



## Confucius Classroom Application Checklist

---

### **Confucius Classroom Proposal** (no more than 2,000 words, in English and Chinese)

- School profile (eg. history, type of school, grade levels, number of students and teachers, special features or programs, connection to local community)
- Chinese language or cultural programming already provided at school (if any)
- Support and demand for Chinese programming within the school and local community
- Program management plan (eg. general description of type of classes, cultural activities, community programs, and/or teacher training to be offered)
- Finance and funding plan (eg. summary of funding requested from Hanban/Confucius Institute Headquarters and funding provided by hosting school/"self-prepared funds")
- Facilities and equipment provided for the program (eg. classroom space, library area, theater or multi-purpose room facilities, work areas/desk space for teacher/s).
- Commitment of the school administration (eg. listing of school personnel who will be involved including administrators, teachers, support staff, etc.)

### **Support Letter from School Principal** (no more than 500 words, in English and Chinese)

### **Support Letter from Confucius Institute at Mason**

### **Other Supporting Documentation** (optional but recommended; English version only)

- press coverage of previously sponsored Chinese cultural programs
- flyers of previous classes or cultural programs offered
- letters of support from PTA, school district, school board or other community groups

Please note:

---

Hanban/Confucius Institute Headquarters provides start-up funds of approximately US\$10,000 to be used for the purchase of necessary office equipment, remodeling of the classroom areas, opening ceremony and the first year of operating expenses. Annual operating fund allocations are approximately \$10,000 per year upon submission and approval of budget plan.

A detailed budget proposal is not required as part of the initial application. After the Confucius Classroom has been approved by Hanban/Confucius Institute Headquarters, the budget for start-up funds use should be submitted. Annual budgets should be submitted each fall to the Confucius Institute at Mason for signature and then to Hanban/Confucius Institute Headquarters for final review and approval. Upon approved, Hanban will disburse funds, usually at mid-year. Budgets should be prepared using the standard Hanban budget submission form and co-signed by Confucius Institute at Mason.

### **Submit completed application packets to:**

Confucius Institute at George Mason University  
4400 University Drive, MS 6D9, Fairfax VA 22030  
Tel: 703-993-7780 Fax: 703-993-7011 Email: [cimason@gmu.edu](mailto:cimason@gmu.edu)  
Website: <http://confucius.gmu.edu>