Web Forms: Activities for KA105 - Youth Mobility projects

Relevant for...

Call Year	Key Action	Action
2018	KA1 - Mobility of individuals	KA105 - Youth Mobility

In this part of the application, you will encode information about the main activities of the project, including the amount of EU grant you are requesting to implement them.

This page here explains how to do this for **KA105 - Youth Mobility** applications.

Take note

Fields and required information may vary depending on the Activity Type selected in this part of your application for KA105 projects.

Some screens in the form may have slight differences depending on the round of the application. **Make sure you read the information displayed on screen in the Web Application Form carefully to provide the correct/required information.**

The page here provides the basic guidelines.

Quick steps

1 Click the "Activities" tab in the side menu.
2 Provide details of "Main Activities".
3 "Add Activity" under the "List of Activities".
4 Select the "Activity Type" and enter the "Activity Title".
5 Add "Flows" to your activity.
     5.1 Select "Flow Details" from the Menu.
     5.2 Add the "Flow Details".
     5.3 Update "Travel" information.
     5.4 Update the "Organisational Support".
     5.5 Add "Special Needs Support" and "Exceptional Costs" (if applicable).
     5.6 Navigate back to the Activity Details.
6 Edit or Delete a Flow.
7 Navigate back to the "List of Activities".
8 Add additional activities.

Detailed steps

Steps

Click the "Activities" tab in the side menu.

To add activities to your application, click the **Activities** tab in the left side menu and the activities main screen opens.

Here you find two sections: **Main Activities** and **List of Activities**.

Provide details of "Main Activities".

In the **Main Activities** fields you enter a description of the activities. All fields are free text and once the information is entered, the fields are marked green.

Activities | ⚠ Main Activities | ⚠ List of Activities

Main Activities

Please explain the context and objectives of the activities you are planning and in which way they meet the objectives of the project.

What are the basic elements of those activities? For each activity, remember to describe at the very least all of the following: type of activity, venue(s), planned dates, working methods used, countries involved and the role of each project partner in the activity. Please also provide information on the involvement of participants from the country of the receiving organisation even if no funding is requested for them.

How do you intend to cooperate and communicate with your project partners and other relevant stakeholders?

Activities | ✅ Main Activities | ⚠ List of Activities

Main Activities

Please explain the context and objectives of the activities you are planning and in which way they meet the objectives of the project.

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"Add Activity" under the "List of Activities".

Scroll down to the **List of Activities**. To add your (first) activity, click on the **Menu** button and select **Activity Details** to proceed. Alternatively you can click the **dotted line** in column Title or on the ID.

The **ADD ACTIVITY** button can be used for additional activities later on.

List of Activities

Please enter the different mobility activities you intend to implement in your project.

ID ⇕	⇕	Activity Title ⇕	Activity Type ⇕	Total No of Flows ⇕	Total No of Participants ⇕	Grant ⇕	
A1	⚠	......		1		0.00 EUR	☰
						✎ Activity Details	

ADD ACTIVITY

The **Activity** screen opens. This screen consists of two parts:

- **Activity Details** and
- **Total Activity Budget**.

You will notice that the Total Activity Budget section is already marked with a green check. This is due to the fact that the amounts displayed here are calculated automatically after the activity details are encoded. When adding a new activity all amounts in this section will display 0.00 EUR.

You will also notice as each activity is encoded it is automatically numbered. In this case, as it is the first activity added, it is numbered **Activity - A1**.

Activities / List of Activities / Activity Details | ⚠ Activity Details | ☑ Total Activity Budget

Activity - A1

Activity Type

Activity Title

Flows

Flow No ⇕	⇕	Group ⇕	No. of Group Leaders/Trainers, ⇕	Country of Origin Country of Destination City of Venue	Start Date End Date	Total Duration Excluding Travel (days) ⇕	Total Duration Including Travel (days) ⇕	Total No. of Participants ⇕	
1	⚠			......					☰

ADD FLOW

Total Activity Budget

Budget Items ⇕	Grant
Travel Grant	0.00 EUR
Organisational Support Grant	0.00 EUR

Select the "Activity Type" and enter the "Activity Title".

Next you select the **Activity Type** from the drop-down menu. For KA105 you have several options available.

