

Activities in KA210 applications

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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 **Activities** section of the application form you are asked to specify the activities foreseen in the project, and provide details for each activity.

The sum of the **Grant amount allocated** for all activities must match the amount of the **Project lump sum** you specified in the Context section of the application form.

Our example shows how to complete this section of your application using a **KA210-YOU - Small-scale partnerships in youth** application form.



Information

Questions or fields may vary depending on the action you apply for. Please read the onscreen information carefully to complete the relevant fields and sections.

This page is relevant for:

- **Erasmus+ Call year 2024, Round 1 and onward**
 - KA210-YOU - Small-scale partnerships in youth
 - KA210-ADU - Small-scale partnerships in adult education
 - KA210-SCH - Small-scale partnerships in school education
 - KA210-VET - Small-scale partnerships in vocational education and training

Before you start

- You must have completed the following sections of the application form:
 - **Context** - indicating at least the project start date, duration and project lump sum.
 - **Participating Organisations** - adding your Organisation ID as the applicant organisation as well as the Organisation IDs of your partner organisations from other eligible countries.
-

Steps

1. Open "Activities"

Click on Activities in the Content menu. The **Activities** screen opens, where you will be able to add activities to your project.

The number of activities is displayed in the Content Menu and at the top of the screen.

By default, an empty card for the mandatory first activity is displayed in the content area.



Information
At least one activity must be added to the application form.

Content menu

All

Red marks

Context

Priorities and Topics

Project description

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Activities

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Impact and Follow-up

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EU Values

Annexes

Checklist

Activities

1

All the activities of a Small-Enterprise Partnership must take place in the countries of the organisations participating in the project. In addition, if duly justified in relation to the objectives or implementation of the project, activities can also take place at the seat of an Institution of the European Union, even if in the project there are no participating organisations from the country that hosts the institution.

In the following sections, you are asked to provide details about each project activity.

You are asked to provide information about each planned activity as a whole (e.g. its venue, duration, etc.), to define the activity's lead organisation, and optionally to list the other participating organisations. The lead organisation is typically the one organising the activity. The other participating organisations are all other project partners who will also take part in the particular activity. The estimated activity start and end dates can be changed during implementation.

Please include in the section below all planned activities and indicate the grant amount allocated to each one. Keep in mind that the total amount should be equal to the Project lump sum requested.

Estimated start date : - Estimated end date :
Activity duration (in days) : - Grant amount allocated to the activity (EUR) : €

Incomplete

Label	Value
Activity Title *	Please complete...
Venue *	Please select...

1.1. Activities displayed as cards

An activity card is added for each activity you add to the application.

Each activity card contains a header and a number of fields to fill in. The header contains the following details (once filled in) and action icons:

- Activity title
- Estimated start date, Estimated end date
- Activity duration (calculated automatically) and Grant amount allocated to the activity
- Activity status
 - Incomplete (in red)
 - Complete (in green)
- **Edit** Activity details (pen) icon - expands the activity card to display all details
- **Delete** Activity (X) icon
- **Expand / collapse** details arrow - same as the **Edit** icon

By default the card for the first activity is expanded, allowing for introduction of activity details.

Activities

1

Please include in the section below all planned activities and indicate the grant amount allocated to each one. Keep in mind that the total amount should be equal to the Project lump sum requested.

Estimated start date : - Estimated end date :
Activity duration (in days) : - Grant amount allocated to the activity (EUR) : €

Incomplete

Label	Value
Activity Title *	Please complete...




2. Add Activities

The card for the first mandatory activity is already available in the **Activities** screen when you open this section.

If you plan to carry out more than one activity in your project, you must add a card for each additional activity in your application form.

Click on the **Add an activity** button at the bottom of the **Activities** screen to add new empty cards.




