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|  **KAMS Publishing Korean Art****2022 Overseas Publication Support Program****Application**   |

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| **KAMS Publishing Korean Art****2022 Overseas Publication Support Program****Application**  |
|  **A-1. Project information**  |
| **Instructions by applicant categories** | **□ Individuals → Fill out A-2. ①****□ Organizations/institutes/publishers/periodicals, etc. → Skip A-2. ① and go directly to A-2. ②** |
| **Project type** | **□ Book project (□ Writing Support grant recipient) □ Periodical project** |
| **Title** | \*For titles in a language other than English, provide the original title along with a Korean and English title.(Original)(English)(Korean) |
| **Author(s)** | \*For more than one author, list all authors.\*For Korean authors, provide the name in Hangeul and Roman letters.  |
| **Amount requested** | (KRW) (USD or EUR)\*Funding is based on KRW, and USD or Euro amount is for information purposes only.  |
| **Funding from other institutes**  | \*If the project is currently funded by a grant from a third-party organization, check the box Yes. If not, check the box No. Funding is disallowed for expense items that are already covered by any existing grant.□ Yes (Name of organization and program: )□ No |
| **Contract status**\*Fill out only for book projects | **□ Acknowledgment letter from an overseas publisher attached** **□ Publishing contract with an overseas publisher attached** \*The acknowledgment letter may be omitted if the applicant is an overseas publisher.\*The applicant must discuss the conditions and terms of the grant, including the budget plan and schedule, the disbursement and use of grant funds, reporting requirements, and the responsibilities of publisher, with an overseas publisher beforehand and submit a letter of acknowledgment from the publisher.\*If there is any existing publishing contract with an overseas publisher, attach both the acknowledgment letter and the contract. Applicants without existing contract may attach only an acknowledgment letter but must submit a publishing contract by **September 16**. Failure to do so may result in the cancellation of the grant award. |
| **Publisher/periodical information**  | Publisher (country): Contact person (contact information):  |
|  **A-2. Applicant information**  |
| **①****Individuals** | **Name** |  | **Date of birth** |  |
| **Country (city) of residence** |  | **Occupation/****Organization (title)** |  |
| **Email** |  |
| **Phone** |  | **Mobile** |  |
| **②****Institutes/****organizations/publishers, etc.** | **Name** | **(English)** |
| **Country/****Year of established** |  | **Head of organization** |  |
| **Address** |  |
| **Website** |  |
| **Contact person** |  | **Organization/title** |  |
| **Email** | *\*Contact person’s email address* |
| **Phone** |  | **Mobile** | *\*Contact person’s phone no.* |
|  **A-3. Document list**  |
| **Type** | **Documents** | **Checkbox** |
| **List of documents**(Enter Y in the box in the rightmost column for each attached item. Otherwise enter N)  | **Books** | **All applicants** | 1. Application (**standard form** in Korean or English) \*In the format of HWP or MS Word |  |
| 2. Applicant type | (Individuals) Applicant's CV  |  |
| (Publishers) A description of the publisher’s business and operations and a copy of publisher’s business registration  |  |
| (Organizations/institutes) A copy of business registration and a description of the organization’s business and operations  |  |
| 3. Acknowledgment letter from an overseas publisher (**attached form**)\*The acknowledgment letter may be omitted only if the applicant is a publisher. In all other cases, applications without an acknowledgment letter from a publisher will not be considered. |  |
| 4. Tentative table of contents, outline, and abstract (about 5 pages in length) of the planned publication \*Describe the project in more details than in the application. |  |
| 5. Author’s CV  |  |
| 6. Portfolio of the overseas publisher in the past three years (focused on visual arts publications) |  |
| **Additional documents** | 7. Overseas publishing contract (original contract accompanied by a translation in Korean) **□**\*For contracts drafted in a language other than English, provide a translation in Korean or English.\*For all projects selected for funding, a publishing contract must be submitted to KAMS by September 16.\*The contract must include provisions on the budget plan, revenues and profits, and must also indicate an expected date of publication. |  |
| 8. A copy of the Korean edition if the book was previously published in Korea **□** |  |
| 9. Other attached documents (1. / 2. / 3. ) |  |
| **Periodicals** | **All applicants** | 1. Application (**standard form** in Korean or English) \*In the format of HWP or MS Word |  |
| 2. A copy of writing assignment letter  |  |
| 3. A description of the periodical and a summary portfolio |  |
| 4. Tentative table of contents, outline, and abstract (about 5 pages in length) of the planned publication \*Describe the project in more details than in the application. |  |
| 5. Author’s CV |  |
| By signing below, I certify that all of the foregoing information and statements included in this application and its attachments are true and correct to the best of my knowledge.Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(seal or signature)**￭ Do you want to authorize KAMS to collect and use your personal information? □ Yes / □ No*** Purpose of data collection and use of information: To improve the operation of the Korean art overseas publication support program.
* Items of data collected: Names of applicant and other participants of the application, applicant’s date of birth, phone no., email address, organization, job title, and country and city of residence.
* Data retention period: Five years after the date of completion of supported project (in accordance with the Personal Information Protection Act)
* Right of refusal: The applicant has the right to refuse the collection of personal information. Note that, however, refusal of consent may preclude KAMS’s ability to process the application.