Based on the Activity Type chosen, messages in red may be displayed providing information on the conditions that need to be met for this type of activity.

Then in the free text field, add the **Activity Title**.

Add "Flows" to your activity.

> **INFO**
>
> For certain activity types, in order for the flows to be completed correctly, the participating organisation section has be completed first.

Select "Flow Details" from the Menu.

After the **Activity Type** and **Title** have been specified, you can start encoding the flows of this activity. The first flow row is displayed empty. Click the **Menu** button and select **Flow Details** to start encoding the first flow.

The **ADD FLOW** button can be used later to add more flows to this activity if necessary.

Flows

Flow No		Group	No. of Group Leaders/Trainers,	Country of Origin Country of Destination City of Venue	Start Date End Date	Total Duration Excluding Travel (days)	Total Duration Including Travel (days)	Total No. of Participants
1	⚠			......				☰
							✎ Flow Details	

ADD FLOW

The Flow screen consists of:

- **Flow Details**
- **Budget**, consisting of:
  - **Travel**
  - **Organisational Support**
  - **Special Needs Support** and
  - **Exceptional Cost**

As with the activity, the flow will be numbered automatically. In our example it is **Flow No. 1 of Activity A1.**

Flow No. 1 of Activity A1

Activity Title	Group
Activity 1	

Country of Origin	Country of Destination	City of Venue
▼	▼	

Total Duration Excluding Travel

Start Date	End Date	1
01-08-2018	01-08-2018	⚠ The duration of each flow (excluding travel time) in a given activity should be at least 5 days and maximum 21 days.

Travel Days	Total Duration Including Travel

Total No of Participants

Out of which:

No of Participants with Special Needs ❓	No of Participants with Fewer Opportunities ❓	No of Accompanying Persons ❓	Group Leaders/Trainers/Facilators ❓

Budget

For further information on the funding rules please consult the Programme Guide.

Travel

No of Participants ❓	Distance Band 🖩	Grant per Participant	Total Travel Grant
	▼	EUR	EUR ⚠ Total travel grant is required.

Organisational Support

Total Organisational Support Grant

Add the "Flow Details".

In the flow details screen you specify the following details:

- Group (not applicable for all Activity Types)
- Country of Origin
- Country of Destination
- City of Venue
- Start Date, End Date
- Travel days
- Total No of Participants
- No of Participants with Special Needs
- No of Participants with Fewer Opportunities
- No of Young Participants
- No of Accompanying Persons

INFO

- Hovering over the question marks provides assistance on what type of information to enter.
- Some fields in this section have a drop-down option available.
- Additionally you will get warning messages displayed if any entry does not match the validation rules.

Once the information is entered, the fields are marked green.

Activities / List of Activities / Activity Details / Flow

Flow No. 1 of Activity A1

Activity Title		Group
Activity 1		01

Country of Origin	Country of Destination	City of Venue
France ▾	Poland ▾	Lodz

Start Date	End Date	Total Duration Excluding Travel
01-08-2018	20-08-2018	20

	Travel Days	Total Duration Including Travel
	2	22

Total No of Participants

16

Out of which:

No of Participants with Special Needs ❓	No of Participants with Fewer Opportunities ❓	No of Accompanying Persons ❓	Group Leaders/Trainers/Facilators ❓
2	1	0	1

Update "Travel" information.

In the Travel section of the flow you provide the **Number of Participants**, including **participants with special needs**, **fewer opportunities**, **accompanying persons** and **group leaders / trainers / facilitators**.

By default the total entered earlier is displayed. You can reduce the number, if needed.

Select the **Distance Band** from the drop-down. The **Grant per Participant** and **Total Travel Grant** fields will be updated automatically.

Travel

No of Participants ❓		Distance Band		Grant per Participant		Total Travel Grant	
	16		▾		EUR		EUR
						⚠ Total travel grant is required.	

Distance Band dropdown options:
- 0 - 9 km
- 10 - 99 km
- 100 - 499 km
- 500 - 1999 km
- 2000 - 2999 km
- 3000 - 3999 km
- 4000 - 7999 km
- 8000 km or more

Organisational Support

No of Participants ❓		Grant per Participant/Day		Total Organisational Support Grant	
	16		EUR		EUR
				⚠ Total organisational support grant is required.	

Update the "Organisational Support".

