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| **GUIDELINES FOR THE KOREAN LANGUAGE CLASS FUND APPLICATIONS** |

1. **FUND INFORMATION**

The Korean Education Centre is a government organisation representing the Korean Ministry of Education. Since the cetre was established in 2012, we have been promoting and supporting the Korean language and culture to schools in New Zealand.

1. **KOREAN LANGUAGE ACTIVITY FUND**
* **Objective of the fund**
* To assist Korean language teachers with materials and equipment required for the Korean language activities in the Korean language classes.
* **About the fund**
* The fund covers up to $ 300.00 of the actual cost for materials and equipment needed for activities in the Korean language classes.
* To apply, schools or Korean language teachers must complete and submit the *Korean language activity application form. (FORM 1 & 3)*
* **Application submission**
* Submit your application form to **nzkoreanedu@gmail.com**.

Homepage: www.nzkoreanedu.com / ☎: 09-303-2625

1. **FUND APPLICATION PROCESS**

**4. Report (School)**

Successful applications must submit a report on the fund and provide evidences of all expenses

within 30 days after the programme or by the end of year

**3. Confirmation & Funds support (KEC)**

Once approved, you will receive a confirmation email and funds

**2. Screening (KEC)**

You will be contacted within about 10 working days of your application being received. If necessary,

we will provide guidance in relation to any changes required to have your application approved

**1. Apply (School)**

Complete the application form, Scan and email to the Korean Education Centre

Email: nzkoreanedu@gmail.com / Hompage: www.nzkoreanedu.com / ☎: 09-303-2625

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| **GENERAL INFORMATION [FORM 1]** |

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| **Section 1: School Information**  |
| **School** |  |
| **Section 2-1: Teacher’s Information** *(Head of Language/Person in charge of the language program)* |
| **Contact person** |  | **Role:** |
| **Contact number** |  | **Mobile:** |
| **Email address** |  |
|  **Section 2-2: Teacher’s Information** *(Korean language teacher/if different from above)* |
| **Contact person** |  | **Role:** |
| **Contact number** |  | **Mobile:** |
| **Email address** |  |

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| **KOREAN LANGUAGE ACTIVITY FUND** **APPLICATION FORM [FORM 3]** |

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| **Section 1: Activity Lesson Plan (Sample)** |
| **Name of activity** |  |
| **Objective(s)** |  |
| **Success Criteria** |  |
| **Expected time duration** |  |
| **Preferable year level (s)** |  | **Number of Students:**  |
| **Materials needed** |  |
| **Key words** |  |
| **Model Conversation** |  |
| **Lesson sequence** | **Before the Activity** |
| **During the Activity** |
| **After the activity** |

*\*You may add your own description separately with your application form.*

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| **Section 2: Estimated budget** *(Breakdown of how funding will be spent)* |
| **Item (ex.)** | **Amount**  | **Cost** |
| Coloured paper  | 5 coloured pack ($15) x 3 classes | $ 45.00 |
| Craft sticks  | 5 sticks x 30 student x 3 classes | $ 30.00 |
| Glue or tape | 3 glue or tape per group x 10 groups | $ 0.00 (Provided by school) |
| Scissors | 3 scissors per group x 10 groups | $ 0.00 (Provided by school) |
| Colouring pencil or felts | 3 colouring pencil or felts per group x 10 groups | $ 0.00 (Provided by school) |
| **Total cost** | **$ 75.00** |
| **Section 3: Confirmation** |
| **School Name** |  |
| **Teacher’s Name** |  | **Date:** |
| **Signature:** |  |