**Application for****Annual Project Funds**

Confucius Classroom at

 Signature Print

Principal:：

Date of Application:

Name of Bank:

Bank Address:

Name of Account Holder:

Account Number：BSB::

 A/C No.::

|  |
| --- |
|  Project Implementation |
| Please clearly state the project completion time, implementation and use of funds, and whether or not the goals have been achieved, their effect and impact, etc. (more pages are permitted) |

**Table 1：** **Summary Table** **of Proposed Budgetary Items to be Financed by Annual Project Funds**

|  |  |
| --- | --- |
| Year：  | Unit：AU$ |
| **Revenue** |  **Expenditure** |
| **1** | **Previous Year’s Surplus** |  | **1** | **Project Expenditure** |  |
| **2** | **Self-prepared Funds** |  | a | **Personnel** |  |
| a | **Unit Allocated Funds** |  | b | **Administration** |  |
| b | **External Donors** |  | c | **Equipments** |  |
|  | **Other Sources** |  | d | **Activity** |  |
| **3** | **CI Allocated Funds** |  | **2** | **Project Surplus** |  |
| **Total** |  | **Total** |  |

**Table 2：**[**Detailed List**](http://dict.cnki.net/dict_result.aspx?searchword=%e6%98%8e%e7%bb%86%e8%a1%a8&tjType=sentence&style=&t=detailed+statement) **of Proposed Budgetary Items to be Financed by Annual Project Funds**

|  |  |  |
| --- | --- | --- |
| Year：  |  | Unit： AU$ |
| No | **Project Name** | **Anticipated Expenses** |
| **Total** | **Personnel** | **Administration** | **Activity** | **Equipments** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
|  | … |  |  |  |  |  |
| **Total** |  |  |  |  |  |

|  |
| --- |
| **Table 3：Calculation Table for Proposed Items to be Financed by Annual Project Funds**Unit：AU$ |
| **1** | **Personnel** | **Unit Cost** | **Number of People** | **Sub-total** |
| a | Full Time | 　 | 　 |  |
| b | Half-Day | 　 | 　 |  |
| c | Part Time | 　 | 　 |  |
| **2** | **Equipments** | **Unit Cost** | **Number** | **Sub-total** |
| a |  |  |  |  |
| b |  |  |  |  |
| **3** | **Administration**  | **Unit Cost** | **Number** | **Sub-total** |
| a |  |  |  |  |
| b |  |  |  |  |
| **4** | **Activities** | **Unit Cost** | **Number** | **Sub-total** |
| a |  |  |  |  |
| b | 　 | 　 | 　 |  |
|  | **Total** |  |  |  |

**Instructions for Filling in the Tables**

1. Table 1 is a summary table and Table 2 is the detail list. The total of all types of expenditure in Table 2 should be the same as the total in Table 1.

2. Personnel refer to expenses for labour services. Under normal circumstances, this should not exceed 50% of the total expenditure of the annual project.

3. Administration Expenses refers to the expenditures on office supplies, publicity and advertising, postage and parcel service and entertainment expenses. Entertainment expenses should not be more than 5% of the total expenditure of the annual project.

4. Equipments Expenses refers to the expenditures on office equipments and furniture.

5. Activity includes:

a Book and Reference Material Expenses: This refers to expenditures on books, teaching materials and reference materials.

b Communication Expenses: This refers to expenditures on telecommunica-tion and internet services, as required for the execution of the projects.

c Allowances for Business Trips: This refers to business trips allowances, expenditures on accommodations, meals, and incidentals for the staff members of the Confucius Classroom.

d Conference Expenses: This refers to expenditures on accommodations, meals, duplication of data and documents, and any other expenses incurred during the conferences held by the Confucius Institute.

e Rental Expenses: This refers to expenditures incurred for the rental of equipments and vehicles.

f Others: This refers to expenses which are not included in the above accounting headings.