In this section, the **Organisational Support** information can be adjusted. The **No of Participants** is filled in automatically, but can be adjusted, if needed. The other fields will then be updated automatically.

Organisational Support

No of Participants ❓		Duration per Participant (days)		Grant per Participant/Day		Total Organisational Support Grant	
	16		32	59.00	EUR	17600.00	EUR

Add "Special Needs Support" and "Exceptional Costs" (if applicable).

If needed, you can also encode the **Special Needs Support** and/or **Exceptional Costs**. To enter details, use the appropriate **ADD COST** button.

> **Important**
>
> **Participants with special needs** refer exclusively to persons with disabilities as specified in the Erasmus+ Programme Guide. The number of participants indicated per activity cannot exceed the total number of participants with special needs mentioned in the **Activities' Details** section .

Special Needs Support

ID	No of Participants with Special Needs	Description and Justification	Grant (EUR)
Total			0.00 EUR

ADD COST

Exceptional Costs

ID	No of Participants (Including Accompanying Persons)	Description and Justification	Grant (EUR)
Total			0.00 EUR

ADD COST

You will have to provide the **Number of Participants with Special Needs / No of Participants (incl. Accompanying persons)**, provide a **Description and Justification** and enter the requested **Grant in EUR.**

Special Needs Support

ID	No of Participants with Special Needs	Description and Justification	Grant (EUR)
1 ⚠	[▼]	[ ]	[ ] EUR ⊗
Total			0.00 EUR

ADD COST

Exceptional Costs

ID	No of Participants (Including Accompanying Persons)	Description and Justification	Grant (EUR)
1 ⚠	[ ]	[ ]	[ ] EUR ⊗
Total			0.00 EUR

ADD COST

Via the **ADD COST** button, you can enter additional rows for Special Needs Support or Exceptional Cost.

Special Needs Support

ID	No of Participants with Special Needs	Description and Justification	Grant (EUR)
1 ☑	2	Enter Justification here	250.00 EUR ⊗
Total			250.00 EUR

ADD COST

Exceptional Costs

ID	No of Participants (Including Accompanying Persons)	Description and Justification	Grant (EUR)
1 ☑	7	Enter Justification here	700.00 EUR ⊗
Total			700.00 EUR

ADD COST

To delete an item, click the **Delete** button.

Exceptional Costs

ID	No of Participants (Including Accompanying Persons)	Description and Justification	Grant (EUR)
1 ☑	7	Enter Justification here	700.00 EUR ⊗
2 ☑	1	Enter Justification here	134.00 EUR ⊗
Total			834.00 EUR

Navigate back to the Activity Details.

Once all information on the flow is updated, navigate back to the **Activity Details**. The flow just added is now visible in the list of flows.

You can add additional flows to your activity by using the **ADD FLOW** button. Provide all information the same way as you did with **Flow 1**.

Activities / List of Activities / Activity Details | ⚠ Activity Details | ☑ Total Activity Budget

Activity - A1

> ⚠ Each activity must contain at least 16 participants and a maximum of 60 participants (both excluding group leaders and accompanying persons).
> ⚠ Each activity should have at least 2 unique groups.

Activity Type

| Youth Exchanges - Programme Countries ▼ |

Activity Title

| Activity 1 |

Flows

Flow No ⇕	⇕	Group ⇕	No. of Group Leaders/Trainers, ⇕	Country of Origin Country of Destination City of Venue	Start Date End Date	Total Duration Excluding Travel (days) ⇕	Total Duration Including Travel (days) ⇕	Total No. of Participants ⇕	
1	☑	01	1	France Poland Lodz	01-08-2018 20-08-2018	20	22	16	☰

[ADD FLOW]

Edit or Delete a Flow.

Should you need to make changes to a flow added or remove a flow completely, you can do this via the **menu button** next to the specific flow in the **Activity Details** screen.

Select **Flow Details** to adjust or **Delete Flow** to remove it completely. Selecting **Flow Details** will open the screen with all details for that flow.

Flows

Flow No ⇕	⇕	Country of Origin Country of Destination City of Venue	Start Date End Date	Total Duration Excluding Travel (days) ⇕	Total Duration Including Travel (days) ⇕	Total No. of Participants ⇕	
1	⚠	Sweden France Paris	01-02-2018 28-02-2018	5	7	5	☰
							✎ Flow Details ⦿ Delete Flow
2	⚠	Poland France Paris	01-02-2018 28-02-2018	28	30	4	

Navigate back to the "List of Activities".

