**Application**

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| **1. Applicant Information** | | | |
| **Team Name** |  | **Team Type** | Registered Group  Unregistered Group |
| **Team Leader Name** |  | **Number of**  **Team Member**  **(include leader)** |  |
| **Phone 1** | (+00) | **Phone 2** | (+00) |
| \* Phone 1 : ※Phone number associated with WhatsApp (Main Contact)  \* Phone 2 : **Allternative contact** that we can reach out to if Phone 1 is unavailable | | | |
| **E-mail1** |  | **E-mail 2** |  |
| **Address** | (zip code - ) Country: /Region: / City, town, village, or community: | | |
| **Website** |  | | |
| **Social Media Account**  **(Org. or Team)** | (Youtube)  (Facebook)  (Instagram) | | |
| **2. Project** | | | |
| **Title** |  | | |
| **Summary** |  | | |
| **Project sector** | Select the Project sector | | |
| **Period** | DD/MM/YYYY – DD/MM/YYYY  ※ Project should be done from May to October 2025. | | |
| **Budget (US$)** | $ | | |
| **By submitting this application,**  **I agree to apply for Korea SHE Foundation’s 2025 Global Seed Grant.**  **DD/MM/2025**    **Name : (Sign)** | | | |

**Project Proposal**

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| **1. Introduce your project team and members** |
| **1.1 Team members and expected roles**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Team Leader | Member 1 | Member 2 | Member 3 | Member 4 | | Name |  |  |  |  |  | | Position/Roll |  |  |  |  |  |   \*If there are more than 4 team members, please insert rows and fill in all the details.  **1.2 Organizing team and motivation**  *\* When, where, and under what motivation did your team come together?*  *\* Press the "Enter" key to enter text* |
| **2. Project background, objective, and goal** |
| **2.1. Background**  *\* Please explain the background and context, including the following three aspects: (1) the environmental and social situation of the project site and sector; (2) the demand for the project (beneficiary area, population group); (3) the motivation for starting the project.*  *\* Press the "Enter" key to enter text*  **2.2 Objective and goals**  *\* Press the "Enter" key to enter text* |
| **3. Project Description** |
| **3.1. Project overview**  *\* Please describe in detail the key information written under project objects. Include the rationale for selecting a particular project site and its characteristics, the basis for setting the project duration, the target population group (students, professionals, farmers, mothers, children, community, etc.), and what is needed to achieve those goals.*  *\* Press the "Enter" key to enter text*  **a. Site (region, city or town, village, community, or school)**  *\* Press the "Enter" key to enter text*  **b. Period (preparation and implementation period)**  *\* Press the "Enter" key to enter text*  **c. Target population group**  *\* Press the "Enter" key to enter text*  **d. Implementation method**  *\* Press the "Enter" key to enter text*  **e. Stakeholders to engage with**  *\* Press the "Enter" key to enter text* |
| **4. Action plan** |
| **4.1. Planning**  *\* Organize the plan for time and place according to the stage of project progress in a table format. Please write in detail about Who, What, When, Where, Why, and How. The 'Note' in the table should include the key activities, stakeholders, and main considerations mentioned earlier.*  *\* Press the "Enter" key to enter text*  \* Activity Time Table   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Monthly Plan | | | | | | Note | | May | Jun | Jul | Aug | Sept | Oct | | Activity 1 |  |  |  |  |  |  |  | | Activity 2 |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |
| **5. Output and Outcomes** |
| *\* Descrbe the expected quantitative and qualitative outcomes. Identify the particular areas or specific communities will be impacted by this project.*  *\* Press the "Enter" key to enter text*  1)  2)  3) |
| **5. (For Follow-up Grant Applicants only)**  **- What are the reasons for reapplying to the Global Seed Grant Program?**  **- What ideas did you experiment with in your previous activities, and what were the results?**  **- Please describe any improvements (enhancements/expansions) compared to your previous activities or team.** |
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**Budget**

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| --- | --- | --- | --- | --- |
| ※ 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 cannot 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 incurred 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, consultants, graphic designers, promoters, interpreters, 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 wages to members of the team, such as the leader of the group, full-time workers, person in charge of the project, etc. |
| **Operation Expenses (20%)** | | ❚Expenses incurred by team members for the 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/2025**    **Name: (Sign)** |

[Appendix 1] Organization Information

**Organization**

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| **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 - ) Country: /Region: / City, town, village, or community: | | |
| **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 (2024)** | | | |
| **Revenue** |  | **Expenditure** |  |
| **2025 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 2025 Global Seed Grant.**  **DD/MM/2025**  **Executive Director : (Sign)**  **Korea SHE Foundation** | | | |

[Appendix 2] Recommendation

**Recommendation**

1. **Applicant**

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

**2. Reference information**

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| --- | --- | --- | --- |
| **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 2025 Global Seed Grant of Korea SHE Foundation.**  **DD/MM/2025**  **Recommender: (Sign)**  **Korea SHE Foundation** | | | |