Australia-Korea Foundation Application Form 2021
Form Preview

Applying for a grant

* indicates a required field

Eligibility

Please ensure you have read the information for grant applicants on the website prior to answering these questions.

Incomplete applications will NOT be considered. This includes applications without the appropriate supporting documents and referee letters.

Please complete the following 'Confirmation of Eligibility' questions before commencing this application form to ensure you do not waste your time applying for an unsuitable grant.

Confirmation of Eligibility

I confirm that I (the applicant) ...

- have read and understand the International Relations Grants Program Australia-Korea Foundation Grant Guidelines
- am able to demonstrate alignment between the grant proposal and the aims of the Australia-Korea Foundation.
- am an Australian citizen, an Australian permanent resident or an Australian entity with an ABN or ACN; or a Korean organisation
- am able to demonstrate financial viability
- do not owe any reports or money to the Australia-Korea Foundation through the Department of Foreign Affairs and Trade as a result of previous funding or grants
- have the appropriate type and level of insurance for the activities that are the subject of this grant proposal
- am not seeking funding for an activity that is commercially viable in its own right or which gives a commercial advantage to me and/or my organisation.
- am not undertaking an activity that will be carried out with direct financial or in-kind (such as goods and services) benefit to the Department of Foreign Affairs and Trade.
- am prepared to submit Child Protection guidelines if my grant activity involves children (those under the age of 18 years).
- seek funding for a project that will commence between 14 December 2020 and 30 June 2021.

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Required *

  ○ Yes
  ○ No

If you have any questions about the eligibility criteria, please contact **Manager, Australia-Korea Foundation** at australia.korea@dfat.gov.au.

Applicant Details

* indicates a required field

Applicant

The nominated applicant will be responsible for project management, reporting and acquittal of funds.

Are you applying as an organisation or an individual? *

Organisation details

Organisation *

ABN / ACN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

If you are an Australian organisation and do not have an ABN, you will need to complete a **Statement of Supplier form** when signing the funding agreement or you may want to nominate a legally constituted organisation or individual to administer the grant, otherwise you may have 46.5% of your grant withheld. (Please contact DFAT for further details.)

NOTE: Korean organisations do not require an ABN or Statement of Supplier form.

Trading Name

Enter a trading name or professional name (if different from legal entity name above)

Postal Address *

Address

Suburb/ Town	State/ Province	Postcode	Country

Must be an international post code

Street Address *

Address

Suburb/ Town	State/ Province	Postcode	Country

Business Phone *

Website

Twitter handle and hashtags

Other social media details

eg Facebook, Instagram etc

Primary Contact Details

Contact Person *

Title	First Name	Last Name

The main contact person within the organisation for this project.

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Contact Person's Position *

Email *

Work Number *

Mobile Number

Organisation capability statement

Describe your organisation's strengths and experience relating to this area of engagement. *

Word count:
Must be no more than 150 words

A one page capability statement may strengthen your application (optional)

Attach a file:

Individual Applicant Details

Applicant's name *

Title	First Name	Last Name

Citizenship Status *

Other:

Address *

Address

Suburb/ Town	State/ Province	Postcode	Country

Must be an international post code

Email address *

Must be a valid email address

Phone Number *

Must be a valid international phone number (e.g. 61 2 9XXX XXXX for Sydney)

Mobile Phone Number

Must be a valid international phone number

Previous Funding

Have you or your organisation previously requested or received related grant funding from the Commonwealth Government of Australia and/or other sources? *

If yes, please give details, including the amount and year. *

Word count:
Of particular interest are grants received or requested from DFAT (through Foundations, Councils and Institutes or the Australian Cultural Diplomacy Grants) and from the Australia Council for the Arts or Australian Research Council. Must be no more than 150 words.

