**2023 Overseas Hallyu Community Support Program**

**< Hallyu Com-on >**

**Application Form**

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| --- | --- |
| **Supporting Division** | **Organizing Community Support** |
| **Name of Relevant  Korean Cultural Center / Korean Embassy** |  |
| **Name of Community** |  |

### \* Notes

* **Email and File Name: [Name of Korean Cultural Center/Korean Embassy] 2023 Hallyu   
  Com-On\_Organizing Community\_Application**
* Make sure to use the same ‘**Times New Roman’ in 10~11 points and in black** forsubmission. Use of different colors is permitted only in the case of emphasis.

※ Please delete all the notes in red before submission.

* Please adhere to the standardized form, but if you need to add extra information, you can make adjustments such as inserting tables and items. You cannot, however, delete or omit the basic form (table).

### \* Inquiries: [k-com@kofice.or.kr](mailto:k-com@kofice.or.kr) / +82-(0)2-3153-1754

EMB00000de80adf

 

Application Form

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| * **Applicant Information** | | | | | | | | | | |
| **Person in charge at Korean Cultural Center**  **/ Korean Embassy** | **Affiliation** | | **(Korean)** | | | **(English)** | | | | |
| **Name** | |  | | | | | | | |
| **Address** | | **(Postal Code: )** | | | | | | | |
| **Contact Info.** | | **Telephone** | **(Country Code: )** | | | **Mobile** | | | ※ Emergency contact  number |
| **Email** |  | | | | | | |
| * **Community Information** | | | | | | | | | | |
| **Name of**  **Community** | **(English)**  **(Korean)** | | | | | **(Local language)** ※ If applicable | | | | |
| **Name of Country** |  | | | | | **Place of Activity** | |  | | |
| * **Request for Support Budget Information**   ※ For Increase Amount, Self-payment and Sponsorship, only fill in the blanks if they are applicable | | | | | | | | | | |
| **Total Budget** | **Local Currency**  **KRW** | | | | **Requested Support**  **Budget(required)**  ※ Up to KRW 6 million max. | | | | **Local Currency**  **KRW** | |
| **Requested Increase**  **Amount**  ※ Up to KRW 1 million max. | | | | **Local Currency**  **KRW** | |
| **Other Self-payment and**  **Sponsorship**  ※ Fill in if applicable | | | | Local Currency  KRW | |
| **Additional Points, etc.** ※ If applicable | □ | The Best community in the ‘Organizing Community Support’ division in 2022 | | | | | | | | |
| □ | The Excellent community in the ‘Organizing Community Support’ division in 2022 | | | | | | | | |
| **Submitted Documents** | **Required** | □ Community Activity Operation Plan  □ Agreement on the collection, use, and provision of personal information  (Community Representative) | | | | | | | | |
| **Optional** | □ Proof of community activity performance | | | | | | | | |
| **I have read the announcement of community recruitment for this support program and**  **submitted the operation plan as follows to ensure the smooth promotion of the aforementioned application community activities.**  **DD / MM / 2023** | | | | | | | | | | |

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| **1** |  | **Activity Operation Plan (Required)** |

# **Community Information**

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| **Name of Community** |  | | | **Number of**  **Members**  **(as of present)** | |  | |
| **Field of Activity** | ※ K-Pop Cover Dance, Traditional Culture, K-Drama, K-Movies, etc. | | | | | | |
| **Number of Regular Meetings** | ※ Please provide the number of scheduled annual meetings, broken down into units such as week/month/quarter. | | | | | | |
| **Community Operating Channel** | **Channel Name (Website, SNS, etc.)** | | | | **URL** | | |
| ※ If there are none, indicate the channel to be opened or write "N/A" | | | |  | | |
|  | | | |  | | |
| * **Member Information**   ※ If there are more than five members, please add a column to the table and write all member details. | | | | | | | |
| **Name of Representative** |  | | | **Nationality** | |  | |
| **Contact Info.** | | **(Country Code: )** | |
| **Email** | |  | |
| **List of Organized Members** (At least five members must be secured at the time of application.) | **No.** | **Name** | **Nationality** | | | | **Email** |
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| **Community Introduction and Activity Goals** | ※ Reasons for the community's formation, grounds for the establishment of the community in the area (local and social issues, background, etc.), distinctive qualities and advantages of the community, and so on.  ※ Please feel free to express your motivation for participating in Hallyu Com-on, as well as your future plans, goals, and vision. | | | | | | |

