu** or use the arrow button (↑) to move to the next section.

To gain additional space on your screen you can also close the **Content menu** using the collapse menu icon (♂) or work in **Full screen** mode.

See [How to complete the application form](#) for details.

**Take note**

The number of activities you want to specify for the selected project depends on your organisation needs and expectations. A minimum of one activity must be added. The maximum number of activities for the selected type of project may be limited.
Before you start

- You must have completed sections Context and Project Rationale in the application form.
- You must have completed the Participating Organisations section, adding the organisations involved in the project. The associated Country of Origin or Country of Destination will be used for one or several activities in the Project Details section.
Steps

1. Open "Project Details"

Click on Project Details in the Content menu. The Project Details screen opens. Initially, a table with one empty row is displayed on screen.

For each activity you add, a set of subsections will be listed in the Content menu.

Information

The number of activities you want to specify for the selected project depends on your organisation's needs and expectations. At least one activity must be added to your application.

2. Add activities

2.1. Activity types available for selection

In KA152-YOU application forms, three activity types are available:

- Youth Exchanges - Member States and associated countries
- Youth Exchanges - third countries not associated
- Preparatory visits: only applicable with one or more Youth Exchange activities

Take note

A Preparatory visit must be linked to one or more Youth Exchange activities. You must fill in the details for Youth Exchange activities in your project before you can fill in details for a related preliminary visit.
2.2. Provide basic information for the first activity

From Project Details, fill in the available empty row with ID 01. Select the Activity type from the available drop-down list and provide a unique Activity title.

The ID will change to reflect the activity type selected and the Content menu will display the activity and the given activity title in brackets. The subsection is at this point marked with a red dot, indicating mandatory information is missing. A further subsection is added in the Content Menu under the activity: Flows and Budget Summary.

2.3. Add additional activities

If you plan more than one activity in your project, click on the Add activity button. Select the Activity type from the available drop-down list in the newly displayed row and provide an Activity title.

If you plan a preparatory visit activity, this must be linked to one or more youth exchange activities.

The Content menu will update to display all activities and the given activity titles in brackets in specific subsections. For each activity added, a further subsection: Flows and Budget also becomes available in the Content menu.
3. Provide required information for "Youth Exchanges - Member States and associated countries" or "Youth Exchanges - third countries not associated" activity

Take note
The details of some of the sections may vary depending on the selected activity.

3.1. Provide Youth Exchange activity details under "Activity"

Access the Youth Exchanges activity subsection for the activity to complete from the Content menu.

Complete all mandatory fields under Description of the Activity, including:

1. Question on whether the activity is itinerant: drop down list- select Yes if you expect the activity to take place in multiple countries, otherwise select No.
2. Country of destination: select the country from drop-down list. The list only includes the countries of the participating organisations previously added in the application, under Participating organisations.
3. Start date of the activity; default with the Project start date as specified in the Context section of your application. Change the date, according to your needs and the programme guide rules.
4. End date of the activity; default with the Project start date as specified in the Context section of your application. Change the date, according to your needs and the programme guide rules. The End date cannot be after project end date as displayed in the Context section.
5. Number of Groups: At least two groups must be defined.

Duration Excluding Travel (days) is automatically calculated based on the provided Start and End Date.

The remaining fields will be automatically populated when the related information is added in the Flows and Budget Summary subsection for the activity as described below.
A number of text fields are available for you to provide additional information on the planned activity. Complete all mandatory fields.
3.2. Click on "Flows and Budget summary"

Select Flows and Budget summary in the Content menu for the activity you want to complete, to open the flow details screen. Take note of the following:

- Each activity must include at least one flow.
- Flows and Budget are displayed as cards, with the key details displayed in the card header once you have filled in the required information. Each card can be individually collapsed or expanded using the dedicated up/down arrow.
- The first flow card is already available and can be filled in straight away. To add more flows, click on blue + icon on the Activity header for each additional flow card you want to add.
- The Flow ID is generated automatically and assigned incrementally.