Estimated start date : - Estimated end date :
Activity duration (in days) : - Grant amount allocated to the activity (EUR) : €

Incomplete   




Total Activity duration (in days) : 0 - Estimated cost of the activity (EUR) : 0 €

+ Add an activity

Estimated start date : - Estimated end date :
Activity duration (in days) : - Grant amount allocated to the activity (EUR) : €

Incomplete   

Estimated start date : - Estimated end date :
Activity duration (in days) : - Grant amount allocated to the activity (EUR) : €

Incomplete   

Total Activity duration (in days) : 0 - Estimated cost of the activity (EUR) : 0 €


+ Add an activity

3. Fill in the activity details




If the activity card is not open, click on the **Edit** icon to be able to edit the details for the activity.



For each activity added to your application, you must fill in all mandatory fields in the available cards. All mandatory fields are marked with a red asterisk (*):

- **Activity Title:** Provide a descriptive title for the activity.
- **Venue:** Select a country from drop-down list - the country can be that of the applicant or a partner organisation, alternatively another applicable country for the activity.
- **Estimated start date:** Select the activity start date from the calendar, not earlier than the Project Start Date and not later than the Project End Date specified in the Context section.
- **Estimated end date:** Select the activity end date from the calendar, not earlier than the Estimated start date and not later than the Project End Date specified in the Context section.
- **Leader Organisation:** Select either the applicant or a partner organisation from the drop-down list.
- **Participating Organisations:** Select participating organisations in this activity from the drop-down list, if required. The drop-down list contains all participating organisations except the one chosen as leading organisation.
- **Grant amount allocated to the activity:** Type the part of the Project lump sum to be allocated to this activity.




 The total sum of the grant amounts allocated to all activities must match the **Project lump sum** specified in the **Context** section of the application form.



Estimated start date : - Estimated end date :
Activity duration (in days) : - Grant amount allocated to the activity (EUR) : €

Incomplete   

Label	Value
Activity Title *	<input type="text" value="Please complete..."/>
Venue *	<input type="text" value="Please select..."/>
Estimated start date *	<input type="text" value="dd/mm/yyyy"/> 
Estimated end date *	<input type="text" value="dd/mm/yyyy"/> 
Leading Organisation *	<input type="text" value="Please select..."/>
Participating Organisations	<input type="text" value="Please select..."/>
Grant amount allocated to the activity *	<input type="text" value=""/> <div>€</div>

Activity 1
Estimated start date : 01/09/2024 - Estimated end date : 15/09/2024
Activity duration (in days) : 15 - Grant amount allocated to the activity (EUR) : 10 000 €

Incomplete   

Label	Value
Activity Title *	<input type="text" value="Activity 1"/>
Venue *	<input type="text" value="France"/>
Estimated start date *	<input type="text" value="01/09/2024"/> 
Estimated end date *	<input type="text" value="15/09/2024"/> 
Leading Organisation *	<input type="text" value="Test-org.FR.01"/>
Participating Organisations	<div><input type="text" value="Please select..."/><div><div>Test-org.PL.01</div></div></div>
Grant amount allocated to the activity *	<input type="text" value="10 000"/> <div>€</div>

- Several **text fields**: provide the required explanations in these fields.

Describe the content of the proposed activity. *

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results? *

Explain how this activity is going to help to reach the project objectives. *

Describe the expected results of the activity. *

Please describe how you determined the grant amount attributed to this activity. *

Please complete...

Please complete...

Please complete...

Describe the content of the proposed activity. *

Describe the target group for this activity. Who is going to take part and who is going to benefit from the results? *

Explain how this activity is going to help to reach the project objectives. *

Describe the expected results of the activity. *

Please describe how you determined the grant amount attributed to this activity. *

2000

2000

2000

1755

1755

1755

1755

3755

4. Check totals for all added activities

At the bottom of the activity list you can view the updated **Total activity duration (in days)** as well as the **Total Estimated cost** of all activities.

Here is an example where two activities have been added to the project and the **Total estimated cost** equals the **Project lump sum** as specified in the **Context** section.

✓ Activities 2 ⓘ

← → ↺

Please include in the section below all planned activities and indicate the grant amount allocated to each one. Keep in mind that the total amount should be equal to the Project lump sum requested.

