
Traveling Korean Arts 2024–2025 Project Manual

**October 2023
Korean Foundation for
International Cultural
Exchange (KOFICE)**

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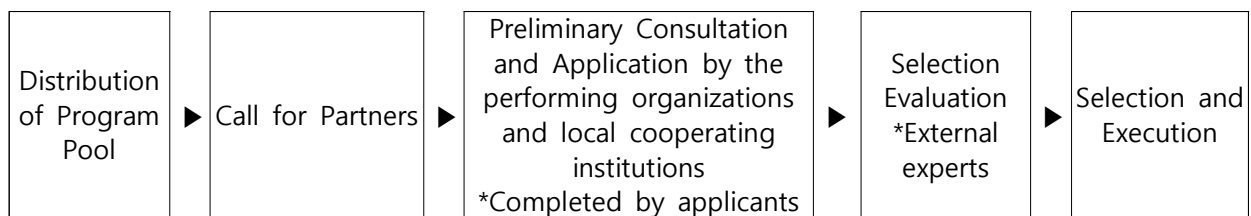
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I. Introduction

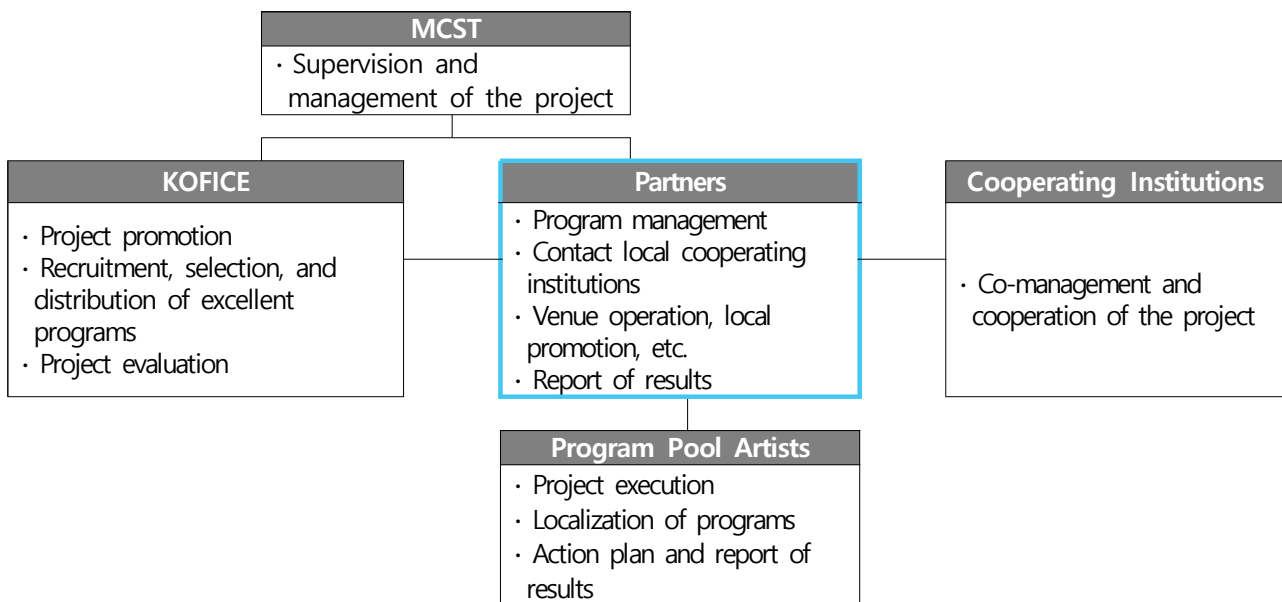
1. Overview

- Project: Traveling Korean Arts
- Period: (2024 Project) From March 2024 to December 2024
(2025 Project) From March 2025 to December 2025
- Details: Overseas-tour support for selected performance/exhibition programs from the pool that are finalized through public submissions and evaluation, to tour according to overseas demand
 - ※ **Can not allow to take place the performances and exhibitions at the Korean Culture Center without the local partners.**
- Organized/Hosted by: Korean Foundation for International Cultural Exchange(KOFICE)
- Supervised by: International Arts and Culture institutions/organizations and Korean Cultural Centers
- Sponsored by: Ministry of Culture, Sports and Tourism(MCST)