* **Detailed Operation Plan for Each Regular Meeting**

### ※ Copy the form below for the number of regular meetings and complete the details for each meeting.

### ※ If the program is a series of regular meetings over a period of time based on a curriculum, it is acceptable to provide a complete description in one table stating the duration of the program (but include all the details for each meeting)

### \* Example) Folk Song Workshop 8-week program / Dates: June ~ July (Meeting once a week)

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| **1st Meeting** | | | |
| **Name of Meeting** | *You can write '2023 Hallyu Com-on' in the event name or create your own event name.* | | |
| **Date/Time** | *YYYY. MM. DD. 00:00* | | |
| **Venue** | ※ name of venue or online channels | | |
| **Theme** |  | | |
| **Purpose of meeting/**  **Expected results** |  | | |
| **Participants** | ※ community members, general public, etc. | **Expected Number of Participants** |  |
| **Host/Organizer** | ※ Community name, other partner organizations(if applicable) | **Cooperation Partner** | ※ Other partner organizations(if applicable) |
| **Details**  **•**  **Operation  Methods** | ● ※ To ensure a clear understanding of the content of the programs and how it will work at the meeting, please provide a detailed and comprehensive description. Please avoid general, imprecise description such as “hold a Korean traditional crafts workshop”  ●  ● | | |
| **Preparations** | ● ※ Write down preliminary preparations and needs for operation of the meeting (supplies to purchase, venue rental, pre-meeting, participant recruitment plan, instructor recruitment, etc.)  ●  ● | | |

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| **2nd Meeting** | | | |
| **Name of Meeting** |  | | |
| **Date/Time** |  | | |
| **Venue** |  | | |
| **Theme** |  | | |
| **Purpose of meeting/**  **Expected results** |  | | |
| **Participants** |  | **Expected Number of Participants** |  |
| **Host/Organizer** |  | **Cooperation Partner** |  |
| **Details**  **•**  **Operation  Methods** | ●  ●  ● | | |
| **Preparations** | ●  ●  ● | | |

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| **3rd Meeting** | | | |
| **Name of Meeting** |  | | |
| **Date/Time** |  | | |
| **Venue** |  | | |
| **Theme** |  | | |
| **Purpose of meeting/**  **Expected results** |  | | |
| **Participants** |  | **Expected Number of Participants** |  |
| **Host/Organizer** |  | **Cooperation Partner** |  |
| **Details**  **•**  **Operation  Methods** | ●  ●  ● | | |
| **Preparations** | ●  ●  ● | | |

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| **4th Meeting** | | | |
| **Name of Meeting** |  | | |
| **Date/Time** |  | | |
| **Venue** |  | | |
| **Theme** |  | | |
| **Purpose of meeting/**  **Expected results** |  | | |
| **Participants** |  | **Expected Number of Participants** |  |
| **Host/Organizer** |  | **Cooperation Partner** |  |
| **Details**  **•**  **Operation  Methods** | ●  ●  ● | | |
| **Preparations** | ●  ●  ● | | |

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| **5th Meeting** | | | |
| **Name of Meeting** |  | | |
| **Date/Time** |  | | |
| **Venue** |  | | |
| **Theme** |  | | |
| **Purpose of meeting/**  **Expected results** |  | | |
| **Participants** |  | **Expected Number of Participants** |  |
| **Host/Organizer** |  | **Cooperation Partner** |  |
| **Details**  **•**  **Operation  Methods** | ●  ●  ● | | |
| **Preparations** | ●  ●  ● | | |

# **Annual Schedule of Community Activities**

# ※ The information below is provided as an example, and please briefly write your monthly progress compared to your community action plan.