**￭ I have read and understood the privacy notice and agree to its terms. □ Yes / □ No** |

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| **‣ Application instructions** |
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| **List of items** | 1. Applicant information (information about the applicant/organization, major activities in the last 3 years, reasons and objectives for applying for the KAMS program)
2. Project description (book title, basic book information, author, overview, table of contents, project period and schedule)
3. Publisher information (information about the publishing company)
4. Summary of the publishing contract (terms of agreement, contract details)
5. Expected use and impact of the proposed publication (distribution and promotion plans, expected audience and impact)
6. Budget plan
7. Requirements of grant recipients
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| **[Notes]** * KAMS strongly recommend the use of font **10-point** **Arial** or **Calibri**.
* Use extra spaces if necessary. Applicants must use the standard application form. Applications submitted in a non-standard form may be excluded from consideration.
* Review carefully and fill out all applicable fields. Indicate any additional budget items you deem necessary even if not listed among allowable items.
* The application must not exceed 20 sheets of A4 papers in length.
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| **‣ Applicant information** |
| **Applicant's statement** | \*Briefly describe your or your organization’s background, activities, objectives, visions, and future plans. A detailed description should be attached in a separate document.  |
| **Major activities in the last three (3) years**  | \*List activities related to writing or publishing books on Korean art in the last three years, focusing on publishing grants received, if any. For projects supported by a grant, attach budget-related supporting documents. \*Activities of the applicant organization or its editorial team.

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| **Type** | **Dates** | **Description** |
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| **Reasons and objectives for applying for the program**  |  |
| **‣ Project information** |
| **Title** | (Original)(English)(Korean) |
| **Basic information** | **No. of copies**  |  \_\_\_\_\_\_\_\_(**check if e-books are also planned □**)\*For printed books, at least 300 books must be printed for the first edition. For e-books, the no. of copies for the first edition is on a case-by-case basis through negotiation. |
| **Format** |  |
| **No. of pages** | \_\_\_\_\_ (total no. of pages in A4 papers) \_\_\_\_\_ (no. of pages excluding plates in A4 papers) |
| **No. of images** |  |
| **Cover** |  |
| **Language** |  |
| **Other** |  |
| **Author(s)** | \*For more than one author, add as many tables as needed to provide information about all authors.

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| **(1)** |
| **Name** |  |
| **Organization/title** |  | **Role** | \*Author, editor, etc.  |
| **Country (city) of residence** |  |
| **Email** |  | **Mobile** |  |
| **Major research accomplishments** |  |
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| **(2)** |
| **Name** |  |
| **Organization/title** |  | **Role** | \*Author, editor, etc. |
| **Country (city) of residence** |  |
| **Email** |  | **Mobile** |  |
| **Major research accomplishments** |  |
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| **Overview** | \*In no more than two paragraphs. An abstract of the manuscript must be provided in a separate document. |
| **Table of contents** | \*Provide a brief table of contents. A detailed description of chapters and sections must be provided in a separate document. |
| **Project period and schedule**  | ※ Describe the schedule in detail for the overall project period.① Books: All books must be published within three years from the date of selection (by 2024) with published copies submitted to KAMS upon completion of the project.- Provide a time frame indicating the expected dates for research/writing, translation, editing, the delivery of completed manuscript, design and printing, and the submission of publications to KAMS, etc.- A brief progress/status report (attached form) must be submitted in December of each year of the project period (from the selection of the project to the submission of publications).② Periodicals: The planned issue must be published before the end of 2022.- Provide a time frame indicating the expected dates for planning, assigning a writer, research (research plan)/writing, translation, editing, manuscript delivery, design and printing, and the submission of published issue to KAMS, etc.\*The schedule indicated below is provided for information purposes only and is subject to change depending on actual circumstances of the project.**- Total publication period (from planning to completion): \_\_\_\_\_\_\_\_\_\_\_\_****- Key dates**

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| Expected date of manuscript completion (expected date of manuscript delivery) | \_\_\_\_\_\_\_\_(\_\_\_\_\_\_\_\_) | Expected date of publication  | \_\_\_\_\_\_\_ |
| Expected date of translation completion | \_\_\_\_\_\_\_\_\_ | Expected date of result submission  | \_\_\_\_\_\_\_ |

**- Annual project plans** ※ Fill out only fields for applicable project year.※ For periodical projects, provide only the plan for 2022. If requesting travel funds (airfare and accommodation costs), provide a detailed research plan.

