

# 2023 Traveling Korean Arts

## Guidelines for International Proposals

### Overview

The **Korean Foundation for International Cultural Exchange (KOFICE)** is an institution in charge of international cultural exchange designated by the Ministry of Culture, Sports and Tourism. In order to encourage cultural exchange transcending national boundaries, KOFICE works towards the following activities : bilateral cultural exchanges events, global networking, research and studies, and professional training programs for experts in related fields.

KOFICE's **Traveling Korean Arts (TKA)** has a pool, or roster, of performances and exhibitions representing Korean arts, ready to collaborate with overseas cultural and art-related organizations to provide bespoke cultural programs that cater to local demand.

Apart from the annual call for Korean Cultural Center's project proposals, TKA starts a separate open call for TKA 2023 projects of **overseas cultural organizations**. We encourage the **participation of overseas cultural organizations interested in establishing a foundation for cultural exchange** with Korea.

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**\*Pool** : A list of performance and exhibition programs that reflect the excellence of Korean culture and the arts. It consists of outstanding cultural and artistic programs recognized domestically or have successful touring abroad experience which were recruited through the KOFICE's calls for projects. The pool provides tailored programs that meet the local demand. Please refer to the link below for additional information of the PROGRAM POOL or a preview of its performances/exhibitions.

(Click [here](#) to see the PROGRAM POOL of performances, and [here](#) for exhibitions)

## Details

### 1. Eligibility

Applicants must satisfy both conditions ① and ② outlined in the application guidelines, and must not belong to any of the "ineligible cases" as specified in the guidelines.

#### ① Organization planning to pursue TKA

- Organization who are interested in inviting performances or exhibitions from the Traveling Korean Arts PROGRAM POOL
- Organization capable of implementing at least one (1) performance or a 10-day exhibition within December 2023
- Organization with necessary personnel, facilities, and budget to carry out performances or exhibitions

#### ② Organizations without prior or planned participation in the TKA 2023

- Organizations previously selected through the Korean Cultural Center's project proposal are not eligible for duplicate applications.

### 2. Ineligible cases

- Organization who are interested in inviting performances or exhibitions from the Traveling Korean Arts PROGRAM POOL
- If the exhibitions are bazaar- or fundraising-like in nature
- If the proposed project is granted or operated by/at a Korean diplomatic office
- If the proposed project has received the same or similar support(s) from the Korean (local) governments, or any public organizations as from the TKA (except for the case in which the proposed project receives different support(s))

※ **Supports to be provided when selected:** Airfare and accommodation for the invited team of the selected proposals, transportation costs for performance/exhibition materials, etc. (the amount of support may vary depending on the size of the proposed performance/exhibition)

### 3. Duties of the Selected Organizations

- Promotion of performances or exhibitions
- Cooperation with the investigation of cultural impact of KOFICE
  - \*General audience survey (with provided forms)
  - \*Casting and survey of an expert(s) in the related field (with provided forms)
- Submission of the result survey should be reported within a month after the conclusion of the project
  - \* Including audience statistics, performance of the promotion, materials, photographs, etc.

### 4. Recommendations for the Selected Organization

- Planning of additional events that can highlight the invited performances or exhibitions (e.g., workshops, press conferences, forums, artist talks, receptions, etc.)
  - \* Prior consultation with the invited team(s) is necessary.

### 5. Project Schedule

Project Planning & Promotion	Project Preparation	Project Operation	Results Submission
<ul style="list-style-type: none"> <li>• Establishment of plans for promoting projects</li> <li>• Call for and selection of organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Support for project planning</li> <li>• Preparation for organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion of project operation by organizations</li> <li>• Project monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting of results and achievements of the projects</li> <li>• Establishment of plans for analysis of project achievements and feedback</li> </ul>
Until April 2023	May – June 2023	July – October 2023	December 2023

## Submission of Application Form

### 1. Required documents

① **An Application form** (with provided forms)

- Detailed information on the performance or exhibition, promotional plans, personnel allocation, performance records of international exchange, etc.

② **Supporting documents related to participation and cooperation between organizations and invited teams**

- Materials that can be used to assess the feasibility of the project (agreements, email screenshots, etc.)

③ **Personal Information Consent Form** (with provided forms)

### 2. Optional documents

① Detailed plan for sub-events (free-style format)

② Other documents

- Materials that can be used to assist in evaluation of the proposals: introduction to the organization, related press release (including news articles, articles from magazines or journals, etc. )

### 3. How to submit

Submission period: From Friday, March 31, 2023 to Friday, April 20, 2023 (KST)

### 4. How to Apply: Submission through email ([t-arts@kofice.or.kr](mailto:t-arts@kofice.or.kr))

- Email subject: 000(Organization name)\_TKA Open Call 2023

- File name: 000(Organization name)\_TKA Open Call 2023

## Selection Schedule and Criteria

1. **Selection schedule:** End of April 2023 (TBC)

2. **Selection Criteria**

- Selection Procedure: Eligibility review by a review panel composed of external experts (application form, supporting documents, etc.)
- Selection Panel : Consisting of KOFICE external experts in the fields of international exchange, cultural arts, and other relevant areas.

