

# 2024 KAMS Publishing Korean Art Overseas Publication Support Program Application Guidelines

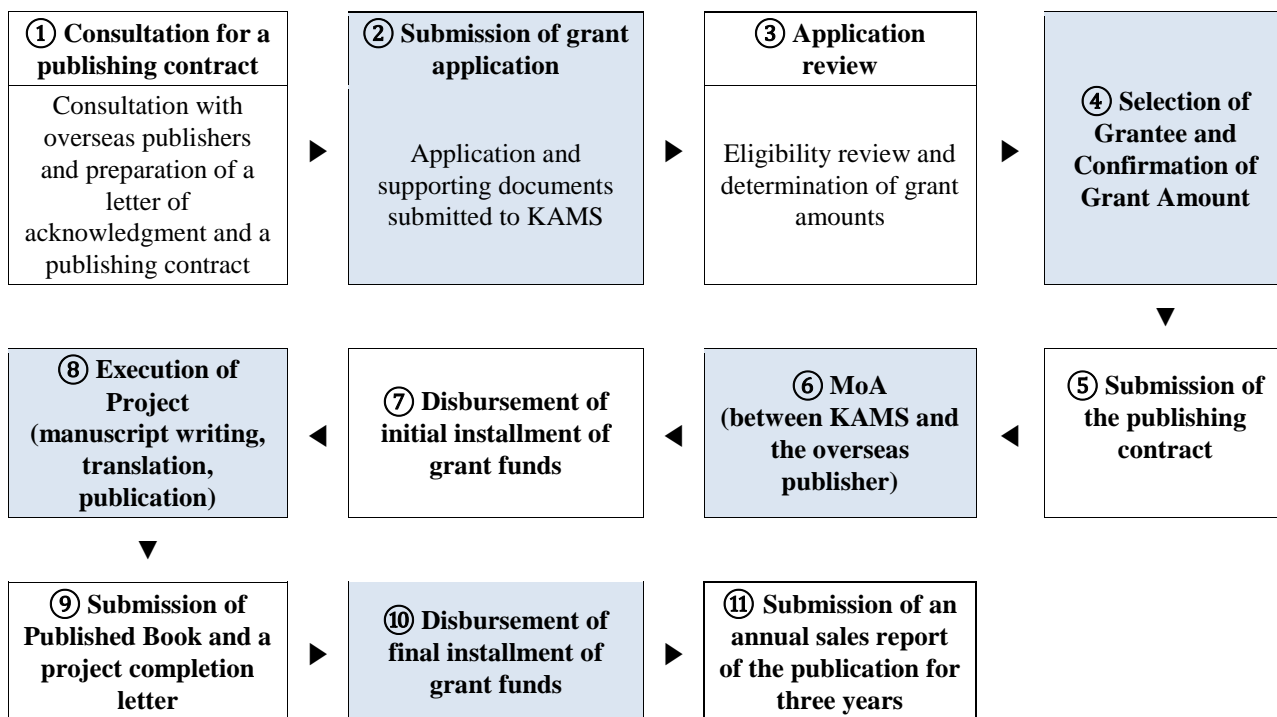
To improve access to and raise awareness of Korean art among international experts and researchers, the Korea Arts Management Service (KAMS) offers an overseas publication support program. We look forward to active participation from art and publishing professionals worldwide.