The Total activity grant and the Total No. of persons for all flows in the selected activity will be calculated automatically as the flow cards are completed and displayed in the Activity header.

A flow can be deleted by clicking the delete icon (red X) and confirm.

A vertical bar to the left of the flow shows the completion status. If red, mandatory information is still missing in one or more flows, if green, the flow details are complete. A dot in the content menu also visualises the status.

Important

When filling in the flows for each activity, keep in mind the minimum number of participants required per activity (excluding Group leaders, facilitators and accompanying persons) as well as the maximum allowed number of participants at project level.

If these numbers do not comply with the rules, error messages will be displayed in the flow and/or activity list screen (Project Details) and you will not be able to complete the Project Details section.
Each flow is divided into a number of subsections, where you will specify flow details, itinerant and budget information. Each subsection is displayed as a card, which can be individually collapsed or expanded using the Edit icon or the dedicated up/down arrow.

Open each card in sequence and fill in the details. The form will adapt based on the information you provide, and you may need to fill in additional subsections or correct errors based on messages displayed on the screen.

Mandatory fields are marked with a red asterisk (*). Each card is initially preceded by a red line and displays the status Incomplete if there is missing mandatory information, either in that subsection or in another subsection that depends on it. Once you have correctly filled in all the necessary information, the line turns green, and the status is now displayed as Complete. Once all subsections are complete, the flow card is also marked as complete, with a green line.

3.3. Fill in the flow summary details

For each flow added to the activity, you must specify the flow details and budget information. In the Flow section for the flow you are completing, you have to specify:

1. Flow with facilitators only: checkbox to indicate that all persons in the flow are facilitators
   - In an activity you cannot have flows only for facilitators. If a flow has facilitators only, you must add at least one additional flow including regular participants
2. City of Venue: provide the name of the city
3. No. of facilitators: out of total of participants, for flows that do not include only facilitators
4. Group: drop-down list
5. Total No of Persons: including accompanying persons, group leaders and facilitators
6. No. of Accompanying persons: out of total No. of participants
7. Out of which No. of Persons with Fewer Opportunities: specify the number of participants with fewer opportunities; type 0 (zero) if none
8. No. of group leaders: out of total No. of participants, type 0 (zero) if none
9. Country of Origin: select the country from drop-down list. The list only includes the countries of the participating organisations previously added in the application, under Participating organisations
10. Start and End Date for the flow: both prefilled with the Project start date. Change the dates according to your needs. It must be within the duration of the Activity as previously specified and in accordance with the Programme Guide
11. Green travel: checkbox; check it if you plan to use green travel options
12. Travel days: add the number of travel days, if itinerant flow, add sum of travel days for all locations
   - The number of green travel days cannot be higher than 6
   - The number of standard travel days cannot be higher than 2

The Activity ID, Flow ID and Country of Destination are prefilled.

The Duration, Excluding and Including travel days, is automatically calculated.

⚠️ Take note

If you selected an activity with Third countries not associated to the Programme, please ensure that there are organisations from "third countries not associated to the Programme" involved in the project, and are already added under Participating organisations.
3.4. Complete the "List of countries for Itinerant", if applicable

If you selected the activity to be itinerant when completing the Activity details, the List of countries for Itinerant section becomes available and must be completed.

Select the Country of Destination from the available drop-down list. Enter the Duration including Travel (days).

Click on the Add a new country destination to add additional destination countries, if required.
When the Sum of **Duration including Travel (Days)** for all countries matches the **Duration including Travel** as specified in the Flow, the **Itinerant** section is marked as complete.

**Take note**

The sum of the durations for each country needs to be equal to the duration including travel of the flow. That means if you add more than one country destination, the total duration for all added destinations must be equal to the duration including travel days of the flow. Each country can only be added once.