2. Project Process



3. Organizations and Roles



II. Roles by Operating Bodies

□ Main Roles

Category	KOFICE	Artists/Institutions	International Arts and Culture Institutions / Organizations Korean Cultural Center
Project Plan Development	●		●
Contact Local Cooperating Institutions and Reserve a Venue			●
[Performance]: Equipment (e.g., lighting, sound) rental			●
[Exhibition]: Venue set up and equipment rentals (partition walls, podiums, acrylic cases, etc.)		●	●
Travel, Accommodation, and Insurance Support for Invited Groups	●		● (If possible)
Daily Allowance and Visa Assistance for Invited Groups	●		● (If possible)
Round-trip Transportation Support for Goods between Korea and Overseas	●		● (If possible)
Creation of Art brochure (with translations included)	●	●	●
Design and Production of Promotional Materials (e.g., posters, leaflets)		●	●
Translation Services (captions, leaflets, etc.)		●	●
Promotion and Distribution of Press Releases in Korea	●	●	
Local Promotions and Press Release Distribution		●	●
Management of Performance/Exhibition Spaces Coordination of Opening Ceremonies and Related Events		●	●
Local Transportation Assistance (either vehicle rental or providing a daily allowance)			●
Local Interpretation Services (for performances and technical needs)			●
Invitations for Key Local Figures	●		●
Meetings with Local Representatives		●	●
Audience survey (Experts)	●		●
Audience survey (General)	● (Format provided)		● (Execution)
Project Outcome Reporting	●	●	●
Participant Satisfaction Survey for Operations		●	●

* Duplicate support is not allowed for the invited Artists of the TKA POOL. .

III. Implementation and Operation of the Project

1. Venue for Performances and Exhibitions

- When establishing a project plan, secure a space suitable for the program selected in consultation with an in-house space or local cooperating institution/organization.
- Prioritize venues that are easily accessible and can enhance local influence.
- ※ Avoid using spaces from the Korean Cultural Center.
- ※ For performances, **check the detailed blueprint of the venue, technical rider, seating layout, and other precautions for using the venue.**
- ※ For exhibitions, **check the detailed blueprint of the exhibition hall, temperature and humidity control, and other precautions for using the venue.**

2. Equipment Rental

- Rent necessary equipment through consultations with the invited artists.
- The applicant and the local cooperating institution/organization jointly pay for the rental cost, and details of the rental services shall be shared with KOFICE and the invited organization.
- ※ For performances, obtain a list of lighting, sound, and stage equipment owned by the venue and share with the invited artists. Prepare a list of additional equipment needed in consultation with the invited group.
- ※ For exhibitions, share the venue's blueprint, photos, and the status of owned partitions and pedestals with the program planner. Prepare a list of additional equipment needed for rental or production in consultation with the planner.

3. Promotional Materials

- Create and print necessary promotional materials (posters and brochures).
- Logo or credit notation is mandatory on all promotional materials/posts/press releases.

- (Logo)

 <p>Ministry of Culture, Sports and Tourism</p>	 <p>KOFICE Korean Foundation for International Cultural Exchange</p>	 <p>TRAVELING KOREAN ARTS</p>
MCST	KOFICE	Traveling Korean Arts

- (Credit)

Hosted by	Korean Foundation for International Cultural Exchange (KOFICE)
Organized by	Arts and Culture Institution / Korean Cultural Center
Planned/Executed by	Invited Korean artists / Institution
Sponsored or Cooperated by	Ministry of Culture, Sports and Tourism, and (if applicable) other local sponsorship agencies

· How to Download Logos

Traveling Korean Arts: https://drive.google.com/drive/folders/1ko5_ziGhto1d52O1O7teFEWvviT3ZDF1?usp=sharing

Korean Foundation for International Cultural Exchange:

http://kofice.or.kr/g100_introduction/g100_introduction_03_3.asp

Ministry of Culture, Sports and tourism: http://www.mcst.go.kr/web/s_about/intro/symbol.jsp

4. Promotion and Press Coverage

- Press releases in Korea will be prepared by KOFICE and shared with the invited Korean artists/institution and partners.
- **Prior to local press releases**, the selected applicant **must consult with KOFICE to confirm the inclusion of the institution and program names.**
- To strengthen local cultural impact, **the Cultural Center will jointly promote the program with local cooperating institutions.**
- After the conclusion of the program, the result report **must include results of press releases from the local media.**

5. Audience Survey

- Using the survey format provided by the KOFICE (translated into the local language), conduct a survey on program satisfaction among local audiences.
- Enter survey results in the provided format, and completed surveys should be submitted with the results report. (It is possible to conduct the surveys online as well)

6. Results Report

- **Within 30 days** after the conclusion of the program, submit materials specified per program.