※ Identify either communities or KCC / Korean Embassy’s tasks and write them in the “In Charge” section above.

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| **Month** | **Detailed Contents** | **In Charge** |
| **3** | * *Selecting a community representative and the first five members of*   *the community*   * *Planning 2023 annual activities and applying for ‘Hallyu Com-on’* | *KCC, Korean Embassy,*  *Community (write name)* |
| **4** | * *Organizing a community management team and securing a*   *place for regular meetings*   * *Creating posters and promotional materials for recruiting new members* * *Recruiting new members through online/offline promotion* |  |
| **5** | * *Completing detailed Korean culture programs and instructor recruitment* * *Operating regular meetings (meeting name)* |  |
| **6** | * *Operating regular meetings (meeting name)* |  |
| **7** | * *Operating regular meetings (meeting name)* |  |
| **8** | * *Operating regular meetings (meeting name)* * *Planning and preparing annual activity report meetings*   *(final presentations, exhibitions, etc.)* |  |
| **9** | * *Hosting the annual activity presentation event* |  |
| **10** | * *Completing activity(meetings, etc.) operation and settlement, as well as preparing and submitting a result report* |  |
| **11** | * *Completing activity (meetings, etc.) operation and settlement, as well as preparing and submitting a result report* * *Recruiting new members, Planning future community activities* |  |
| **12** | * *Recruiting new members, Planning future community activities* |  |

# **Goals of Community Activity Performance**

※ The examples below are provided for your reference, and please define the performance goals based on the characteristics, conditions, and plans of your community meeting (delete/add lines/columns as needed.)

|  |  |
| --- | --- |
| **Section** | **Details / Target Number** |
| ***Contributing to the growth of interest in Korean culture and satisfaction with meetings*** | *∙Survey on changes in the awareness of members and non-members and favorability toward Korean culture before and after attending regular meetings*  *- 30+ respondents, survey results 4.0 / 5.0 or higher*  *∙Survey on overall satisfaction with regular meetings*  *- 30+ respondents, survey results 4.0 / 5.0 or higher* |
| ***Securement of New members*** | *∙Achieving a total number of 30 members* |
| ***Promotion performance*** | *∙Promoting community activities and regular meeting programs, recruiting general participants, etc.*  *- More than 10 posts introducing community activities and promoting them on the community’s official website and social media* |
| *∙Promoting recruitment of new community members*  *- More than 5 posts promoting new member recruitment on website and social media* |
| *∙Promoting activities by members’ personal social media accounts*   * *More than 50 cases of promotions for regular meeting programs* |
| *∙More than three posts in media*  *Articles in local newspapers about community activities, special features in arts and culture publications, etc.* |
| ***Stable operation*** | *∙Stable operation of regular monthly meetings*   * *Pursuing five or more regular meetings, More than 90% attendance rate per meeting* * *Holding a final presentation* |

# **Budget Plan for Support Fund (Required)**

**※Worth up to a maximum of KRW 6 million**

※ Please submit an application for the support budget in the local currency corresponding to the standard KRW, taking local exchange rate variations into account. / The final decision is determined after thoroughly analyzing the feasibility of the meeting plan by selection screening, and it may change from the application amount.

**※** Meeting expenses (meeting costs of operational staff, etc.) are allowable less than 10% of the total application budget.

**※** The content below is an example, and please write the community's specific budget plan in as much detail as possible (lines/spaces can be added).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requested Amount for Support Budget** | | | **Local currency**  **KRW**  ※ Applicable exchange rate: 1 KRW = 000 local currency (As of DD. MM. 2023) | | | |
| **Budget Details** | | | | | | |
| **Expected**  **Expenditure**  **Date** | **Budget Item** | **Expenditure** | | **Calculation Basis** | **Amount**  **(Local**  **Currency)** | **Amount (KRW)** |
| *MM.DD.* | *Venue*  *Rental* | *Venue rental payment*  *for regular gatherings* | | *Estimate x Number*  *of Use Days* |  |  |
| *MM.DD.* | *Product*  *Purchase*  *Fee* | *Purchase of items*  *related to Korean*  *culture experience* | | *Unit Price x Quantity* |  |  |
| *MM.DD.* | *Production Expenses* | *Production of*  *promotional materials for member recruitment* | | *Unit Price x Quantity* |  |  |
| *MM.DD.* | *Expert honorarium* | *Expenses for recruiting instruction for Korean cultural classes* | | *Unit Price x Number of Times* |  |  |
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| **Total Amount** | | | | |  |  |

