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CHAPTER 1.

INTRODUCTION



1. Introduction

World Taekwondo ("WT") has a vision of achieving "One World One Sport Taekwondo" under the spirit of "Peace is more Precious than Triumph". Our mission is to develop and grow Taekwondo throughout the world in a sustainable way, from grassroots to professional level. WT provides all with the opportunity to play, watch, and enjoy the sport regardless of age, gender, religion, ethnicity or ability.

WT is also committed to advancing universal principles of peace and sustainability, and to inspiring the underprivileged through education and partnerships. WT aspires to fulfil its vision and missions through the values of excellence, integrity, respect, tolerance, inclusiveness and leadership.

WT aims to enhance cooperation with Continental Unions ("CUs"), Member National Associations ("MNAs") and any other equivalent organizations (collectively known as "Stakeholders" in this document) to implement development programs and increase participation and accessibility of the Stakeholders.

WT is also aligned with the ideals and recommendations of the International Olympic Committee ("IOC") and the International Paralympic Committee ("IPC").

In order to achieve these objectives, WT established the Development Programs as part of its initiatives to improve the capabilities of its Stakeholders which in turn promote the worldwide organization of Taekwondo events and activities.

The Member Relations & Development Department ("MRD") in WT is in charge of the operation of six (6) Development Programs in 2024. It is subject to be expanded to ensure the practical and efficient delivery of support for the Stakeholders.

The Development Program is designed to provide support for equipment, expenses, and funds to Stakeholders to ensure the growth of Taekwondo, the enhancement of the Stakeholders' capacities, and the cultivation of talent from the grassroots to elite levels all over the world.

CHAPTER 2.

GUIDELINES ON DEVELOPMENT PROGRAMS



2. Guidelines on Development Programs

Each Program-specific section in these guidelines follows a standardized format.

Stakeholders can quickly locate the relevant information. The standard structure of each program-specific guideline is as follows:

- Subject/Objectives
- Eligibility
- Methods of Support
- Required Documents
- Application Timeline

In the guidelines, Stakeholders can find who is eligible to receive support and how to apply for the respective programs. It is strongly recommended that Stakeholders carefully read through each guideline of the various development programs before submitting an application and a necessary document(s). Failure to submit the required documents will be considered as an invalid application. For example, it is mandatory for Stakeholders to submit the bank account or shipment details along with the appropriate application form, according to the requirements of each program.

Please note the updates that have been made since 2024, as below:

- Individual Athletes scholarships have been removed from the Development Program and more resources were allocated to participation support, equipment support and training programs.
- In most cases, unless specified, applications must be completed via the following forms which can be found online (Click here to find them).
 - Application Submission Form
 - Final Report Submission Form
- Most of the application deadlines are set on January 31, 2024, in order for the applications to be reviewed and executed in the first quarter of the year.
- Transparency is key to good governance. In this regard, Stakeholders are required to submit Final Reports for each development program by no later than November 25, 2024. The Final Report should include activities from one (1) month after receiving support to the end of the program or until the abovementioned deadline, whichever is relevant. If Stakeholders do not meet this requirement, they will be excluded from the next cycle of the WT Development Programs.

2.1. MNA Equipment Support

2.1.1. Subject/Objectives

 MNAs that need equipment support for their training and/or organization of competitions.

2.1.2. Eligibility

- Any World Taekwondo Member Nation Associations may apply. However, all the applications shall be prioritized by the application history, the WT Membership tier, and the completeness of reports submitted such as MNA Survey, Annual Report etc.
- Host of WT-promoted and/or recognized events as listed in the official WT event calendar 2024. Please refer to the WT event calendar 2024 here for more information.

2.1.3. Methods of Support

- Equipment corresponding to the submitted application may be shipped directly from WT's partnering organizations based on the cooperation agreements between WT and the partners.
- A budget of approximately USD 10,000 is allocated to each selected MNA.
 Shipping costs are included.

2.1.4. Required Documents

- MNAs must apply for support through the submission of a fully completed Application for Equipment Support, including information on shipping details.
 Please refer to the Appendix to find the relevant forms and download them here.
- The application form must be signed by the President of the MNA. In case there is no President at the time of application, the Secretary General may sign on behalf of the MNA President with prior approval of WT. Please send an email to MRD (<u>member@worldtaekwondo.org</u>) to get prior approval in such instances.
- For monitoring purposes, actual uses of equipment must be properly included in the Final Report to be submitted. After support is granted, the MNA must submit a list of actual activities with appropriate photos and/or videos of training and participation in WT-promoted and/or recognized competitions.

