

人道獎助金計畫結案報告題綱

Humanitarian Grants Program Final Report Handout

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通常一份好的結案報告需要涵蓋些什麼？

- 一份計畫的敘述,以及它的成就
- 受惠社區的資料
- 是否該計畫有提升社區的技能與知識
- 是否有合作的組織參予,以及該組織如何與扶輪社員合作
- 有關扶輪社員(包括主辦單位與國際夥伴)如何提供實際親手參予的詳細資料
- 詳細支出、匯率、以及任何相關資料的清單
- 簽名批准
- 結案報告也需要包括補助金特定問題的答案。

請記住,這些是一般規範;每一類型的獎助金需要不同資訊。

結案報告審核完後會如何？

- 扶輪基金會更新它的紀錄,而且假使報告是完整和計畫已經如被認可的執行,報告檔案會被結束,一份恭喜信函會被寄到所贊助的扶輪社/地區
- 好的計畫與活動相片經常被推薦給不同的刊物,而且經常作為扶輪英文月刊、全球扶輪社活動報導、和扶輪世界的特輯。

欠缺一份充份完整的結案報告會如何？

- 贊助計畫的單位會被通知要提供更多的資料
- 未來的計畫可能會被延誤直到提供一份完整的結案報告為止。

Generally, what should a good final report include?

- A description of the project and its accomplishments
- Information on the benefiting community
- Whether or not the project enhanced the community's skills and knowledge
- Whether or not a cooperating organization was involved and how the organization worked with Rotarians
- Detailed information on how Rotarians (both host and international partners, where applicable) provided hands-on involvement
- Detailed list of expenditures, exchange rate, and any necessary supporting documentation
- Authorizing signature
- The final report should also include answers to the grant-specific questions.

Remember, these are general guidelines; each grant type has different information it requires.

What happens after the final report is read?

- TRF Updates its records, and if the report is complete and the project has been implemented as approved, the file is closed and a congratulatory letter is sent to the sponsoring Rotary clubs/district(s)
- Good projects with action photos are often referred to different publications and are often featured in The Rotarian, the News Basket, and The Rotary World.

What happens in absence of a good, complete final report?

- Project sponsors are contacted to provide the additional information.
- Future Projects may be delayed until a complete final report is provided.