Are you seeking funding from another of DFAT's grant programs? *

Which other DFAT grant programs? *

☐ Australia-ASEAN Council

☐ Australia-China Council

☐ Australia-India Council

☐ Australia-Indonesia Institute

☐ Australia-Japan Foundation

☐ Council for Australian-Arab Relations

☐ Council on Australia Latin America Relations

☐ Australian Cultural Diplomacy Grant Program

☐ Other:

Must be at least 1 choice selected

Project Details

* indicates a required field

Project outline

Project Title *

Must be no more than 10 words

For the 'Project Brief' below, provide a succinct description of the main activity of the project. Include the Who/What/When/Where/How. This can be a duplication of the key points in the first couple of sentences in the longer Project Summary below.

Project Description *

Must be no more than 200 words.
Must be no more than 40 words

Start Date *

Must be a date between 1 July 2018 and 30 June 2019.

Completion Date *

Must be a date.

Alignment with Australia-Korea Foundation priority areas

Which Australia-Korea Foundation priority area does your project primarily relate to? *

Choose only one

Project location

In which country or countries will your project take place? *

☐ Australia ☐ Republic of Korea

Identify the closest DFAT office or Mission to your office and project location *

☐ Adelaide ☐ Darwin ☐ Melbourne ☐ Sydney
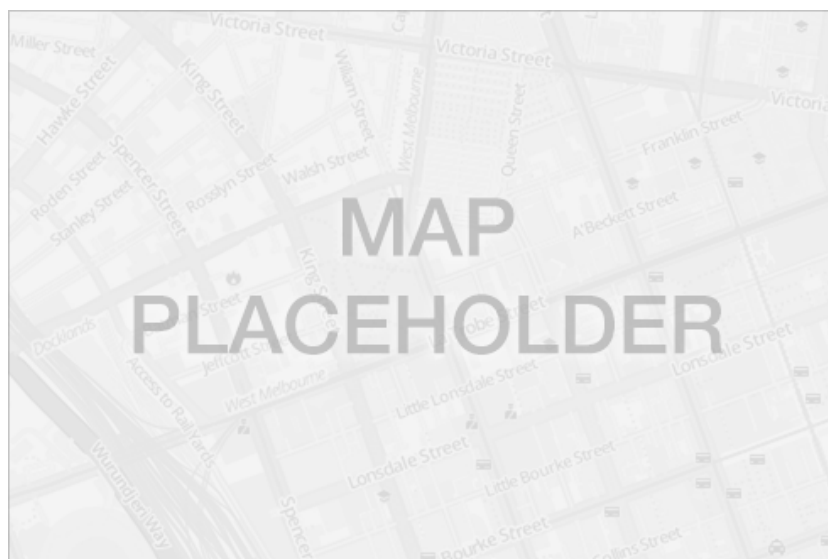☐ Brisbane ☐ Hobart ☐ Perth ☐ Seoul
☐ Canberra

You can select more than one option.

Primary project location *

Address

Address Line 1, Suburb/Town, and State/Province are required.
Must be a valid post code.

Activities

Your grant proposal should demonstrate how your project will promote people-to-people links, a contemporary and positive image of Australia, and support for the Australian Government's international policy goals.

To do this, you should specify the types of events planned and the expected attendance or participation at these events. Examples of events are public seminars, media engagements, promotional events, performances, exhibition days or community events.

NOTE: If you are successful, you will be asked to provide an online **Communications Outline** (a media/communications strategy) through *SmartyGrants* where you will need to provide the details of your planned activities. This is important information for the AJF in order to help promote projects.

Planned Activity	Indicative date of activity	City or Region	Country

Gender, Diversity and Inclusion

The Australia-Korea Foundation encourages diversity and inclusion including gender, race and ethnicity, physical abilities, age and sexual orientation. In this section, we want you to show that you have considered diversity in designing your project/program and how you will know if you have succeeded. This can include being proactive in ensuring balanced gender representation in your project's beneficiaries where equal gender representation of your eventual beneficiaries would show that you have succeeded. Alternately, if your program/ project targets only one gender, you can explain your rationale here.

NOTE: While the Australia-Korea Foundation will still consider your proposal if it does not address 'gender, diversity and inclusion', we strongly encourage you to consider these issues.

