**Application**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Applicant Information** | | | |
| **Team Name** |  | **Team Type** |  |
| **Team Leader Name** |  | **Number of**  **Team Member** |  |
| **Phone 1** | (+00) | **Phone 2** | (+00) |
| **E-mail 1** |  | **E-mail 2** |  |
| **Address** | (zip code - ) | | |
| **Website** |  | | |
| **Social Media Account**  **(Org. or Team)** | (Youtube)  (Facebook)  (Instagram) | | |
| **2. Project** | | | |
| **Title** |  | | |
| **Summary** | ※ Describe your idea and project in ONE paragraph | | |
| **Area** |  | | |
| **Period** | DD/MM/YYYY – DD/MM/YYYY  ※ Project should be done from June to October 2020. | | |
| **Budget (US$)** | $ | | |
| **By submitting this application,**  **I agree to apply for Korea SHE Foundation’s Global Seed Grant program.**  **DD/MM/2020**    **Name : (Sign)** | | | |

**Project Proposal**

※ The plan must be no longer than 5 pages

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| **1. Introduce your project team and members** |
| ※ Introduce your team  ※ Introduce your team members with each expected role.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Team Leader | Member 1 | Member 2 | Member 3 | Member 4 | | Name |  |  |  |  |  | | Position/Roll |  |  |  |  |  | |
| **2. Project goals and objectives** |
| ※ Describe the background needs and purpose of the project. |
| **3. Project Description** |
|  |
| **4. Proposed activities and Action plan** |
| ※ Specify the period, schedules, areas, promotion plan, etc.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | Monthly Plan | | | | | Note | | Jun | Jul | Aug | Sept | Oct | | Activity 1 |  |  |  |  |  |  | | Activity 2 |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |
| **5. Outcomes and expected results** |
| ※ Describe the expected quantitative and qualitative outcomes.  ※ Identify the particular areas or specific communities will be impacted by this project.  1)  2)  3) |

**Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ※ The total budget cannot exceed USD $3,000. Please refer to the format given in the Standards for Use of Project Funding when preparing your budget (unit price, quantity, frequency, etc.) | | | | |
| **Category** | | **Description** | **Amount($)** | **% of total** |
| **Project Expenses** | **Event**  **expenses** |  |  |  |
| **Travel and accommodation expenses** |  |  |  |
| **Meeting expenses** |  |  |  |
| **Promotional expenses**  **(Advertising)** |  |  |  |
| **Material**  **expenses** |  |  |  |
| **Service**  **expenses** |  |  |  |
| **Etc.** |  |  |  |
| **Sub-total** | | |  |  |
| **Operation expenses(20%)\*** | |  |  |  |
| **Sub-total** | | |  |  |
| **Total** | | |  | **100%** |

**\* Operating expenses can not be over 20% of total**

**※ Guideline for Use of Project Funding**

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| --- | --- | --- |
| **Category** | | **Specific guideline** |
| **Project Expenses** | **Event expenses** | ❚ Any expenses regarding an event (e.g. venue rental fee, snacks, other equipment rentals, etc.) |
| **Travel and Accommodation**  **Expenses** | ❚ Reimbursements only include travel expenses (accommodation and transportation)  ※ Expenses for camps or workshops fall under the event expenses category. |
| **Meeting**  **Expenses** | ❚ Meeting Expenses include venue rental fees, snacks, materials, printing, food, transportation for participants, etc.  ❚ Meeting expenses are classified into two types 1) meeting participation expenses 2) meeting organization expenses  **- Meeting participation expenses include transportation fees, per diem, etc. (However the participation expenses for own team members cannot be used.)**  **- Meeting organization expenses include venue rental fees, snacks, food, etc. paid to carry out the meeting.**   * The team can set their own criteria for the payment of expenses, but alcoholic beverages or projects/services at places that sell alcoholic beverages or karaoke bars are not covered. |
| **Promotional expenses**  **(Advertising)** | ❚ Expenses incur to market or promote the project, such as the production of placards, booklets, and videos or promotional activities on SNS |
| **Material expenses** | ❚ Expenses for purchasing various materials, such as equipment and office supplies.  ※ Equipment can only be purchased if it is directly used for the project. |
| **Service expenses** | ❚ Expenses to invite externalexperts, such as instructors, consultant, graphic designers, promoter, interpreter, etc.  ❚ Other personnel expenses (e.g. hiring part-time employees)  ※ Fees must be equal to or greater than the hourly minimum wage stipulated by the government of that year.  ※ Project personnel expenses do not include wage to members of the team, such as the leader of the group, full-time worker, person in charge of the project, etc. |
| **Operation expenses(20%)** | | ❚Expenses incurred by team members for execution of the project (such as for transportation, food, etc.). Only team members are reimbursed for operation expenses and the total amount should **NOT be over 20% of the entire budget.**   * Transportation/ freight expenses: costs incurred for transportation of goods * Other administrative expensessuch as postage, courier services, etc. * Commission Fees: payments for certain services * Insurance premiums and fees: insurance premiums, public charges, fees related to the activities (excluding VAT) |