## I Program Outline

Type	Books						
<b>Eligibility</b>	Korean and overseas authors, universities, research institutions and publishers planning or wishing to publish books on Korean artist's anthology or an introductory book on Korean art for non-Korean readers.						
<b>Grant amount</b>	Up to KRW 50 million per applicant *Grant amounts were calculated with Korean won as the basis, and the final amounts to be received in foreign currencies are subject to change according to exchange rates.						
<b>Eligible expenses</b>	Expenses directly associated with the writing of manuscripts, translation and editing, production costs (design and printing costs, fees for use of copyrighted images, etc.)						
<b>Project period</b>	The publication must be completed by the end of the agreed-upon project period, which may last up to three years. (Year 1) Selection date – December 2024 (Year 2) January 2025 – December 2025 (Year 3) January 2026 – December 2026						
<b>Conditions and requirements</b>	<p>- Any applicant must discuss the conditions and requirements for using and accepting the grant with an overseas publisher beforehand and submit a letter of acknowledgment (see the attached form) from the publisher together with the application.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Overseas Publishing Contract</th> <th style="text-align: center;">Required documents</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Applicant with an existing publishing contract</td> <td style="text-align: center;">Letter of acknowledgment from the publisher and a signed copy of the contract</td> </tr> <tr> <td style="text-align: center;">Applicant without a publishing contract</td> <td style="text-align: center;">Letter of acknowledgment from the publisher</td> </tr> </tbody> </table> <p>* The letter of acknowledgment may be omitted if the applicant is an overseas publisher. * Applicants selected for funding based only on the letter of acknowledgment from an overseas publisher must submit a publishing contract by July 15. Failure to do so may result in forfeiture of grant. - Each applicant may apply for up to 80% of total eligible project costs. Cost sharing by the publisher is required for at least 20% of total project costs.</p>	Overseas Publishing Contract	Required documents	Applicant with an existing publishing contract	Letter of acknowledgment from the publisher and a signed copy of the contract	Applicant without a publishing contract	Letter of acknowledgment from the publisher
Overseas Publishing Contract	Required documents						
Applicant with an existing publishing contract	Letter of acknowledgment from the publisher and a signed copy of the contract						
Applicant without a publishing contract	Letter of acknowledgment from the publisher						

	<ul style="list-style-type: none"> <li>- It is preferred that writing fees for author be included in the amount of funding requested and that the royalty rate be specified in the publishing contract.</li> <li>- Any funding support from institutes other than KAMS, whether for manuscript writing, translation, or publishing, must be clearly stated in the application. Funding will be disallowed for expenses that are already covered by an existing grant.</li> <li>- To be eligible, all publishing projects must be printed books. E-books are optional and may be published in addition to printed books (in which case, applicants are received extra points during the evaluation process).</li> </ul> <p>* At least 300 books must be printed for the first edition. In case that applicant publishes e-books, the number of copies for the first edition of printed books may be adjusted through negotiation, if needed.</p> <p>* The amount of grant may vary depending on the number of prints.</p>
<b>Selection Method</b>	Eligibility review and funding review (by a review panel composed of external experts)
<b>Method of disbursement</b>	<ul style="list-style-type: none"> <li>- KAMS will directly disburse the funds to a selected overseas publisher in two installments after signing a Memorandum of Agreement (MoA) with the publisher based on its publishing contracts with the author.</li> <li>- Disbursed in two installments (1st installment) 70% of the total grant disbursed upon the submission of the publishing contract with the overseas publisher by the selected applicant. (2nd installment) The remaining 30% will be disbursed after completion of the project, upon the submission of related published book and a project completion letter.</li> </ul>
<b>Requirements of grant recipients</b>	<ul style="list-style-type: none"> <li>- At the completion of this project, grant recipients are required to submit 30 copies of the published book to KAMS and a project completion letter (including an expense report)</li> <li>- After completion of the project, an annual sales report on the publication supported by the grant must be submitted to KAMS for three years.</li> <li>- The overseas publisher is responsible for expending the funds according to the budget plan under the grant agreement and, after completion of the project, must submit an expense report (accompanied by supporting documents such as payment statements, bank transfer records).</li> <li>- The support received from the Ministry of Culture, Sports and Tourism and KAMS must be acknowledged (e.g., “This publication was supported by KAMS (Korea Arts Management Service)”) in the copyright section of the publication with the KAMS’ logo displayed.</li> <li>- Grant recipients must submit all press releases and promotional materials (articles, critiques, media advertisements, reviews, etc.) about the publication to KAMS.</li> </ul>
<b>Application period</b>	January 3, 2024 – February 29, 2024 (deadline at 16:00 KST)
<b>Application review dates</b>	First week of April

**[Project flow chart]**



## II Program Description

### 1. Eligible applicants

- Korean and overseas authors, universities, research institutions, publishers, and art museums planning or wishing to publish books on Korean art for non-Korean readers.