■ **Selection Standards**

Items	Criteria	Score
<b>Institutional Collaboration and Understanding of the Program</b>	<ul style="list-style-type: none"> <li>● Organization’s support for budget, promotion, planning, etc.</li> <li>● Suitability for the purpose and direction of the Traveling Korean Arts</li> <li>- Establishment of the basis for international cultural exchange through support for the overseas tour of Korea’s outstanding cultural and artistic programs</li> </ul>	25
<b>Feasibility</b>	<ul style="list-style-type: none"> <li>● Specificity of the project</li> <li>- Specific details of the project schedule, location, budget plan, collaboration with the organizations</li> <li>● Execution capacity of the organizations</li> <li>- Organizational structure, securing operating personnel, records of performing similar projects, etc.</li> </ul>	25
<b>Impact</b>	<ul style="list-style-type: none"> <li>● Prospective impact of the project</li> <li>- Scale of national and city tours</li> <li>- Connecting with other local projects such as commemorative events</li> </ul>	25
<b>Diversity</b>	<ul style="list-style-type: none"> <li>● Non-touring programs, non-touring countries</li> <li>- Invitation of non-touring performances and exhibitions within the PROGRAM POOL</li> <li>- Whether the country has low cultural exchange experience with Korea, etc.</li> </ul>	25
<b>Total</b>		<b>100</b>

### 3. Support

- Airfare, accommodation expenses, and transportation expenses for the equipment of the selected organization's invited performance/exhibition team(s)
  - ※ Support amount may vary depending on the scale of the project

## Announcement of Results

1. **Date:** end of April 2023 (scheduled)

2. **How to find:** Individual notification and announcement on the official website

- ※ The final announcement date may change depending on the progress of the evaluation process.
- ※ After the announcement of the results, KOFICE will confirm the details with organizations and invited teams.

## FAQ & Contact

**Q1. Can I modify and submit the application documents after the application deadline (April 20, 2023, 23:59 KST)?**

→ No, KOFICE will not provide separate guidance or requests for resubmission of missing documents submitted after the deadline. Failure to submit required documents may result in disqualification.

※ Since the deadline for submission is April 20, 23:59, please submit the application by the day before the deadline (April 19, 18:00 KST) if possible, to avoid any inconvenience or to make any inquiries.

**Q2. Can performance and exhibition groups or organizations apply through overseas cultural centers?**

→ No, apart from the annual call for Korean Cultural Center's project proposals, TKA starts a separate open call for TKA 2023 projects of **overseas cultural organizations**. The aim is to expand opportunities for cultural exchange with countries where Korean cultural centers are not located, and to effectively promote overseas tours of invited teams operated by overseas organizations. Therefore, please apply directly to KOFICE as an applicant.

**Q3. Is it possible to apply for projects carried out in collaboration with an affiliated team\* such as performance venues, facilities, and foundations?**

→ Yes, it is possible. However, please make sure to have prior discussions with the resident organizations and the invited team before applying.

\* Affiliated team: A performances/exhibitions team that belongs to the Organization.

**Q4. Is a joint seal from overseas organizations or executing agencies required for proof of documents related to the agreement?**

→ No, a joint seal from organization with invited team is not a mandatory requirement at the application stage. However, prior consultation and confirmation of cooperation between the applicant (organization) and the invited team are essential.

**Q5. Who is the project manager on the project application?**

→ The project manager is the overall responsible person who will lead and be accountable for the project in the application. It is recommended that the applicant (overseas organization) selects one person as the manager. To facilitate cooperation with the organization, we recommend that you would establish a working group for project implementation.

Example) 3-person working group : Planner/Administrator/Technical manager

Category	Responsibility
<b>Planner</b>	<ul style="list-style-type: none"> <li>- Responsible for communication and collaboration with performing organizations</li> <li>- Overall planning and coordination of performances/events and related activities</li> <li>- Leading and conducting monthly working group meetings on the progress of performances/events and related activities</li> <li>- Continuous management and inspection of performances/events during project implementation</li> </ul>
<b>Administrator</b>	<ul style="list-style-type: none"> <li>- Record the status of performances/events</li> <li>- Continuous self-evaluation and observation of the organization's activities through records</li> <li>- All records will be included in the future results reports</li> </ul>
<b>Technical Manager</b>	<ul style="list-style-type: none"> <li>- Responsible for sound, lighting, and stage setup for performances and exhibitions</li> <li>- Responsible for taking high-quality photos for the final report</li> <li>- Continuous technical management and inspection of performances/events during the implementation of the project</li> </ul>

**Q6. Can we charge for the performances and exhibitions invited through this project?**

→ Yes, you can. There have been cases where paid performances and exhibitions were held without receiving venue rental fees from organizations. In this case, it was carried out under the active promotion of the overseas organization. Additionally, if the organization plans the performance/exhibition as a regular season program and proceeds with it for a fee, it is considered to have a high level of local cooperation, and it will be prioritized in the selection review. Please consult with the relevant personnel at KOFICE regarding any revenue generated from the ticket sales.

**KOFICE Cultural Exchange & Planning Team**

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<https://kofice.or.kr/index.asp> , <http://eng.kofice.or.kr/>