How will you address gender, diversity and inclusion in your project and how will you know if you have succeeded? *

Word count:
Must be no more than 100 words.

Working with Children

DFAT considers a child to be a person under the age of 18 years. DFAT's Child Protection Policy provides a framework for protecting children from exploitation and abuse in the delivery of projects supported by DFAT. The Policy is available here.

Will your project involve working with children? *

IMPORTANT: If your grant application is successful, you will need to provide a copy of your child protection guidelines. Your guidelines will need to be cleared by DFAT's Child Protection Policy area BEFORE a Funding Agreement is offered to you or your organisation.

An example code of conduct on Child Protection is provided within DFAT's Child Protection Policy. If you or your organisation would like further information, contact childprotection@dfat.gov.au or on +61 2 6178 5100, ideally well in advance of the grants round closing date.

Do you have child protection guidelines for your project? *

Assessment Criteria

* indicates a required field

Criteria 1 - Project alignment

How will the grant activity contribute to the objectives of the Australia-Korea Foundation? (weighting + 20%)

Word count:
Must be no more than 150 words.

Criteria 2 Public diplomacy

What is the grant activities' potential for raising awareness of Australia in Korea / Korea in Australia and does it promote a contemporary and positive image of Australia? (weighting = 25%) *

Word count:
Must be no more than 150 words.

Criteria 3 Grant project need

What is the need for the particular grant activity in the particular location/demographic or how does the proposed grant activity address a specific need? (weighting = 20%) *

Word count:
Must be no more than 150 words.

Criteria 4 Capability and capacity

What is the capability and capacity of the applicant to undertake the grant activity? (weighting = 25%) *

Word count:
Must be no more than 150 words.

Provide information on individuals or organisations in Australia or in Korea who will participate in the administration and/or execution of the project.

IMPORTANT: The Australia-Korea Foundation attaches considerable importance to the capacity of applicants to develop new or strengthen existing partnerships between Australian/Korean organisations and individuals and their counterparts. Where others have agreed to participate, documentary evidence demonstrating your partner's understanding of their involvement should be supplied to strengthen your application.

Project Partners	How will they participate in this project?	Partner location?	Evidence of commitment to project
	Must be no more than 150 words		For example, a one page letter

Criteria 5 - Feasibility

Describe how the proposal is achievable in the context of COVID-19 related restrictions. (weighting = 10%) *

Word count:
Must be no more than 200 words.

Project Budget

* indicates a required field

Instructions

List all projected income and expenditure items for the entire project under the headings given. If there are headings not relevant to your proposal, leave the item **blank**.

Australian Goods and Services Tax (GST)

Notes on GST:

If you are GST-registered, your budget should be **exclusive of GST** and we will pay the grant plus GST. Select 'GST in addition' in the question below. You should provide amounts in Australian dollars (AUD$).

If you are not GST-registered or you are a **Korean** organisation, your budget should **include GST** as this is part of the cost of the project. We do not add any amount to the grant to cover this expense as you are not obliged to charge DFAT GST. **Select 'No GST'** in the question below.

Are you registered with the Australian Tax Office for GST purposes? *

Will you be charging - *

○ GST in addition
○ No GST

If uncertain, check with your organisation's finance area as this will impact on final funding and grant agreement. NOTE: universities and research organisations usually charge GST. Korean applicants should select 'No GST'.

Budgeted Income

You should list all contributors to your project here including indications of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support.

A. Internal Contribution	AUD $	Comments (to be completed by Applicant)
	$	e.g. contribution from your organisation (confirmed/conditional/pending approval).
	Must be a dollar amount	

You should list all other income for your project here including indications of whether each source of income is confirmed, conditional or pending approval. Other Income can include Grants from Australian Federal Government, State Government, Local Government, etc and other income like cash, in-kind, etc.

B. Other Income	AUD $	Comments (to be completed by Applicant)
	$	e.g. other grant (confirmed/ conditional/pending agreement)
	Must be a dollar amount	

C. DFAT Grant

DFAT Grants Program Funding Requested *

$

Must be a dollar amount. Publication Award applicants are limited to $10,000.

DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grant Validation *

$

Must be a dollar amount and equal to 0. This number/amount is calculated.

Total Income

A + B + C

Total Project Income *

$

Must be a dollar amount. This number/amount is calculated.

Budgeted Expenditure

Grants cannot be used for fixed or recurrent expenditure of your organisation, such as the cost of salary (including for research assistants or administrative staff) and management fees, which would be incurred irrespective of whether this project proceeds. This includes fees for the use of equipment, facilities and other costs that your own organisation may charge you. Grants cannot be used to contribute to capital expenditure such as equipment or computer software.

D. Wages and Fees	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	$	$	
For example: Artists fees specific to the project.	Must be a dollar amount	Must be a dollar amount	Please itemise

E. Travel Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)

Economy Airfares total	$	$	eg (__ persons x ___ ticket cost)
Travel and meals allowance			eg (___ per diem x ___ persons x ___ days)
Accommodation			eg (___ per diem x ___ persons x ___ days)
Other transport			Please specify
Other (IMPORTANT: passport costs will not be covered by AKF)			Please specify
Travel costs must be based on reasonable economy class travel. Modest travel budgets are strongly encouraged. Your application could be unsuccessful if travel costs are not considered appropriate, reasonable or realistic.	Must be a dollar amount	Must be a dollar amount	

Event Costs could include: Venue Hire; Catering; Freight and Installation.

F. Event Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	$	$	
Must be a cost for a future event. Projects already completed will not be funded.	Must be a dollar amount	Must be a dollar amount	

G. Other Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
NOTE: Publication Award applicants should list 'Publication costs'	$	$	
Other Costs could include: publication costs (for Publication Award applicants) and communication costs such as advertising and promotion, printed material, photography, graphic design and translation costs (only for Korean-language materials to English or English-language materials to Korean). Capital expenditure (eg equipment, software) will not be funded by AKF.	Must be a dollar amount	Must be a dollar amount	

See AKF grant guidelines for more detail on what items can not be funded [at: http://dfat.gov.au/people-to-people/foundations-councils-institutes/australia-korea-foundation/grants/Pages/funding-program.aspx].			

Contingency

$

Not funded by DFAT

Total Expenditure

Total DFAT Funded Expenditure	**Total Other Source Expenditure**	**TOTAL EXPENDITURE**
$	$	$
Must be a dollar amount. This number/amount is calculated. Must be a dollar amount. This number/amount is calculated.	This number/amount is calculated. Must be a dollar amount. This number/amount is calculated.	Must be a dollar amount. This number/amount is calculated.

Balanced Budget Check

Income = Expenditure *

$

Must be equal to 0.
This number/amount is calculated.

Significant and Multiyear Funding

'Significant' (over $50,000 and up to $80,000) and multiyear funding (up to $50,000 per year for up to three years) may be considered by the Board where a strong case has been given to demonstrate that a program addresses a specific need, is particularly worthwhile, sustainable and able to advance the Australia-Korea relationship.

In the event that the Board does not agree with your assessment and if you wish your grant proposal to be considered further, please describe how you would reduce the scale of your project to fit within the standard AKF grant range ($5,000 to $40,000) and specify the amount sought.

Do you want your project to be considered for signficant and/or multiyear funding? *

Does your project involve grant payments,

or tranches, over multiple years? *

Why do you think your proposal should be considered for significant and/or multiyear funding?

Word count:
Must be no more than 100 words.
No more than 100 words

If your project is not considered for significant and/or multiyear funding and you wish your grant proposal to be considered further, describe how you would reduce the scale of your project to fit within the standard AKF grant range ($5,000 to $40,000) and specify the amount sought.

Word count:
Must be no more than 150 words.

DFAT Grants Program Funding Request

Enter the DFAT grant funding requested for each year.

