

Multiplier Events (KA220)

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This page explains how to manage the list of **Multiplier Events** in KA220 - Cooperation partnerships projects.

Multiplier Events are national and transnational conferences, seminars and other events organised with the purpose of disseminating the Project Results produced by the project. The costs incurred by an organisation participating in such multiplier events can be financially supported. Support for Multiplier Events is provided only if they stand in direct relation to the Project Results of the project. A project without grant support for Project Results cannot receive support for organising Multiplier Events.



Information

Fields may vary depending on the action type of you project. Please read the onscreen information carefully to complete the relevant fields.

This page is relevant for:

- **Erasmus+, Call 2021**
 - KA220 - Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth

Prerequisites

- Only the contact persons of the beneficiary and partner organisations with edit rights on the project are able to perform these actions.
- A grant agreement has been signed for the project and is visible in Beneficiary module.
- To update the project it must have the status **Project Ongoing**.

Steps

1. The "Multiplier Events" section

The **Multiplier Events** section of your project can be accessed from the Content menu. The Multiplier Events screen contains a list of **Multiplier Events (1)**, if any are available.

Multiplier Events already approved by the National Agency in their project management system will be displayed in this list, but do not contain all details. These already existing Multiplier Events must be edited in order to add the costs and number of participants.

Below the list you will find information about the **Total (Calculated)** and **Awarded Budget (2)**. The Total (Calculated) will be updated when Multiplier Events have been added or updated and can exceed the Awarded Budget.

Project Activities and Budget Details

Project list

Grant Agreement No. : 2021-1-CZ01-KA220-VET-000016624
Project Acronym : Our VET project 2 - EAC IT TRAINING - Awarded/Reported Budget : / 96 920 € Refresh
NA : CZ01 - Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education - Organisation OID : E10000194 - Legal name: : Test
-org.CZ.01

692 days left | Project ongoing
Deadline: 2 juil. 2024

Content menu

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Project Results

Multiplier Events

Multiplier Event (1) Create

Event Identification	Virtual Event	Event Title	Project Results Covered	Start Date	Actions
E1	—	Multiplier event 1	0	01/03/2022	

Items per page 100 1 - 1 of 1

2

Total (Calculated) : 0,00€
Awarded Budget : 27 250,00€



Take note

The maximum amount allowed for all multiplier events within a project is capped at 30.000€. If a higher amount is requested, an information message will be shown below the Multiplier Events list and in the Beneficiary report, informing you of this fact.



You have requested a total budget of 41 100,00€ for Multiplier Events. Only 30 000€ are allowed per project

2. Click on the "Create" button to add a Multiplier Event

Adding a new Multiplier Event to a project is a two step process:

1. Create the **Multiplier Event** and provide the event details
2. Create the event **Budget**

To add a new Multiplier Event that was not defined in the grant agreement, click on the **Create** button.

Multiplier Event (1)						+ Create
Event Identification	Virtual Event	Event Title	Project Results Covered	Start Date	Actions	
E1	<input type="checkbox"/>	Multiplier event 1	0	01/03/2022	View Edit Delete	

Items per page 100 1 - 1 of 1

3. Provide the required information

Provide the required information for the event. Mandatory fields are marked with a red asterisk.

3.1. Basics

- **Event Identification** - drop-down list to select from pre-defined values ranging from E1 to E999; Event ID must be unique inside the project
- **Event Title** - free text field to add the title of the event
- **Start and End Date** - use the calendar picker to add the start and end date of the event; dates must be within the project duration
- **Country of Venue** - drop-down list to select the country where the event takes place; list contains all programme and partner countries regardless of the participating organisations
- **Description** - provide a detailed description of the event
- **Project Results Covered** - drop-down list to select the Project Results covered by the event; at least one option must be selected

Additionally, three tick boxes (or flags) are available:

- **Virtual Event**
- **Force Majeure** and
- **Covid-19 affected**

Multiplier Event

MULTIPLIER EVENT

Event Identification *

Value missing

Virtual event

☐

Event title *

Value missing

Country of venue *

(For virtual events, please use the organiser's country)

Value missing

Description *

(Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced project results, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

5000

Value missing

Project results covered *

Value missing

Max. 2 selections

Project Duration

09/11/2021

09/05/2024

Start date *

dd/mm/yyyy

Value missing

End date *

dd/mm/yyyy

Value missing

Force majeure

☐

COVID-19 affected

☐

This flag is set automatically for Force Majeure mobilities ending in 2021 or later and whose Force Majeure explanations contains the keyword 'corona' or 'covid'

3.2. Virtual event

In the case where Multiplier Event is marked as **Virtual event**, specific fields become available, when adding the event Budget. See [below](#) for details.