In our example, we have added two countries of destination. The sum of the duration is in our example 21, as was required per the warning message displayed initially on screen.
3.5. Complete the flow "Budget"

A number of subsections are available to complete the Flow Budget.

3.5.1. Individual Support

The Individual Support budget information is based on the provided details of the flow and automatically calculated.

![Individual Support Budget Table]

3.5.2. Travel

To calculate the Travel grant for the flow, select the travel distance for the group in the available Distance Band drop-down list.

The Grant per Participant (EUR) and Total Travel Grant (EUR) for the flow are calculated based on the distance band selection made. This field is mandatory.

If exceptional costs for expensive travel are required, you must tick the related checkbox, then specify the expected costs in the Exceptional costs section below. When exceptional costs for expensive travel are requested, the standard Travel grant is reset to zero.
3.5.3. Organisational Support

The Organisational Support budget information is read-only. The calculations are based on the provided details of the flow and automatically calculated.

3.5.4. Inclusion support

The Inclusion support subsection is only available if the No. of Persons with Fewer Opportunities is higher than 0 (zero) in the Flow summary.

Type the amount you want to request for persons with fewer opportunities under Inclusion support for participants and provide a Description and justification of the expenses.

At the top of the Inclusion support subsection, you will find the number of participants and number of participants for inclusion support and the calculated amount for inclusion support.
3.5.5. Exceptional costs

If any participants require coverage of exceptional costs, such costs can be specified in this subsection.

Please note

If in the Travel section you have specified that your participants require exceptional costs for expensive travel, by ticking the Exceptional costs for expensive travel checkbox, you must add an exceptional cost item for the expected amount here.

To do so:

- Click on the Add exceptional cost button. A new empty line is added.
- Select the Exceptional cost type from the drop-down list and fill in the remaining fields.
- The Requested grant (EUR) is calculated automatically and displayed.

You can select between the following cost types and each cost type can be added more than once using the Add exceptional cost button:

- Exceptional costs for expensive travel (only applicable if this is selected in the section for Travel above)
- Exceptional costs for visa and other entry requirements

In our example below, we have requested Exceptional costs for expensive travel.
In the example below, different types of exceptional costs have been requested. The **Total Requested grant** is displayed at the bottom of the list and in the card header.

3.6. **Flow completed**

When all information for the flow is complete and correct, the **Flows summary** section is marked complete.

3.7. **Review the "Budget summary" of the activity**

The **Budget summary** displays the calculated grant of all budget items of the activity. It is automatically updated with the details provided in the individual flows of the activity.

In the Content menu all sections for the Activity are marked as complete when all mandatory information has been correctly entered.
### Budget Items

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Grant (EUR)</td>
<td>2 190.00</td>
</tr>
<tr>
<td>Organisational Support Grant (EUR)</td>
<td>1 950.00</td>
</tr>
<tr>
<td>Individual Support Grant (EUR)</td>
<td>15 400.00</td>
</tr>
<tr>
<td>Inclusion support for organisations (EUR)</td>
<td>500.00</td>
</tr>
<tr>
<td>Inclusion support for participants (EUR)</td>
<td>500.00</td>
</tr>
<tr>
<td>Exceptional costs Grant (EUR)</td>
<td>1 244.00</td>
</tr>
<tr>
<td><strong>Total Activity Grant (EUR)</strong></td>
<td><strong>21 792.00</strong></td>
</tr>
</tbody>
</table>
4. If applicable, provide information for a "Preparatory Visit" activity

4.1. Click on "Preparatory Visit" in the Content menu

Access the activity subsection for the Preparatory Visit activity to complete from the Content menu.

4.2. Provide details for Preparatory Visits under "Activity"

Complete all mandatory fields in the Activity section.

- **Related to activity**: select it from the available drop-down list. The drop-down list displays all activities of type Youth Exchange you added under Project Details. It is possible to select more than one related activity to a preparatory visit, if required.
- **Organiser of the preparatory meeting**: select one organisation from the drop-down list.
- **Venue of the activity**: prefilled automatically with the country of the selected Organiser.
- **Start date and End date** of the preparatory visit: select them using the date picker (calendar icon).
- **Complete the description fields at the bottom**.