2.1.5. Application Timeline

 It is based on a first-come-first-serve. The designated deadline for submission is January 31, 2024. Applications submitted after the deadline will not be accepted.

2.2. MNA Participation Support for World Taekwondo General Assembly

2.2.1. Subject/Objectives

 MNAs that need financial support for their participation in the World Taekwondo General Assembly to be held annually.

2.2.2. Eligibility

- World Taekwondo Member Nation Associations are all eligible to be supported regardless of <u>WT MNA Membership Tier</u>. However, all the applications shall be prioritized by the application history, the WT Membership tier, and the completeness of reports submitted such as MNA Survey, Annual Report etc.
- At least one (1) MNA delegate must participate in person at the WT General Assembly in 2024. The MNA represented by a female delegate shall be prioritized.

2.2.3. Methods of Support

- The method of support is based on the expense reimbursement process.
- WT will send a letter to selected MNAs to apply for support and a letter of WT approval to arrange the trip to the World Championships.
- A maximum of USD 1,000 for accommodation and USD 2,000 for a roundtrip, economy class airfare will be allocated to each selected MNA to send a delegate to the General Assembly.
- Upon verification of the actual participation and expenses of the delegate, WT will remit the financial support to the pertinent MNAs within two (2) months after the completion of the General Assembly.

2.2.4. Required Documents

- MNAs must apply for support through the submission of a fully completed Application for the MNA Participation Support for WT General Assembly, including information on the MNA bank account. Please refer to Appendix to find the relevant forms and download them here.
- The application form must be signed by the President of the MNA. In case there is no President at the time of application, the Secretary General may sign on behalf of the MNA with prior approval of WT. Please send an email to MRD (member@worldtaekwondo.org) to get prior approval in such instances.
- The pertinent MNA must send the receipts of accommodation and airfare for the nominated delegate within 2 weeks after the participation. Otherwise, the MNA will be automatically disqualified from support.

2.2.5. Application Timeline

 In principle, the deadline for application is one (1) month before the date of the General Assembly. The exact application deadline will be announced in the letter to the MNAs. Applications received after the deadline will not be accepted.

2.3. MNA Participation Support for World Taekwondo Junior Championships

2.3.1. Subject/Objectives

 MNAs that need financial support for the participation of an athlete and a coach in WT Junior Championships in 2024.

2.3.2. Eligibility

- World Taekwondo Member Nation Associations are all eligible to be supported regardless of WT MNA Membership Tier. However, all the applications shall be prioritized by the application history, the WT Membership tier, and the completeness of reports submitted such as MNA Survey, Annual Report etc.
- An athlete and a coach must attend in person at WT Junior Championships in 2024. Registration without actual participation in the competitions will not be considered.

2.3.3. Methods of Support

- The method of support is based on the expense reimbursement process.
- WT will send a letter to selected MNAs to apply for support and a letter of WT approval to arrange the trip to the WT Junior Championships.
- A maximum of USD 1,000 for accommodation and USD 2,000 for a roundtrip, economy class airfare per person will be allocated to each selected MNA for an athlete and a coach.
- Upon verification of the actual participation and expenses of the delegate, WT will remit the financial support to the pertinent MNAs within two (2) months after the completion of the WT Junior Championships.

2.3.4. Required Documents

- MNAs must apply for support through the submission of a fully completed application for MNA Participation Support for WT Junior Championships, including information on the MNA bank account. Please refer to the Appendix to find the relevant forms and download them here.
- The application form must be signed by the President of the MNA. In case there is no President at the time of application, the Secretary General may sign on behalf of the MNA with prior approval of WT. Please send an email to MRD (<u>member@worldtaekwondo.org</u>) to get prior approval in such instances.
- The pertinent MNA must send the receipts of accommodation and airfare for the nominated athlete and coach within 2 weeks after the participation. Otherwise, the MNA will be automatically disgualified from support.

2.3.5. Application Timeline

• In principle, the deadline for application is one (1) month before the first day of the WT Junior Championships. The exact application deadline will be announced in the letter to the MNAs. Applications received after the deadline will not be accepted.

