

# Australia-Korea Foundation Application Form

## 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.

#### **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

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services) benefit to the Department of Foreign Affairs and Trade.

- am prepared to submit a Child Protection code of conduct 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.

### Required \*

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

## 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. List the most recent and relevant ones. Must be no more than 150 words.

## Project Alignment

\* indicates a required field

Alignment with Australia-Korea Foundation priority areas

**Cross cultural collaborations**

**Trade and commerce relationships**

**Technological, scientific and educational innovation**

**Strategic international relations**

**Which Australia-Korea Foundation priority**

Cross cultural collaborations  
Strategic international relations  
Trade and commerce relationships

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**area does your project primarily relate to? \***

Technological, scientific and education innovation  
Choose only one

Alignment with grant program objectives

**To which DFAT grant program objective does your project primarily relate? \***

NOTE: This sections seeks to determine how well your grant proposal aligns with DFAT's grant program objectives (which may overlap with AKF objectives).

## 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

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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

## University applicants

Different areas/business units should seek to ensure that their proposed applications align with their institution's international strategies and are required to confirm this through a letter of support from their Research Office or equivalent.

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**Is your application from a university \***

**Attach a short letter of support from your Research Office or equivalent. \***

Attach a file:

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. In addition, this letter should also confirm that the university does not have any overdue aquittal report on AKF-funded projects.

### Primary Contact Details

**Contact Person \***

Title

First Name

Last Name

The main contact person within the organisation for this project.

**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

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**Applicant's name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**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

## 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 Brief \***

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Must be no more than 40 words

**Start Date \***

Must be a date between 1 July 2020 and 30 June 2021.

**Completion Date \***

Must be a date.

**Project location**

NOTE: The Australia-Korea Foundation seeks a spread of projects across Australia and Korea.

**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

The DFAT website lists all Embassies, High Commissions and Consulates. DFAT has offices in each state and territory capital in Australia. You can select more than one option.

**Primary project location \***

Address

  

Suburb/Town State/Province Postcode Country

Must be a valid post code.

**Does your project occur across multiple locations across North Asia?**

**Does your application relate to an Asia regional project? \***

In this section, we seek to determine whether your project is looking to incorporate multiple locations across North Asia to maximise value for money and potentially involve more than one DFAT Foundations, Councils and Institutes.

**Are you seeking funding from any other DFAT's grant programs? \***

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### Which other DFAT grant programs? \*

- Australia-China Council
- Australia-Japan Foundation
- Australia-India Council
- Australia-Indonesia Institute
- Council for Australian-Arab Relations
- Council on Australia Latin America Relations
- Australian Cultural Diplomacy Grant Program
- Australia-ASEAN Council

Must be at least 1 choice selected

### Project summary

#### Project description \*

Word count:

Must be no more than 150 words

### Gender, Diversity and Inclusion

The Australia-Korea Foundation encourages diversity and inclusion across a spectrum of dimensions including gender, race and ethnicity, physical abilities, age and sexual orientation. In this section, we want you to demonstrate that you have considered diversity in designing your project/program and how you will measure success. 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.

#### How will you address gender, diversity and inclusion in your project and how will you measure your success? \*

Word count:

Must be no more than 100 words.

### Potential COVID-19 restrictions

#### What measures and contingency planning will you put in place to ensure the project complies with potential COVID-19-related travel, government and social distancing restrictions relevant to your project? \*

Word count:

Must be no more than 100 words.



### Project Results and Impact

In this section, we seek an indication of how well your project may increase mutual understanding and goodwill between Australia and Korea especially if it is in a new and innovative way. We also seek an indication of your project's capacity for longer term impact beyond the life of the project.

Expected project results need to be clear, succinct, realistic and measurable within the project's timeframe. Between two and four project-specific results can be outlined.

**Expected Project-specific result 1 \***

Word count:

Must be no more than 100 words

**Expected Project-specific Result 2 \***

Word count:

Must be no more than 100 words

**Expected Project-specific Result 3**

Word count:

Must be no more than 100 words

**Expected Project-specific Result 4**

Word count:

Must be no more than 100 words

**How will your project contribute to increased awareness of, and engagement in, the Australia-Korea relationship? \***

Word count:

Must be no more than 150 words

**What measures will you put in place to support key relationships and sustain project results? \***

Word count:

Must be no more than 150 words

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NOTE: Under this section, the Australia-Korea Foundation seeks to determine how your project will create or strengthen formal or other people-to-people relationships and also what measures you will put in place to ensure their sustainability (eg creation or enhancement of alumni groups or options for future collaboration). In your acquittal report, you will be asked for a report on this.

### Monitoring project results

**How will you know if these results have been achieved? \***

**Word count:**

Detail the monitoring plan for your project. Outline how project results will be measured and recorded, including media coverage (questionnaires, surveys, interviews, etc). Must be no more than 150 words.

NOTE: In your acquittal report, you will be asked about the most significant change, whether positive or negative, in people-to-people relationships as a result of your project.

### Public Outreach and protection

\* indicates a required field

#### Public Outreach

The Australia-Korea Foundation expects successful grantees to actively undertake public outreach activities for their projects. In your project acquittal you will be asked to report on the quantity and quality of media coverage that your project generates including the number of media articles, radio and television broadcasts, website hits and social media interactions. The type of qualitative information we expect would include the depth of information provided, number and appropriateness of the target audience. This will help inform our assessment of your project's impact. Outlining your publicity goals here will inform the assessment of your application against our objectives. You will also be required to report on when and where Australia-Korea Foundation support was acknowledged (including use of the logo) throughout your project.