Once you have recorded all information for your first **Activity**, navigate back to the **List of Activities,** using the top menu.

Activities   List of Activities / Activity Details | ☑ Activity Details | ☑ Total Activity Budget

Add additional activities.

if all the information for the activity is entered correctly, you will see a green check mark in front of it in the **List of Activities**.

You can add additional activities from here by clicking the **ADD ACTIVITY** button and providing all information as with **Activity 1**.

Via the **Menu** button you can edit or delete activities from the list.

Activities | ☑ Main Activities | ☑ List of Activities

Main Activities

Please explain the context and objectives of the activities you are planning and in which way they meet the objectives of the project.

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How do you intend to cooperate and communicate with your project partners and other relevant stakeholders?

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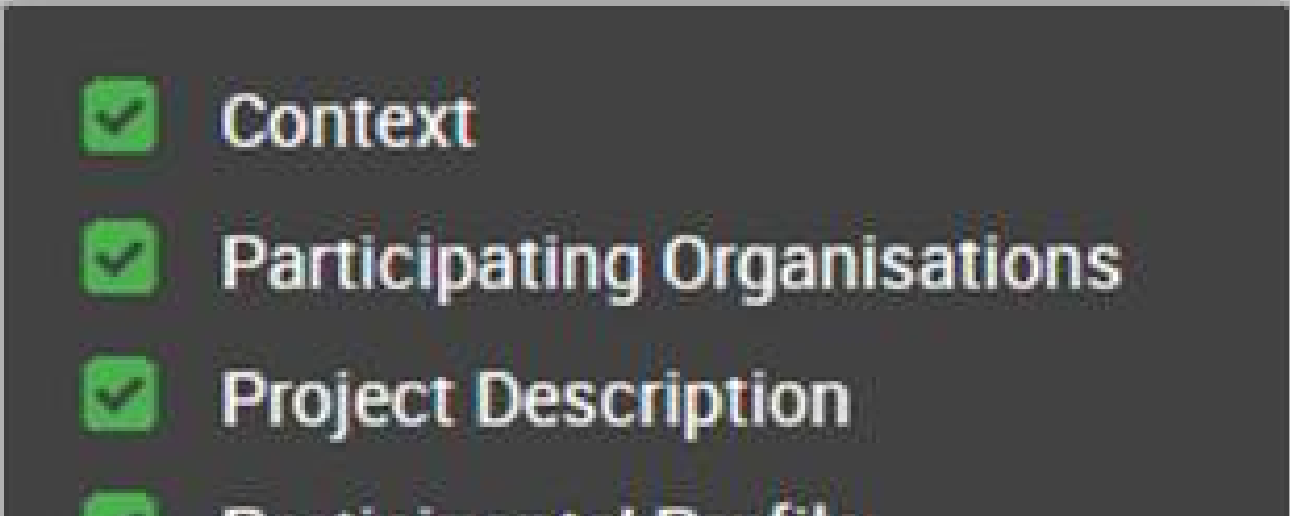
List of Activities

Please enter the different mobility activities you intend to implement in your project.

ID ⇕	⇕	Activity Title ⇕	Activity Type ⇕	Total No of Flows ⇕	Total No of Participants ⇕	Grant ⇕	
A1	☑	Activity 1	Youth Exchanges - Programme Countries	2	32	33008.00 EUR	☰

ADD ACTIVITY

Once all activities and the respective flows are added, proceed with the next section of your application.

If at least one activity is added completely, the **Activities tab** in the left hand side menu is marked with a green check.

Related articles

- Web Application Forms Guidelines
- Web Forms: Start the application
- Web Forms: Pre Checks
- Web Forms: Context tab
- Web Forms: Project Description
- Web Forms: Preparation
- Web Forms: Follow Up
- Web Forms: Project Summary
- Web Forms: Annexes
- Web Forms: Checklist

- Web Forms: Submitting an application
- Web Forms: Sharing an application
- Web Forms: Print PDF functionality
- How to use the Distance Band Calculator
- Application process for Web Forms