2.4. WT-CU Development Fund

2.4.1. Subject/Objectives

 For World Taekwondo Continental Unions to carry out their daily operations as well as to support the WT MNAs in their respective continents.

2.4.2. Methods of Support

- Each CU is entitled to receive the fund in proportion in accordance with the number of affiliated MNAs in its continent.
- The amount may vary every year depending on the financial situation of WT.

2.4.3. Required Documents

- It must be submitted by the CUs to MRD (<u>member@worldtaekondo.org</u>) as follows:
 - A fully completed application form for the WT-CU Development Fund Application including information on the pertinent CU's bank account. Please refer to the Appendix to find the relevant forms and download them here.
- A 2023 Financial Report on the WT-CU Development fund, which must be audited by an independent Certified Public Accountant (CPA)
 - The Financial Report submitted will be reviewed by the WT Finance Committee, which will affect the organization of the WT-CU Development Fund in the future.
- CU Agreement signed by and between WT and the pertinent CU. WT will send a draft Agreement to each CU upon receipt of the application for 2024.
- The documents must be signed by the President of the CU. In case there is no President at the time of application, the Secretary General may sign on behalf of the CU with prior approval of WT. Please send an email to MRD (member@worldtaekwondo.org) to get prior approval in such instances.

2.4.4. Extraordinary Support

- Every CU will receive a development fund of USD 20,000 for each project.
- A total of three (3) projects can be approved for each CU per year. One of the projects must be related to Para Taekwondo.
- A Final Report with the statement of cash flow should be submitted by the end of every project.

2.4.5. Application Timeline

• As and when necessary. It will be set out in a separate contract.

2.5. WT Cares Program

2.5.1. Subject/Objectives

 To provide Taekwondo education and equipment to vulnerable communities, such as orphans, street children, reformatory inmates, drug and alcohol addicts, and female household victims, etc. in developing countries in Asia.

2.5.2. Eligibility

- For now, the applying MNAs should be from Asia due to the funds being supported by the Asian Development Foundation.
- Projects could be expanded to countries from other continents on a case-bycase basis.

2.5.3. Methods of Support

- The budget is allocated to MNAs depending on the scope of the projects. It will be determined through further consultation between WT and the applying MNA.
- The budget provided to the WT Cares Program is mostly for training equipment, instructors' salaries and any expenses related to sustaining the program for one (1) year.
- Once the application is approved by WT, an agreement between WT and the pertinent MNA will be signed and enforced.
- The project may be renewed every year according to the evaluation.

2.5.4. Required Documents

- The pertinent MNA must send a fully completed application form and a project proposal of the WT Cares Program to the liaison contact point for Cares (cares@worldtaekwondo.org), with MRD (member@worldtaekwondo.org) copied to the email. Please refer to the Appendix to find the relevant forms and download them here.
- Once the project is running, it is a requirement for the MNAs to send quarterly reports and evaluation forms to WT. The deadlines for submission will be informed to the MNAs in advance.

2.5.5. Application Timeline

As and when necessary, as long as the project is for one (1) year.

2.5.6. Liaison Office for Cares Program

- For more inquiries, please contact Mr. Seok-jae Kang, Senior Consultant, (<u>sjkang@worldtaekwondo.org</u>)
- Copy the email to Cares and MRD.

2.6. Refugee Solidarity Program

2.6.1. Introduction

World Taekwondo has been supporting refugee athletes including those in Para Taekwondo who need support for training and participation in WT-promoted and/or recognized competitions, with the aim of qualifying for the Paris 2024 Olympic and Paralympic Games.

From 2024, the existing WT Refugee Solidarity Program will be transferred to the Taekwondo Humanitarian Foundation (THF) in order to systematize support for refugee athletes and unify support organizations for a smooth management system.

Taekwondo Humanitarian Foundation (THF)

The goal of THF's existence is to empower refugees worldwide through taekwondo, helping to improve their quality of life, develop skills, learn the Olympic values, and pursue their dreams.

Please click here to learn more about THF

2.6.2. Liaison office for Taekwondo Humanitarian Foundation Program

- For more inquiries, please contact Mr. Laurent OVERNEY, THF office Delegate, (laurent@thfaid.org)
- Copy the email to MRD

CHAPTER 3.

