Guidelines for completing WEB application for KA105 - Learning Mobility of Individuals

How to fill the electronic application form (KA105)

Concerning KA105, there are some differences regarding the main sections described above as part of the general guidelines that need to be filled-in for the application. Once the user clicks on APPLY button, the following sections are displayed (see the differences highlighted in bold):

- Context
- Participating Organisations
- Project Description
- Participants' profile
- Preparation
- **Activities**
- Follow- up
- Budget
- Project Summary
- Annexes
- Checklist

In this chapter you can find below the specifications (from a user perspective) regarding the sections that have particular content or behaviour different from the general specifications described in the first chapter of the guidelines.

Section: Activities

In this part of the application, you will encode information about the Activities you have decided to include in your project.

Main Activities

In the first step you have to answer the question on the **Main Activities**.
Then you can start encoding each one of the activities you plan to implement in your project.

List of Activities

You can start encoding each one of the Activities by clicking the **ADD ACTIVITY** button.

Activity Details

The first step when starting to fill in the "Activities details" screen is to select the **Activity Type** from the drop down list. Then, enter your **Activity Title.**

Flows

You can start encoding the flows of your Activity by clicking the **ADD FLOW** button.

In the newly opened window you can now specify the following details:
- Group
- Country of Origin
- Country of Destination
- City of Venue
- Start Date, End Date
- Total No of Participants
- No of Participants with Special Needs
- No of Participants with Fewer Opportunities
- No of Accompanying Persons
- No of Group Leaders/Trainers/Facilitators

−   Travel days

The fields **Total Duration Excluding Travel** and **Total Duration Including Travel** will be automatically filled in.

Flow Budget

Now that you have entered the details for flow, it's time to look into the budget section where the funds needed to support the flow are to be specified.

One of the most important principles of Erasmus+ is the wide use of unit cost based grant items. In the case of unit costs, you do not have to calculate the real cost of expenses, but instead indicate the number of units (number of days or number of participants) for a given grant item.

Based on that number, the application then calculates automatically the grant amount that can be requested, multiplying the number of units with the unit cost concerned.

You can find all information in the Programme Guide to verify the type of costs eligible under each grant item, the unit cost levels and rules of allocation.

- Travel Grant

You need to specify how many persons (including accompanying persons) will receive a grant for travel and the No of Top-ups for Expensive domestic travel you want to request.

To do this, enter the mandatory fields **No of Participants and No of Top-ups for Expensive Domestic Travel Cost.**

The fields **Travel Grant per Participant** and **Total Travel Grant** will be automatically filled in.

- Individual Support Grant

You also have to specify how many participants will receive a grant for **Individual Support**.

Enter the **No of Participants Requiring an Individual Support Grant (excluding Accompanying Persons)** and the **Duration per Participant** fields. The fields **Grant per Participant** and **Total Individual Support Grant** will be updated automatically.

- Organisational Support Grant

You also have to specify how many participants will receive a grant for **Individual Support**.

Enter the **No of Participants Requiring an Organisational Support Grant** field. The fields **Grant per Participant /Day** and **Total Organisational Support Grant** will be updated automatically.

Budget

After describing the flows of a specific activity, you can find below the Budget section referring to the following concepts:

-Special Needs' Support:
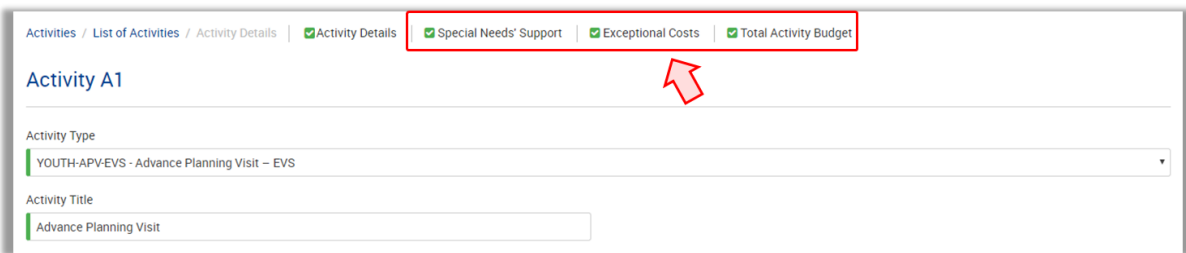
The **No. of Participants with Special Needs** field is prefilled from the activity specifications and editable.