Documents to be submitted	How to Submit
<ul style="list-style-type: none"> ① Results Report (format provided) ② Audience survey results (including raw data). ③ Project-related materials (photos, press releases and news articles, promotional material, etc.). 	<p>Email to t-arts@kofice.or.kr or Email to the person in charge</p>

※ **If the results report is not submitted** within the specified period, **future project applications might be restricted.**

7. Change and Cancellation of the Program

- **Any changes to the initially submitted proposal** must be consulted and discussed with the project manager in advance, and **a change request form** must be submitted when necessary.
- **Change request forms** should be submitted **at least one month before** the event's start date stated in the initial proposal.

Reasons for a Change Request

- If there are changes to the program's timeline by more than two weeks compared to the plan
 - If there are changes to the venue
 - If there are changes to the local collaborating institution for the program.
- If the project becomes infeasible due to unforeseen circumstances, submit an **official cancellation letter for the project.**

8. Other matters

- Matters not specified in this manual will be decided upon consultation between KOFICE, partners and the invited artists/institution.

IV. Support from KOFICE *Support within an expected budget

1. Airfare

- Economy class
- Airfares provided by KOFICE for movement between countries or cities locally.
- If the trip can be made within 4 hours by car, provision of a vehicle will be discussed with the partners.
- **Changes in the itinerary or schedule for purposes other than the relevant performance/exhibition are not allowed.**

2. Accommodation

- Performance Support Schedule: Arrival at the local site the day before the setup, departure on the day after the final performance.
- Exhibition Support Schedule

Preliminary Research · Closing Event Trip	The schedule includes full-day stays locally for 3 days or less.
Opening Event Trip	Based on local working days, arrive 5 days before the opening ceremony and depart the day after the final event.

3. Visa

- Support for visa issuance fees is the principle but prior consultation is needed if visa agency services are essential for the respective country.
- Cooperation of the invited artists/institution and the selected applicant is mandatory for visa issuance.

[ENG] FAQ: Call for partners for Traveling Korean Arts 2024–2025

Q1. Can I modify and submit the application documents after the deadline (December 15, 2023 (Fri), 18:00 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.

Q2. Is it possible for the Korean Cultural Center and overseas cultural organizations to apply for the same performances and exhibitions in the same country?

→ No, since duplicate applications are not allowed, only one project can be selected from the two institutions. However, a touring project can be selected (e.g., exhibition at an overseas gallery after the Korean Cultural Center exhibition).

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

→ Yes, it is possible. However, localization through projects selected for the TKA Pool should be carried out. Please make sure to have prior discussions with the resident organizations and the invited team before applying.

Q4. What are the specific requirements for collaboration between the applicant (overseas culture and art organizations, cultural organizations) and the invited team?

→ The applicant (organization) can look at the program pool and contact the invited team they would like to collaborate with (international phone call, e-mail, etc.) and discuss collaboration plans. Collaboration requirements are divided into **(1) budget cooperation**, **(2) space cooperation**, and **(3) personnel cooperation**: **(1)** all expenses used for on-site purposes, such as mobile support, promotional plans, personnel, etc. **(2)** Use of equipment such as venue, sound and lighting facilities, **(3)** professional interpreters, event planning personnel, and administrative personnel can be shared and coordinated.

Q5. Is a joint seal from overseas organizations or executing agencies required for proof of documents related to the agreement?

→ No, a joint seal from the organization with the 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. The applicant is responsible for the agreed matters and the agreement will be sealed on behalf of the applicant, thereby having the effect of a joint seal.

Q6. Is it essential for applicants to be responsible for the budget?

→ Yes, they are. In principle, the applicant (organization) must create a budget and participate in the operation of event and the planning of additional events. In the case that it is difficult for the applicant to support the budget, it is also possible to raise the budget with local partners.

Q7. 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.

Q8. How can we conduct audience surveys?

→ Audience surveys can be conducted online or offline. Online surveys are to be conducted using a link or QR code, surveys printed on paper are to be distributed during the performance/exhibition period. Details can be discussed and adjusted.

Q9. How will funding by KOFICE be provided?

→ Up to 50 million won for performances and 70 million won for exhibitions are available, which is determined by considering the size of the overseas tour and the budget supported locally. The funding will be provided directly by KOFICE.