FINAL REPORT PROCESS



3. Final Report Process

Transparency is key to good governance. Stakeholders that have received any WT Development Program support are required to submit Final Reports and where necessary, quarterly reports, with the necessary receipts (if it is financial-related support) and photos and/or videos. The submitted reports will be used for evaluation for future Development Programs.

In this regard, Stakeholders are required to submit Final Reports for each development program by no later than November 25, 2024. The Final Report should include activities from one (1) month after receiving support to the end of the program or until the above-mentioned deadline, whichever is relevant.

If Stakeholders do not meet this requirement, they will be excluded from the next cycle of the WT Development Program.

CHAPTER 4.

APPENDIX



4. General, Application, and Report Forms

Stakeholders need to complete each form with the necessary information, such as bank accounts and shipment details. Stakeholders can easily find an overview of applications related to the various Development Programs in this Appendix and download each application form here.

Some specific programs must be submitted through the online submission form. The designated programs required to be submitted online are as follows:

- MNA Equipment Support
- MNA Participation Support for WT General Assembly*
- MNA Participation Support for WT Junior Championships*

* Final Report is not required.

If you have further questions regarding the forms or the application process in general, please feel free to contact MRD at member@worldtaekwondo.org.

4.1. General Forms

Name of your Member National Association:

4.1.1. Information Form on MNA Bank Account



Banking Information Form

Please fill out this form and submit to WT Member Relations & Development Department member@worldtaekwondo.org.

Name of Bank:	
Address of Bank:	
Bank Swift Code:	
Account Number:	
Name of Account:	
Address of Account:	
Intermediary Bank:	
	IBAN no. should be confirmed. , Routing no. should be confirmed.
IBAN Number:	
Routing Number:	

4.1.2. Information Form on Shipment Details

Name of your Member National Association:



Shipping Information Form

Please fill out this form and submit to WT Member Relations & Development Department member@worldtaekwondo.org.

Name of the camp:	
Recipient/Coordinator:	
Shipping Address:	
Office Number:	
Phone Number:	
Email Address:	
Member National Association:	shipment

4.2. Application Forms

4.2.1. MNA Equipment Support

2024 MNA EQUIPMENT SUPPORT APPLICATION FORM



Country Name:						
Name of National Association:						
Tier of MNA:	Tier I		Tier II		Tier III	
Name of President:						
Postal Address:						
Contact Number:						
Office Email Address:						
Contact details of person in charge of this application	Name		Position	Email		Contact Number
B. Competition 2024						
Title of Scheduled competition						
Estimated start date						
C. EQUIPEMENT REQUES	T-recognize				ct codes.	
	T-recognize org/wtpart quipment a to your M	mountin	recognize.html g to US\$10,000 save delivery of	0 (including	estimate	d shipping
Please refer to the list of W http://www.worldtaekwondo Note: Please list your desired eq expenses) in the order of priority	T-recognize org/wtpart quipment a to your M	mountin	recognize.html g to US\$10,000 save delivery of	0 (including	estimate commend	d shipping
Please refer to the list of W http://www.worldtaekwondo Note: Please list your desired ed expenses) in the order of priority choose one supplier company in	T-recognize org/wtpart quipment a to your Mi ostead of m	mountin	recognize.html g to US\$10,000 save delivery of	0 (including osts, it is rec	estimate commend	d shipping led that you
Please refer to the list of W http://www.worldtaekwondo Note: Please list your desired ed expenses) in the order of priority choose one supplier company in	T-recognize org/wtpart quipment a to your Mi ostead of m	mountin	recognize.html g to US\$10,000 save delivery of	0 (including osts, it is rec	estimate commend	d shipping led that you
Please refer to the list of W http://www.worldtaekwondo Note: Please list your desired ed expenses) in the order of priority choose one supplier company in	T-recognize org/wtpart quipment a to your Mi ostead of m	mountin	recognize.html g to US\$10,000 save delivery of	0 (including osts, it is rec	estimate commend	d shipping led that you
Please refer to the list of W http://www.worldtaekwondo Note: Please list your desired ed expenses) in the order of priority choose one supplier company in	T-recognize org/wtpart quipment a to your Mi ostead of m	mountin	recognize.html g to US\$10,000 save delivery of	0 (including osts, it is rec	estimate commend	d shipping led that you
Please refer to the list of W http://www.worldtaekwondo Note: Please list your desired ed expenses) in the order of priority choose one supplier company in Quantity	T-recognize org/wtpart quipment a to your Mi ostead of m	mountin	recognize.html g to US\$10,000 save delivery of	0 (including osts, it is rec	estimate commend	d shipping led that you

F. ELIGIBILITY / QUALIFICATION

Please read carefully the <u>WT Guidelines of Development Program 2024</u> to check eligibility of your MNA for this program.