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| **Current stage****(required)** |  |
| **2022** |  |
| **2023** |  |
| **2024** |  |

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| **‣ Publisher/periodical information**  |
| **Publisher/periodical information** | **Name of publisher (country)** |  |
| **Contact person** |  |
| **Email** |  |
| **Website** |  |
| **Annual sales** | (USD/no. of books) |
| **Total no. of books published** | Total: (2021: ) |
| **Distribution information** | \*Countries of distribution and distribution channels, etc. |
| **Description** | \*Portfolio to be separately submitted. |
| **‣ Summary of contract** **\*For books, provide a summary of the publishing contract with a publisher; for periodicals, provide a summary of the writing assignment letter.**  |
| **Terms of agreement** | \*Terms so far agreed upon between the author and the publisher regarding the publication project (content, themes, organization, schedule, budget, etc.) |
| **Contract information** | **Date of signature** |  |
| **Contract term** |  |
| **Planned date of publication**  |  |
| **Total budget** | **KRW\_\_\_\_\_\_\_\_\_\_(USD\_\_\_\_\_\_\_\_\_ )**\*Total estimated budget for the publication project  |
| **‣ Expected use and impact**  |
| **Distribution and promotion plans**  | \*Concrete plan for marketing and distribution of the publication to its expected audience. \*Plans to participate in book fairs and other book events to promote the publication. \*Plans to write and distribute promotional materials such as book reviews after the publication (including writing assignments and media outlets). |
| **Expected audience and impact** |  |

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| **‣ Budget plan** |
| **Budget plan** | Up to KRW 50 million for books, up to 10 million for periodicals\*Eligible expenses (Books) Writing, translation, and editing costs, production and printing costs (fees for use of copyrighted images, designs, printing, and planning costs, etc.) (Periodicals) Writing fees, airfare and accommodation costs

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| **Type** | **Expense categories** | **Maximum allowable amount** | **Calculation method** |
| All projects | English manuscript writing and translation | KRW 21,600,000(100 sheets of A4 papers) | KRW 216,000 per sheet (480 words)\*Maximum allowable amount for both writing and translation expenses. |
| Books | Editing | KRW 10,800,000 | Up to 50% of translation expenses |
| Books | Production and printing  | KRW 50,000,000 | Fees for use of copyrighted images, designs and printing costs\*This amount will vary depending on the no. of sheets and plates and the no. of prints. |
| Books | Planning |  No more than 10% of the total amount requested |
| Periodicals | Airfare | Maximum allowable airfare by destinations (economy class)

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| **Destination** | **Maximum allowable costs (KRW)** |
| Central and South America | 2,700,000 |
| North America/Europe/Russia/Middle East/Africa | 2,200,000 |
| Oceania | 1,800,000 |
| Southeast and Southwest Asia | 1,300,000 |
| Northeast Asia (China, Japan, Hong Kong, Taiwan, etc.) | 900,000 |

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| Periodicals | Accommodation | * Up to 10 nights and up to KRW 180,000 per night
* If the planned research is deemed to require a longer stay, this limit may be raised, provided that a detailed research plan justifying this need is included in the “Project Period and Schedule” section.
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\*Costs associated with the distribution or promotion of publications are excluded from allowable expenses.\*Indicate the total budget required. The amount of funding requested may not exceed 80% of the total budget. Any amount beyond the grant amount must be covered by the grant recipient.\*Funding is based on KRW, and USD or Euro amount is for information purposes only.

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| **Expense item** | **Total budgets (KRW/USD)** | **Amount requested (KRW/USD)** |
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| Total |  |  |

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| **‣ Requirements for grant recipients** |
| **(Books)**1. The grant recipient is expected to complete the publishing project within three years from the date of selection (by December 2024) and submit 30 copies of the published book to KAMS with a project completion letter (accompanied by an expense report, bank transfer records, etc.). Failure to complete the project within the agreed-upon project period may result in KAMS requiring the recipient to return 80% of grant funds.
2. An acknowledgment of the **support from the Ministry of Culture, Sports and Tourism and KAMS** must be included in the copyright section of the publication (e.g., “This publication was supported by KAMS (Korea Arts Management Service)”), along with their logos.
3. After completion of the project, press releases and promotional materials (articles, critiques, media advertisements, reviews, etc.) related to the publication must be submitted to KAMS, as well as annual sales reports for three years.

**(Periodicals)** 1. The grant recipient must publish the proposed special issue or article before the end of 2022 and submit 15 copies of the issue to KAMS, along with a project completion letter (accompanied by bank transfer/payment records, invoices, etc.). Failure to complete the project within the agreed-upon time frame may result in the cancellation of the grant award.
2. After completion of the project, the grant recipient is required to submit press releases and promotional materials (articles, critiques, media advertisements, reviews, etc.) related to the publication to KAMS.

By signing this form, I (*applicant name*) certify that I have read and understood the conditions and requirements for accepting KAMS grant funds and agree to abide by them. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022Name of applicant: \_\_\_\_\_\_\_\_\_\_\_ (seal or signature) |