**Application Instruction**

**Steps for your application**

1. Download application forms for the 11th EPLC Fellow Admission below <http://www.eplc.asia/en_main.htm>
2. Prepare the required documents in the checklist below and
3. Submit them to EPLC by an e-mail or a mail no later than **July 19, 2017 Korean Local Time.**

**Document Checklist**

|  |  |
| --- | --- |
| 1. Application Form | ( ) |
| 2. Project Proposal | ( ) |
| 3. Registration of Organization\* | ( ) |
| 4. Certificate of Employment\* | ( ) |
| 5. Graduate Diploma or Certificate (highest level of education)\* | ( ) |
| ***Note: \*Electronic/scanned copies of documents are accepted at application. However, the original copy of each Certificate of Employment and Graduate Diploma or Certificate must be submitted to EPLC during EPLC Forum or by a mail before the forum.*** | |

**English Proficiency**

Note that the TOEFL (Test of English as a Foreign Language) is not required; however applicant’s skill in speaking, reading and writing English, and his/her overall ability to communicate effectively is significant.

**If you have any questions or concerns, please feel free to contact us at** [**eplc2006@hanmail.net**](mailto:eplc2006@hanmail.net)

**1. Application Form**

**for the 11th EPLC Fellow Admission**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Information** | | | | | | | | | | | |
| Paste  Passport photo | **Name** | | **First :**  **Middle :**  **Last: :** | | | | **Sex** | | Male （ ）  Female（ ） | | |
| **Date of Birth** | |  | | | | **Marital Status** | | Married（ ）  Single （ ） | | |
| **Email** | |  | | | | **Mobile** | |  | | |
| **Nationality** | |  | | | | **Passport No.** | |  | | |
| **Address**  (Work) | |  | | | | | | | | |
| **Address**  (Home) | |  | | | | | | | | |
| **Motive of Application**  (Max. 200 words) |  | | | | | | | | | | |
| **Education**  (The highest 1 or 2) | **Date of Entry**  **~ Date of Graduation** | | | **Name of School** | | **Degree** | | | | | **Major** |
| YYYY-MM-DD ~  YYYY-MM-DD | | |  | |  | | | | |  |
|  | | |  | |  | | | | |  |
|  | | |  | |  | | | | |  |
| **Work Experience**  (Max. 500 words) |  | | | | | | | | | | |
| **Have you applied for the EPLC Program before?** | Please check (v) and fill the following:  Yes ( ) → When? ( ) / No ( ) | | | | | | | | | | |
| **Organization Information** | | | | | | | | | | | |
| **Name of Organization** | |  | | | | | | | | | |
| **Representative’s Name** | | **First** :  **Middle:**  **Last(Family):** | | | | | | | | | |
| **Organization**  **Address** | | **Country** |  | | | | | **City** | |  | |
| **Address** | **(Zip Code)** | | | | | | | | |
| **Phone** | (National Code) | | | | | **Mobile** | | (National Code) | |
| **Email** |  | | | | | **Fax** | | (National Code) | |
| **Website** | http://www. | | | | | | | | |
| **Date of Foundation** | |  | | | **Registration Date of Organization** | | |  | | | |
| **Number of**  **Membership** | |  | | | **Number of staff** | | | Executives :  Staff : | | | |
| **Mission of Organization**  (Max. 100 words) | |  | | | | | | | | | |
| **Main Activities**  (Max. 200 words) | |  | | | | | | | | | |
| **2016 Budget** | | Indicate the sum of Revenue and Expenditure. | | | | | | | | | |

**2. Project Proposal**

**for the 11th EPLC Fellow Admission**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Proposal** | | | | | |
| **Project Title** |  | | | | |
| **Location / Area** | Please specify the target area(s) of the project (region, village, etc) | | | | |
| **Target group(s)/**  **beneficiaries** | Identify beneficiary groups and specify the number of people for each group. | | | | |
|  | **Direct beneficiaries** | | **Indirect beneficiaries** | |
| **Total number of beneficiaries** | 105 | | 50 | |
| **Details of**  **beneficiaries** | - 100 local residents, Ugii lake, Mongolia  - 5 Training and Information center Staffs, Ugii lake | | - 10 Environmental government officials  - 40 Event participants | |
| **Subject** | Please check(v) one of the following:  Climate Change( ) / Disasters and Conflicts ( ) / Ecosystem Management ( ) / Environmental Governance ( ) / Harmful Substances & Hazardous Waste Resource ( ) / Efficiency-Sustainable Consumption & Production ( ) / Other Environmental Issues in Local Areas (Please specify) | | | | |
| **Type** | Please check(v) one of the following:  Education & Training ( ) / Campaign & Raising Awareness ( ) /  Direct work ( ) / Research ( ) | | | | |
| **New or Ongoing Project** | Check one whether it’s a new project. If the project is part of on-going or previous project(s), please briefly explain the role and effect of this project with respect to the project(s).  New Project ( ) / On-going Project ( )  If a part of on-going project(s), please briefly describe the role and effect of this project with respect to it: | | | | |
| **Initiation Date of the Project** |  | | **Expected Ending Date** | |  |
| I and the applicant hereby affirm that the above proposal will be performed, if selected, as an official project of the organization and the organization will fully support the project for the successful completion. We also shall abide by the Korean laws and the regulations of Eco-Peace Leadership Center.  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Representative’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Representative's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

**I. Introduction**

1. Background : (Max. 600 words)

2. Objectives : (Max. 300 words)

**II. Activities to Achieve the Objectives**

1. Activity 1:

2. Activity 2: ...

**III. Methods and Time Schedule of Each Activity**

1. Methods for Activity 1:

2. Methods for Activity 2: ...

3. Activity Time Schedule (please use a bar for each activity)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Schedule** | | | | | | | | **Remarks** |
| **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** | **July** |
| Activity 1 |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |
| . |  |  |  |  |  |  |  |  |  |
| . |  |  |  |  |  |  |  |  |  |
| . |  |  |  |  |  |  |  |  |  |

**IV. Expected Outcomes and Effects**

1. Outcomes

2. Effects

**V. Budget in USD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Description / Activities** | **Unit** | **Unit Price (USD)** | **Amount (USD)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total | | USD | | |

***※ Total budget cannot exceed USD 2,000 and the overhead cannot exceed 10 % of the total budget either. Since the evaluation and selection of a project will be deeply affected on the budget plan, please write down the itemized budget carefully and in detail.***

**3. Annex**

**for the 11th EPLC Fellow Admission**

**You must provide the following annex: And any annex not in English must be translated in English and submitted to EPLC.**

* **A copy of the registration of the organization**
* **Certificate of employment**
* **Graduate diploma or certificate**