

## **[Appendix 1] Matters to be observed to execute the grant, how to execute, and the items that are prohibited to use the grant**

### **1. Matters to be observed to execute the grant**

Number	Content
1	Projects shall be carried out in accordance with the submitted project plan in good faith.
2	The grant shall be managed separately from general accounting.
3	In case of wishing to change a project plan that has already been delivered and/or supported, be sure to get the approval of OKF in advance followed by diplomatic offices.
4	In case of cancelling a project, grant shall immediately be returned to OKF through diplomatic offices.
5	Comply with the forms that need to be filled when executing the grant, prepare documentary evidence, and submit it within the prescribed time. If you fail to submit it within the period, you may be a subject of sanctions such as reduced support in the following year, or may be asked to submit a document that explains the reasons for that delay.
6	In case of wishing to execute the budget in the next year, be sure to get the approval of OKF through diplomatic offices in the current year
7	The contents of the execution report and supporting documents must be in accord and be submitted to OKF through diplomatic office within 2 months after the termination of the project.
8	Cooperate with requests from OKF or an external auditor for submission of materials.
9	The results that are yielded from the grant may be uploaded to the website of OKF, published (collections of best practices, workshops, etc.), and used to produce promotional videos for public, educational, and/ or promotional purposes.
10	Indicate the sponsorship of OKF in business (events) banners, booklets, promotional materials, and media promotion activities.
11	Apply the unit price that reflects local prices, but comply with the contents that are specified in the "how to execute, and the items that are prohibited to use the grant" parts.

## 2. How to execute

Account	How to execute
Labor costs	<ul style="list-style-type: none"> <li>- Account transfer to manpower (including foreign guests) required for business</li> <li>- If payment is made directly due to the local-specific reasons, a confirmation form of receive may be used for confirmation.</li> <li>※ confirmation form of receive : Recipient's name, amount and signature of the head of the group are necessary</li> <li>(E.g.) Lecture fee, service fee for operating team, etc.</li> </ul>
Project promotion costs	<ul style="list-style-type: none"> <li>-Food expenses (unit price x number of people) receipt</li> <li>-Accommodation fee (unit price × number of people) receipt</li> </ul>
Operating costs	<ul style="list-style-type: none"> <li>- Direct expenses for the manufacture, purchase, and rental of materials (items, booklets, sound equipment, etc.)</li> <li>(E.g.) Collection of materials (unit price X number of books)</li> </ul>
	<ul style="list-style-type: none"> <li>-Banner, promotional materials, plaque manufacturing costs</li> <li>-Online / offline advertising expenses</li> </ul>
	<ul style="list-style-type: none"> <li>- Direct expenses such as fee for use of facilities required for business and various insurance fees</li> <li>(E.g.) Facility use (short term lease) contract, receipt</li> <li>-Domestic and overseas business travel expenses (transportation expenses, accommodation expenses) and expert invitation expenses (airfare, accommodation expenses)</li> </ul>
Other expenses	Major expenses related to business

※ For the purpose of simplifying OKF's administration, management, and supervision, if the total amount of receipts is less than USD30, do not execute

## 3. The items that are prohibited to use the grant

Category	The items that are prohibited to use the grant
Capital expenses	Facility fee, repair fee, telegraph phone, etc.
Operation expense of Overseas Koreans organization	Long term rent for offices, utility bills, etc.
Etc.	<ul style="list-style-type: none"> <li>- Scholarships, awards and donations (goods), snacks</li> <li>-R &amp; D expenses</li> <li>If you are a research organization, you can execute R &amp; D expenses.</li> </ul>

※ *Where there exists a false claim, etc.\* an administrative authority can impose and collect an additional monetary sanction of up five times the value of the relevant illicit profits by 'ACT ON PROHIBITION OF FALSE CLAIMS FOR PUBLIC FUNDS AND RECOVERY OF ILLICIT PROFITS'.*

<ACT ON PROHIBITION OF FALSE CLAIMS FOR PUBLIC FUNDS AND RECOVERY OF ILLICIT PROFITS>

- The "False claim, etc." means any of the following acts that cause a loss to or earn a profit from public funds:

- (a) An act of claiming a payment from public funds by fraud or other improper means, despite a lack of qualifications to do so
- (b) An act of claiming a payment from public funds in excess of the payment supposed to be received by fraud or other improper means
- (c) An act of using a payment from public funds for any purpose other than the specified purpose or use, without complying with the procedures prescribed by statutes and regulations or municipal ordinances and rules, or standards



**[Appendix 3]**

Project Proposal Form ([ ]Apply [ ]Change)							
Title of Project							
Status of Project	<input type="checkbox"/> On-going project (The year of initial project implementation: _____) <input type="checkbox"/> New project						
Classification of Project (Multiple Selection Possible)	<input type="checkbox"/> Exhibition, Fair <input type="checkbox"/> Culture experience <input type="checkbox"/> Parade <input type="checkbox"/> Performance, Music concert <input type="checkbox"/> Ceremony <input type="checkbox"/> Volunteer <input type="checkbox"/> Campaign <input type="checkbox"/> Visit/Field <input type="checkbox"/> Training/Education <input type="checkbox"/> Counseling service <input type="checkbox"/> Conference <input type="checkbox"/> Lecture/Seminar <input type="checkbox"/> Forum <input type="checkbox"/> Workshop/Meeting <input type="checkbox"/> Contests <input type="checkbox"/> Athletic Event <input type="checkbox"/> Publication, issuance <input type="checkbox"/> Survey, Research <input type="checkbox"/> Workshop <input type="checkbox"/> the Press/Broadcasting/Contents Production <input type="checkbox"/> Others( )						
Project Contents (In detail)	(Available for Detailed Content attachment)						
Purpose and Expected Outcome							
Project Outline	Period						
	Location						
	Number of Participants						
	Organization in Charge						
	Sponsor/partner Institution						
Total Budget & Requested Amount for Grant	Total Budget (USD)	2020	(USD )				
		2021	(USD )				
	Requested Grant for Foundation Support (USD)	2020	(USD )				
		2021	(USD )				
	Yearly Grant for Foundation Support (USD)	2015	2016	2017	2018	2019	2020