MULTIPLIER EVENT

Event Identification *

E2

Virtual event

☒

Event title *

Multiplier event 2

Country of venue *

Belgium

Description *

(Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced project results, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

Description of event here....

4970

3.3. Force Majeure

Force majeure is:

An unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part.

Source: [Erasmus+/European Solidarity Corps](#) programme guides 2024, Glossary

Force majeure situations can arise anywhere and at any time, and include factors such as sudden disease, accidents, death, earthquakes and other causes.

In a project, check the **Force majeure flag** to indicate that a project activity (i.e. mobility activity, group activity, participations, events, transnational project meetings, etc.) is considered as a case of force majeure.

When you check this flag (tick box), certain fields and grants for the activity may be affected and must be checked and/or updated.

In addition, you must fill in the additional **Force majeure explanations** field, describing the facts that prove the activity should be accepted as a case of force majeure.

i In the **Budget** section of the Multiplier Event flagged as **Force Majeure**, the **Total Grant** fields for local and foreign participants become editable. These values can be adjusted. See [below](#) for details.

For Multiplier Events flagged as Force Majeure and Virtual Events, the **Total Grant** fields will not be editable.

Force majeure

☒

Force majeure explanations *

5000

Value missing

3.4. Covid-19 affected

Multiplier Events having an end date within 2021 or later, with the Force Majeure flag checked, and for which the provided Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the **COVID-19 affected** flag set.

It is not possible to tick the Covid-19 affected box manually.

Force majeure ☒

Force majeure explanations * 4994

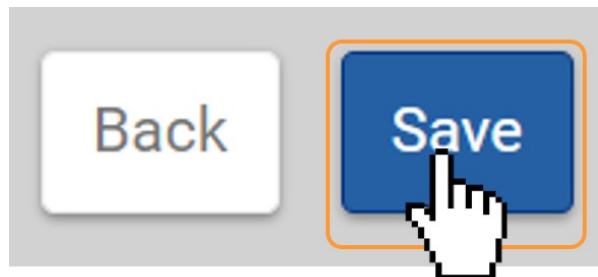
corona

COVID-19 affected ☒

This flag is set automatically for Force Majeure mobilities ending in 2021 or later and whose Force Majeure explanations contains the keyword 'corona' or 'covid'

4. Click on "Save"

To save the event data, click on the **Save** button. The button will only be active when all mandatory information is provided.



5. Multiplier Event added to the project

A success message displays and you are returned to the list of Multiplier events. The added event is now available in the list.

Multiplier Event (2)
+ Create

Event Identification	Virtual Event	Event Title	Project Results Covered	Start Date	Actions
E2	—	Multiplier event 2	1	01/08/2022	
E1	—	Multiplier event 1	0	01/03/2022	

Items per page 100
1 - 2 of 2

Total (Calculated) : 0,00€

Awarded Budget : 27 250,00€

SUCCESS

Successfully saved Multiplier Events

6. Create the event "Budget"

Adding the event Budget is possible for newly created Multiplier Events after they have been saved as well as for the events that have been transferred from the NA project management system initially available in the list of events, if any. Click on the **Edit** icon from the list of Multiplier Events to access the event details and to add the budget in the **Budget** section of the screen.



Take note

You can only create one budget item per organisation per event.

Multiplier Event (2)					+ Create
Event Identification	Virtual Event	Event Title	Project Results Covered	Start Date	Actions
E2	—	Multiplier event 2	1	01/08/2022	
E1	—	Multiplier event 1	0	01/03/2022	

Items per page 100 1 - 2 of 2

6.1. Update event information, if required

View the Multiplier Event section and make any required changes, if needed.

Specifically Multiplier Events transferred from the NA project management system may require mandatory information to be provided and/or updated. Click on Save to save any changes.

6.2. Click on the "Create" button

In the Multiplier Event Budget sections a table displays. Click on the **Create** button to add an item to the event budget.

Multiplier Event									
MULTIPLIER EVENT									
Multiplier Event Budgets(0)									+ Create
<input type="text"/> Search... Search More Filters									
Leading?	Country of Organisation	No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants	No. of Foreign Participants	Grant Rate per Foreign Participant	Total Grant for Foreign Participants	Total (Calcu	Actions
<p>Items per page 100 0 of 0</p>									

6.3. Provide the required information

6.3.1. Basics

Provide the required information for the budget. Mandatory fields are marked with a red asterisk.