### 2. Conditions and requirements

Book project with a pending or existing publishing contract with an overseas publisher

Book projects with existing contract: Attach a letter of acknowledgment from the overseas publisher and the contract to the application.

Book projects without contract: Attach a letter of acknowledgment from the publisher.

\*Conditions and terms of the grant including the budget plan and schedule, the disbursement and use of grant funds, and reporting requirements, and the responsibilities of publisher must be discussed with the overseas publisher beforehand and a letter of acknowledgment (standard form) must be submitted together with the application (see the attached form).

\*The letter of acknowledgment may be omitted if the applicant is an overseas publisher.

\*Applicants selected for funding based only on the letter of acknowledgment from the overseas publisher must submit a publishing contract **by July 15**. (Failure to do so may result in forfeiture of grant).

- Each applicant may apply for up to 80% of eligible project costs. Cost sharing by the publisher is required for at least 20% of total project costs.
- It is preferred that writing fees for author be included in the amount of funding requested

and that the royalty rate be specified in the publishing contract.

- Any funding support from institutes other than KAMS, whether for manuscript writing, translation, or publishing, must be clearly stated in the application. Funding will be disallowed for expenses that are already covered by an existing grant.
- To be eligible, all publishing projects must be printed books. E-books are optional and may be published in addition to printed books (in which case, applicants are received extra points during the evaluation process).

\*At least 300 books must be printed for the first edition. In case that applicant publishes e-books, the number of copies for the first edition of printed books may be adjusted through negotiation, if needed.

\*The amount of grant may vary depending on the number of prints.

### 3. Amount of grant and eligible expenses: Around five applicants to be selected

\*Final number of selected applicants and grant amount is subject to change during the evaluation process.

#### 1) Grant amount

\*The amount of funding requested may not exceed 80% of the total budget. The applicant will share any cost beyond the grant amount funded by KAMS.

- Funding should be requested for expense items that are applicable to the stage of a project and the total amount may not exceed KRW 50 million.

#### 2) Eligible expenses

- Writing, translation, and editing costs, fees for use of copyrighted images, designs and printing costs, planning costs, etc.

#### 3) Method of calculation

- Writing, translation, and editing costs must not exceed the maximum allowable amounts specified below. The budget for other expense categories should be set according to the number of pages, plates and prints, and a detailed budget justification must be provided.

Eligible expenses	Maximum allowable amount	Calculation method
English manuscript writing and translation	KRW 21,600,000 (100 sheets of A4 papers)	KRW 216,000 per sheet (about 480 words) *Total maximum allowable amounts for both writing and translation
Editing	KRW 10,800,000	Up to 50% of translation budget
Other	KRW 50,000,000	Fees for use of copyrighted images, production costs including designs and printing costs *Variable amounts depending on the number of pages, plates, and prints.
Planning	Up to 10% of total funding	

\*Any costs associated with the distribution, promotion, or transportation of publications are excluded from allowable expenses.

#### 4. Project period: Up to three years

Type	Project period	Remark
Year 1	Selection date – December 2024	- For all projects, publication results are due by the end of the project period. - For multi-year projects, * Annual plans for each project year and a detailed project schedule and timeline (Page 7 of the Application “Project Period and Schedule”)
Year 2	January 2025 – December 2025	
Year 3	January 2026 – December 2026	

#### 5. Method of Disbursement

- Funds will be disbursed after the signing of a Memorandum of Agreement (MoA) between KAMS and the overseas publisher based on the publishing contract between it and its author.
- Funds will be disbursed in two installments. 70% of the grant amount will be paid upon the receipt of the publishing contract with the overseas publisher and the remaining 30% will be paid after completion of the project, upon submission of the published book and a project completion letter by the grant recipient.

\*All funds will be paid to the publisher. In no case, funds will be remitted or disbursed to an individual.

#### 6. Requirements of grant recipients

\*The overseas publisher is responsible for expending the funds according to the budget plan under the grant agreement and, after completion of the project, must submit an expense report (accompanied by supporting documents such as payment statements, bank transfer records).