**What publicity is intended to extend the reach of your project and how will you acknowledge Australia-Korea Foundation support throughout your project? \***

**Word count:**

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Must be no more than 200 words.

Include a description of the planned activities of key stakeholders, representatives and the local community listed below in 'Activities' and why you expect this level of engagement. Include details of when and where Australia-Korea Foundation support will be acknowledged.

### Short Video

A short video can be an effective outreach tool to promote project outcome. AKF funds can contribute to video production.

**Do you intend to produce a video? \***

Yes

No

### 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 AKF in order to help promote projects.

Planned Activity	Indicative date of activity	City or Region	Country

### Photograph or Infograph

An image significantly increases the impact of a project's publicity. To assist the Australia-Korea Foundation's assessment of your project's publicity/public outreach potential, you are asked to provide an image that is representative or which captures the flavour of your project. This can include a photo of a previous related activity, a mock-up of a publication cover, a logo, an infograph etc. Photos or graphics attached here should have a resolution of 300 dpi and be at least 1.5MB in file size.

**Attach a photograph or infographic promoting your project \***

Attach a file:

Must have a resolution of 300 dpi and be at least 1.5MB

**Caption including names, place and date as appropriate \***

**Photographer or design credit \***

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The Australia-Korea Foundation will only use this photo or image for application assessment purposes. The image will **not** be used for publication purposes without your prior consent.

For information, the Australia-Korea Foundation publishes photographs in accordance with the *Privacy Act 1988*.

The *Privacy Act 1988* governs the way 'personal information' is collected, used and disclosed in Australia and overseas. Images of individuals are considered to be 'personal information' if the person's identity is clear, or can reasonably be ascertained from the image. This information can only be published if the individual has given consent or would have been aware that the information may be disclosed publicly.

Written consent of individuals appearing in a photograph *is* necessary to publish that photograph in the following circumstances:

- where the image is not taken in a 'public place', that is, in situations where persons would have a reasonable expectation of privacy, especially where the identity of the person can be established
- where children have been photographed, *and* they are not in a public place, *and* their identity can be established, parental consent will be required.

Where written consent is required, the subject of the photograph, or a parent/guardian in the case of minors, should be asked to sign a [consent for the use of images form](#). This link also provides guidelines on ethical photography.

## 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? \***

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](mailto:childprotection@dfat.gov.au) or on +61 2 6178 5100, ideally well in advance of the grants round closing date.

**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 signed.

**Do you have child protection guidelines for your project? \***

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### 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, select 'No GST' below. We do not add any amount to the grant to cover this expense as you are not obliged to charge DFAT GST.

If uncertain, check with your organisation's finance area as this will impact on funding amount and grant agreement.

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

**Will you be charging - \***

- GST in addition  
 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.

<b>A. Internal Contribution</b>	<b>AUD \$</b>	<b>Comments (to be completed by Applicant)</b>
	\$	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)**

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	\$	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.

### Documentary evidence

**Attach budget documentary evidence here.**

Attach a file:

### Budgeted Expenditure

**Grants do not fund** 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. These grants cannot be used to contribute to capital expenditure such as equipment or computer software. For further details please refer to the website under [Eligibility](#).

### D. Wages and Fees

	DFAT Funded	Other Source	Comments (to be completed by Applicant)
--	-------------	--------------	---

	\$	\$	
For example: Artists 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)

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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)**

	\$	\$	
Other Costs could include: communication costs such as advertising and promotion, printed material, photography, graphic design and translation cost. Capital expenditure (eg equipment, software) will not be funded by AKF. See AKF grant guidelines available on the AKF website for more detail on what items can not be funded.	Must be a dollar amount	Must be a dollar amount	

**Contingency**

\$

Not funded by DFAT

**Total Expenditure**

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<b>Total DFAT Funded Expenditure</b>	<b>Total Other Source Expenditure</b>	<b>TOTAL EXPENDITURE</b>
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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.

### Multiyear Funding

Multi-year project (up to three years) is encouraged by the Board if it can demonstrate that it addresses a specific need, is particularly worthwhile, sustainable and able to advance the Australia-Korea relationship. You must submit an interim report and have expended 70% of your previous tranche before the next tranche can be issued.

**Does your project involve grant payments, or tranches, over multiple years? \***

**Why do you think your proposal should be considered for multiyear funding?**

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

<b>Year 1 *</b>	<b>Year 2 *</b>	<b>Year 3 *</b>	<b>Total Multiyear funding</b>
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
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 \***

\$



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

### Project Participants and Partners

#### Principal Participants

Principal Participants	Qualifications and/or Experience	Please attach a one-page CV

#### Project Partners

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 or email communication

### 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 cannot be employees of your organisation, nor beneficiaries of the project. They 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.

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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? \***

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### Referees Report 2 \*

Attach a file:

## 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? \***

**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.

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- 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'.

## Statistical Information

\* indicates a required field

**Where did you hear about the Foundation's Grant Program? \***

Internet search

Word of mouth

DFAT/AKF Website

Facebook/social media

GrantsConnect

Grantlinks

AKF Email

Australian Embassy/  
Consulate

Newsletter (name the  
newsletter in the Other field  
below)

I am a previous recipient

I am a previous applicant  
(but not recipient)

Other:

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## Online Application Process

**Estimate time taken to complete this application form: \***

Input hours taken (must be a number)

**Do you have any comments regarding the online application process which may be used to improve future grant rounds?**