

**2018 Foreign Community Cultural Events Support Project**

**Application**

- Name of the Community Group (Organizer) :**
- Title of the Cultural Event :**
- Community Group Information :**
  - Name of the Representative :
  - Mobile Phone No. :
  - Office Address :
  - Tel. No. :
  - E-mail :
- Date of Application :**
- Name of the Applicant :** \_\_\_\_\_ (Signature)

Please fill in the following two attached forms and submit them along with this application form.

1. A copy of the Detailed Event Plan
2. A copy of the Introduction to the Organization

**2018 Foreign Community Cultural Events Support Project**

**Detailed Event Plan**

- Title of the Event :**
- Purpose :**
- Date of the Event :**
- Venue :**
- Event Description :**
- Participation Expectations :**
  - Expected number of participants :
  - VIPs :
- Organizer Information :**
  - Number of staff in the organizing body :
  - Staff management plan :

**Event Promotion Plan :**

**Local/Foreign Residents Participation Plan :**

- Plan for how to encourage cultural exchange with local residents of Seoul through the event

**Event Safety Plan :**

**Expected Costs and Sources of Funding :**

- Overview

Total	Self-funded budget	Requested funds from the SMG

- Additional Fundraising Plans (other than from the SMG)

- Brief Budget Calculation

(Unit : Korean Won)

Classification	Description	Amount	Calculations
<i>(example)</i> Rent	- event place - Sound system	500,000 1,300,000	5,000 x 50 sqm x 2hrs 1,000,000(for main speaker) + 300,000(for microphone)
Print	- Brochure, Poster	1,000,000	
<b>Total</b>		<b>2,800,000</b>	

**Planned Schedule :**

Date (Weekly or Monthly)	Category	Details
<i>(example)</i> 4. 17	Event Location	- selecting the venue, reviewing the conditions
4. 24	Print Invitation Letter	- poster, brochure preparation - Mail invitation letters

**Expected Results of the Event :**

**Sample Event Photos (or any related photos) :**

photo description :	photo description :

**2018 Foreign Community Cultural Events Support Project**

**Introduction to the Organization**

**Purpose of Foundation :**

**Organization History :**

**Organization Outline (Structure & Members) :**

**Recent Activities (Including Cultural Events) :**

**Cultural Event Projects Planned for 2018 :**

**Organization Representative :**

- Name :
- Title :
- Address :
- Tel. :
- E-mail :