The Number of Participants, No. of facilitators and Total Activity grant will be automatically updated here when the flow details for the preparatory visit activity are completed.

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**Description of the activity (Activity PREPV03, Preparation, Preparatory visits)**

**Data** | **Value** | **Info**
--- | --- | ---
IL | PREPV03 |  
Activity Type | Preparatory visits | 
Activity Title | Preparation | 
Related to activity | Please select... | 
Organizer of the preparatory visit | Please select... | 
Venue of the activity |  
Start date | 01/01/2025 | 
End date | 01/01/2025 | 
Number of participants | 0 |  
No. of facilitators | 0 | 
Total Activity grant | 0,00 € | 

**Please describe why you want to carry out a Preparatory Visit. What are its objectives and expected outcomes?**

Please complete...

**Please describe who will take part in the Preparatory Visit.**

Please complete...
4.3. Provide flow information for the preparatory visit

Click on Flows and Budget summary in the Content menu. By default, an empty flow card for flow 1 is displayed, as it is mandatory to have at least one flow for each activity.

If you require more than one flow in this activity, click on the blue + icon in the header to add additional flow(s).

![Image of Content menu and Project Details]

4.4. Complete the flow "Summary" for a preparatory visit

Click the Edit (pen) icon in the Flow Summary subsection to open the details for the flow Summary (if not already open).

For flows in preparatory visit activities you have to provide the following details:

1. **Flow with facilitators only:** checkbox to indicate that all participants in the flow are facilitators;
   - In an activity you cannot have flows only for facilitators. If a flow has facilitators only, you must add at least one additional flow including regular participants.
2. **City of Venue:** provide the name of the city
3. **No. of facilitators:** out of total of participants, for flows that do not include only facilitators
4. **Number of persons:** including accompanying persons, group leaders and facilitators
5. **Sending Organisation:** select one organisation from the drop-down list
6. **Country of Origin:** prefilled automatically with the country of the selected sending organisation
7. **Start and End Date** for the flow: both prefilled with the dates selected in the Activity details screen. Change the dates according to your needs. It must be within the duration of the Activity and in accordance with the Programme Guide.

![Image of Budget summary]

In a preparatory activity you cannot have flows only for facilitators.

There can be maximum 2 persons per sending organisation, plus 1 facilitator in a preparatory visit. The grant is awarded for maximum 3 persons per preparatory activity.
4.5. Check the flow budget for a preparatory visit

In Preparatory visit Grant the Number of participants, Grant per Participant and Total Grant (EUR) is displayed. All information is read-only.

4.6. Review the "Budget summary" for the Preparatory visit activity

The Budget summary is listed after the flows in Flows and Budget Summary subsection, at the bottom of the page, and can be easily reached by collapsing all the Flow details in an activity by clicking the down arrow on the Activity card.

It displays the calculated grant of all applicable budget items of the activity. It is automatically updated with the details provided in the individual flows of the activity.

In the Content menu, the subsections for the Activity are marked as complete, when all mandatory information has been correctly entered.
**Project Details**

Activity PREPV03, Preparation, Preparatory visits

<table>
<thead>
<tr>
<th>Flow</th>
<th>Number of persons</th>
<th>Country of Origin</th>
<th>Venue of the activity</th>
<th>Poland</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>France</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Ireland</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Start Date: 03/01/2008 - End Date: 06/06/2008

**Budget summary (Activity PREPV03, Preparation, Preparatory visits)**

<table>
<thead>
<tr>
<th>Budget items</th>
<th>Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory Visits (EUR)</td>
<td>2 040,00</td>
</tr>
<tr>
<td>Total Activity Grant (EUR)</td>
<td>2 040,00</td>
</tr>
</tbody>
</table>
5. Update an activity or a flow

To update the activity type or activity title of an activity, access the **Project Details** section and make the changes in the table as required.

