



LA 9372391

Korean Education Center in Los Angeles

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October 9th, 2023

To: Korean Club Leaders and Advisors

Re: 2023-2024 Korean Club Grant

Greetings from Korean Education Center in Los Angeles (KECLA)

KECLA is accepting grant applications for Korean Clubs in public schools for 2023-2024. Please submit the application form with an official grant request letter signed by the advisory teacher by **10/30/23**. 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 want the check 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 **06/28/24**. 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 10/30/23):

1. Official grant request letter with advising teacher'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.
- 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 2023 - Spring 2024.

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

5) For the receipt submission paperwork due on 6/28/24, 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, such as 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.

Attachments: Application Form & Receipt Form

Sincerely,

A handwritten signature in black ink, appearing to read 'Kang', with a long horizontal flourish extending to the right.

Jeonhoon Kang,
President of KECLA

2023-2024 Korean Club Information Form

Please submit this form with an official letter of request with the advising teacher's signature by 10/30.

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 2023 <small>(MM/DD/YYYY)</small>		Last day of Fall 2023 <small>(MM/DD/YYYY)</small>	
First day of Spring 2024 <small>(MM/DD/YYYY)</small>		Last day of Spring 2024 <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:	

2023-2024 Grant Plan Form

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

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

Subtotal Amount			
Total Amount of Estimated Budget (up to \$500)			

****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' salaries, or professional development participation fees.*

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 copies of receipts by June 28, 2024. I understand that the grant can only be used for the enrichment of the Korean Club and cannot be used for purchases of technology devices or appliances.

Teacher Name

Teacher Signature

Date

Receipt Submission Form

Please submit this form with copies of receipts and the club activity report form by June 28, 2024.

Date: _____

School Name: _____ Club Name: _____

Teacher/Advisor Name: _____

Student Leader Name: _____

I. Grant Status (USD)		
(1) Grant Received for 2023-2024	(2) Total Expenditure in 2023-2024	(3) Final Balance

II. 2023-2024 Expenditure Summary		
Category	Item (Please explain briefly)	Amount
(a) Supplementary (books, CDs, DVDs, Apps., subscription fees)	Pg. 1)	
	Pg. 2)	
	Pg. 3)	
	Pg. 4)	
	Pg. 5)	
(b) Cultural Events/activities	Pg. 1)	
	Pg. 2)	
	Pg. 3)	
	Pg. 4)	
	Pg. 5)	

(c) Other	Pg. 1)	
	Pg. 2)	
	Pg. 3)	
	Pg. 4)	
	Pg. 5)	
Total		

**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 2023-2024
- (2) Total expenditure for 2023-2024
- (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

The form is not complete without the below signatures.

I confirm that the above information is true and accurate.

Teacher 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:	