4.2.2. MNA Participation Support for WT General Assembly

2024 MNA PARTICIPATION SUPPORT APPLICATION FORM WT GENERAL ASSEMBLY



Country Name:						
Name of National Association	on:					
Tier of MNA	Tier I		Tier II		Tier III	
Name of President:						
Postal Address:						
Contact Number:	l l					
Office Email Address:						
WT General A	Assembly 202	4 in Ch	nuncheo	n, Rep	ublic of	Korea
	Assembly 202		nunched	n, Rep	ublic of	Korea
	T.		nunched	n, Rep	public of	Korea
C. MNA REPRESEN	NTATIVE INFORM		nunched	n, Rep	public of	Korea
C. MNA REPRESEN	NTATIVE INFORM		nunched	n, Rep	public of	Korea
C. MNA REPRESEN	NTATIVE INFORM Name Position GOL Number	ATION		n, Rep	public of	Korea
C. MNA REPRESEN 1 MNA Representative	NTATIVE INFORM Name Position GOL Number	ATION		n, Rep	public of	Korea
C. MNA REPRESENT MNA Representative D. NAME AND SIGNA	NTATIVE INFORM Name Position GOL Number	ATION			ublic of	Korea

 Please fill out this application form and submit to the WT Member Relations and Development through (<u>member@worldtaekwondo.org</u>) by one month before the General Assembly.

E. SUBMISSION

- Upon approval of the WT, please arrange trips to the World Junior Championships and send the airfare receipt as well as the receipt of the room charges to WT.
- Upon verification of actual participation, WT will reimburse the airfare and accommodation charges to the applicant within 2 months after completion of the Championships.

4.2.3. MNA Participation Support at WT World Junior Championships

2024 MNA PARTICIPATION SUPPORT APPLICATION FORM WT Junior Championships



JOU	ntry Name:						
Nan	ne of National Associat	tion:					
Tier	of MNA	Tier I		Tier II		Tier III	
Nan	ne of President:						
Pos	tal Address:						
Con	tact Number:						
Offic	ce Email Address:						
	B. PARTICIPATION	CATEGORY					
	C. ATHLETE/COAC						
□ 20	024 World Taekwon	do Junior Chan	pionship	s in Chund	cheon, R	epublic of	Korea
		Name					
		Ivallie					
1	□ Athlete	Gender					
1	□Athlete	00.711.030					
1	□Athlete	Gender Birth of Date					
1	□Athlete	Gender Birth of Date (DD/MM/YY)					
	□Athlete □Coach	Gender Birth of Date (DD/MM/YY) GAL Number					
		Gender Birth of Date (DD/MM/YY) GAL Number Name					
2	□Coach	Gender Birth of Date (DD/MM/YY) GAL Number Name Gender Birth of Date					
	□Coach	Gender Birth of Date (DD/MM/YY) GAL Number Name Gender Birth of Date (DD/MM/YY) GOL Number	SIDENT				
2	□Coach (Tier III only)	Gender Birth of Date (DD/MM/YY) GAL Number Name Gender Birth of Date (DD/MM/YY) GOL Number	DIDENT				
2 Nan Sigr	Coach (Tier III only) D. NAME AND SIGN	Gender Birth of Date (DD/MM/YY) GAL Number Name Gender Birth of Date (DD/MM/YY) GOL Number	Stan	p of Nationa			

- Championships.
- Upon approval of the WT, please arrange trips to the World Championships and send the airfare receipt as well as the receipt of the room charges to WT.
- Upon verification of actual participation, WT will reimburse the airfare and accommodation charges to the applicant within 2 months after completion of the Championships.

