# **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
  - o KA210-YOU Small-scale partnerships in youth
  - ° KA210-ADU Small-scale partnerships in adult education
  - KA210-SCH Small-scale partnerships in school education
  - o KA210-VET Small-scale partnerships in vocational education and training

# Before you start

- You must have completed the following sections of the application form:
  - Ocontext 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 you 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.

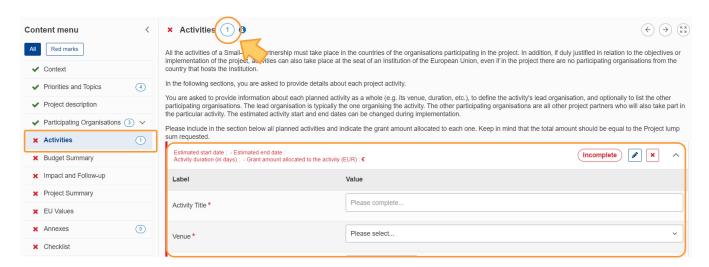
The number of activities is displayed in the Content Menu and at the top of the screen.

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.



#### 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
  - o 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.



## 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.



### 3. Fill in the activity details

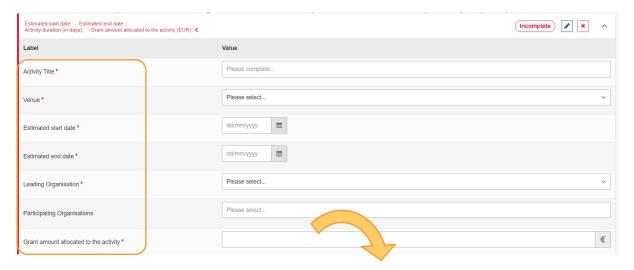
If the activity card is not open, click on the Edit icon to be able to edit the details for the activity.

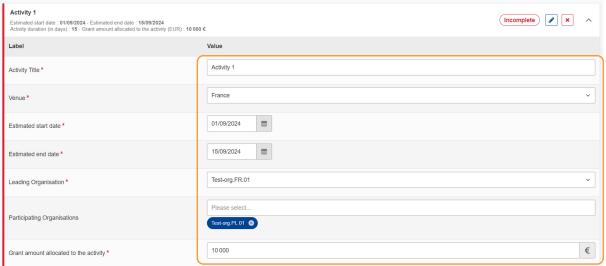
For each activity added to your application, you must fill in all mandatory fields in the available cards. All mandatory fields are marked with a red asterisk (\*):

- 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.

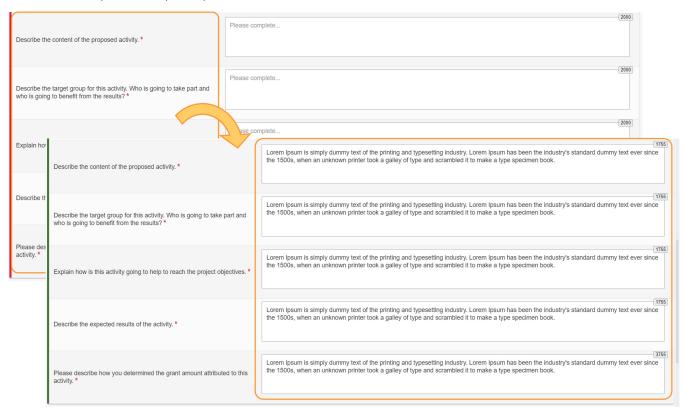


The total sum of the grant amounts allocated to all activities must match the Project lump sum specified in the Context section of the application form.





• Several text fields: provide the required explanations in these fields.



#### 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.



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.



## 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.



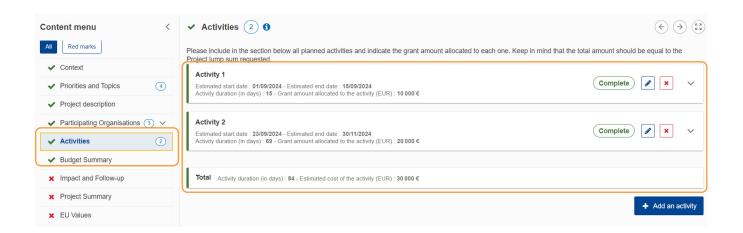
### 6. Delete an activity

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.



## 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.





# **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 ApplicationsMy Contacts

- OpportunitiesParticipating Organisations in applications