Reason for change1)	
Planned Expenditure and detailed budget of the amount on request	

- 1) In case of any changes from the original plan(Use a separate sheet, if necessary)
- 2) Please describe the detailed proposal, schedule(each project, month) of the project(Use a separate sheet, if necessary)



## [Appendix 5] Personal Information Collection and Usage Agreement

OKF values the protection and privacy of the applicant's personal information in accordance with the related law, the Personal Information Protection Act. OKF further attempts to make the applicant feel safe when he or she is required to provide his or her personal information. Please carefully read the information below and make a decision whether or not you agree with the personal information collection and usage.

Items of personal information collection	The Purpose of collection and use of personal information	Period of maintenance and use of collected personal information
Name, Date of birth, Nationality, Address, Contact information, E-mail address, Career experiences, Foreign language proficiency information, etc.	<ul style="list-style-type: none"> <li>- To verify the identity of the Individual</li> <li>- To give notice(information) on support and events of OKF</li> <li>- To utilize as statistical data that provide for the stable provision and improvement of the service, thereby facilitating handling inquiries that occur while using service</li> <li>- To Utilize as statistical data for service/event planning and providing an optimized service according to the type of the project and the county</li> <li>- To utilize as the basis for the making policy of Overseas Korean</li> <li>- To contribute to the reinforcement of Overseas Korean Adoptees communities</li> </ul>	Semi-permanent

The applicant has the right to refuse the collection and use of personal information. The applicant may refuse to provide his or her basic identifying information such as name, date of birth, nationality, e-mail address, cellular phone number, career experiences, etc. However, he or she may have the disadvantage of not receiving a notice from OKF or may even not be considered for reviewing.

※ OKF will not use collected information for anything other than the intended purpose. If the applicant wants to refuse OKF the permission to use the collected information, he or she may request perusal, revision, and elimination of his or her personal information to the chief manager.

As above, I agree that OKF shall collect and use the personal information in accordance with the related law, the Personal Information Protection Act.

Do you agree to the provision of personal information?      Agree       do not agree

[Separate consent to the provision of personal information to the third parties]

- Third Party : Research institution or Education institution related to overseas Koreans
- Personal information to be disclosed : name, e-mail address, resident country, etc.
- Purpose of collection and use : to utilize as the basis for the making policy and research studying
- Period of use and retention of personal information by Third-Party : 1 year

Do you agree to the third party the provision of personal information?      Agree       do not agree

Date:

Name:

(signature)

**[Appendix 6]**

**Budgetary Document of Income & Expenditure for Grant**

**General Table for the 2021 Budget of Accounts (Unit : USD)**

Classification	Amount of Project Budget
Total Income	
Total Expenditure	

**A. Income (Unit : USD)**

Classification	Amount of Budget(USD)	Details of Calculation	Note
Total			

**B. Expenditure (Unit : USD)**

Classification	Amount of Budget(USD)	Details of Calculation	Note
Total			

**[Appendix 7]**

## Grant Execution Report

1. Name of the Organization		2. Name of the president	
3. Mobile		4. E-mail	
5. Title of the Project			
6. Total Budget	USD	7. Deductible expense	USD
8. Amount of the Received Grant	USD	9. Date Received	M    D    Y
10. Amount of the Expended Grant	USD	11. Balance of the Grant	USD
12. Period of the Project	(from    M    /    D    /    Y    to    M    /    D    /    Y    )		
13. Numbers and Names of the Main Participants	Number of Participants(            ) - Overseas Korean (            ) / Local(            ) / Other(            ) - Main Participants(            )		
14. Sponsor/Partner Institution			
15. Main contents of the Project	○ - -		
16. Outcome of the Project (please attach the details if necessary)	○ - -		
17. Other Things to report			

I confirm that I executed OKF grant in accordance with the original application purpose and contents, and submit an expenditure report.

Year                      Month                      Day

Applicant

(Signature or seal)

**To the President&CEO of the Overseas Koreans Foundation**

**[Appendix 8]**

## Expenditure Report of the O.K.F. Grant

**Title of the Project:**

**Amount of the OKF Grant:** USD 0,000 / Currency 0,000 (※ The exchange rates: 1USD = Currency 0,000)

**Expenditure Breakdown**

(Unit: USD)

No.	Classification	Breakdown	Amount of execution (USD)	Amount of execution (Currency)	NO. of Receipts
1	Labor costs				
2	Project promoting costs				
3	Operating costs for Program				
4	Other expense				
5					
6					
Total					

- ※ Classification : Labor costs, Project promoting costs, Operating costs for program, other expense (please refer to the appendix 2 for the details)
- ※ Fill in the contents (calculating breakdown) accurately.
- ※ Only the things that are related to the O.K.F. Grant should be written above and submitted (except for the deductible expenses)  
If deductibles are included in receipts, it should be marked both in receipts and the breakdown above.
- ※ Please write down the amount of execution in local currency, if the grant is not given in USD. (Ask diplomatic offices of the exchange rate, if you do not know)