To update additional activity details, such as duration or number of participants, select the relevant activity from the **Content** menu and make the necessary changes. Alternatively, from the **Project Details** screen, click on the **Edit (pencil)** icon for the activity to access the activity details to make the changes.

**Take note**

If you change the activity type, destination or period this may result in previously completed subsections of the activity being marked as incomplete. In such case, you have to check the marked subsection and update accordingly.

For example, changing the **Country of Destination** of an already completed activity has an impact on the flows belonging to the activity. The flow(s) for the activity must then also be checked and updated.

To update a flow under an activity, from the **Flows and Budget summary**, open the relevant flow and use the **Edit (pencil)** icon to open the applicable Summary, itinerant or a budget subsection of the flow and make the required changes.
## Activity YEXM501, YE-M501, Youth exchanges - Member States and associated countries

### Flow 1: Summary

<table>
<thead>
<tr>
<th>Country of Origin</th>
<th>Country of Destination</th>
<th>Romania - Total No. of persons</th>
<th>France - Total No. of persons</th>
<th>Total No. of persons</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>End Date</td>
<td>20/06/2024</td>
<td>20/06/2024</td>
<td>20/06/2024</td>
<td></td>
</tr>
<tr>
<td>Travel Days</td>
<td>Duration Including Travel days</td>
<td>2</td>
<td>18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Participants with Fewer Opportunities</td>
<td>No. of Accompanying Persons</td>
<td>No. of group leaders</td>
<td>No. of facilitators</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

### Flow 1: Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>No. of participants</th>
<th>Grant per participant (EUR)</th>
<th>Grant total (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Support</td>
<td>16</td>
<td>364,060</td>
<td>5,824,960</td>
</tr>
<tr>
<td>Travel</td>
<td>16</td>
<td>85,840</td>
<td>1,373,440</td>
</tr>
<tr>
<td>Organisational support</td>
<td>16</td>
<td>1,185,000</td>
<td>1,185,000</td>
</tr>
<tr>
<td>Inclusion support for participants</td>
<td>16</td>
<td>100,000</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Inclusion support for organisations</td>
<td>16</td>
<td>800,000</td>
<td>1,280,000</td>
</tr>
<tr>
<td>Exceptional costs</td>
<td>16</td>
<td>1,794,000</td>
<td>1,794,000</td>
</tr>
</tbody>
</table>

Total Grant (EUR): 22,932,000
6. Delete an activity or a flow

To delete an activity from the list access the Project Details screen.

Click on the Delete (X) button for the activity to remove. Confirm the deletion by clicking on Delete in the pop-up window.

**Take note**
Deleting an activity will remove all entered data for the selected activity in all subsections. If you remove an activity that was linked to a Preparatory Visit, the Preparatory Visit activity will be marked with a red X. You will have to update or, if no longer needed, delete this activity accordingly.

To remove a flow from an activity, from the Flow summary of the activity, click on the Delete (X) button and confirm the deletion by clicking on Yes in the confirmation pop-up window.

7. Example of a completed "Project Details" section

Once you have correctly completed all sections and subsections, they are marked with the green check.

Note: The number of activities under Project Details is displayed and for each activity the number of flows is indicated.
- Activity (YE-MS01)
  - Flows and Budget summary

- Activity (YE-TC02)
  - Flows and Budget summary

- Activity (Preparation)
  - Flows and Budget summary
Related Articles

- Project Details in KA152 applications
- KA152 Mobility of young people application
- Context in applications
- Sharing an application form
- Export your application form as a PDF file
- Checklist in applications
- My Contacts
- Submission History in applications
- Opportunities
- Annexes in applications
- Participating Organisations in applications
- Associated Persons in applications
- Add organisations to an application
- Submitting an application form
- How to complete the application form