**Consent to Collection and Use of Personal Information**

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| --- |
| The Korea Safety Health Environment Foundation (“the Foundation”) cares about the personal information of applicants and complies with laws related to personal information. The Foundation wishes to acquire from applicants of the support program their consent on collection and use of their personal information, as prescribed by Paragraph 1, Article 15 of the Personal Information Protection Act.  **1. (Purpose for Collecting and Using Personal Information)**  Under the provisions of the Personal Information Protection Act that causes the Foundation to protect the personal information, etc. of the applicants, it collects and uses their information to support the activities of persons and groups, protecting it from abuse, misuse, or unauthorized collection or disclosure.  **2. (Personal Information Collected)**  The Foundation collects personal information included in the application, such as the applicant’s name, organization, and contact details to properly select persons for its talent development program.  **3. (Provision of Personal Information)**  In principle, the collected personal information is not provided to anyone outside the Foundation. However, the personal information contained in the application is provided to committee members for selection, when the applicant has given prior consent.  - Items provided: personal information included in the application, such as name, organization, background, and contact details.  **4. (Period of Storage & Use of Personal Information)**  The collected personal information may be stored and used as long as the tasks related to the support program continue; stored for 5 years from the date when these tasks related to the support program are completed; and thereafter, completely deleted upon the person’s request to do so.  **5. (Failure to Consent to the Collection, Use or Provision of Personal Information)**  Applicants may refuse the collection, use or provision of their personal information. However, the Foundation will not accept such applications, as it cannot evaluate the related applicant for participation in the applicable support program.  I have read the above provisions and agree to the Foundation collecting and using my personal information for the purpose of the support program, etc.  **( ) I agree / ( ) I do not agree** to the collection of personal information  and provision of that personal information to a third party as outlines in this agreement.  **DD/MM/2020**    **Name : (Sign)** |

[Appendix 1] Organization Information

**Organization**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Basic Information** | | | |
| **Organization Name** |  | **Name of**  **Executive Director** |  |
| **Year Founded**  **(with exact date)** |  | **Year Registered**  **(with exact date)** |  |
| **No. of Members** |  | **No. of Employees** |  |
| **E-mail** |  | **Fax** |  |
| **Website** |  | | |
| **Office Address** | (zip code - ) | | |
| **Mission Statement** |  | | |
| **Previous projects**  **(Work)** | ※ Describe your group’s main projects in the past 5 years  ※ Describe your group’s main projects planned for this year | | |
| **2. Financial (2019)** | | | |
| **Revenue** |  | **Expenditure** |  |
| **2020 Budget** |  | | |
| ※ Attach with copy of **business registration card or group registration card (corporation establishment permit), annual report and certificate of employment,**  **By submitting this application, I agree to apply for Korea SHE Foundation’s Global Seed Grant program**  **DD/MM/2020**  **Executive Director : (Sign)**  **Korea SHE Foundation** | | | |

Appendix 2] Recommendation

**Recommendation**

1. **Applicant**

|  |  |
| --- | --- |
| **Team Name** |  |
| **Project Title** |  |

**2. Reference information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** |  | **Executive Director** |  |
| **E-mail** |  | **Website** |  |
| **State your reason for recommending the applicant** | ※ Please explain the followings   * Your relationship to the applicant and time period you have known the applicant.   - Reason why you recommend the applicant.   * Strong points and potentials of the applicant in your opinion. | | |
| ※ Attach with copy of **business registration card or group registration card (corporation establishment permit)**  **I confirm that the above statements are all true and recommend the above applicant**  **for Global Seed Grant of Korea SHE Foundation.**  **DD/MM/2020**  **Recommender : (Sign)**  **Korea SHE Foundation** | | | |