4.2.4. WT-CU Development Fund



WORLD TAEKWONDO - CONTINENTAL UNION DEVELOPMENT FUND

2024 Project Application Form

Note:

- Each CU can apply as many projects as it can but a maximum of three (3) projects per CU may be approved by the WT.
- A maximum of USD 20,000 will be granted to each project.
- Projects shall be related to the growth, development, social development and promotion of Taekwondo as well as the capacity building of its members including athletes and officials.
- At least one project should be dedicated to the development of Para-Taekwondo.
- In addition to the Project Applications, each CU will receive the Basic Development Fund from WT in proportion to the number of MNAs in its continent.

NAME OF CONTINENTAL UNION NAME OF PROPOSED PROJECTS	
Please give a brief description of the proposed projects whi 2024, planned by your Continental Unions. Kindly attach su	
Purpose of the project: Target Audience: Estimated costs: Expected outcomes: Descriptions: ATTACHMENTS TO THE REPORT	
Other supporting documents	
I, the undersigned, President of the above-mentioned Contir this application represents a true and fair summary of the a provide documentation and justifications related to the activ by its auditors, upon request of the WT.	ctivity/ project noted above. At any moment, we w

4.2.5. WT Cares Program

2024 WT CARES PROGRAM APPLICATION FORM



10			
9			
Name	Position	Email	Contact Number
PTION			
Target		dicts 🗆 F	Orphans Reformatory inmates
Budget	☐ 15,000USD ☐ 20,000USD ☐ 25,000USD ☐ Others (USD)	
	PTION Target	PTION Street Children Alcohol/Drug Ad Domestic Violen Others (15,000USD 20,000USD 25,000USD	PTION Street Children () Alcohol/Drug Addicts () Domestic Violence Victims () Others () 15,000USD () 20,000USD () 25,000USD

Please fill out and submit this application to the WT Cares Program of the WT Member Relations and Development Department at cares@worldtaekwondo.org.

E. ELIGIBILITY / QUALIFICATION

Please carefully read the <u>Guidelines on Development Program 2024</u> to ensure your organization is eligible and qualified

2024 WT CARES PROGRAM PROJECT PROPOSAL



Project Proposal

A. PROJECT INFORMATION	
Project	
Country	
Title	
Duration	
Objectives	
Target Group	
Number of Participants	
Location(s)	
Executing Organization	
National Implementation	
Instructor(s)	
Facilitator(s)	
Administrator(s)	
B. OVERVIEW	
C. OBJECTIVES	

2024 WT CARES PROGRAM PROJECT PROPOSAL



No.	Date (Month)	Activity
01		
02		
03	1	
04		
05		. (2)
06		
07		
08		
09		
10		
11		
12		

E. BUDGET (Estimated)

Notes: Please list the names and estimated budget of the activities in specific. If there is more than one center, please list the amount separately. Also, if you plan on using the budget of a single activity in various ways, explain the specific breakdown in the note column.

For more information, please refer to the attached file as an example.

No.	Activity	Center 1	Center 2	Note
		Amount	in USD	
	Total Cost			

4.3. Final Report Form

4.3.1. Final Report Form of MNA Progress



2024 WT DEVELOPMENT PROGRAM Final ACTIVITY REPORT of MNA Progress

A. WT DEVELOPME			
Member National Association Type of WT Development	: ☐ Equipment Aid		
Program granted:	☐ New MNA Support		
B. ACTIVITIES		Expenses (USD)	Receipts Attachment
Please list the activities and	l expenses above and also attach r	receipts with the title of the number	and activities.
1			Ö
2			
3			0
4			0
5			
Add more lists if needed.			



	•
C. CONTRIBUTIONS	
(Please describe how the fur	d or equipment has contributed to your MNA or an athlete(s).)
D. PHOTOS OR MEDIA ARTIC	The second control of
	photos showing activities related to the WT Development Program and share overing your activity benefited from WT Development Program.)
with us any media articles to	vering your activity benefited from wit bevelopment Program.)
E. Comments	
	related to the WT Development Program.)
(Ficase icave any comments	related to the WY Development Programs
F. SUBMISSION	
Name of MNA President	Date &
or equivalent	Signature:
	ceipts (if it is financial support) and a couple of photos showing the activities using the fund or
equipment to the WT Member Kelations and the support is granted by no later than Janua	Development Department through (member@worldtaekwondo.org) within one (1) month after ry 27, 2025.

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