**APPLICATION FORM**

*If you lack space to fill in the necessary information in this form, you may attach an addendum*

|  |
| --- |
| **1 Applicant** |
| 1.1  | Official full name of the requesting organization  |  |
| 1.2 | KVK number |  |
| 1.3 | Name contact person |  |
| Job title contact person  |  |
| 1.4 | Registered Address  |  |
| 1.5 | Telephone / mobile number of the contact person |  |
| E-mail address of the contact person |  |
| Website/social media channels of the organization |  |
| 1.6 | Did you or your organization receive financial support from the Dutch government or public foundations in the past three years?  | Yes, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / No |
| 1.7 | A short description of the applying organization (mission statement, strategy, goals, etc. Max. 100 words) |  |
| 1.8 | Remarks that might be relevant |  |

|  |
| --- |
| **2 Project (The Netherlands – South Korea collaboration)** |
| 2.1 | Project title  |  |
| Short description of the project concept / proposal (please refer to the open call section ‘what are we looking for?’. Max. 300 words) |  |
| 2.2 | Discipline / theme | Choose an item. | Other: |
| 2.3 | Who (organization / individuals) is/are the partner(s) in The Netherlands and what is their role in the project? |  |
| 2.4 | Who (organization / individuals) is/are the (potential) partner(s) in South Korea and what is their role in the project? |  |
| 2.5 | Remarks that might be relevant |  |
|  |  |
| **3 Plans Research & Development of the project** |
| 3.1 | What will be the activities for the R&D phase and what do you aim for? |  |
| 3.2 | What kind of help/facilities do you need in order to conduct the activities and reach the expected result? |  |
| 3.3 | A brief timeline of the R&D activities (starting date, ending date. The R&D phase is required to complete no later than June 2022) |  |
| 3.4 | Remarks that might be relevant |  |

| **4 Target audience & reach** |
| --- |
| 4.1 | Describe the target audience  | Choose an item. | Other: |
| 4.2 | How many people do you expect to reach, with the project |  |
| 4.3 | If applicable: what media attention do you expect? | Choose an item. | Other: |
| 4.4 | How will you reach your audience? What will you do to promote the project? Refer to communication strategy, promotional activities, PR marketing plan, online media, press meetings and releases, etc. |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

 |
| 4.5 | Remarks that might be relevant |  |

|  |
| --- |
| **5 Risks and mitigating actions**  |
| 5.1 Please describe which risk(s) at which area your organization has identified and which measures it foresees.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identified risk | Impact on project | Level(high/moderate/low) | Type of risk mitigation (accepted/avoided/limited/transferred | Mitigating measures |
| **Example:** COVID-19 | Delay of project development | Choose an item. | Choose an item. | Implement advised local Covid19- measures/digital alternatives |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Explanation:**A risk concerns the likelihood that a project will fail to meet its objectives. Risks can appear in the area of context/ health/HR/weather/external organizations etc. Management of the risks aims to increase the likelihood and impact of positive events and decrease the likelihood and impact of negative events in the project development. One can 1) identify the threats, 2) assess the vulnerability of critical assets to specific threats, 3) determine the [risk](https://en.wikipedia.org/wiki/Risk) (i.e. the expected likelihood and consequences of specific types of attacks on specific assets), 4) identify ways to reduce those risks and 5) prioritize identified risk(s).Four types of risk mitigation: a risk can be 1) accepted (no reduction of any effects to an identified risk), 2) avoided (no exposure to an identified risk), 3) limited (some action taken to limit exposure to an identified risk) and 4) transferred to a third party.A risk can be leveled as 1) high, 2) moderate or 3) low. |
| 5.2  | Remarks that might be relevant |  |

|  |
| --- |
| **6 Budget** **You must enclose a specified and transparent budget plan for *research and development* of the project,** including an estimate of the expenses and revenues, which items you expect to be borne by DutchCulture. If applicable, please also include what the contribution of your organization is and what will be funded or expected to be funded by third parties. |
|  |  | Amount in South Korean Won (if applicable)  | Amount in EUR(Please use the following 1. Corporate rate 2021:
2. **KRW 1 = € 0,000713**)
 |
| 6.1 | Total budget for the research and development of the project  |  |  |
| 6.2 | Requested amount from DutchCulture (min. 2.500 euro – max. 6.000 euro) |  |  |
| 6.3 | Own contribution  |  |  |
| 6.4 | If applicable, other paying parties (funds, sponsors, etc) |  |  |
| 6.5 | Remarks that might be relevant |  |  |

|  |
| --- |
| **7 Irregularities*****For your information:*** Any suspected or discovered irregularities (such as fraud, a violation of contract award procedures, serious misconduct (including sexual misconduct) or other serious forms of inappropriate behavior) relating to the implementation of the project research and development, must immediately be brought forward to DutchCulture including the amount of money involved and measures taken. |

|  |
| --- |
| **8 Image**If applicable: please provide images in JPG-format related to the project proposal (image of the artist, film still etc.), free of rights, with image credits. Not a poster or flyer.  |
| 8.1 | Remarks that might be relevant |  |

|  |
| --- |
| **9 Name, function, city, date, signature applicant**Applicant states place, date and signs the form. Please note that by signing this form, you confirm that all information at all sections of the application form and its addenda is correct. |
| 9.1 | Name/Job title applicant |  |
| 9.2 | City |  |
| 9.3 | Date | Click or tap to enter a date. |
| 9.4 | Signature |  |