ESC MT+ Complementary Activities

Complementary Activities are side activities adding a value to the project and contributing to increase its impact (e.g. seminars, conferences, coaching) and are encoded under the specific tab in Mobility Tool+.

The indirect costs of those complementary activities in Mobility Tool+ cannot be higher than 7% of the direct costs and 80% of the total costs (direct + indirect) will be covered by the grant. The total eligible amount is displayed in the budget tab and is added to the **Final Beneficiary Report**.
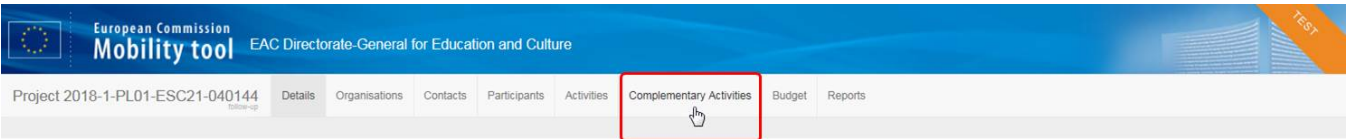
Relevant for...

| Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC21 - Traineeship and Job

Steps

1. Open the "Complementary Activities" tab

In order to add information on additional activities/actions during project, click the tab **Complementary Activities**.

2. Click the "+ Create" button

Click the **+ Create button**. The **Complementary Activity Details** screen appears.
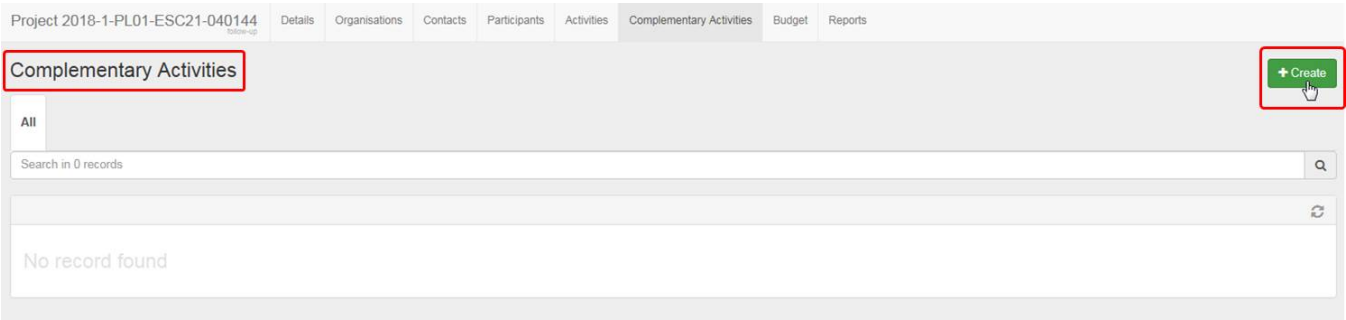
3. Fill in the mandatory fields

All mandatory fields are marked an orange label: **value required**, displayed underneath the field in question.

- **Activity Number**: The activity number is auto generated and cannot be edited.
- **Type of activity**: Briefly state the type of activity.
- **Description of the complementary activity**: Outline a full description of the complementary activity.
- **Direct Costs**: Enter the amount, corresponding to the direct costs of the activity.
- **Indirect Costs:** Enter the amount, corresponding to the indirect costs of the activity, up to a maximum of 7% of the previously entered direct costs.
- **Total Cost (80%)**: The field is auto calculated, and not editable. It displays the total grant for the activity corresponding to 80% of direct cost + indirect cost.
- **Comments**: Enter an additional comment, if required.

> ⚠ **Take note**
>
> If indirect cost entered does not fulfil the required criteria, a warning message is displayed. You have to fix such errors before you can save the activity.

4. Click the "Save" button

Click the Save button once all information is provided.

The complementary activity appears in the list of the **Complementary Activities** tab.

5. View a Complementary Activity

To View a complementary activity, select the details line and click the **view** icon. The **Complementary Activity Details** screen appears.

Click the back to list button in the **Complementary Activity** screen to go back to the list.

6. Edit a Complementary Activity

To Edit, select the details line and click the **edit** icon. This option allows you to edit information previously entered and save the details.

Click the **back to list** button in the **Complementary Activity** screen to go back to the list.

7. Delete a Complementary Activity

To delete a complementary activity, select the details line and click the bin icon. You will be asked to confirm the deletion.

8. Budget screen

The total amount for Complementary Activities is reflected in the Budget tab. The budget for Complementary Activities is usually displayed at the top of the page.

Related articles

- MT+ ESC31 - Solidarity Projects Specifics
- ESC MT+ Budget
- ESC Participant Reports Examples
- MT+ ESC How to resend a participant report request
- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Complementary Activities
- ESC MT+ Submit final report
- ESC MT+ Participants
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- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- MT+ List functionality
- ESC MT+ Project management overview
- MT+ Update OID or confirm changed organisation details
- ESC MT+ Activities