Activity 1

Estimated start date : 01/09/2024 - Estimated end date : 15/09/2024

Activity duration (in days) : 15 - Grant amount allocated to the activity (EUR) : 10 000 €

Complete ✎ ✖ ⌵

Activity 2

Estimated start date : 23/09/2024 - Estimated end date : 30/11/2024

Activity duration (in days) : 69 - Grant amount allocated to the activity (EUR) : 20 000 €

Complete ✎ ✖ ⌵

Total

Activity duration (in days) : 84 - Estimated cost of the activity (EUR) : 30 000 €

If the **Total estimated costs** allocated to all activities does not match the **Project lump sum**, a warning message is displayed and the **Total estimated cost** at project level is displayed in red. Please make the necessary adjustments to the individual grant amounts per activity.

×

The total of Grant amount allocated to the activities should be equal Project lump sum

<div>Activity 1</div> <div>Estimated start date : 01/09/2024 - Estimated end date : 15/09/2024</div> <div>Activity duration (in days) : 15 - Grant amount allocated to the activity (EUR) : 10 000 €</div>	<div>Complete</div> <div><div><div></div></div></div> <div><div>×</div></div> <div>✓</div>
<div>Activity 2</div> <div>Estimated start date : 23/09/2024 - Estimated end date : 30/11/2024</div> <div>Activity duration (in days) : 69 - Grant amount allocated to the activity (EUR) : 25 000 €</div>	<div>Complete</div> <div><div><div></div></div></div> <div><div>×</div></div> <div>✓</div>
<div>Total</div> <div>Activity duration (in days) : 84 - Estimated cost of the activity (EUR) : 35 000 €</div>	



5. Update an activity

If you want to make changes to an already planned activity, click either the Edit icon in the header of the activity or the expand arrow to the right to open the details for editing.

Activity 1

Estimated start date : 01/09/2024 - Estimated end date : 15/09/2024
Activity duration (in days) : 15 - Grant amount allocated to the activity (EUR) : 10 000 €

Complete




6. Delete an activity

If you want to remove an activity from your application form, click on the **Delete** icon for the activity to remove from the Activities screen. Confirm the deletion by clicking on **Yes** in the confirmation pop-up window. Click on **No** to cancel the deletion.

Activity 2

Estimated start date : 23/09/2024 - Estimated end date : 30/11/2024
Activity duration (in days) : 69 - Grant amount allocated to the activity (EUR) : 20 000 €

Complete



Delete activity

Are you sure you want to delete/cancel the activity ?Please note that all information you have entered for this activity will be permanently removed.

No

Yes

7. Example of a completed "Activities" section

Once you have correctly completed all sections and subsections, the **Activities** section and, as a result of the information provided, the **Budget Summary** section are marked as complete.

Content menu

All

Red marks

Context

Priorities and Topics

Project description

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Project Summary

EU Values

Activities 2

Please include in the section below all planned activities and indicate the grant amount allocated to each one. Keep in mind that the total amount should be equal to the Project lump sum requested.

Activity 1

Estimated start date : 01/09/2024 - Estimated end date : 15/09/2024
Activity duration (in days) : 15 - Grant amount allocated to the activity (EUR) : 10 000 €

Complete

Activity 2

Estimated start date : 23/09/2024 - Estimated end date : 30/11/2024
Activity duration (in days) : 69 - Grant amount allocated to the activity (EUR) : 20 000 €

Complete

Total

Activity duration (in days) : 84 - Estimated cost of the activity (EUR) : 30 000 €

+ Add an activity



Related Articles

- [Activities in KA210 applications](#)
- [Add organisations to an application](#)
- [Annexes in applications](#)
- [Apply for grant or accreditation](#)
- [Associated Persons in applications](#)
- [Checklist in applications](#)
- [Context in applications](#)
- [Export your application form as a PDF file](#)
- [How to complete the application form](#)
- [KA2 Lump Sum Handbook](#)
- [KA210 Small-scale partnerships application](#)
- [My Applications](#)
- [My Contacts](#)
- [Opportunities](#)
- [Participating Organisations in applications](#)