**Confucius Classroom Program**

**Grant Funding Guidelines**

The enclosed Confucius Classroom grant funds carry with them several guidelines. These funds were granted by our partner organization, Hanban and for the sake of convenient disbursement are being passed through the Center for International Understanding’s Council, our 501(c)3 organization.

In the agreement between your school and the Center for International Understanding (CIU) on the establishment of your Confucius Classroom, Articles 2 and 4 refer to the scope of activities and obligatory expenses required by the use of the funds.

**Use of Startup Grant Funds**

* The majority of funds should be directed toward classroom materials related to instruction such as textbooks; voice recording tools for language learning; equipment solely for the Chinese language class; Hanban’s Chinese Test for Young Learners (YCT); Hanban’s China Exploratorium interactive media equipment; art and cultural materials; subscriptions to Chinese cultural and language streaming services; etc.
* Schools which already have the classroom materials and equipment needed for a successful Chinese language classroom should direct a greater percentage of funds to the Guest Teacher’s professional development or cultural activities
* As need for instructional materials declines in subsequent years, continuation funds should be directed toward classroom/school-to-classroom/school partnership activities, Chinese Guest Teacher professional development costs, cultural events around Chinese holidays, etc.
* Startup funds might also include an inauguration ceremony of the school as a Confucius Classroom

**Use of Continuation Grant Funds**

* The first grant received by the school should cover most equipment and material costs, but if additional equipment or materials are needed, some of the continuation grant funding may be used for these types of purchases.  CIU recommends limiting equipment and material purchases in continuation grant cycles to a maximum of approximately $3500 and using the majority of funds for activities and professional development
* As need for instructional materials declines in subsequent years, continuation funds should be directed toward classroom/school-to-classroom/school partnership activities, Chinese Guest Teacher professional development costs, cultural events around Chinese holidays, etc.
* Regarding activities and exchange programs, these must be related to Chinese culture and language, primarily for the benefit of the students at the school listed on the check
* Continuation funds might also include participation in and/or organization of Chinese language teaching forums, workshops, exhibitions, or other events related to Chinese language and culture

**Funding Limitations**

Per stipulations of the U.S. Department of State and Hanban, Confucius Classroom grant funds *may* *not* be used to:

* offset or supplement the salary of a Chinese Guest Teacher
* support the personal expenses of a Chinese Guest Teacher, such as housing, food, or transportation, unless these are temporary expenses for professional development at a conference or training where it is typical of your district to pay for an employee’s expenses
* offset district or school officials’ travel on the Chinese Bridge Delegation, as Hanban already heavily subsidizes this trip
* support general global education expenses; funding must be directly related to supporting Chinese language and culture

Funds *may* be used for:

* costs associated with substitute teachers and local transportation during Chinese language teacher trainings and conferences, such as those coordinated by the Center for International Understanding, Hanban and/or College Board
* Contracting with experts on Chinese culture for whole-school performances of dance, art, calligraphy, lectures, etc.

**Reporting on Expenses**

Hanban has requested CIU to obtain quarterly (every three months) expense and program reports from the schools on the use of the funds. Each quarterly report should be composed of an itemized list of the expenses and their costs, and a paragraph summarizing how the expenses have contributed to the enhancement of the Confucius Classroom program. Approximate dates of the request will be at the end of October, January, April, and a final report at the end of July.

**Immediate Action Steps Upon Receiving Funding**

In addition to abiding by the spending guidelines above, we ask that you do the following:

1. Upon receipt of the check, please immediately send an email to Rebecca Williams (rcwilliams@northcarolina.edu) stating that you have received your school’s check and that it is being deposited.
2. Begin to track how funds are spent. Every academic year on a quarterly basis, we will ask that you provide to us a 1-2 page financial and program summary, which details the specific expenditures made through this grant and a narrative description of how the funds have impacted each individual school’s Chinese language and culture program.