# **Request for Increase Amount and Use Plan (if Applicable) ※Worth Up to a maximum of KRW 1 million**

※ Please submit an application for the support budget in the local currency corresponding to the standard KRW, taking local exchange rate variations into account. / The decision to increase the amount will be made through selection screening, and only a few communities will be supported.

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| **Request for  Increase Amount** | | | □ Yes | | □ No | | |
| **Reason for Requesting Increase Amount** | | | ※ Describe the rationale for the increase in as much detail as possible. (Ex. local price level, community event size, action plan, etc.). | | | | |
| **Requested Amount** | | | **Local currency**  **KRW**  ※ Applicable exchange rate: 1 KRW = 000 local currency (As of DD. MM. 2023) | | | | |
| **Budget Details** | | | | | | | |
| **Expected**  **Expenditure**  **Date** | **Budget Item** | **Expenditure** | | **Calculation Basis** | | **Amount**  **(Local**  **Currency)** | **Amount (KRW)** |
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| **Total Amount** | | | | | |  |  |

# **Additional Financing Plan [If Applicable]**

※ In addition to the support budget amount, state the estimated amount and source if there is a budget input from Korean Cultural Centers or Overseas Korean Embassies, self-payment by the community, donations or sponsorship, etc. (if not applicable, write " **N/A**")

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| **Additional Resources** | | **Local currency**  **KRW**  ※ Applicable exchange rate: 1 KRW = 000 local currency (As of DD. MM. 2023) | | | | |
| **Budget Details** | | | | | | |
| **Expected**  **Expenditure**  **Date** | **Budget Item** | | **Expenditure** | **Amount  (Local Currency)** | **Amount  (KRW)** | **Source** |
| *MM.DD.* | *Labor Cost* | | *Staff activity expenses* |  |  | *Self-payment by*  *community* |
| *MM.DD.* | *Production*  *Cost* | | *Souvenirs for event*  *attendees* |  |  | *Sponsored by KCC*  */ Korean embassy* |
| *MM.DD.* | *PR Expense* | | *Subway ads for community activities* |  |  | *Corporate*  *sponsorship (write company*  *name)* |
| **Total Amount** | | | |  |  |  |

I consent to the collection, use, and disclosure of my personal information as described below in connection with the KOFICE's Hallyu Community Support Program “Hallyu Com-on” project.

* 1. **Purpose of collection, use, and provision**
     + The following minimum information is collected to promote the KOFICE's <Overseas Hallyu Community Support> project.

## Personal information collected, used, and disclosed

* + - Name, affiliation, nationality, e-mail address and phone number of the community members

## Retention, use, and provision period of personal information

* + - Five years after completion of the project

## The right to refuse consent and disadvantages of refusal

* + - I am aware of my right to object to the collection of personal information.
    - Disadvantages of refusing: Participation may be restricted due to a lack of fundamental information collected for applications.

## I have been informed about the processing of personal information, and I fully comprehend and consent to it.

**✔ Do you consent to the collection and use of the applicant's personal information?**

 **Yes / □ No**

DD / MM / 2023

Name of Community:

Community Representative: (Signature)

**Agreement on the Collection, Use, and Provision of**

**Personal Information (Community Representative / Required)**

**2**

**3**

**Proof of Community Activity Performance (Optional)**

※ Present specific data in free form that demonstrates the community's activity(meeting) management capabilities and development potential.

※ Provide regional and social issues/background information as to why this community should be established in the area.

※ Attach small images, videos, press releases, and so on, or provide a URL.

※ Separate PDF files, video files, and so forth may be submitted (email attachment)