NOTE: The total must equal the amount entered in section C. DFAT Grants Program Funding Requested

Year 1 *	Year 2 *	Year 3 *	Total Multiyear funding
$	$	$	$
Must be a dollar amount	Must be a dollar amount	Must be a dollar amount	Must be a dollar amount. This number/amount is calculated.

Validation: Multiyear funding = DFAT Grants Program Funding Requested *

$

Must be equal to 0.
This number/amount is calculated.

Referees

* indicates a required field

Please attach one page letters of support from two referees with no direct financial interest in this project. Referees should comment on the project's objectives and the strategies to

achieve them. The two referees would ideally provide different perspectives on the proposal and would work for different organisations.

Note: **It is the applicant's responsibility to contact referees and ensure that their signed reports are received/attached to this application prior to submission by the grant round closing date.**

Applications will not be considered for funding without the nominated referees' written reports attached. Un-signed referees' reports will not be accepted.

The Australia-Korea Foundation reserves the right to seek advice on the application from other persons as appropriate.

Referee 1:

Name *   Title   First Name   Last Name

Phone Number *

Email Address *

Position Title

Organisation
(if applicable)

Relationship to Applicant *

How long have you known this referee? *

Referee's Report 1 *   Attach a file:

Referee 2:

Name *   Title   First Name   Last Name

Phone Number *

Email Address *

Position Title

Organisation

(if applicable)

Relationship to Applicant *

How long have you known this referee? *

Referees Report 2 *

Attach a file:

Letter of support.

Attach a file:

Universities and other organisations and institutions may wish to attach a short letter of support from your Research Office or equivalent. For universities this letter should explain how the planned project results align with joint priorities identified with equivalent institutions in the partner country, for instance, how the project supports active engagement under a Memorandum of Understanding.

If you are an individual from a large organisation, your application will be more competitive if you have your organisation's support as demonstrated by a letter of support.

Certification

* indicates a required field

Conflict of Interest

Any conflicts of interest could affect the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the Department of Foreign Affairs and Trade staff, any member of the assessment committee and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with an organisation which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives funding under the Program.

To the best of your knowledge, are there any perceived or existing conflicts of interest relating to your application? *

If you answered 'Yes' please outline any perceived or existing conflicts of interests

Word count:
Must be no more than 100 words.

Privacy and Freedom of Information

The Department of Foreign Affairs and Trade (DFAT) must comply with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (Privacy Act). The DFAT Privacy policy is available here.

The information you provide in your funding submission is used by DFAT to assess your application. This information, including personal information, will be disclosed to the Board and Secretariat, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT websites. DFAT may also publish this information, including personal information, in its Annual Report and on the DFAT website. Applicants should also note the provisions of the *Freedom of Information Act 1982* apply to documents in DFAT's possession.

I, certify that:

- I have read the relevant information provided for grant applicants regarding eligibility and funding conditions, and confirm the proposed project meets the eligibility criteria.
- The statements in this application are true to the best of my knowledge and any supporting material is my own work or the work of the persons named in this application.
- I accept that DFAT reserves the right to use whatever assessment processes and selection criteria they deem necessary to evaluate this and other applications for grant funding
- I acknowledge that this application will be assessed on its merits, and compared to other projects, and that it may not be funded, or it may not be funded at the amount requested.
- I understand that my contact details may be used to receive information updates about relevant DFAT activities, and that I may choose to opt out of further updates at any time.
- If my application is successful, I consent to the media or members of parliament being given information about the funded project and agree I may be contacted directly by them on the contact number provided under Applicant Details above.
- If my application is successful, I will provide a final project report in accordance with the acquittal reporting requirements, which will include all related information and supporting documentation required to acquit properly and fully the money received.

I understand that any information given to applicants by the Secretariat should be seen as information only, and that I should not alter my circumstances or act upon expectations arising from such information.

Certification: * ○ Yes, I have read and agree to the above conditions.

Date of Certification *

Must be a date

Certifying Officer's Name *

Title   First Name   Last Name

Certifying Officer's Position *

If you are applying as an individual, state "individual applicant".