



LA 한국교육원

## Korean Education Center in Los Angeles

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TEL (213)386-3112 FAX (213)386-3138

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November 10<sup>th</sup>, 2022

To: Korean Club Leaders and Advisors

Re: 2022-2023 Korean Club Grant

Greetings from Korean Education Center in Los Angeles (KECLA)

KECLA is accepting grant applications for Korean Clubs in public schools for 2022-2023. Please submit the application form with an official grant request letter signed by the advisory teacher & the student leader by **11/30/22**. After careful review, we will select ten Korean clubs to receive up to a \$500 grant. The club must have at least five members, including the advisory teacher, to apply for this grant.

The check will be issued to the advisory teacher. If you would like the check to be issued to the school name or PTA, please specify the name on the school information form. Please be advised that the check cannot be issued to a student.

Please be advised that this grant requires receipt submission for the expenses. By applying for this grant, you agree to submit the Receipt Submission Form and a copy of receipts by **05/31/23**. If the Korean club fails to submit the receipts, it will be eliminated from any KECLA grant opportunities in the future.

### < Guidelines >

#### 1) Application Forms (Due by 11/30/22):

1. Official grant request letter with advising teacher and student leader's signature.
2. School Information Form
3. Korean Club Activity Plan Form
4. Grant Plan Form

#### 2) A formal letter of request must:

- Be signed by the advisory teacher and the student leader.
- Include two things: (1) An assurance that the grant will only be used to enrich the Korean club; (2) An indication that the Korean Club will continue to maintain for Fall 2022 - Spring 2023.

#### 4) For the School Information Form, please fill out every box in detail.

#### 5) For the receipt submission paperwork due on 5/31/23, please keep in mind the following:

- The fund should be used only for things related to the Korean club.
- Receipts must be attached in the order listed on the receipt summary form provided.
- All receipts must include vendor information (vendor name, address, and phone number), item information (name, quantity, and price), and the total amount paid. It should not be overlapped with other receipts.
- If there is a returned item, please attach a return receipt and the original receipt.
- Please keep copies of receipts for your records. Incomplete receipt submissions, including missing or partially appearing receipts, will require resubmission.
- Receipts related to Field Trip must attach the proper invoice and lesson information.

For any questions or concerns, please do not hesitate to contact Ms. Hae Min Park at 213-386-3112 or email: [haemin.kecla@gmail.com](mailto:haemin.kecla@gmail.com).

Attachments: Application Form & Receipt Form

Sincerely,

A handwritten signature in black ink, appearing to read 'Joo Sik Shin', written in a cursive style.

Joo Sik Shin,  
President of KECLA

## 2022-2023 Korean Club Information Form

Please submit this form with an official letter of request with the advising teacher's signature by 11/30.

### School Information

School Name			
Club Name			
School District			
Grade Level		Grant Check Payable to <small>(If different from the teacher's name, it can be issued to the school or PTA)</small>	
School Address			
Mailing Address			
School TEL Number			
First day of Fall 2022 <small>(MM/DD/YYYY)</small>		Last day of Fall 2022 <small>(MM/DD/YYYY)</small>	
First day of Spring 2023 <small>(MM/DD/YYYY)</small>		Last day of Spring 2023 <small>(MM/DD/YYYY)</small>	
Total Number of Club Members			

### Club Advisor / Teacher Information

Name			
Title			
Phone Number			
Email Address			

### Student Leader (Club President) Information

Name	Phone Number	Email Address

### Other Student Leaders Information (If any)

Name	Phone Number	Email Address

## Korean Club Activity Plan Form

**Briefly describe the activities you plan for the club this academic year.**

Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	

## 2022-2023 Grant Plan Form

*Please provide an ESTIMATED budget with a brief description of each plan.*

<b>(a) Supplementary</b>			
<b>Date</b>	<b>Description</b>	<b>Vendor/Venue</b>	<b>Estimated Budget</b>
	<i>Online teaching material membership fees, app subscription fees, books, movies, music, craft materials, etc.</i>		
<b>Subtotal Amount</b>			
<b>(b) Cultural Events/activities</b>			
<b>Date</b>	<b>Description</b>	<b>Vendor/Venue</b>	<b>Estimated Budget</b>
	<i>Food, poster, costume, T-shirts, movie tickets, field trip, bus rental, guest speakers, cultural instructors, etc.</i>		
<b>Subtotal Amount</b>			
<b>(c) Others</b>			
<b>Date</b>	<b>Description</b>	<b>Vendor/Venue</b>	<b>Estimated Budget</b>

<b>Subtotal Amount</b>			
<b>Total Amount of Estimated Budget (up to \$500)</b>			

**\*\*Important\*\***

- Technology devices and appliances: *Purchasing technology products such as a microphone, scanner, printer, tablets, computers, laptops, appliances, etc., are NOT acceptable.*
- *The grant can only be used for the enrichment of the Korean Club. The grant cannot be used for other purposes, such as other classes/clubs, teachers' salary or professional development participation fees.*

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*The application is not complete without the below signatures.*

By signing this form, I understand and agree that I am required to submit the receipt submission form with the copies of receipts by May 31<sup>st</sup>, 2022. I understand that the grant can only be used for the enrichment of the Korean Club and that the grant cannot be used for purchases of technology devices or appliances.

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Leader Name

\_\_\_\_\_  
Student Leader Signature

\_\_\_\_\_  
Date

## Receipt Submission Form

Please submit this form along with copies of receipts and the club activity report form by May 31<sup>st</sup>, 2023.

Date: \_\_\_\_\_

School Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

Teacher/Advisor Name: \_\_\_\_\_

Student Leader Name: \_\_\_\_\_

<b>I. Grant Status (USD)</b>		
(1) Grant Received for 2022-2023	(2) Total Expenditure in 2022-2023	(3) Final Balance

<b>II. 2022-2023 Expenditure Summary</b>		
Category	Item (Please explain briefly)	Amount
<b>(a) Supplementary</b> (books, CDs, DVDs, Apps., subscription fees)	Pg. 1)	
	Pg. 2)	
	Pg. 3)	
	Pg. 4)	
	Pg. 5)	
<b>(b) Cultural Events/activities</b>	Pg. 1)	
	Pg. 2)	
	Pg. 3)	
	Pg. 4)	
	Pg. 5)	

<b>(c) Other</b>	Pg. 1)	
	Pg. 2)	
	Pg. 3)	
	Pg. 4)	
	Pg. 5)	
<b>Total</b>		

*\*Please create additional lines in each table for each page if you have more than five pages for each category.*

*\*Please provide all the receipts for the items above in order when submitting.*

**I. Grant Status**

- (1) Grant amount received for 2022-2023
- (2) Total expenditure for 2022-2023
- (3) Final Balance

**II. Expenditure Summary**

- (a) Supplementary: books, CDs, DVDs, and subscription fees related to the Korean language and culture
- (b) Cultural events/activities: New Year's Day (설날), Thanksgiving Day (추석), catering, etc.
- (c) Others: Any other items related to the Korean language and culture

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*The form is not complete without the below signatures.*

I confirm that the above information is true and accurate.

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**Teacher Name** **Signature** **Date**

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**Student Leader Name** **Signature** **Date**



## Korean Club Activity Report Form

**Briefly describe the activities you had using the grant. Please include at least two photos.**

Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	
Activity Name:	Date:
Description:	