- **Organisation** - drop-down list to select organisation responsible for multiplier event; list contains organisations participating in the project
- **Leading?** - tick box to indicate the organisation leading the event; only one organisation can be flagged as leading for a Multiplier Event
- **Country of Organisation** - automatically filled in after the Organisation has been selected; read-only

BUDGET

Organisation * Leading? * ☐ Country of Organisation *

Value missing

LOCAL

No. of Local Participants * Grant Rate per Local Participant * € Total Grant for Local Participants * €

FOREIGN

No. of Foreign Participants * Grant Rate per Foreign Participant * € Total Grant for Foreign Participants * €

BUDGET

Organisation * Leading? * ☐ Country of Organisation *

LOCAL

No. of Local Participants * Grant Rate per Local Participant * € Total Grant for Local Participants * €

FOREIGN

No. of Foreign Participants * Grant Rate per Foreign Participant * € Total Grant for Foreign Participants * €

Only one organisation can be marked as Leading organisation. If a budget item with a leading organisation already exists for the event, a warning message will display.

BUDGET

Organisation * Leading? * ☒ Country of Organisation *

Only one leading organisation per Multiplier Event must exist.

6.3.2. Multiplier Events not flagged as Force Majeure or Virtual Event

Following information must be provided:

- **Local**
 - **No. of Local Participants** - provide the number of local participants
 - the fields **Grant Rate per Local Participant** and **Total Grant for Local Participants** are automatically updated when the number of participants was added; read-only
- **Foreign**
 - **No. of Foreign Participants** - provide the number of foreign (international) participants
 - the fields **Grant Rate per Foreign Participant** and **Total Grant for Foreign Participants** are automatically updated when the number of participants was added; read-only

The **Total (Calculated)** for the budget is updated as per the information you provided.

BUDGET

Organisation * Leading? * ☐ Country of Organisation *

Value missing

LOCAL

No. of Local Participants * 0 Grant Rate per Local Participant * 100,00 € Total Grant for Local Participants * 0,00 €

FOREIGN

BUDGET

Organisation * Test School Romania Leading? * ☐ Country of Organisation * Romania

LOCAL

No. of Local Participants * 20 Grant Rate per Local Participant * 100,00 € Total Grant for Local Participants * 2 000,00 €

FOREIGN

No. of Foreign Participants * 20 Grant Rate per Foreign Participant * 200,00 € Total Grant for Foreign Participants * 4 000,00 €

6.3.3. Multiplier Events flagged as Force Majeure

Following information must be provided:

- **Local**
 - **No. of Local Participants** - provide the number of local participants
 - **Grant Rate per Local Participant** - displays the Grant Rate applied for the local participants; read-only
 - **Total Grant for Local Participants** - automatically pre-filled with the calculated value for the number of participants added; field can be edited and a new value provided
- **Foreign**
 - **No. of Foreign Participants** - provide the number of foreign (international) participants
 - **Grant Rate per Foreign Participant** - displays the Grant Rate applied for the foreign participants; read-only
 - **Total Grant for Foreign Participants** - automatically pre-filled with the calculated value for the number of participants added; field can be edited and a new value provided

The **Total (Calculated)** for the budget is updated as per the information you provided.

BUDGET

Organisation * Test School Romania Leading? * ☐ Country of Organisation * Romania

LOCAL

No. of Local Participants * 20 Grant Rate per Local Participant * 100,00 € Total Grant for Local Participants * 2 000,00 €

FOREIGN

No. of Foreign Participants * 20 Grant Rate per Foreign Participant * 200,00 € Total Grant for Foreign Participants * 4 000,00 €

6.3.4. Multiplier Events flagged as Virtual Event

Following information must be provided:

- **Virtual Events**
 - **No. of Participants in Virtual Events** - provide the number of participants in the virtual event
 - **Grant Rate per Participant in Virtual Events** - displays the Grant Rate applied for the participants in virtual events; read-only
 - **Total Grant for Participants in Virtual Events** - automatically updated when the number of participants was added; read-only

The **Total (Calculated)** for the budget is updated as per the information you provided.

Information

The Total Grant for Virtual Multiplier Events can not be higher than 5000€ at project level.

BUDGET

Organisation *

Test-org.IE.01 (IE)

Leading? *
☐

Country of Organisation *

Ireland

VIRTUAL EVENTS

No. of Participants in Virtual Events *

0

Grant Rate per Participant in Virtual Events *

15,00 €

Total Grant for Participants in Virtual Events *

0,00 €

Total (Calculated) *

0,00 €

Back
Save

6.3.5. Multiplier Events flagged as Force Majeure and Virtual Event

Following information must be provided:

- **Virtual Events**
 - **No. of Participants in Virtual Events** - provide the number of participants in the event
 - **Grant Rate per Participant in Virtual Events** - displays the Grant Rate applied for the participants in virtual events; read-only
 - **Total Grant for Participants in Virtual Events** - automatically pre-filled with the calculated value for the number of participants added; field can be edited and a new value provided

The **Total (Calculated)** for the budget is updated as per the information you provided.

Information

The Total Grant for Virtual Multiplier Events can not be higher than 5000€ at project level.