\*All documents listed below (progress reports, amendment request, project completion letter) must be signed by the head of the overseas publisher, who is the signing party for the publishing agreement, or the responsible editor.

##### 1) During the course of project

- For projects lasting two or more years, a status report (see the attached form) must be submitted in December every year.
- A copy of the manuscript must be submitted upon completion along with the length information.
  - \* If the length of manuscript is less than initially proposed, KAMS may request it to be augmented with additional content or reduce the amount of final installment to make up for the difference.
- For any significant changes in the project schedule, an amendment request must be filed to seek approval of changes.

##### 2) Submission of results

- The publication must be completed within the agreed-upon project period and, after completion of the project, 30 copies of the publication must be submitted to KAMS.
- The support received from the Ministry of Culture, Sports and Tourism and KAMS

must be acknowledged (e.g., “This publication was supported by KAMS (Korea Arts Management Service)”) in the copyright section of the publication with the KAMS’s logo displayed.

- A project completion letter must be submitted after completion of the project, accompanied by supporting documents (expense report, bank transfer records, etc.)

3) After completion of the project

- The grant recipient is required to submit an annual sales report of the publication for three years after completion of the project.
- The grant recipient must submit all press releases and promotional materials about the publication (articles, critiques, advertisements, reviews, etc.) to KAMS.

### III Application Guidelines and Review Process

**1. Application period:** January 3, 2024 – February 29, 2024 (deadline at 16:00KST)

**2. Application method:** Online submission at [art-trans@gokams.or.kr](mailto:art-trans@gokams.or.kr)

**3. Required documents and submission method:** Submit via electronic file (HWP, MS Word, or PDF)

Type		Required documents
Book projects	Required	① Application (standard form in Korean or English) *Hanword (HWP) or MS Word (DOC and DOCX) ② Depending on the applicant categories (Individuals) CV (Publishers) a copy of publisher’s business registration and a description of the publisher’s business and operations (Organizations/institutes) a copy of business registration and a description of the organization’s business and operations ③ Letter of acknowledgment from the overseas publisher (attached form) *The letter of acknowledgment may be omitted only if the applicant is a publisher. In all other cases, applications without a letter of acknowledgment from a publisher will not be considered. ④ A table of contents, outline, and an abstract (no more than 5 pages) of the planned book *Describe the book project in more details than in the application. ⑤ Author’s CV ⑥ Overseas publisher’s portfolio in the past three years (focused on visual arts publications)
	Optional	⑦ Overseas publishing contract *For contracts drafted in languages other than Korean or English, provide a translation. *The contract must include provisions on the budget, revenues, and profits, and must also indicate an expected date of publication. *For all projects selected to receive funding, a publishing contract must be submitted by July 15. Failure to do so may result in forfeiture of grant.

\*In order to use the online application system, an applicant must check the box to agree to the collection and use of

personal information by KAMS and acknowledge to have read and understood the privacy notice.

#### 4. Evaluation and selection process

- Evaluation

Type	Required documents
Method	Document review and interview
Review panel	A panel of three external experts
Criteria	① Planning intent and purpose (40%) ② Capabilities of the publisher (30%) ③ Usefulness and expected benefits of the publication (30%)

- Review dates: 1st week of April (tentative)
- Announcement of results: The result will be announced on the official website of KAMS, and selected grant recipients will be individually notified.

#### 5. Notes and reminders

- Documents and materials submitted will not be returned and no modification of the application or submission of additional materials is allowed after the deadline.
- Any misrepresentation or false statement in the application, regarding the proposed project, will result in the immediate termination of the grant and all grant funds shall be returned.
- If any material included in a selected project is plagiarized or is the subject of a copyright infringement dispute, the grant approval will be denied or rescinded with all grant funds to be returned and the disqualification of the applicant from receiving support from KAMS for a set period of time.
- Failure to complete the project on schedule may result in KAMS requiring the recipient to return 100% of grant funds.

#### 6. Inquiries

**Visual Arts International Development Team, Korea Arts Management Service (KAMS)**  
[art-trans@gokams.or.kr](mailto:art-trans@gokams.or.kr)