The field **Grant Requested** is calculated by the system.

- Exceptional Costs

The **No. of Participants (including accompanying persons)** field is prefilled from the activity specifications and editable.

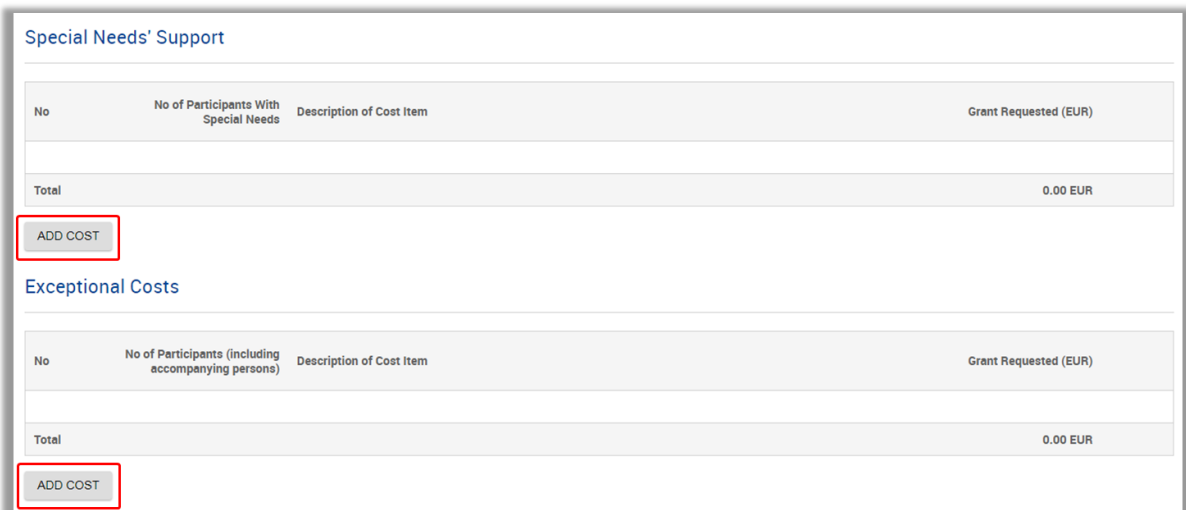The field **Grant Requested** is calculated by the system.

Total Activity Budget

In this section you can find the Total Budget calculated for a specific Activity. All the fields are prefilled and non-editable.

Total Activity Budget					
Total Travel Grant	Total Individual Support Grant	Total Organisational Support Grant	Total Special Needs Grant	Total Exceptional Costs Grant	Total Activity Grant
360.00 EUR	0.00 EUR	0.00 EUR	600.00 EUR	1200.00 EUR	2160.00 EUR

Linguistic Support

In the **Linguistic Support** sub-section of the Activities section you should provide information about two subjects:

- **Linguistic Assessment**: You must specify the number of participants that will do their mobility using one of the languages indicated.

- **Language Course**: You must specify the No of Participants for language learning for each language group you are applying for support.

The system automatically calculates the Grant per Participant and the Total Grant Requested.

Linguistic Support

Linguistic Assessment

Online linguistic assessment is obligatory for all the EVS participants using either Bulgarian, Croatian, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian, Slovak, Spanish or Swedish as a foreign language during mobility activities from 2 to 12 months.

Number of participants that will do their mobility using Bulgarian, Croatian, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Polish, Portuguese, Romanian, Slovak, Spanish or Swedish

Language Course

You can apply for support for language learning for your participants. Support for language learning is available for participants of European Voluntary Service (EVS) activities lasting from 2 to 12 months, either through access to language courses through the online linguistic support (for languages in group 1 below), or through a grant for languages/levels that are not available as online language courses (for languages in group 2 below). Please carefully choose for which language you are applying for support. For more information please consult the OLS website: http://erasmusplusols.eu/

Language Group	No. of Participants for language learning	Grant per Participant	Total Grant Requested
Group 1 (German, English, Spanish, French, Italian, Dutch)		EUR	EUR
Group 2 (Other languages not included in group 1)		EUR	EUR
Total	0		EUR

Once complete the "Main Activities" description, the "List of Activities" and the "Linguistic Support" sub-sections, in the left hand side of your screen will be marked with a green check.