BUDGET

Organisation *

Test-org.IE.01 (IE)

Leading? *
☐

Country of Organisation *

Ireland

VIRTUAL EVENTS

No. of Participants in Virtual Events *

10

Grant Rate per Participant in Virtual Events *

15,00 €

Total Grant for Participants in Virtual Events *

150,00 €

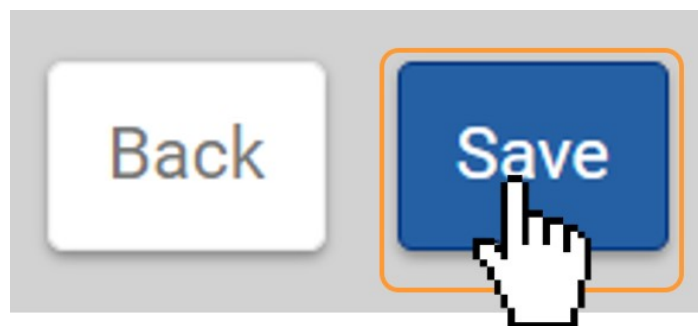
Total (Calculated) *

150,00 €

Back
Save

6.4. Click on "Save"

Once all information regarding the budget has been added, click on the **Save** button.



6.5. Budget item added to the event

A success message displays. The **Budget list** now displays the budget information entered for the event and selected organisation. You can create additional budget items for other participating organisations for the same event as explained [above](#). Once items are added to the list, the following icons become available under the **Actions** column:

1. **Delete** - click on this icon in line with the item you wish to delete, and follow the onscreen instructions.
2. **View** - click on this icon to open the details of the selected item in read-only mode. All fields are greyed out and you will not be able to change any details.
3. **Edit** - open the details of the selected item in edit mode. Make the desired changes, then click on the **Save** button at the bottom of the screen to save the updated information.




See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

Once all event budgets have been added to the event, click on the **Back** button.

Multiplier Event Budgets(1)

Bulk Actions [+ Create](#)

Search... [Search](#) [More Filters](#)

Leading?	Country of Organisation	No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants	No. of Foreign Participants	Actions
	Romania	20	100,00 €	2 000,00 €	20	  

Items per page 100 1 - 1 of 1

[Back](#) [Save](#)

7. Multiplier Event added

The list of Multiplier Events will display. The newly added Multiplier Event is displayed in the list. The various columns are updated as per the information you provided for the event and the event budget. The **Total (Calculated)** is updated as per information provided for the event(s) and their budget.

Follow the instructions above to [add additional Multiplier Events](#) to your project, if required. Once items are added to the list, the following icons become available under the **Actions** column:

1. **Delete** - click on this icon in line with the item you wish to delete, and follow the onscreen instructions.
2. **View** - click on this icon to open the details of the selected item in read-only mode. All fields are greyed out and you will not be able to change any details.
3. **Edit** - open the details of the selected item in edit mode. Make the desired changes, then click on the **Save** button at the bottom of the screen to save the updated information.

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Multiplier Event (2)

Create

Event Identification	Virtual Event	Event Title	Project Results Covered	Start Date	Actions
E2	✓	Multiplier event 2	1	01/08/2022	<div><div></div><div></div><div></div></div>
E1	—	Multiplier event 1	0	01/03/2022	<div><div></div><div></div><div></div></div>

Items per page 100 1 - 2 of 2

Total (Calculated) : 6 000,00€

Awarded Budget : 27 250,00€



Take note

The maximum amount allowed for all multiplier events within a project is capped at 30.000€. If a higher amount is requested, an information message will be shown below the Multiplier Events list and in the Beneficiary report, informing you of this fact.



You have requested a total budget of 41 100,00€ for Multiplier Events. Only 30 000€ are allowed per project

Expected Outcome

- Multiplier Events updated and/or added to the project



Related Articles

- [Project Management and Implementation \(KA220\)](#)
- [Project Results \(KA220\)](#)
- [Special Costs \(KA220\)](#)
- [Transnational Project Meetings \(KA220\)](#)
- [KA220 Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth](#)
- [How to provide information for local, foreign and virtual participants in Multiplier events?](#)
- [26 Jan 2024: Periodic/progress reports for KA210 and KA220 are now available](#)
- [KA2 Lump Sum Handbook](#)
- [Budget in projects \(KA220\)](#)
- [Learning, Teaching and Training Activities \(KA220\)](#)
- [Manage Work Packages in KA220 projects](#)
- [Multiplier Events \(KA220\)](#)
- [HEI flag in organisation details](#)
- [How to complete and submit a Progress or Periodic Report for KA210 and KA220](#)
- [Organisation status, Partnership entry date and Partnership withdrawal date in Organisation details](#)